

Church Community Builder (Basic Guide)

Church Community Builder (CCB) is an online tool designed to help us connect with others in the life of Greater. CCB provides information about the people, the groups, and the volunteer opportunities at Greater, and also allows you to view your giving records and update your contact information to make sure you receive important communication from the church. It's the communication hub for all things Greater.

Logging In

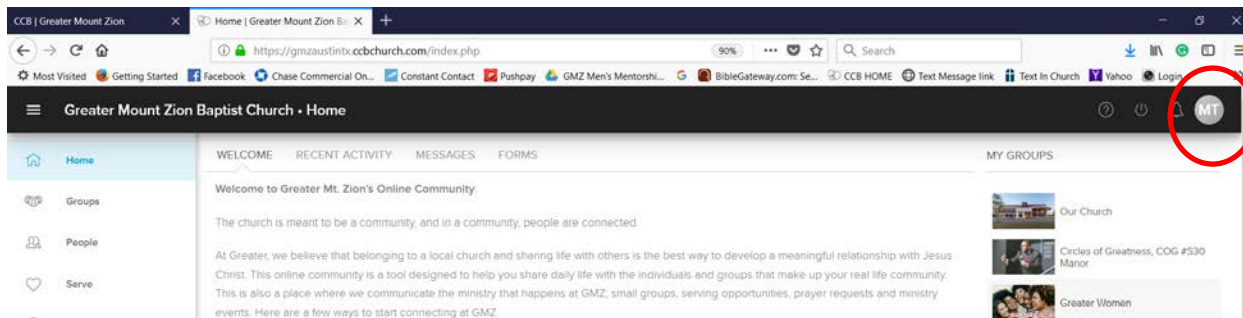
A login must be requested by a user or assigned by a church leader. After requesting a login or being assigned one, you will receive an email containing your login information. Use the link in the email to access our online community. Once your login is created, you can get to the site at www.gmzaustintx.ccbchurch.com. For quick access in the future, be sure to save it to your browser.

Your Personal Home Page

Once you log in to the GMZ Online Community (CCB), you will land on your personal home page. This page contains information about you, a welcome from Greater, links to find a small group, serving opportunities, and to give online. The page also includes a list of groups you are a member of as well as activity in any of the groups you belong to.

Viewing and Updating Your Profile

Click the circle in the upper right corner containing your initials to view your personal information.



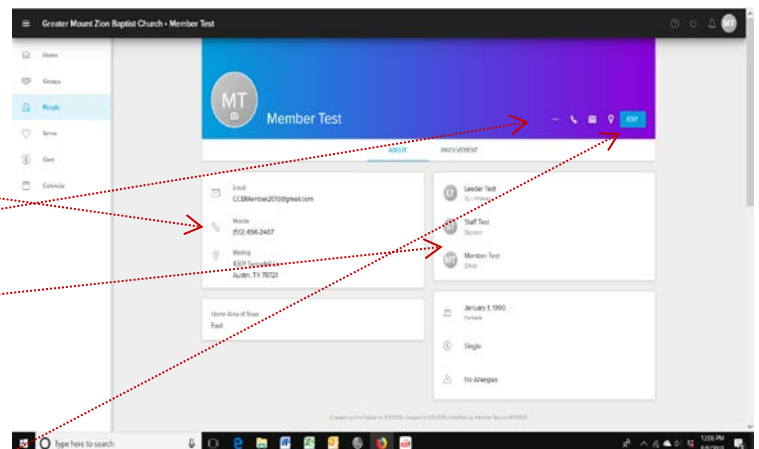
ABOUT TAB

Contact Info: your phone number, email, and address will be located here. Only YOU and church leadership/staff can see your address or contact info. You can adjust your **privacy settings** further by clicking "Privacy" under the ellipsis for further actions.

Family Members: Family members who attend Greater are represented here. If you have family members to add, you can submit that info [HERE](#).

Editing Your Info: You can update any of your personal information by clicking the blue EDIT button.

Make sure you complete the **IMPORTANT TASKS** →



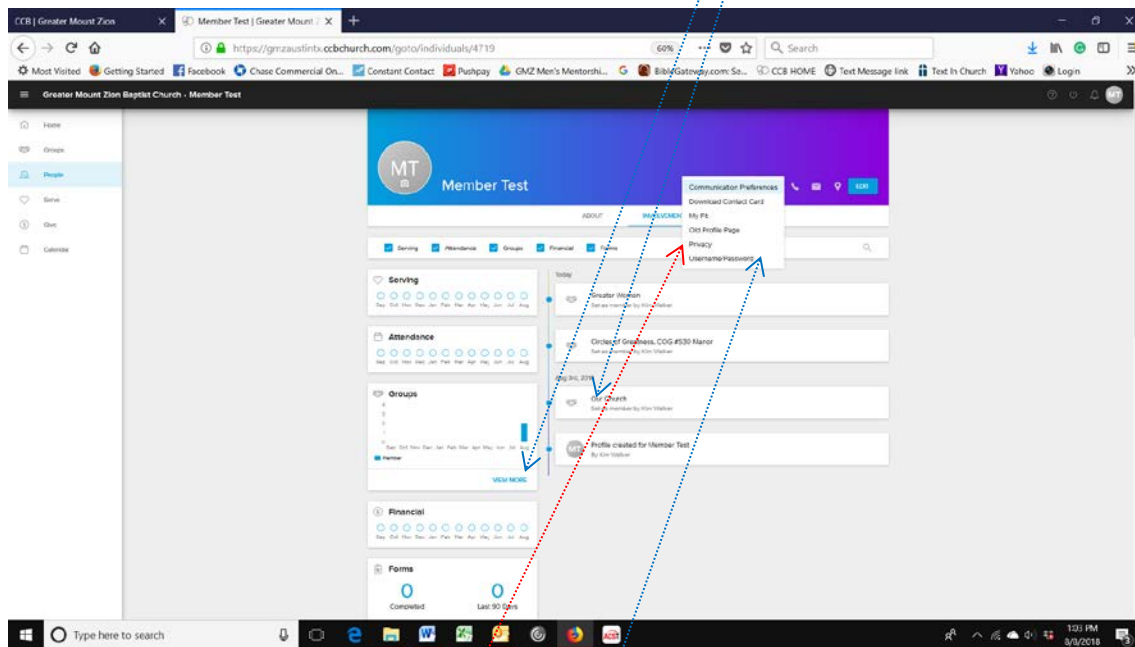
IMPORTANT TASKS

- Add your picture to your profile (Click the camera)
- Input/verify your cell phone number and input your carrier. (EDIT button)
- Update your Privacy and Communication Preferences. (Details below)

INVOLVEMENT TAB

This is where you will find information regarding groups you participate in plus your serving and giving history. You can locate forms which are available for registrations or give us more info such as adding family members.

You can get additional information for any of these by clicking on the “tiles”.



Actions Menu: This is located at the ellipsis (...) and opens a menu that allows you to set your communication preferences, create your serving profile (My Fit), and adjust your Privacy Settings. We have provided detailed instructions for these tasks below.

Privacy Settings: When you access the Privacy page, first read “About the Settings” to fully understand how the settings work. Then, determine whether you wish to be listed in the online community. Remember, an unlisted individual can only be seen by the church leadership, i.e., people who have been given additional administrative privileges for the database. We strongly recommend that you choose “Listed” to help build a robust online community but that decision is yours to make.

If you choose “Listed”, the section containing privacy settings for different areas within your profile will be unlocked. Select your choices from the pulldown for each area of your profile. Once you have decided who will be able to view the information, **click Save**.

Communication Preferences: You can decide how you want to communicate with the groups you are currently in, how you want to communicate with any groups you are added to, and general church communications. We strongly recommend that you NOT click the last box, “Completely remove my email...” for the same reasons we suggest you remain “Listed”.

Setting Serving Availability and Profile (My Fit): Tell us how you are shaped to serve by selecting your *Spiritual Gifts, Passions, Abilities, and Personality Style*. If you don’t know your spiritual gift(s), there are several assessments available online, including <https://gifts.churchgrowth.org/spiritual-gifts-survey/>. Take some time and find out how God created you to serve. You can then search for serving opportunities by clicking on POSITIONS at the top of your Serve Page.