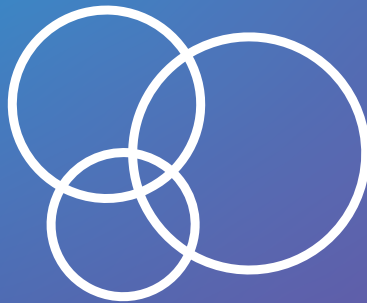
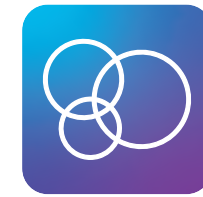


CCB
QUICK GUIDE



CHURCH COMMUNITY BUILDER



A Quick Guide to CCB

CHURCH COMMUNITY BUILDER

Stay Connected With CCB

Church Community Builder (CCB) is our web-based platform designed to help you connect, engage, and grow with the Cornerstone community. It is a place where you can find groups, registration forms, and connect with other members of our church community. We encourage you to create an account to take full advantage of everything CCB offers and stay connected with your church family. Instructions for creating and using your account are provided in this booklet.

This booklet walks you through creating your CCB profile in three simple steps.

It's as easy as 1, 2, 3

If you'd like a more detailed explanation or need extra help along the way, this video provides a full walkthrough of the entire CCB platform.



Guidelines for Use

By using CCB, you agree to the following rules of use:

- CCB is intended for personal and ministry use. It is not for solicitation of any kind. Do not use it for business purposes.
- Protect members' privacy by not sharing their personal information or contact details with anyone outside the Cornerstone community. If you would like someone's number and they are unlisted, please ask them directly. Cornerstone cannot give this information out without prior consent. Our leaders handle this private information carefully.
- Do not send unnecessary or inappropriate communications (e.g., sales, jokes, petitions, etc). Use CCB with care and courtesy for personal and friendly communication. Do not add other users' information to outside lists.
- CCB users who do not follow these guidelines and/or abuse the online community will have their access blocked.

It's as easy as 1, 2, 3

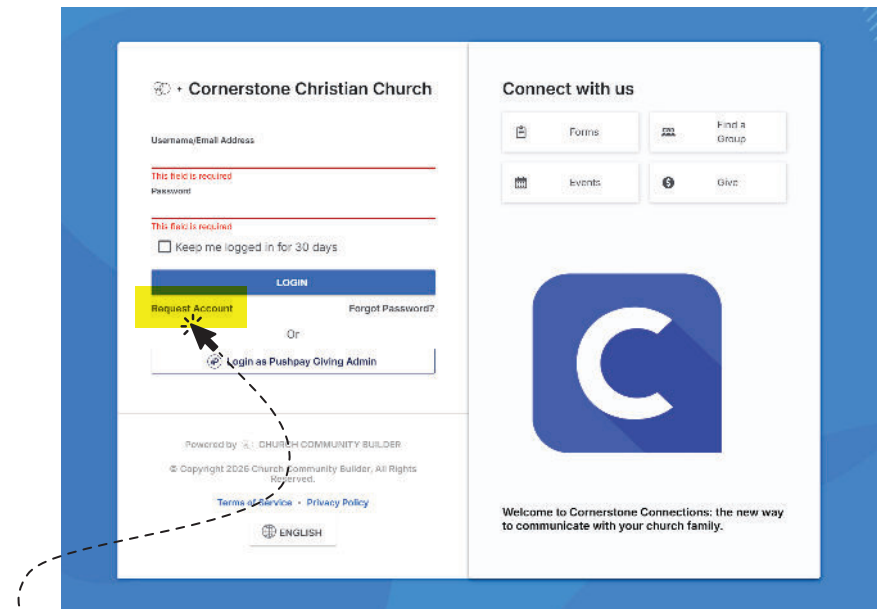
Let's get started...

Step 1

Activating Your Account

To access CCB, go to <https://cornerstonenj.ccbchurch.com>. To log in, you must have a username and password. Click "Request Account" to complete the form and request a username and password. Please note that a unique email address must be used for each adult profile.

1 2 3



Click "Request Account" to complete the form and request a username and password.

After your request is accepted, you will receive an email invitation to create a username and password and set up your account.

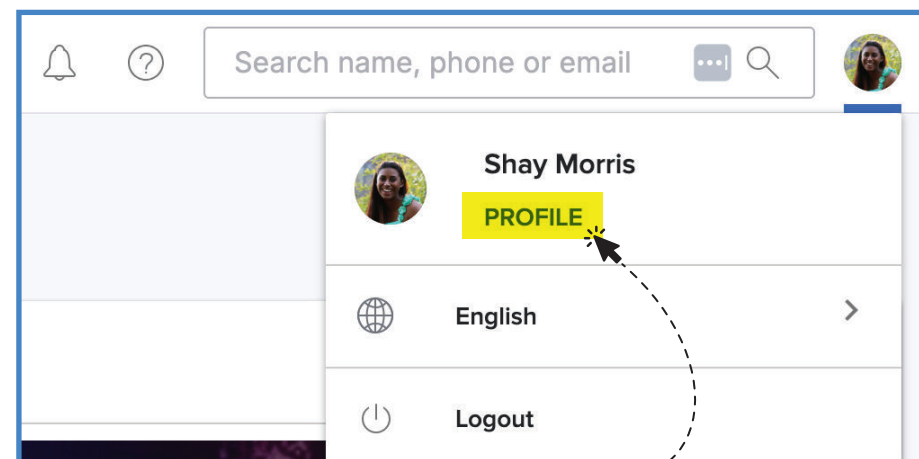
1 2 3

Step 2

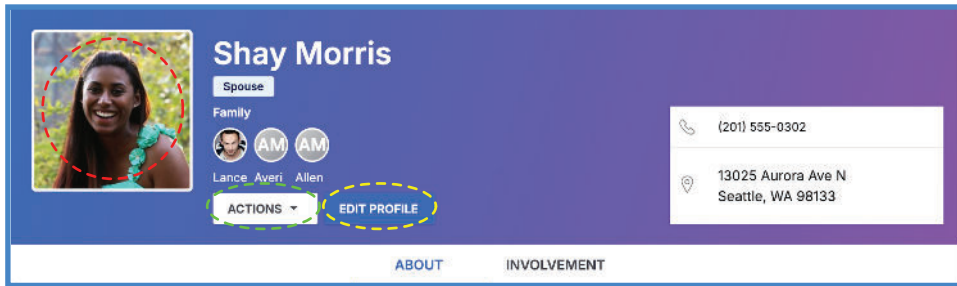
Customizing Your Profile

When you log in, you will be able to see your profile information, the groups you are participating in, your giving record, open registration forms, and ways to communicate with other members. You can update your information and ensure our records are accurate. Share as much information with others as you are comfortable sharing with the community.

To access your profile, click on your profile image or initials in the top right corner. Then click **Profile**.

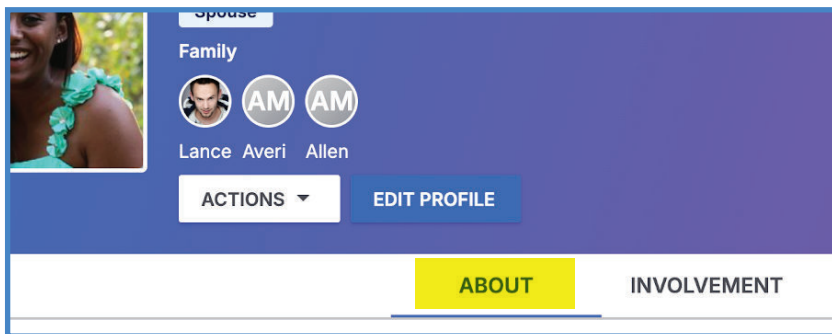


To access your profile, click on your profile image or initials in the top right corner. Then click Profile.

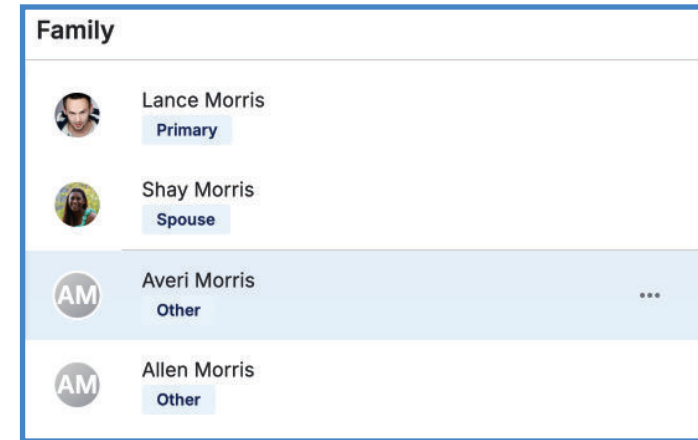


Some initial setup options:

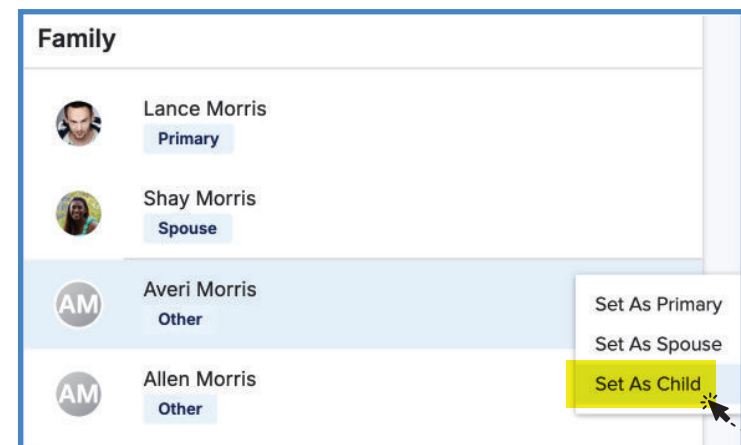
- Add a **Profile Photo** to help others recognize you quickly.
- Complete or edit your contact info through the **Edit Profile** button.
- Update your privacy settings and communication preferences through the **Actions** button.



Primary contacts and spouses can add and edit their family members' profiles. To update family information, ensure you are on the **About** tab in your profile.



- Hover over the name of the family member you want to view.
- If you need to edit the information in a family member's profile, click their name to open their profile.
- If you need to change their Family Relationship, hover over the person's name in the Family tile and click on the ellipsis (...) that appears on the right.
- Choose the appropriate family relationship, such as "Set as Child".



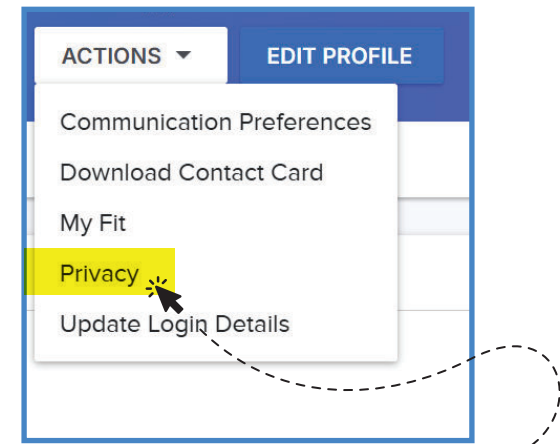
1 2 3

Step 3

Adjusting Your Privacy Settings

You can decide whether to make information visible to other online members (listed) or to church staff only (unlisted). Unlisted information is only visible to church staff and key leaders with administrative privileges. Personal financial giving records are accessible only to the individual and our financial manager.

From your profile, click the **Actions** button and select **Privacy**.



From your profile, click the Actions button and select Privacy.

Next, select what information you would like visible.

Personal Information	Everyone Any Profile Within Your Church	Groups Members Groups I Am A Part Of	Church Leadership Only Admin Permissions Only
<input type="checkbox"/> Only Allow Church Leadership To View Profile Information (Unlisted)			
Mobile Phone Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Personal Information

Everyone
Any Profile Within Your Church

Groups Members
Groups I Am A Part Of

Church Leadership Only
Admin Permissions Only

Only Allow Church Leadership To View Profile Information (Unlisted)

Mobile Phone Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Home Phone Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work Phone Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Address	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Email Address	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Birthdate (Month & Day Only)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anniversary (Month & Day Only)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

All other profile fields are only visible to individuals with appropriate administrative permissions. Examples include: Gender, Marital Status, Emergency Phone, Allergies, and other church defined fields.

There are three privacy options for each field:

- **Everyone:** All members of our online community can view this data.
- **Group Members:** Only other members within your groups and Cornerstone leadership can view this data.
- **Church Leadership Only:** Only Cornerstone leadership can view this data.

Some things to note:

- If you toggle on the option to Only Allow Church Leadership To View Profile Information, all the fields will be set to Church Leadership Only and cannot be changed.
- If you leave the toggle off, then you can select the Everyone and Group Members options.

Everyone
Any Profile Within Your Church

Groups Members
Groups I Am A Part Of

Church Leadership Only
Admin Permissions Only

Only Allow Church Leadership To View Profile Information (Unlisted)

<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

That's it! You're all set.

You're officially a CCB pro.

To access these instructions online visit us at
cornerstonenj.org/connect/



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