How to setup your Church Community Builder Account
DCCC's Online Directory

1) Open your favorite browser and go to www.delcitychurch.org
2) At our homepage, go to the upper righthand side and select "Member Login"

3a) If have already have a Church Community Builder account, login using your **Username** (most likely your email address) and **Password**. It's a good idea to "Favorite" this page on your browser or phone.

3b) If you have not setup an account before, go to **"Sign Up"** below the Login button. That will take you to a new page where you can put in your First Name, Last Name, Email, and Mobile Phone Number. Hit "Submit" when completed. Please give the office at least two working days to email you back with an email that helps you create a password. After that, you'll have a working Username and Password.

4) After Login, you're at the Church Community Builder home page. Here you may access our directory, groups and calendars. If you'd like to find someone who goes to our church, hit the "People" button.

5) You can then put your cursor into the area that says **"Start typing a person's name"**. As you type, you'll see names. When you see the person you're looking for, click on their name to see their information.

6) To view our church's activity calendar, go to the calendar icon located in the middle of the top right corner.

7) To view a specific event on our calendar, click on the event to view its information. You can see the events time and see who is organizing of the event.

8) If you'd like to watch the video presented in class, go to: http://www.dcyg.org/ccb-login

9) If you have additional questions, email jengland@delcitychurch.org, pturbyfill@delcitychurch.org, or call the office at 672-1311 and ask for Pam or Jerred.