myCRC brings together a church directory, check-in system, email and texting system, meeting planner, file-sharing tool, and much more. It allows you to securely communicate with others in the church family and provide them with your most current information so that we can better stay in touch with one another.

myCRC

making a big church small

## Accessing the online community

WELCOME TO myCRC!

We have provided this tool to help you get better connected within our church. You'll be able to find groups to get involved in, see events you might want to attend, participate in discussions, meet the needs of others in our church community, and find volunteer opportunities based on your passions and gifts.

After requesting a login, or being assigned one, you will receive an email containing your login information. Use the links in the email to access your online community.

New users sign up here

TIP

Bookmark the login page and save your login information so you can quickly access myCRC in the future.
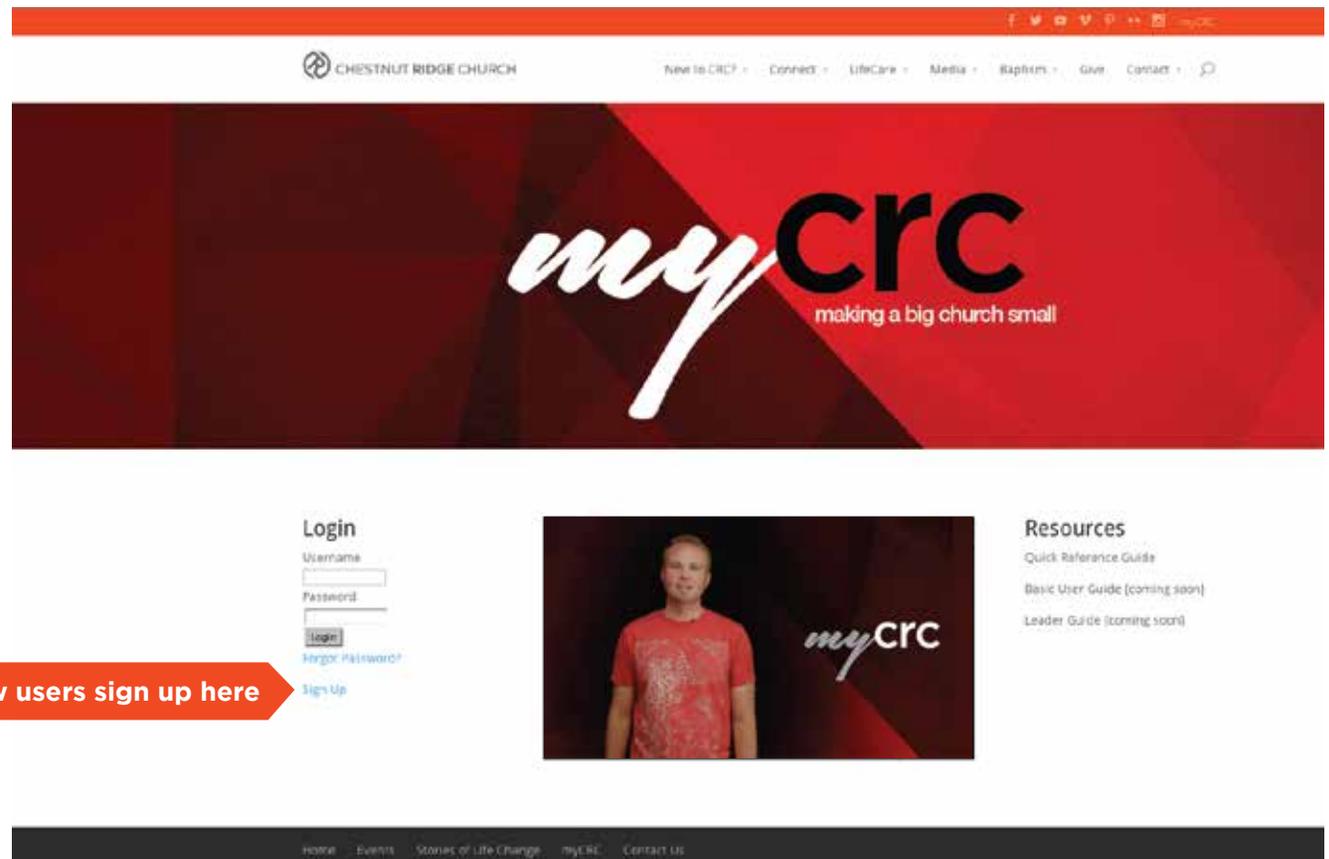
Your Personal Home Page

Once you log into myCRC, you will land on your personal homepage. This page contains information specific to you including:

• A list of upcoming church-wide

• Any recent activity in your groups

• Your name, picture (if one is uploaded), and link to your profile

• A list of your groups

Your profile

Your groups

Upcoming Events

My Groups' Activity

Click on **Go to my profile** to view information in your profile.

Profile Tabs
View information on the **Activity, Family, Info, Involvement,** and **Serving Availability** tabs.

Info Tab
This is where the majority of information about you will be located. Review the information to determine if anything needs to be added or edited.

Contact Info
Your phone number(s), address(es) and email address will be located here. Only you and appropriate church staff will see your email address. All others will see a generic **Send an email link** instead, which allows them to email you without ever seeing your email address.
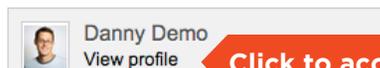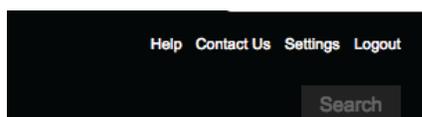
Click to access profile

Chestnut Ridge Church

Help Contact Us Settings Logout

🏠 Home | Groups | Calendar | Messages | **People** | More ▾   Reports Search

Danny Demo

Actions

(304) 658-5847
mycrc@chestnutridgechurch.com
Address: Danny Demo
123 Example St.
Morgantown, WV 26508
United States
🗺 View Map

Send an email
Add to groups...
Remove from groups...
Add to process queue...
Fill out a form...
Add to my friends list
Download contact card

Profile Settings
Edit profile

Family
Edit family profile
Start a new family with this person
Create a new family member...
Add a person from another family...

Activity | Family | **Info** | Involvement | Serving Availability

Info

Birthday:
Age:
Gender:
Marital Status: Married
Anniversary:
Allergies:

Family

Danny (Primary Contact)
Demi (Spouse)
Donny (Child)

Other Addresses

My Fit

Spiritual Gifts:
Passions:
Abilities:
Personal Style:

Plugged In

Commitment Date:
Service(s) I Attend:
School:
Military:

Custom Fields

🔒 **Custom Fields**

Faith Commitment Story

Current Faith Story

3

Select **Edit Profile** to begin editing your profile. Profile information is broken into six sections. Name fields will be visible no matter which tab you are viewing.

Basic
Photo, gender, birthday, marital status, phone numbers, email addresses, emergency contact, and other general categories.

Address
Mailing address fields shown with '**more addresses option**' available to add your home, work and other addresses.

MyFit
Spiritual gifts, passions, abilities, and personal style.

Social
Social networks you use

Custom Fields
Any field created by our church to track additional information.

Plugged In
Service you usually attend, organizations you are part of (military, school, etc.), and your faith journey.

TIP
The contact phone number field allows you to indicate your preferred phone number. This field was used by default when your profile was created and will likely match one of the other numbers (i.e. home, work, etc.).

Click to access profile

Profile sections

Main phone number
(used for check-in)

4

Updating Your Settings

Look in the top right corner of any page for the **Settings** link, where you can access your username and password, communication, and privacy settings. Click any of the icons in the drop-down menu to update your settings.

Communication Settings
Determine the groups from which you wish to receive communication and what type of communication you would like to receive. Options include regular email correspondence, comments posted to your groups' message boards, text messaging, and/or a weekly summary of your groups' activities.

Availability to Serve
Set and make adjustments to your serving preferences for each position you fill. You also have access to your availability from the **Actions** menu in your profile and on **My Calendar**.

Username/Password
Change your login information from this page. (Please note: after saving your changes you will be logged out and will need to log back in with the new login infomation.)

Privacy Settings (shown at right)
Here you may select what information appears in your profile and who may see it. Using the '**Friends and My Groups Members'** option will allow maximum contact between group members while providing privacy across the congregation.

Groups

Groups are the backbone of our online community. Events, volunteer opportunities, message boards, and most emails are generated by the groups you belong to, including your Adult Class, Community Group, serving teams, and others. (You will see the groups that you currently belong to on your personal home page and also by clicking the **Groups** tab at the top of the page.) Once you click on one of the groups you belong to, you will be able to see events, messages, needs, positions, files, or schedules for that group.

To find other groups you may wish to join, click on the **Groups** tab and type the group name into the search field. Groups that are **Open to All** will have more information visible to you than groups that are **Invitation or Request Required**. However, all groups that are visible will include a description, meeting day, meeting time, and leader information. Click on the group name to access this additional information.

Chestnut Ridge Church

Help   Contact Us   Settings   Logout

⌂ Home   **Groups**   Calendar   Messages   People   More ▾   **Main tabs**   Search

Find a group by typing its name below   ... or discover a new group

Start typing the group's name   **Type group name**

My Groups (2)

Entire Church
Type: System
Department: Church - General
led by Tim Haring, Open to All, Announce Only

crcKIDZ Parents
Type: Large Group
Department: Kids
led by Jenny Dailey, Invitation or Request Required, Announce Only

To find a specific group or kind of yroup use the **Discover a new group** option found to the right of the groups list. In the example to the rights, we are seaching for a small group that meets in the evening and is a part of Short-Term groups. You may search by area of town, type, department, group name, leader, and more.

When you have found a group you would like to joing, click the '**Request to join button**.' An email will be sent to the group leader notifying them of your interest.

Viewing other profiles

To view a profile for another person in **myCRC**, first click the **People** tab at the top of the page. After clicking **People**, begin typing a name in the search box. You may type the first name, last name, or a combination of both. As you type, the system will narrow your results and generate a list of peopel who meet your criteria. Click the name of a person to access their profile. You will only be able to find people who are listed in **myCRC**.

On each of the tabs, you will be able to see whatever information the individual has chosen to share with the online community. Anything not shared will be blank or show a message reading, "**not enough privileges to view**," meaning administrative rights are required to view the information.

TIP
Adding an individual to your **Friends** list will allow those individuals to view information in your profile with privacy settings of **friends only** or **friends and my groups members**. In addition, it will give you easy access to those profiles if you wish to email them or view a phone number.

1. Can anyone obtain a password to myCRC?
Individuals already in myCRC will automatically be assigned a user ID and password when they request one. Any other person's request for access to myCRC must be through a system-generated email request form that they complete. It will be reviewed to determine the person's connection to the church and approved/disapproved by the Master Administrator.

2. Would we ever revoke a user's ID?
If an individual is found to be using the system for inappropriate purposes and continues to do so even after being asked to stop, their user ID can be revoked.

3. What information will basic users see?
Basic users will see the following information on individuals in the database who are fifteen years of age and older: name, picture, marital status, birth month and day (not year), and anniversary month and day (not year). Actual email addresses cannot be seen by basic users.

4. Can name and address be displayed, but not phone number?
Through privacy settings you may choose whether or not to display your address or phone number. We recommend that you keep your address and phone number visible to friends and group members so that you may easily connect with them and others.

5. Who can see children's names and ages?
Basic users cannot see information on children if they are under the age of fifteen. Group Leaders can view all basic information (which does include children's names and ages).

6. If an individual wants his/her under-age-fifteen child's information to be displayed, can it be?
No.

7. At what age can children gain access to myCRC?
Children may request a login at age fifteen.

8. Will marital status be visible?
Initial settings will display marital status to members of groups you are in and to individuals you designate as friends. Through privacy settings theperson may choose to not display their marital status.

9. What is the definition of friend?
The individual can designate anyone in the system as a friend. This allows him/her to see any of the information listed as displayed to friends and group members.

10. Can individuals inactivate (remove) their own profile or that of their family?
No.

11. What follow up is performed on those who are inactivated?
A report of inactivated profiles will be run on a monthly basis and reviewed.

12. Can individuals make themselves unlisted?
Through privacy settings a person may choose to be unlisted in myCRC. This determines whether the name, picture and link to email can be seen by other basic users. We will not recommend this setting.

13. Can individuals create a church directory from myCRC?
Basic users cannot create reports (which would include a directory). Those with higher role based or admin privileges than those of a basic user may create reports.

14. Can a user send an email to the whole church?
myCRC doesn't not allow emails to be sent to the entire church group.

15. Can a user send an email to everyone in a group they are listed as being a member in?
Yes.

16. Is every group listed/able to be seen?
No. Groups that are designated as unlisted cannot be viewed by basic users in the system, e.g., support groups; however, all group leaders (and assistant leaders) can view these groups.

17. What types of calendars are in myCRC?
There are three types of calendars in myCRC. The group calendar tracks events specific to the group and are maintained by group leadership. The church wide calendar tracks events help on campus and, once implemented, will reflect resource usage. The public calendar shows events that are for the general public and are shown on our website.

18. Who can update the public calendar?
All staff can update the public calendar.

19. Will contribution information be visible?
Contribution information will be visible on the financial tab of your profile. Only you will be able to see your own, or spouse's, giving.