



Group Leader User Guide

First Family Church
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515.965.8300
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August 2013

FFC Connect User Guide

Welcome to your online link to First Family! This powerful system is provided to help you get better connected with FFC. It is best described as “an online tool to create offline community.” Using First Family Connect, you will be able to find Groups to get involved in, see events you might want to attend, participate in discussions, meet the needs of others in our church family, and find volunteer positions based on your passions and gifts.

Signing Up to Access First Family Connect

Method 1 (preferred): Visit connect.ffclife.com.

After clicking “Sign Up,” you will be taken to a FFC Connect page where you can “Request a Username and Password.”

Fill in your first name, last name, email address, and contact phone number, and then click “Submit.” You will then receive an email from ccbchurch.com which will guide you through the rest of the sign-up process.

Tip: If your email address is already in the FFC Connect system, an activation email will automatically be generated and you should receive that email very quickly. If your email address is not in the Connect system, there will be a short delay in you receiving the activation email until the church office staff or an administrator verifies your identity.

Method 2: Ask for an “activation email”

If you prefer, you may ask one of your Group leaders or the church office (info@ffclife.com) for an “activation email.” When choosing this method, please realize there may be a delay in your sign-up process. Each person using this method will be verified by staff or an administrator before an activation email can be sent.

Once you have a username and password established, you can access FFC Connect directly from the church website or by typing in <http://www.connect.ffclife.com/>. Enter your username and password in the boxes located at on the FFC Connect login page and click "Login."

Username

Password

[Forgot username or password?](#)

[Sign Up](#) | [Mobile login](#)



Welcome to First Family Connect! We are providing this tool to help you get better connected with our church family. You'll be able to find groups to join, interact with other members in your groups, see events you might want to attend, participate in discussions, meet the needs of others and find volunteer positions based on your passions and gifts. If this is your first time using Connect, sign up using the link to the left. Once you're approved, you will receive an email with your login information. Then, go ahead and get your feet wet! Jump in and update your profile, change your password, add your photo and check out your groups. Call us with any questions at 515-965-8300.

Mobile Login

If you need to access FFC Connect from a mobile device, click on "Mobile login" for a screen properly formatted for easy access on a mobile device. You can also save a link on your home screen for easy access to FFC Connect's mobile site.

Username

Password

[Forgot username or password?](#)

[Sign Up](#) | [Mobile login](#)

Request a Password Reset Link

Email

[Go to Login page](#)

[Sign Up](#) | [Mobile login](#)

Request a Password Reset Link

If you have already been assigned a username and password to our online community, enter your email address in the field to the left. An email will be sent with the username and password reset link for every profile registered with that email address.

If you should forget your password, visit the church website and below the log-in window click on the "Forgot Password" link. You will then be taken to a webpage where you can "Request a Password Reset Link." Enter your email address. As long as that email address matches the address in the Connect system, you will receive an email containing instructions on how to reset your password.

Your Personal Home Page

Once you log into First Family Connect you will land on your personal home page. This page contains information specifically for you including:

1. Your Profile Base Information (Name and Photo)
2. A List of Your Groups
3. A Welcome Message from the Church
4. A list of upcoming church-wide events or events hosted by Groups you belong to
5. Activity in Groups you belong to

The screenshot shows the user interface of the First Family Church (Ankeny) website. At the top is a dark blue navigation bar with the site name and links for Help, Contact Us, Settings, and Logout. Below this is a secondary navigation bar with buttons for Home, Groups, Calendar, Messages, People, Give, and More, along with a search box. The main content area features the church's logo, a welcome message, a list of helpful documents, an upcoming events section with a calendar, and a section for group activity. Five numbered callouts (1-5) are overlaid on the page to highlight specific features: 1 points to the user profile box, 2 to the 'My Groups' list, 3 to the welcome message, 4 to the upcoming events and calendar, and 5 to the 'My Groups' Activity section.

First Family Church (Ankeny) Help Contact Us Settings Logout

Home Groups Calendar Messages People Give More Search

FIRST FAMILY CONNECT

Welcome **Bob**
Go to my profile **1**

My Groups (1)
Entire Church Family **2**

WELCOME TO FIRST FAMILY CONNECT!

We are providing this tool to help you get better connected with our church family. You'll be able to join groups to join, interact with other members in your groups, see events you might want to attend, participate in discussions, meet the needs of others and find volunteer positions based on your preferences and gifts. If this is your first time using Connect, sign up using the link to the left. Once you're approved you will receive an email with your login information. Then, go ahead and get your feet wet! Jumpstart your profile, update your profile, change your password, add your photo and check out your groups. Call us with any questions at 515-965-8300. **3**

Helpful Documents:

- Basic User Walkthrough (pdf)
- Training Videos

Upcoming Subscribe

Mom's Group
Today at 10:30am, All Members of First Family (A...)

Seek
Tomorrow at 6:30pm, All Members of First Family (A...)

First Day of Ankeny Schools
Aug 15, 2013 All Day, All Members of First Family (A...)

Kindergarten Mom's Coffee
Aug 15, 2013 at 9:00am, All Members of First Family (A...)

August 2013						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	
4	5	6	7	8	9	
11	12	13	14	15	16	
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Go to my calendar **4**

My Groups' Activity **5**

TODAY

- Event added: Memorial Day (Church Closed) - Entire Church Family
- Event added: Treehouse Preschool Graduation - Entire Church Family
- Event added: Lighthouse Season Ends - Entire Church Family
- Event added: Moody Pastor's Conference - Entire Church Family

Viewing Your Profile

Click on "Go to my profile" in the Profile Base Information area of your Personal Home Page to view the information in your profile.

The screenshot shows the profile page for Bob Tomato on the First Family Church (Ankeny) website. The page has a dark blue header with the church name and navigation links: Home, Groups, Calendar, Messages, People, Give, More, and a search bar. The profile itself is titled "Bob Tomato" and features a placeholder for a profile picture. Contact information is displayed, including a phone number (515) 965-8300, an email address info@ffclife.com, and a full address in Ankeny, IA. A "View Map" link is provided for the address. Below the contact info are tabs for Activity, Family, Info, Involvement, Financial, and Serving Availability. The "Family Info" section shows a family icon and repeats the contact information with a "Send Email" link. The "Family Members" section lists Bob Tomato as the primary contact, also with a "Send Email" link. On the right side, there is an "Actions" menu with options like "Send an email", "Download vCard", "Profile Settings", and "Edit family profile".

Profile Tabs: View information on your Activity, Family, Info, Involvement and Serving Availability Tabs. There will also be one more tab that will show up in January of each year and that will be the Financial Tab that will give you access to your contributions for the previous year so you can print your "Giving Statement" for tax purposes.

Info Tab: This is where the majority of the information about you will be located. Review the information to determine if anything needs to be edited or added.

Contact Info: Your phone number(s), address(es), and email address will be located here. Only you and appropriate church staff will see your email address. All others will see a generic "Send an Email" link instead, which allows them to email you without ever seeing your email address.

Family Tab: This will include everyone that is linked to your family profile so you should see any family members in this tab.

Updating Your Profile

Click the “Edit Profile” link located on the right hand side of your profile under the Profile Settings heading to start editing your Profile.

Basic Tab: Photo (if you do not have a photo, please upload one!), Gender, Date of Birth, Marital Status, Anniversary Date, Allergies, Email Address, Phone numbers, Emergency Contact, Website URLs

Address: Mailing, Home, Work and Other Address fields with a copy option available to copy address from one field to another

My Fit: Social: Spiritual Gifts, Passions, Abilities and Personal Style

Social: Your social website contact information, which can be used to help find you on other social media sites

Plugged In: Service you typically attend, Military Affiliation, School Information and your Faith Journey

Actions

Send an email
Download vCard

Profile Settings
Edit profile

Adjust availability to events
Set communication prefs
Change username/password
Update privacy

Family
Edit family profile

The screenshot shows a profile editing form for a user named 'Bob Tomato'. The form is divided into several sections: 'Personal', 'Contact', and 'Plugged In'. The 'Personal' section includes fields for Photo, Family Position (Primary Contact), Gender (Select...), Date of Birth (Month, Day, Year), Marital Status (Select...), Anniversary (Month, Day, Year), and Allergies. The 'Contact' section includes fields for Email (info@ffclife.com), Contact Phone ((515) 965-8300), Home Phone, and Mobile Phone. The 'Plugged In' section is partially visible at the bottom. The form has a 'Cancel or Save' button at the bottom right.

Tip: The contact phone number field allows you to indicate your preferred phone number. This field was used by default when your profile was created and will likely match one of the other numbers (i.e. home, work, etc.).

Updating Your Settings

Access to your username and password, communication settings, availability to serve, and privacy settings are available from the Settings link in the top right corner of any page in FFC Connect. You will see five options once you click on the Settings link. Click any of these options to update the settings.



Communication Settings: Determine which Groups you wish to receive communication from, and what type of communication you would like to receive. Options include regular email correspondence, comments posted to your Group's page, text messaging and a weekly summary of your Group's activities.

Edit Profile: This will take you to the area where you can update your profile information with any new or updated information.

Availability to Serve: Update the times you are available to serve in Group activities and when you are going to not be available.

Username/Password: Change your login information from this page. Please note, after saving your changes you will be logged out and will need to log back in with the new login information.

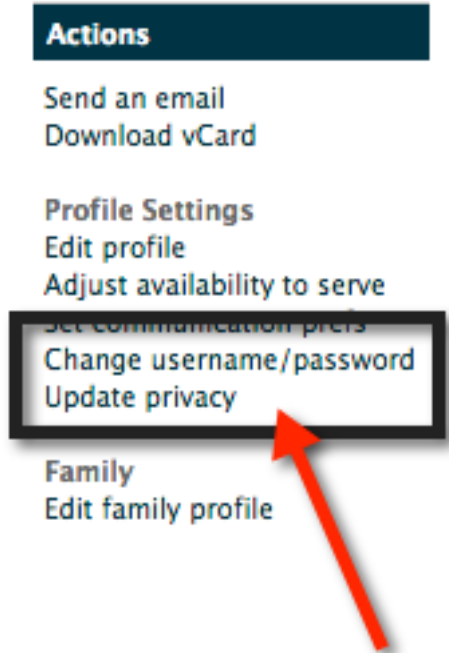
Privacy Settings: Here you may adjust what information in your profile is visible and to whom. Using the "everybody" option will help to make your online community vibrant.

The four levels of "Communication Preferences" are:

- Church CCB Admins Only
- Friends Only
- Friends & My Groups Members
- Everybody

How to Change Your Username and/or Password

On your personal profile page (click "Go to my profile" to access your profile page), look to the right of the page and under "Actions" click "Change username/password."



In the new window, enter your preferred username (be at least six characters) and preferred password (must be at least six characters and one must be a numeral). Beside "Confirm password" enter your preferred password again. Then click "Save."

The image shows a form titled "Username / Password" with a subtitle "Change username and/or password". It contains three input fields: "Username" with the text "info@ffclife.com", "Password", and "Confirm Password". Below the "Password" field, there is a red note that reads "Must have both letters & numbers and be at least six characters". At the bottom right of the form, there are two buttons: "Cancel" and "Save".

Viewing Other People's Profiles

To view a profile for another person in FFC Connect, first click the "People" tab at the top of the page. (If you do not see a "People" tab, you have limited access to Connect and will not be able to view any other profile besides yours and your family's, if applicable.)

After clicking People, begin typing a name in the search box. Type the first name, last name, or a combination of both. As you type, the system will narrow your results and generate a list of people who meet your criteria. Click the name of a person to access their profile.

First Family Church (Ankeny) Help Contact Us Settings Logout

Home Groups Calendar Messages **People** Give More Search

Find someone by typing their name below

Jo Cash

 **Johnny Cash**

My Friends (0)


*To add friends, go to a person's profile and select **Add to my friends list** from the Actions bar.*

The first time you access a profile after logging into FFC Connect you will land on the Activity page. In addition to the Activity page, you can see the person's family members under the Family tab and additional information on the Info tab. Depending on the privacy settings that person has selected, more information may be visible.

First Family Church (Ankeny) Help Contact Us Settings Logout


Home Groups Calendar Messages **People** Give More Search

Johnny Cash



Activity **Family** Info Involvement Serving Availability


Family Info



Phone: _____

Address: _____

Family Members



Johnny Cash

Primary Contact, Listed

Actions

Send an email

Add to my friends list

Tip: You will only be able to find people who are listed on FFC Connect.

Info Tab: On the Info tab you will be able to see only the information that individual has chosen to share with the online community. Anything not shared will be blank or

show a message “not enough privileges to view,” meaning administrative rights are required to view the information.

First Family Church (Ankeny) Help Contact Us Settings Logout

Home Groups Calendar Messages People Give More Search

Johnny Cash

Activity Family **Info** Involvement Serving Availability

Info	Family
Gender: Male	Johnny (Primary Contact)
Other Addresses	
My Fit	Plugged In
NOTE: Not enough privileges to view.	NOTE: Not enough privileges to view.

Actions
Send an email
Add to my friends list

Adding People to Your Friends List

Adding a person to your friends list will allow that person to view information in your profile with privacy settings of “Friends Only” or “Friends and My Group Members”. In addition, you will have easy access to profiles on your friends list if you wish to email them or view a phone number. This is a one-way add and does not require approval from the other person.

Actions

Send an email

Add to my friends list

To add a person to your friends list, visit their profile and click on “Add to my friends list” on right side of screen. To access your friends list, click on the “People” tab.

First Family Church (Ankeny) Help Contact Us Settings Logout

Home Groups Calendar Messages People Give More Search

Find someone by typing their name below

My Friends (1)

Johnny Cash
Phone:
Email: Send Email

Setup Your Online Giving

First Family Church (Ankeny) Help Contact Us Settings Logout

Home Groups Calendar Messages People Give More Search

Give a gift

One-time Gift
Your gift will be given to your church immediately.
NOTE: Checking account preferred

Repeating Gift
Your gift will be given to your church as often as you choose.
NOTE: Checking account preferred

Checking Account
Bank/Credit Card

Checking Account
Bank/Credit Card

Actions
Stop my repeating gifts
My giving statement

You can set up a one-time gift or repeating gift through FFC Connect. Your payment can be made from a checking account or with a bank/credit card. To set up an offering, click on the “Give” tab and select one of two options:

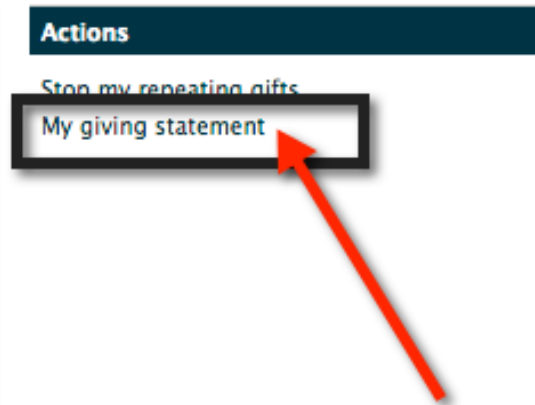
- One-time Gift
- Repeating Gift

NOTE: If you have any problems or questions about online giving through FFC Connect, visit our website at <http://www.ffclife.com/give/> or contact the church office at info@ffclife.com.

View Your Giving Activity

You can view your giving and any miscellaneous payments to First Family at any time. Simply go to the Give tab on your profile home page and click the link for "My giving statement." You can get a statement for yourself or your family for the date range you specify.

Tip: Although gifts and payments have been coded as deductible or not deductible within FFC Connects, check with your tax professional to determine which are deductible following current IRS rules.



Working With Groups

Departments and Groups

Each Group has a primary leader, and can have several assistant leaders. Only leaders and assistants can create calendar events for a group. All members will receive notice when new meetings are added or removed.

Viewing Groups

Groups are the backbone of FFC Connect. Events, volunteer opportunities, and most emails start through Groups. When you first log in to Connect you will see your Groups listed on the right hand side of your Home page. To search for Groups you are not a member of, simply click on the Groups tab, which takes you to the Groups page.

Browse Groups

To view all of the listed FFC Groups, click on the Groups tab and then "...or discover a new Group." At the bottom of the search window, click "search."

Find a Group by Name

To find a Group by name, enter the name of the Group and the software will suggest a list of possible matches. Click on the name of the Group you're searching for and you'll be taken to the Group's Overview Page.

First Family Church (Ankeny) Help Contact Us Settings Logout

Home Groups Calendar Messages People Give More Search

Find a group by typing its name below ... or discover a new group

lighthouse

- Hiatt Lighthouse**
Leader: Nathan Hiatt
- Johnson Lighthouse**
Leader: Paul Johnston
- Lighthouse Leader Cluster - Cole...**
Leader: Tim Coleman
- Lighthouse Leader Cluster - Elle...**
Leader: Chris Eller
- Lighthouse Leader Cluster - Hotc...**
Leader: Terry Hotchkiss
- Lighthouse Leader Cluster - Mill...**
Leader: Brad Miller
- Lighthouse Leader Cluster - Urba...**
Leader: Tom Urban
- Nelson Lighthouse**
Leader: Dave Nelson
- Olcott Lighthouse**
Leader: Jamie Olcott
- Pritchard Lighthouse**
Leader: Nathan Pritchard
- Riker Lighthouse**
Leader: Zeb Riker
- Ryan Lighthouse**

Search Groups by Criteria

You can also click ...or discover a new Group, or Search in the top-right hand portion of the screen to find

Groups that match either all or any of these criteria:

- Area of Town
- Type
- Department
- Group Name
- Leader First Name
- Leader Last Name
- Interaction Type
- Childcare Availability
- Meeting Time
- Meeting Day
- Public Search Status
- Inactive Status
- Campus

Once you have found the Group you're looking for, click on the Group

Discover a new group

Location

Type

Department

Group Name

Leader First

Leader Last

Interaction Type

Exclude Full Groups

Childcare Available

Meet Time

Meeting Day

Area of Town

Search

Clear Search

name to go to the Group's Overview page.

The screenshot shows the 'Basic Lighthouse' group overview page. At the top, there is a dark blue header with the text 'First Family Church (Ankeny)' and navigation links for 'Help', 'Contact Us', 'Settings', and 'Logout'. Below the header is a secondary navigation bar with links for 'Home', 'Groups', 'Calendar', 'Messages', 'People', 'Give', and 'More'. A search bar is located on the right side of this bar. The main content area features a dark blue banner with a lighthouse icon and the text 'FIRST FAMILY CHURCH LIGHTHOUSE MINISTRY'. To the right of the banner, it displays '1 participants' and a description: 'This is a temporary fictional Lighthouse setup within FFC Connect to demonstrate the Group features.' Below this, it lists 'Group Leadership' as 'Chris Eller (Main Leader)' and includes a link to 'Show location and other info...'. At the bottom of the main content area, there are tabs for 'Events', 'Messages', 'Needs', 'Positions', 'Files', and 'Schedules'. A message at the bottom of the content area reads 'No Permission to View'. On the right side of the page, there is an 'Actions' section with a 'Request to join' button.

When you have found a Group you would like to join, click the “Request to Join” or “Join this Group” button. (You will see “Request to Join” if approval from the Group leader is required to join. The system will automatically notify the Group leader of your request.) Clicking “Join this Group”, on the other hand, will add you to the member list immediately.

The screenshot shows the 'My Groups' page on the First Family Church (Ankeny) website. At the top, there is a dark blue header with the text 'First Family Church (Ankeny)' and navigation links for 'Help', 'Contact Us', 'Settings', and 'Logout'. Below the header is a secondary navigation bar with links for 'Home', 'Groups', 'Calendar', 'Messages', 'People', 'Give', and 'More'. A search bar is located on the right side of this bar. The main content area features a search bar with the text 'Find a group by typing its name below' and a link to '... or discover a new group'. Below the search bar, there is a green notification box that reads 'You have successfully requested to join Basic Lighthouse.' Below the notification box, there is a section titled 'My Groups (2)'. This section contains two group cards. The first card is for 'Entire Church Family', which is a 'People List' group. The second card is for 'Basic Lighthouse *Membership Requested*', which is a 'Lighthouse' group. Both cards include the group name, type, department, and a note about the group leader.

Approving Requests to Join Your Group

As a Group leader, you will be notified by email when someone requests to join your Group. When you login to FFC Connect, you can approve or decline their request to join your group.

Basic Lighthouse



1 participants [view](#)

This is a temporary fictional Lighthouse setup within FFC Connect to demonstrate the Group features.

Group Leadership
Chris Eller (*Main Leader*)

[Show location and other info...](#)

[Events](#) [Messages](#) [Needs](#) [Positions](#) [Files](#) [Schedules](#)

No events scheduled in the next 3 months

[NEW EVENT](#)

August 2013						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

[Go to group calendar](#)

Actions

Requesting to join (1)

Bob Tomato

[Decline](#) [Approve](#)

[Add people](#)
[Edit group settings](#)
[Record attendance](#)

[Add an event](#)
[Send a message](#)
[Add a need](#)
[Add a position](#)
[Upload a file](#)
[Create a schedule](#)
[Send a Twext™](#)

[Change my communication settings](#)
[Adjust availability to serve](#)

[More...](#)

Add Group Participants

As a Group leader, you can add people already in FFC Connect to your Group.

- 1) Select your Group from the list of "My Groups".
- 2) Select "Add People" in the Actions column on the right, then select the first option: "People By Name"
- 3) Make sure the "Add Directly" function is selected, then begin typing the name of the individual to add. You can search by first or last name, or a combination of the two. As you type, suggestions will appear. When you see the name you're looking for, click on that name in the drop down menu.

The screenshot displays the FFC Connect interface for the 'Basic Lighthouse' group. The top navigation bar includes 'Home', 'Groups', 'Calendar', 'Messages', 'People', 'Give', and 'More'. The 'Actions' column on the right contains 'Reports' and 'Search'. The main content area shows the group name 'Basic Lighthouse' and the question 'Who do you want to add or invite to this group?'. Two options are available: 'People by name' (Choose specific people to add or invite.) and 'People by search' (Search the database for people to add or invite.). A modal window titled 'Add or invite people' is open, showing 'Add directly' selected and 'Invite' unselected. A search input field contains 'john cash', and a dropdown suggestion for 'Johnny Cash' with the phone number '(515) 965-8900' is visible. An 'Add Now' button is at the bottom of the modal.

You can enter more than one person at a time from this dialogue screen. Once complete click the “Add Now” button. Confirmation of their addition will appear on the next screen.

Generating an Activation Email

If you manually add members to your Group, and they have not yet created their username or password, you can generate an activation email that will provide them with a link to create their own password and access FFC Connect.

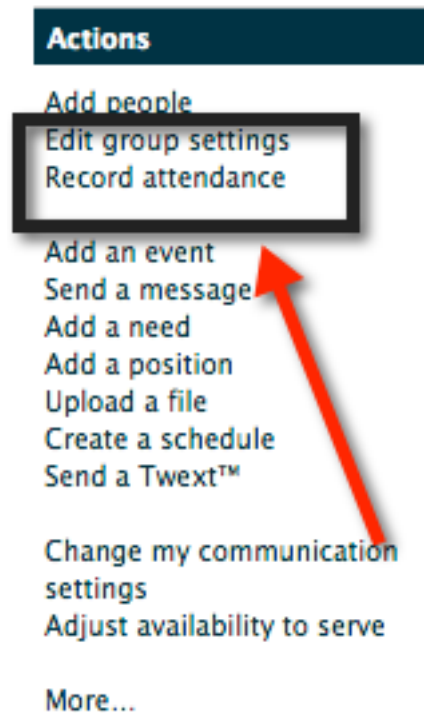
- 1) Select your Group from the list of “My Groups” on the Home page tab.
- 2) Click on “View” next to the word participants.
- 3) Click on “Generate usernames and activation links.” In the Actions column.

Recording Attendance / Meeting Reports

NOTE: After scheduled events occur, leaders and assistant leaders will receive up to "Meeting Report Reminder" emails. You can use the provided link to go directly to your Attendance/Meeting Report. Begin on step 5 below to complete report.

Steps to Manually Complete Report:

- 1) Select your Group from the list of "My Groups".
- 2) Click "Record attendance" in the Actions column on the right.
- 3) Complete the event form on the next screen:
 - Attendance Grouping: Lighthouse Ministry
 - Date: your group meeting date
 - Time: your group meeting time
 - Click the "Record Attendance" button
- 4) If your group did not meet, select this option at the top and skip to step 7.
- 5) If you did meet, place a check mark next to those present at the group meeting. Enter a number in the box to represent people who attended your group but are not on the member list.
- 5) Complete the four sections of the report. NOTE: this section may seem unnecessary, but consider this report a vital link in our shepherding ministry here at First Family. The information you post here can help keep your group elder in the loop on what is happening in the lives of your group members. Also, it is recommended that you include your group in this report so they have a written record of any prayer requests or group announcements if they miss a meeting. Remember, however, to be cautious about entering any confidential information. If there is confidential information you need to share with your elder, a personal email or phone call is the best method.
 - **Discussion Topic:** study topic
 - **Event Notes:** meeting recap or any pertinent group info Praise & Prayer Requests: optional
 - **People Info:** list any guests/first-time visitors to record their name or contact info
 - **Under the Email a meeting summary to:** please select one of the first two options.
 1. Leadership only: use to send a meeting report to you, your designated assistant leaders, your Lighthouse Elder/Coach, and the Pastor of Small Groups.
 2. Entire group and leadership: use to send a meeting report to all the above



- leaders, plus your entire group (whether they were in attendance or not).
- No One: never use this option, please (only records attendance, but no email sent).

6) Click the "Save" button at the bottom.

Here's an example of a completed form:

Basic Lighthouse

Did not meet

Head count for additional people not on this list

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Cash, Johnny
<input checked="" type="checkbox"/>	Tomato, Bob

Discussion Topic:
Acts 13

Event Notes:
Our group meeting next week will be a service project down at the Downtown YMCA. We need to bring sandwiches and chips for 30 people. Each family in our group is bringing five sandwiches and five mini bags of chips. We will also participate in a short Bible study with the folks at the Y. Meet at the church at 4:30 p.m. on Saturday.

Praises & Prayer Requests:
Pray for Johnny's wife, June.
Pray for Bob's friend Mr. Nezzar

People Info: *List new members, visitors, and people leaving the group and the reason.*
Bob's friend, Larry.

Email an event summary to:

Leadership only (group leaders, elders, leaders)

The entire group and the leadership

No one - Don't send an email.

Cancel or

Sending a Message or Email to Members of Your Group

Depending on a Group's settings, Group members may be able to send a message to the entire Group or email an individual Group member.

Sending a Message to the Entire Group

When you send a message, it will go to every Group member and also be posted to the Group's "Messages" tab, which is visible only to Group members and staff.

To send a message to the entire Group, first to the Group homepage. Click "Send a message" in the Actions area on the right.

A window will pop up for you to create your message. First you need to decide whether to send to the entire Group or just the leaders.

Actions

Add people
Edit group settings
Record attendance

Send a message

Add a position
Upload a file
Create a schedule
Send a Twext™

Change my communication settings
Adjust availability to serve

More...

go

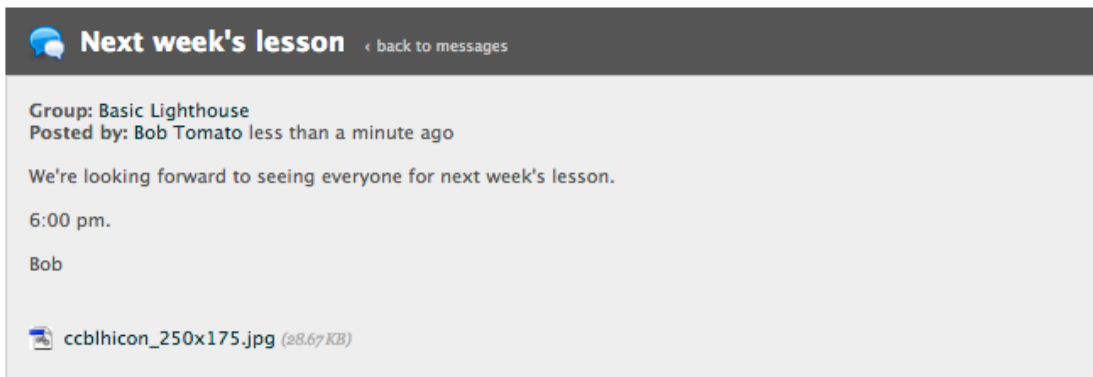
The screenshot shows a 'Send a Message' dialog box for the group 'Basic Lighthouse'. At the top, the title is 'Send a Message'. Below it, the group name 'Basic Lighthouse' is displayed. There is a 'Send to' dropdown menu currently set to 'all members'. A 'Subject' text input field is empty. Below that is a 'Message' text area with a rich text editor toolbar containing icons for bold (B), italic (I), bulleted list, numbered list, link, image, and a 'Source' button. At the bottom, there are 'Message options' with three checkboxes: 'Expose my email address & allow responses directly to me.', 'Just send an email. (Don't store history or allow discussion.)', and 'Don't allow people to discuss or comment on this message.'. At the very bottom, there are 'Cancel' and 'Send' buttons.

Next, enter the subject and body of the email in the boxes provided.

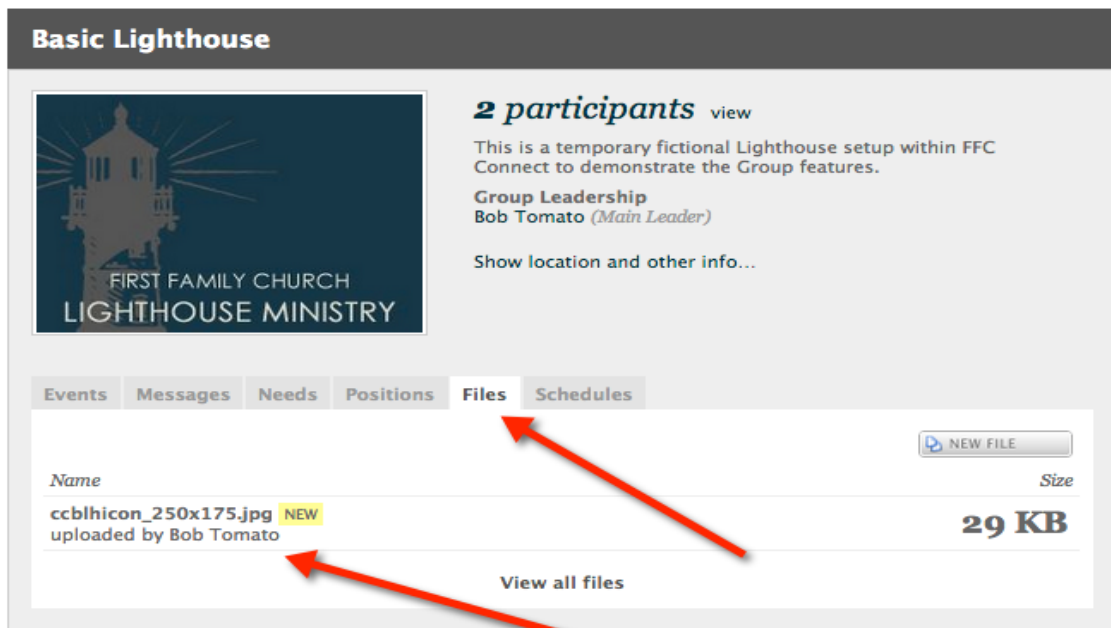
Tip: You may use the formatting toolbar to quickly add lists, bold, or italics to the text. To paste HTML code, first click Source. After pasting the code, click Source again to see the message as it will be sent.

Finally, add any attachments to the email. Click “Attach files to this email...” to access the browse options. When your message is complete, click “Send.”

About Attachments: The files you attach will be sent as links in the email. These files will also be linked in the message and added to the Group's “Files” tab.

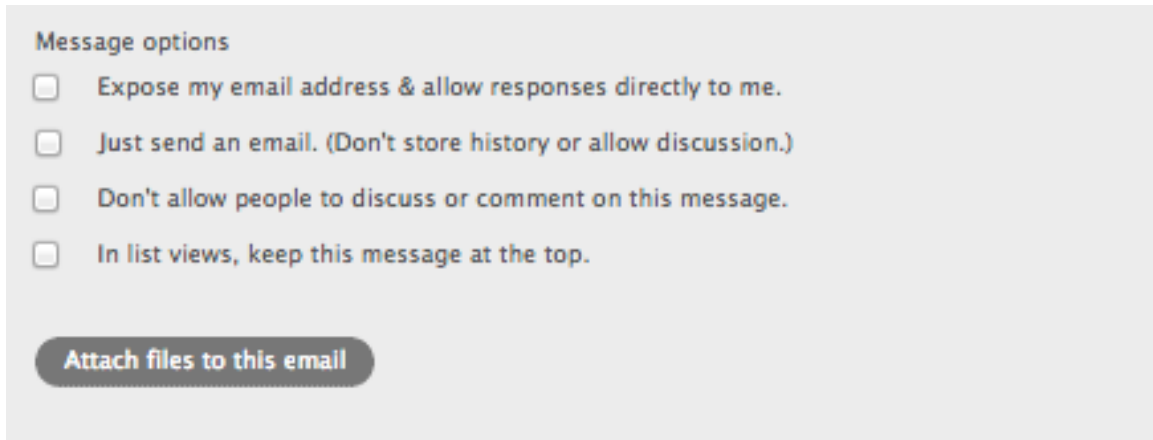


Files linked in email.



Files placed in the Group's “Files” tab.

Notes to Group Leaders Only: Below your composed message, you will see a list of options.



Option 1: Exposes your email address (allows replies directly from email programs) and includes a “Click here to comment” button for posting to the “Messages” tab.

Option 2: Does not expose your e-mail address (does not allow replies directly from email programs) and includes a “Click here to comment” button for posting to the Group’s “Messages” tab.

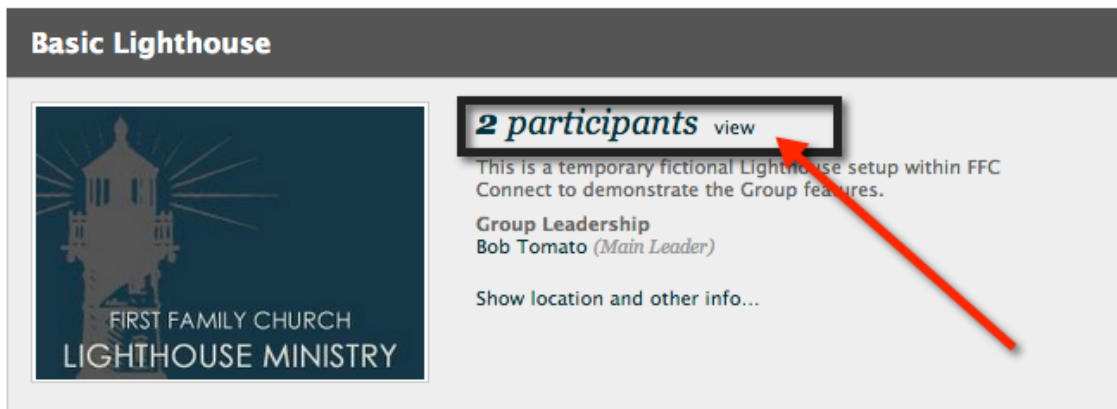
Option 3: Does not expose your e-mail address (does not allow replies directly from email programs) and does not include a “Click here to comment” button.

Option 4: Keeps you message pinned to the top of your “Messages” tab.

Check the appropriate box.

Sending an E-Mail to an Individual Group Member


To send an email to one person in the Group, first click “___ participants” or “view.”



Find the person in the participant list. Click “Send Email,” located just below the person’s name.

sorted by Default ▾

 **Johnny Cash**
Phone: (515) 965-8300
Email: [Send Email](#) 

 **Bob Tomato** **Main Leader**
Phone: (515) 965-8300
Email: [Send Email](#)

You may also use the "Search" link located above the "Actions" menu to find an individual in the Group if you prefer. Type the first or last name, or partial of either, and then "Search." When you see the individual's name, click on it. When you see their profile, click on "Send an e-mail" under "Actions."

[Reports](#) ▾ [Search](#)

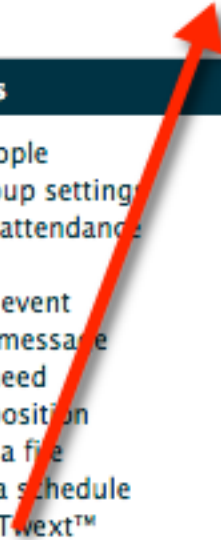
Actions

- Add people
- Edit group settings
- Record attendance

- Add an event
- Send a message
- Add a need
- Add a position
- Upload a file
- Create a schedule
- Send a Twext™

- Change my communication settings
- Adjust availability to serve

More...



Send an email

To:
Johnny Cash

Subject:

Email Body:

B
I
☰
☰
📧
🖼️
📄 Source

Also send a copy of this email to me.

[Attach files to this email...](#)

Cancel or Send

Enter the subject and the body of your note. To include attachments, click "Attach files to this email...". You may include up to three files per email. You may send yourself a copy of the email by leaving the "Also send a copy to me" box checked at the bottom. When finished, click "Send."

Tip: E-mail attachments will appear as links in the body of the email and will be available to download from the email for 30 days. The files will not be added to the Group's "Files" tab.

E-Mailing any Individual

To e-mail an individual, view their profile (see page 101). Look to the right of the page and under "Actions" click "Send an e-mail." A pop-up window will appear. Type in the subject and body of your e-mail. Files can also be attached to the e-mail. When finished, click "Send." Your e-mail address will be exposed to the person receiving your e-mail, and that person will be able to reply to you by clicking "reply" in his or her email program.

Working with the Calendar

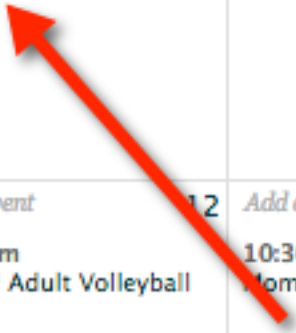
Everyone has three views of the calendar:

1. **Your custom view** of all major church events PLUS the events created by the groups where you have membership.
2. **All church wide events.** To be on this calendar, a checkbox must be checked to specifically make your event visible to this calendar.
3. **A public only view of our calendar.** This view will only show things we want the public (anyone outside of FFC Connect) to see and attend.

Creating A Calendar Event

Group leaders can create a calendar event by clicking the "Add event" on any day:

Sunday		Monday		Tuesday	
<i>Add event</i>	28	<i>Add event</i>	29	<i>Add event</i>	30
<i>Add event</i>	4	<i>Add event</i>	5	<i>Add event</i>	6
<i>Add event</i>	11	<i>Add event</i>	12	<i>Add event</i>	13
		6:30pm Co-Ed Adult Volleyball		10:30am Mom's Group	



Upon adding an event, the first question is which Group will “own” this event.

NOTE: Every calendar event must be owned by a Group.

Location: designate the church rooms to reserve. Check with the church office if needed. If an event does not have a location, or meets off site, you can either enter the off-site location or leave blank.

You can state it is open to all, or by invite / require registration only.

You must check the “show on church-wide calendar” as default for this meeting to be seen as taking up one of the rooms in the church. Optionally, you can also make it public.

Creating Calendar Events

The screenshot shows a web form for creating calendar events. It has three tabs: "General", "Location", and "Advanced". The "General" tab is selected and contains two main sections: "Name & Description" and "Date & Time".

Name & Description:

- Event Name:** A text input field.
- Group Name:** A dropdown menu with "Basic Lighthouse" selected.
- Contact Phone:** A text input field with a note below it: "The event organizer's contact phone will be displayed if this field is left blank."
- Description:** A large text area.

Date & Time:

- Date:** A date picker showing "8/22/2013".
- All Day Event:** An unchecked checkbox.
- Time:** Two time pickers showing "7:00 PM" and "9:00 PM" with a hyphen between them.
- Recurrence:** An unchecked checkbox with the text "Check to enable the recurring event".
- Facilities & Equipment:** A text field containing "No items requested or reserved".

At the bottom right of the form, there are two buttons: "Cancel or" and "Next".

Name the event

Always put the room used also in the event title Provide an optional description

Enter the date and time and check if it is recurring.

If you state recurring, then the answer to "how often" will change the recurring detail questions as needed.

Additional Help

To learn more about First Family Connect, you can access the Help Center. Click “Help” from the top right corner of any page. This will take you to step-by-step instructions about the online community. You have access to articles divided by topic. You can also communicate with other churches who use this same online community solution in the “Discussion” area of the Help section.



The screenshot shows the top navigation bar of the First Family Church (Ankeny) website. The bar is dark blue with white text. On the left, there is a logo consisting of four stylized arrows pointing towards the center, with the text "FIRST FAMILY CONNECT" to its right. The "FIRST FAMILY" is in red and "CONNECT" is in dark blue. Below the logo, there is a welcome message: "WELCOME TO FIRST FAMILY CONNECT!" followed by a paragraph of text explaining the purpose of the tool. Below the text, there is a section titled "Helpful Documents:" with two bullet points: "Basic User Walkthrough (pdf)" and "Training Videos". On the right side of the navigation bar, there are links for "Help", "Contact Us", "Settings", and "Logout". Below the navigation bar, there is a sidebar with a user profile for "Bob" and a list of groups: "Entire Church Family" and "Basic Lighthouse". A red arrow points from the "Help" link in the navigation bar to the "Help" link in the sidebar.

First Family Church (Ankeny) Help Contact Us Settings Logout

Home Groups Calendar Messages People Give More Reports Search

FIRST FAMILY CONNECT

WELCOME TO FIRST FAMILY CONNECT!

We are providing this tool to help you get better connected with our church family. You'll be able to find groups to join, interact with other members in your groups, see events you might want to attend, participate in discussions, meet the needs of others and find volunteer positions based on your passions and gifts. If this is your first time using Connect, sign up using the link to the left. Once you're approved, you will receive an email with your login information. Then, go ahead and get your feet wet! Jump in and update your profile, change your password, add your photo and check out your groups. Call us with any questions at 515-965-8300.

Helpful Documents:

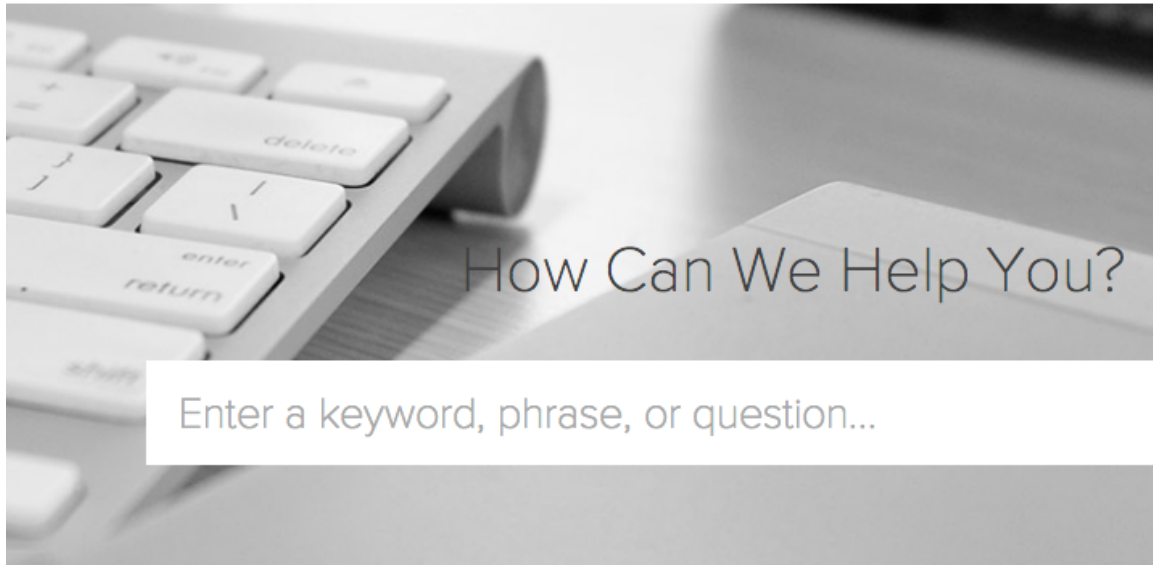
- Basic User Walkthrough (pdf)
- Training Videos

Welcome **Bob**
Go to my profile

My Groups (2)

- Entire Church Family
- Basic Lighthouse

Training Videos: Try Video Training if you would like to see the tools in action. Click on each of the video to learn more about each area of the community.



Browse by Topic

[Get Started](#)

[11 Articles](#)

[Videos](#)

[147 Articles](#)

[Discussion](#)

[1 Article](#)
[776 Questions](#)

To ask a First Family Connect administrator a question about the online community, use the "Contact Us" in the upper right hand corner any page. Our designated administrators will appear under the Contact Us section and you can easily email the question by clicking the Send Email link or contact the Church at the number shown.

We are so glad you have joined First Family Connect! We hope you enjoy all of the opportunities to carry out the FFC Vision of *celebrating, growing, and serving* together for His glory.