



# *my*CENTRAL



[USER GUIDE >> GETTING STARTED](#)

Join Central's new online community and ministry resource:



myCentral is an online community and central location for all things at Central Presbyterian Church. It connects people, organizes ministry teams, creates calendars, and can improve communication and collaboration. myCentral will help you stay connected with your church community, keep up-to-date with upcoming events, find ministry groups and service opportunities, register for events, and more.

Here are but a few of the many things you will be able to do with myCentral:

- Access the church directory
- Update your own personal and family information
- Find and join groups and sign up for events
- Communicate, collaborate and connect with groups you are part of
- Create "care calendars" for your group
- Sync your church calendar with your own personal calendar
- Track your contributions and download giving statements
- Find volunteer opportunities matched to your gifts and abilities
- Alert children's ministry staff of your child's allergies

myCentral is secure, easy to use, and accessible from any web-enabled device. Through myCentral, you have full control over your privacy settings and communications preferences. It is easier than you think to become part of Central's new online community. Log in today and join the fun!

To log in, please visit:

[www.centralpres.com/mycentral](http://www.centralpres.com/mycentral)

Questions? Please contact:

[mycentral@centralpres.com](mailto:mycentral@centralpres.com)

## STEP 1 • LOGIN

GO TO [www.centralpres.com/mycentral](http://www.centralpres.com/mycentral)

### Login

Fill in your user name and password in the appropriate fields and click "Login"

### Have you forgotten or misplaced your login info?

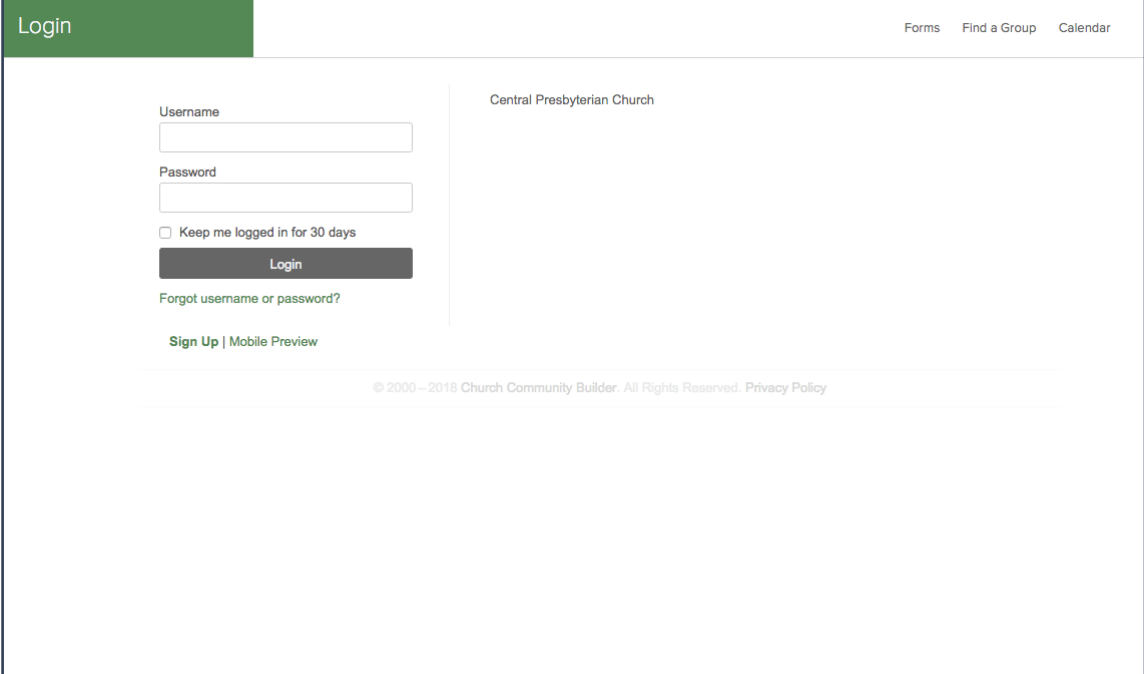
Click on the "Forgot Password?" link. Instructions will be emailed to you.

### Do not have an account yet?

Click on the "Sign Up" link and follow the instructions.

### PLEASE NOTE

If you received a "New Login Created" email, just click on your user name in that message and it will bring you to a login page. Be sure to use the mobile link if your working from a smartphone.



The screenshot shows the login page for Central Presbyterian Church. The page has a green header with the word "Login" on the left and navigation links for "Forms", "Find a Group", and "Calendar" on the right. The main content area is divided into two columns. The left column contains a "Username" input field, a "Password" input field, a checkbox for "Keep me logged in for 30 days", a "Login" button, a link for "Forgot username or password?", and a link for "Sign Up | Mobile Preview". The right column displays the text "Central Presbyterian Church". At the bottom of the page, there is a copyright notice: "© 2000 - 2018 Church Community Builder. All Rights Reserved. Privacy Policy".

GETTING STARTED >> STEP 1 - LOGIN

## STEP 2 • FAMILIARIZE YOURSELF WITH THE HOME PAGE

Logging in will take you to your personal home page.

On the left side of your screen is the main navigation menu. Clicking on the three horizontal lines in the green box will expand the menu to show titles in addition to the icons. Clicking it again will contract it, leaving just the icons in view.

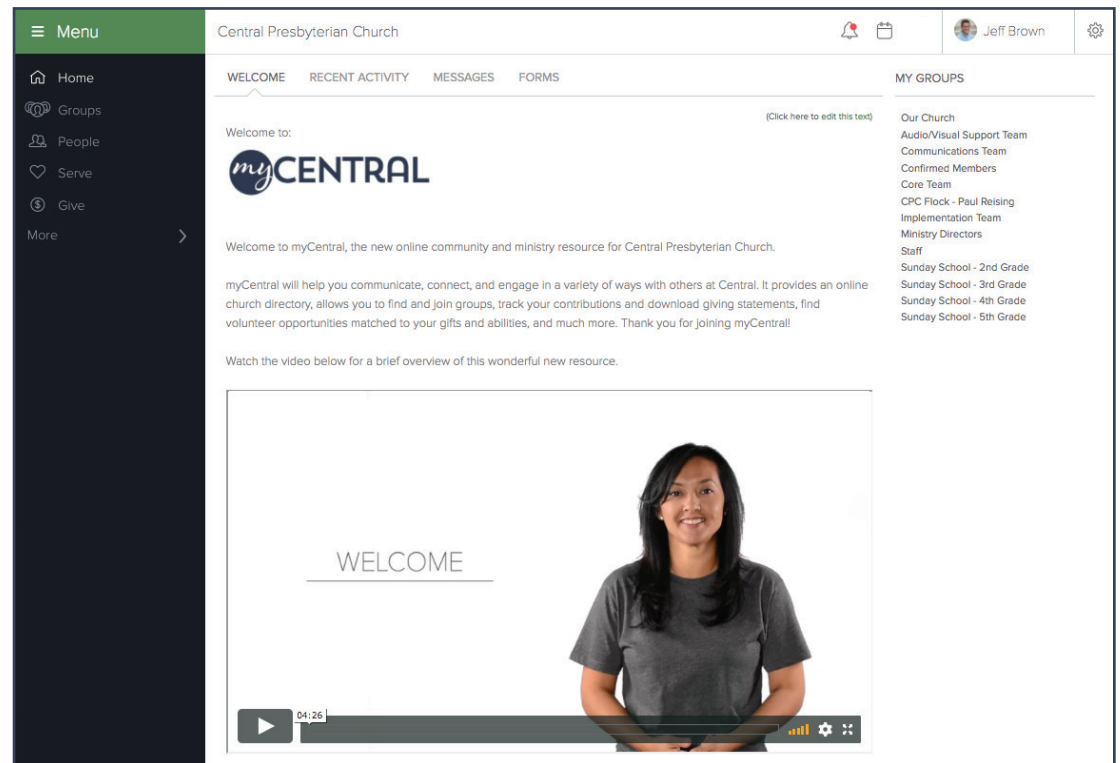
The center portion of the screen currently contains a welcome message and orientation video. We would encourage you to take a few minutes to watch the video and familiarize yourself with the system.

By clicking on the tabs in the center of the screen (WELCOME, RECENT ACTIVITY, MESSAGES, and FORMS), you will change what you see on the home screen.

RECENT ACTIVITY displays a summary of recent activity related to your account.

MESSAGES shows a list of messages you have sent or received.

FORMS gives you a list of all forms available to you in the system.



The screenshot displays the myCentral interface for Central Presbyterian Church. On the left is a dark navigation menu with a green 'Menu' header and icons for Home, Groups, People, Serve, Give, and More. The main content area features a header with 'Central Presbyterian Church', notification and calendar icons, and a user profile for 'Jeff Brown'. Below the header are tabs for 'WELCOME', 'RECENT ACTIVITY', 'MESSAGES', and 'FORMS'. The 'WELCOME' tab is active, showing a 'Welcome to: myCENTRAL' message with a '(Click here to edit this text)' link. A video player is embedded, showing a woman with the word 'WELCOME' overlaid. To the right, a 'MY GROUPS' sidebar lists various church groups and ministries. At the bottom, a video player shows a woman with the word 'WELCOME' overlaid.

GETTING STARTED >> STEP 2 - THE HOME PAGE

## STEP 2 • FAMILIARIZE YOURSELF WITH THE HOME PAGE

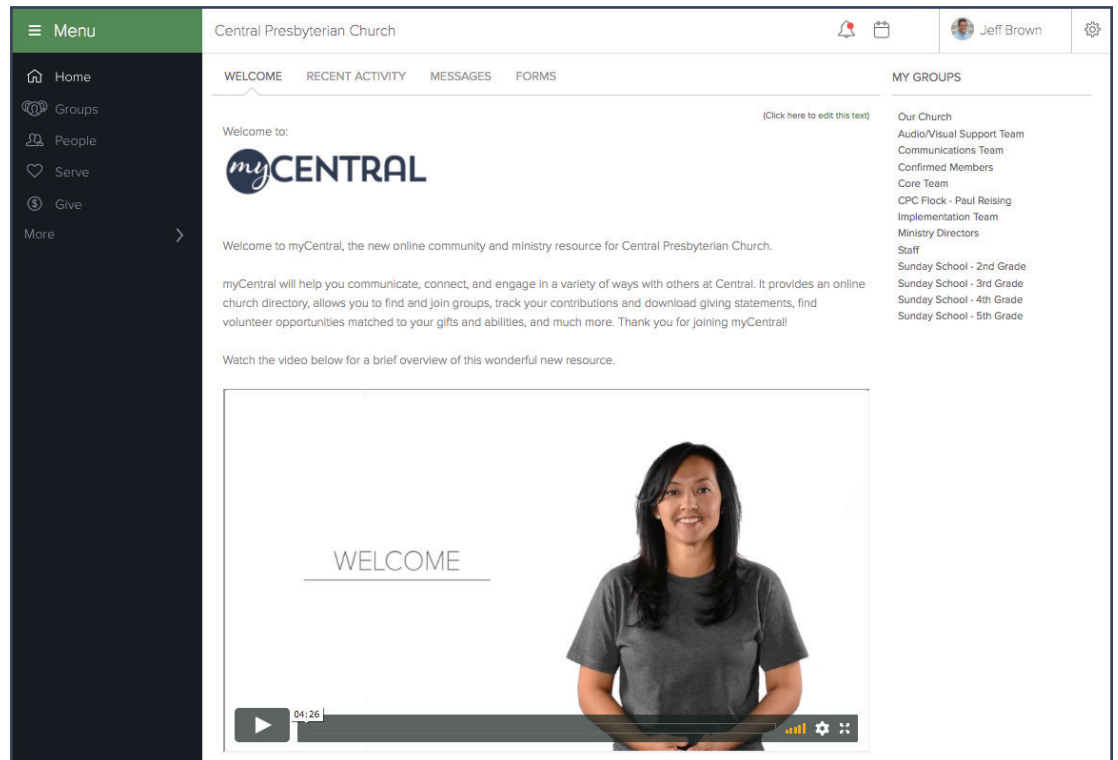
At the top of your screen towards the right side are two icons: a BELL and CALENDAR.

The BELL lets you know if there are any notifications waiting for you. If there are, there will be a small red dot on the bell.

The CALENDAR icon takes you to the calendar view. There are several calendar options available.

Next to these icons is YOUR PHOTO (if you have uploaded one) and YOUR NAME. Clicking here will open a menu of options that will allow you to customize your personal account settings.

Under your name you will find a listing of any groups of which you are currently a member.



The screenshot displays the myCentral interface for Central Presbyterian Church. On the left is a dark navigation menu with options: Home, Groups, People, Serve, Give, and More. The main content area features a header with 'WELCOME RECENT ACTIVITY MESSAGES FORMS' and a user profile for 'Jeff Brown'. Below the header, a 'Welcome to:' section shows the myCENTRAL logo and a video player with a 'WELCOME' title. To the right, a 'MY GROUPS' list includes: Our Church, Audio/Visual Support Team, Communications Team, Confirmed Members, Core Team, CPC Flock - Paul Reising, Implementation Team, Ministry Directors, Staff, Sunday School - 2nd Grade, Sunday School - 3rd Grade, Sunday School - 4th Grade, and Sunday School - 5th Grade.

GETTING STARTED >> STEP 2 - THE HOME PAGE

## STEP 3 • Edit Your Personal Info

### 1. Update your name

Under the BASIC tab, enter your first name as the name you are most commonly known by. Click “More name fields...” and enter your legal name, middle name, etc.

### 2. Upload your photo and enter other personal information

Please provide a head and neck portrait of yourself rather than an image of your whole family, your pet, etc.

### 3. Update your contact information

Enter your email, phone number, etc. PLEASE NOTE: myCentral offers the ability for group leaders to message their group members via text. If you wish to receive texts, please be sure to include your mobile carrier.

Click “More contact fields...” to provide emergency contact phone, your web and/or social media addresses, etc.

### 4. Continue to update by clicking on each tab

(ADDRESS, MY FIT, SOCIAL, CUSTOM FIELDS, PLUGGED IN) and provide your information. Click “Save” after updating all tabs.

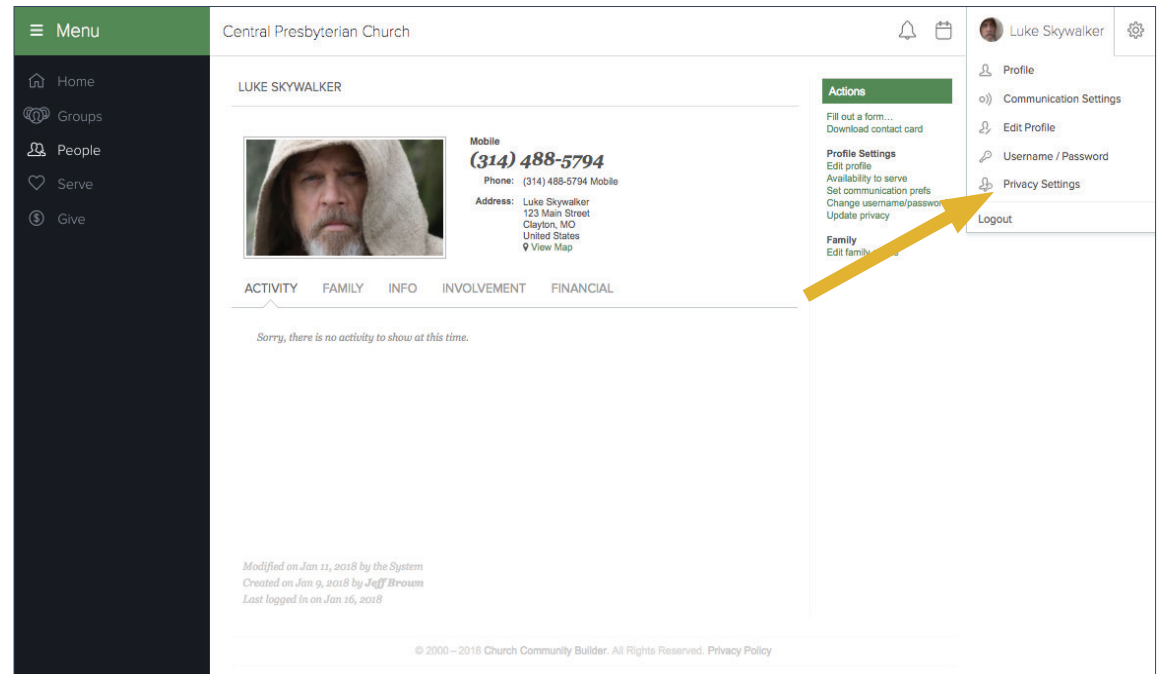
The screenshot shows a web form for editing personal information. At the top, there are tabs: Basic, Address, My Fit, Social, Custom Fields, and Plugged In. The 'Basic' tab is active. The form is divided into two main sections: 'Personal' and 'Contact'.  
**Personal Section:**  
- Name: Luke Skywalker (with a 'More name fields...' link)  
- Photo: Choose File (No file chosen) and Delete Photo checkbox  
- Family Position: Primary Contact  
- Gender: Male  
- Date of Birth: Jan 1, 1970 (with a 'Why the year?' link)  
- Marital Status: Select...  
- Anniversaries: Month, Day, Year  
- Any Allergies?: Yes, No, Not specified (radio buttons)  
- Allergies/Special Instructions: (used by Check-In system)  
**Contact Section:**  
- Email: (empty field)  
- Mobile Phone: (314) 488-5794  
- Mobile Carrier: Turned off...  
- Home Phone: (empty field)  
- Preferred Number: Mobile, Home, Work, None (radio buttons)  
- More contact fields... link  
At the bottom right, there are 'Cancel or' and 'Save' buttons.

## STEP 4 • EDIT YOUR PRIVACY SETTINGS

We value your privacy and will always handle your personal information with the utmost care. Within PRIVACY SETTINGS it's easy to choose the information you want to share and who you want to share it with.

### Click on your name, then PRIVACY SETTINGS

Please review your default privacy settings and edit to match your personal preferences.



The screenshot displays a user profile for Luke Skywalker on the Central Presbyterian Church website. The profile includes a photo, contact information (mobile phone: (314) 488-5794, address: 123 Main Street, Clayton, MO), and tabs for Activity, Family, Info, Involvement, and Financial. A yellow arrow points to the 'Privacy Settings' option in the user menu, which is located in the top right corner of the page. The menu also includes options for Profile, Communication Settings, Edit Profile, Username / Password, and Logout. The page footer contains copyright information: © 2000 - 2018 Church Community Builder. All Rights Reserved. Privacy Policy.

GETTING STARTED >> STEP 4 - PRIVACY SETTINGS

## STEP 5 • Edit Your Communication Settings

### Click on your name, then COMMUNICATION SETTINGS

You have the option to choose how people in your groups communicate with you.

Choose to receive information via email, text messages, a weekly summary of group activity, and more.

You can select different settings for each group that you are involved in.

COMMUNICATION SETTINGS FOR LUKE SKYWALKER

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
<p>Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.</p>		<p>Participate in online conversations as they happen.</p>	<p>Receive a single email generated by the system for all your groups' activities (events, comments, needs, positions and files) for the week.</p>	<p>Even with a mobile phone number, text messages will only be sent if a carrier is selected.</p> <p>Mobile Carrier Turned off... ▾</p> <p>Mobile Phone (314) 488-6794</p> <p>Standard text messaging rates from your carrier may apply.</p>
<b>Groups I am in</b>	<b>Recommended</b>	<b>Optional</b>	<b>Recommended</b>	<b>Recommended</b>
Our Church	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Future Group Defaults**  
You can decide what your communication settings will be when you are added to a group in the future.

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
<b>Future groups I am added to</b>	Use group default ▾	Use group default ▾	Use group default ▾	Use group default ▾

**General Church Communication**  
These emails are usually sent by church leadership or staff.

**Recommended** I'd like to receive important campus- and church-wide emails.

**Email Address**  
You can update your email address.

(Example: you@ccbchurch.com)

If you do not want to receive any more emails from us, you can permanently remove your email address from the database. Removing your email address means no one in this church will be able to contact you via email using this system. If you would like us to have your email address for contact purposes, please do not click this option.

**NOT Recommended** Completely remove my email address from the database.

Cancel or

GETTING STARTED >> STEP 5 - COMMUNICATION SETTINGS





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[www.centralpres.com/mycentral](http://www.centralpres.com/mycentral)

Questions? Please contact:

[mycentral@centralpres.com](mailto:mycentral@centralpres.com)