



Getting Started

- Go to **cccweatherford.ccbchurch.com**
- On the sign-in screen, click on the red **Sign Up tab**, fill in the information, and submit.
 - If your email address is already in the system, you will receive an email with a temporary password to log in.
 - If your email address is not in the system, your request will be sent to the church office and you will receive the necessary login information by email.
- Once logged in to CCB, your name will appear in the top right corner. Click on your name to view a drop down menu.
- Go to **username & password** and update your password. *Always click **save** before leaving this page!*
- Next go to **Edit Profile** to enter your profile information. The church office may have already input some of this information for you. If so, verify the information is correct.
 - If you wish to have the ability to receive texts from CCB users, you must include your mobile number and your mobile provider.
 - *Always remember to click save before leaving this page!*
- Now go to privacy settings. Under the **Profile** tab, click **Listed** to make your name visible to system users. Under the **Main** tab, use the dropdown boxes to set your preferences for which CCB users can see your other information.
 - One of the functions of CCB is to serve as online directory, making groups/classes able to communicate more effectively. **The more settings you set to everyone – the better.**
 - **CCB is very safe** and no information goes outside of this site.

- o *Always remember to click save before leaving this page!*

Financial

- CCB allows you to see your records of financial giving.
 - o Under the **Main Menu**, click on the **Giving** tab (beside the \$ icon), then click **Schedules/History**.
 - o **No one else can access this information**, except the administrators who input it.

Miscellaneous

- Under the **Main Menu**, click on the **Groups** tab to see groups that you may have already been added to by the church office.
- Children under twelve have added privacy protections. Access to their information is limited to staff and children's leadership.
- CCB gives you the opportunity to keep your information up to date as to changes in your life and family.
 - o We encourage you to upload a picture to go with your profile! Click on your name to enable the dropdown box of options. Click **Edit Profile**. The first line in the Personal section is marked **Photo**, and provides a tab to upload a picture from your computer by clicking **Choose File**.
- Future uses of CCB will include: personalized calendars, reserving meeting space, ministry availabilities & needs, and connecting to ministries based on your spiritual gifts.