

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 you 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.

A screenshot of the login page. On the left, there are input fields for 'User name' and 'Password', a 'Remember me for 90 days' checkbox, and a 'Login' button. Below these is a link for 'Forgot username or password?'. On the right, there is a 'WELCOME TO BELIEVE IT OR LEAVE IT' section with text explaining the login process and a link for 'New User Registration'.

- 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.

A screenshot of the 'Request a Username and Password' form. It includes input fields for 'First Name', 'Last Name', 'Email', and 'Mobile Phone'. There is a 'Submit' button and a link for 'Forgot username or password?'. Below the form, there is a 'Login' link and a 'Mobile Preview' link.

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.