

Getting Started with LFMC Online (CCB)

By Doug Heacock, Director of Media and Communications

Version 1.0, June 2011

Introduction

LFMC Online is a Web-based church database and management system that provides a variety of tools and functions to help our church family become connected and stay connected. LFMC Online is an implementation of Church Community Builder (CCB), a commercially hosted service that is used by many churches across the U.S. and around the world. LFMC Online is intended to help our church people and leaders use technology to build community in our little part of the body of Christ.

Lawrence Free Methodist Church

Home Groups Calendar Messages People Give More

Welcome to LFMC Online!

LFMC Online is our online, interactive church community. You can use LFMC Online to connect with other people in the church, interact with others in your groups or ministry teams, register for events, and much more. Please feel free to explore!

Please take a few minutes to update your profile. You will also want to read our Usage Guidelines.

The information contained here is only accessible by authorized, logged-in users of LFMC Online. Thanks for using this system!

Enjoy!

Upcoming

June 2011						
Su	Mo	Tu	We	Th	Fr	Sa
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	1	2

Go to my calendar

My Groups (3)

- Entire Church Group
- My Awesome Sample Group
- Sample Children's Group

Here is a partial list of the capabilities of the LFMC Online system:

- Searchable, user-managed individual and family profiles
- Secure e-mail communication
- Group communication
- Online event registration and payment
- Integrated calendars for individuals, groups and the entire church
- Automated event check-in and attendance
- Online one-time and repeating gifts via credit card, bank card or automatic checking account withdrawal
- Group-based "needs" management
- Web access for authorized users from any location

This document is intended to help you get started using LFMC Online. There is also extensive online help available whenever you are logged in to your account; this online documentation includes video screencast demonstrations of common tasks. More experienced users will want to make use of the online help.

Here are the topics covered in this document:

- How to obtain a username and password
- How to log in to LFMC Online
- How to edit your personal and family profiles
- How to search for people in our church database and set up a friends list
- How to send messages

- How to participate in groups
- How to give online
- How to configure your communication settings
- How to configure your privacy settings

If you have specific questions that are not answered in this document, check the online help for an answer first. If you need additional help, please send your question via e-mail to Doug Heacock at dheacock@lfmchurch.org.

How to obtain a username and password

To access most of the functionality of LFM Online, you must be an authorized user, which means you must have a username and password and log in to the system. While there are certain parts of the system that are publicly accessible (e.g., the public church calendar), most of the system is available only to authorized users. If you are a regular attendee at LFM, you may obtain a username and password in one of two ways:

1. If we have your e-mail address and phone number in our attenders database, you can register online, and your username and password will be sent to you via e-mail automatically.
2. If we don't have your e-mail address and phone number, you can still register online, but your request will have to be processed manually. Normally, we are able to respond to such requests within a day or two.

To register for your username and password, go to the LFM Web site at <http://www.lfmchurch.org> and click on the "LFM ONLINE" button on the right side of the main menu bar:



This will take you to the LFM Online sign-in page:

At the bottom of the box labeled "LFMC Online Login," click on the "Sign Up" link. This will take you to a username and password request page:

LFMC ONLINE

[View](#)

[Edit](#)

LFMC Online is our Web-based online church community system, and every regular attendee can participate. All you need is a valid e-mail address--if you don't have your password yet, click the "Sign Up" link below.

LFMC Online Login

Username

Password

[Forgot Password?](#)

[Sign Up](#)

ANNOUNCEMENTS

Training Sessions

Two identical LFMC Online workshops are scheduled for Thursday, June 23 and Tuesday, June 28, from 7 to 9pm, in Room 24/25 at the church. For more information, visit [the workshop Web page](#)--there is also a link to the [online registration form](#) there.

Lawrence Free Methodist Church

First Name

Last Name

Email

Contact Phone

[Forgot Password?](#)

Request a Username and Password

If you are requesting a login to the online community for the first time, please provide the information on the left. After receiving the email, you should verify your username and/or password. If no email match is found, an email will be sent to the administrative offices where they can send you an email with your login information.

[Login](#) | [PDA login page](#) | [iPhone login](#)

Simply fill in your first and last names, your e-mail address and your contact phone number, and click the "Submit" button. If the information you provide matches the information we have in our database, your username and password will be sent to you via e-mail. If there is a difference between what you enter on the form and what exists in our database, we will verify that we have the proper information and

send you your login information via e-mail. We recommend that you save the e-mail message with your login information so you can refer to it again later.

You will also notice that near the bottom of the registration page there is a link labeled, "Forgot Password?" If you should forget your password at any time, you can click that link, enter your e-mail address, and your password will be sent to you.

How to log into LFMC Online

Once you have obtained your username and password, you can log into LFMC Online. You can go to the LFMC Web site and login by clicking on the "LFMC ONLINE" link in the menu bar (see above), enter your username and password, and you're there.

Alternatively, you may use the following link:

<http://lfmc.ccbchurch.com>

This links directly to the LFMC Online login page:

Lawrence Free Methodist Church [Calendar](#) [Find a Group](#) [Forms](#) [Give Online](#)

Welcome!

Welcome to **LFMC Online**, your online church community! We hope that you will be able to become more connected with others in the church by participating in group discussions and using group communication tools, looking for groups that may be of interest to you and then joining one! You may also find a place to use your gifts by looking at our volunteer positions.

When you log in, you will be able to see all the groups you are participating in, see the events you might be interested in and much more. Take a moment to update your profile information by clicking on the 'My Profile' link in the upper right hand corner to make sure that our records are correct. Also, be sure to fill in some of the "fun" information like the activities you enjoy, the music styles you prefer, your favorite radio station, and more, so that others can get to know you better.

If you are a new user, you may request a login and password, but before you do, please read the [Usage Guidelines](#).

We hope you enjoy our online community!

[Sign Up](#) | [PDA login page](#) | [iPhone login](#)

Enter your username (which is typically your e-mail address) and your password, and click the "Login" button, and you're there. Before we go on, please notice that there are several links in the upper right corner of this screen that do not require a login:

- [Calendar](#)
- [Find a Group](#)
- [Forms](#)
- [Give Online](#)

These links take you to sections of the system that you can use without being logged in, but there are advantages to logging in first. For example, if you want to access a registration form online, it is always better to login first, because this will enter your contact information in the registration form automatically, reducing the amount of typing you have to do to register for the event--this is particularly helpful, for example, when you are registering multiple children for VBS or any of our children's ministry programs.

When you have successfully logged in, you'll see a screen similar to the following:

Welcome to LFMC Online!

LFMC Online is our online, interactive church community. You can use LFMC Online to connect with other people in the church, interact with others in your groups or ministry teams, register for events, and much more. Please feel free to explore!


Please take a few minutes to update your profile. You will also want to read our [Usage Guidelines](#).

The information contained here is only accessible by authorized, logged-in users of LFMC Online. Thanks for using this system!

Enjoy!

Upcoming Subscribe


-  **Blended Worship**
Jun 12, 2011 at 9:00am, Entire Church Group
-  **Contemporary Worship 10:35am**
Jun 12, 2011 at 10:30am, Entire Church Group
-  **Primetimers**
Jun 14, 2011 at 12:00pm, Entire Church Group
-  **Teen Life Groups**
Jun 15, 2011 at 6:30pm, Entire Church Group

 [Add event - Send invitations](#)

June 2011						
Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

[Go to my calendar](#)

My Groups' Activity



Welcome
George
[Go to my profile](#)

My Groups (3)

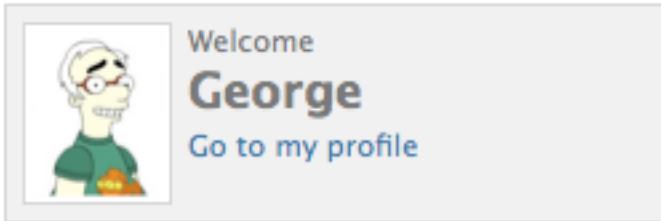
- [Entire Church Group](#)
- [My Awesome Sample Group](#)
- [Sample Children's Group](#)

The screen above is called the "home screen." Under the church name there are several tabs--clicking on any of these tabs will take you to a new section of the system; clicking on the right-most tab ("More") will display a pull-down menu with additional options. The specific menu options you see on your home screen depend somewhat on the level of administrative privileges you have. For example, if you are a designated group leader (as "George" is in the example above), you may have access to certain additional menu items and links that the typical user does not.

In the section below the welcome message you will see the "Upcoming" section, which includes a listing of upcoming events from the church calendar. If you are a member of any other groups (besides the entire church group), you may see events from those groups listed in the "Upcoming" section. To the right of the events list you see a small calendar--clicking on that calendar will take you to your calendar, which includes general church events and events that pertain to any other groups of which you are a member.

On the right sidebar of this screen you will see your profile picture (if you have uploaded one--more on that later), along with several additional links pertaining to your groups. This sidebar area changes, depending on where you are in the system, so be sure to take note of the links in the sidebar area when you are trying to figure out how to take any kind of specific action.

How to edit your personal and family profiles



To edit your profile, click on the "Go to my profile" link, located below your profile photo. (Please note that we encourage you to upload an actual photograph of yourself, not a "Simpson's" avatar, as you see "George" has done here--this is so that others in the church can use LFMC Online to find and connect with people.)

Take some time to explore your profile area--there are several different sections. There will probably not be much information in your profile initially, but as you add details, your profile becomes very useful to ministry leaders or others in the church. We encourage you to add as much information as you can, with the understanding that you can control what information is generally visible to other LFMC Online users. All of your information will be visible to those with administrative privileges, but such privileges are only provided to certain members of the church staff.

How your profile information is used

When you add information to your profile, it can be used by church leadership to search for you according to specific criteria. For example, if one of our pastors wanted to create a ministry to help people in the church who need assistance with automotive repair, the pastor would search the database for people who list automotive or mechanical skills in their personal profile. Or, suppose we wanted to invite all women between the ages of 18 and 35 to a special event, we would search on the age field in the profile. People who don't provide those details in their profiles are excluded from those search results.

You can control what types of information are available to the church leadership, or to people you identify as friends in your profile, or to anyone in the church. (More on this later.)

Editing your profile

When you click the "Go to my profile" link, you'll see a screen similar to this one:

George Samplename



(333) 333-3333
gsamplename@lfmchurch.org

Phone: (555) 555-5555 Home
 (555) 777-7777 Mobile

Address: George Samplename
 123 Sample Street
 Sampletown, KS 55555
 United States
[View Map](#)

Activity Family Info Involvement Financial

No recent activity

*Modified on Jul 13, 2010 by George Samplename
 Created on May 20, 2009 by Douglas Heacock
 Last logged in on Jun 10, 2011*

Actions

Send an email
 Download vCard

Profile Settings

Edit profile
 Set communication prefs
 Change username/password
 Update privacy

Family

Edit family profile

This screen displays the contact information we have in our database for you. You will notice a set of tabs below the profile photo--these tabs take you to various sections of your profile, where you can add, delete or change information. If, for example, you click on the "Info" tab, you'll see a screen similar to this:

George Samplename



(333) 333-3333
gsamplename@lfmchurch.org

Phone: (555) 555-5555 Home
 (555) 777-7777 Mobile

Address: George Samplename
 123 Sample Street
 Sampletown, KS 55555
 United States
[View Map](#)

Activity Family **Info** Involvement Financial

Info

Birthday: January 21
 Gender: Male
 Marital Status: Married
 Anniversary: August 10
 Allergies:

Other Addresses

My Fit

Spiritual Gifts: Craftsmanship, Encouragement, Helps
 Passions: People - Children, People - Parents

Family

George (Primary Contact)
 Sally (Spouse)
 Victoria (Child)
 + 3 other family members

Plugged In

Commitment Date:
 Service(s) I Attend:
 School:

Actions

Send an email
 Download vCard

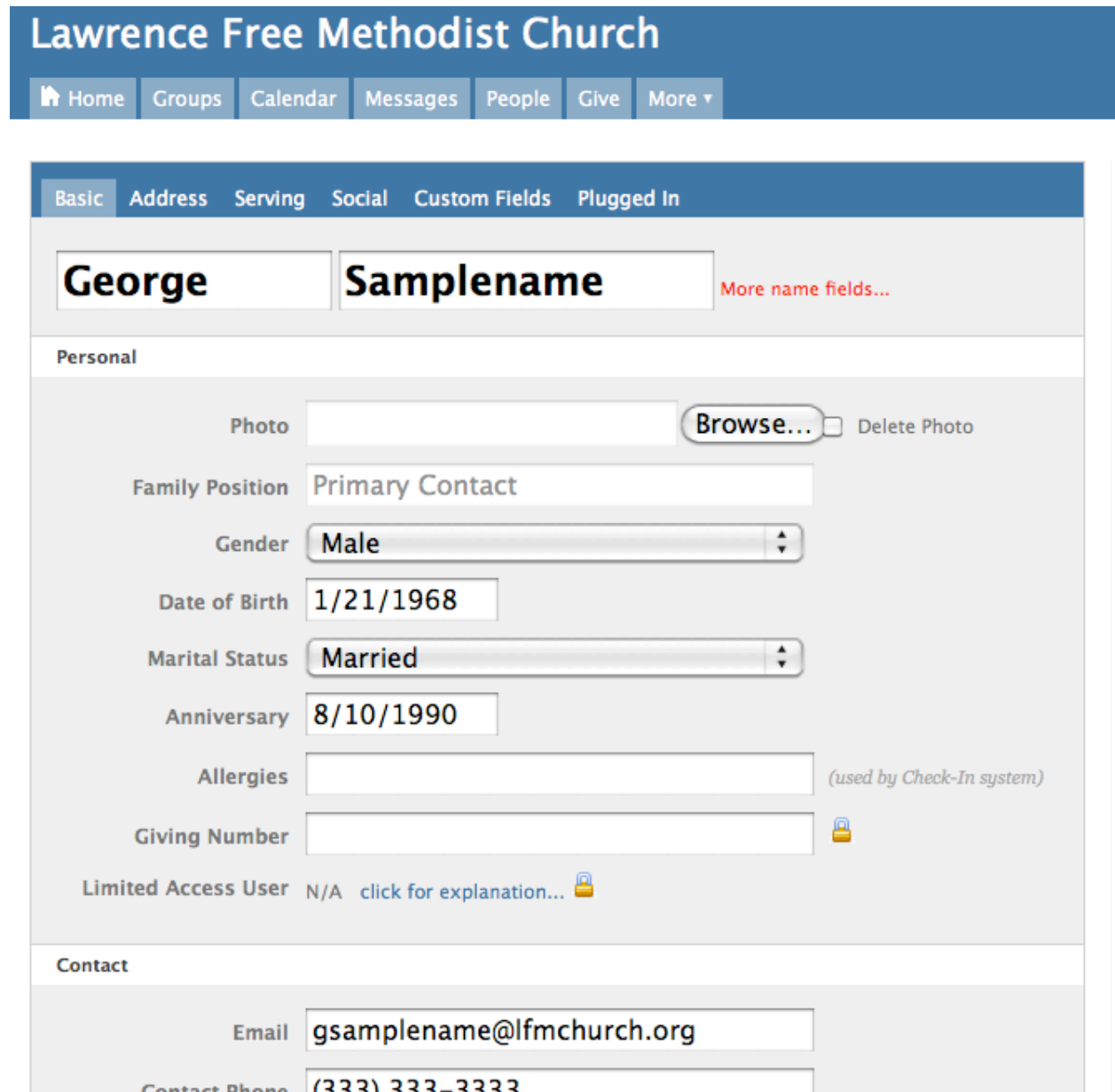
Profile Settings

Edit profile
 Set communication prefs
 Change username/password
 Update privacy

Family

Edit family profile

On this screen you will see some of the different types of information that can be used in search criteria. To edit this information, click the "Edit Profile" link, which is located in the right sidebar under the "Actions" heading. This will take you to a screen similar to this:



Lawrence Free Methodist Church

Home Groups Calendar Messages People Give More ▾

Basic Address Serving Social Custom Fields Plugged In

George Samplename [More name fields...](#)

Personal

Photo

Family Position

Gender

Date of Birth

Marital Status

Anniversary

Allergies *(used by Check-In system)*

Giving Number

Limited Access User N/A [click for explanation...](#)

Contact

Email

Contact Phone

You will notice several tabs below the main menu tabs: Basic, Address, Serving, Social, etc. These are the various sections of your profile, and each one can be edited. You may make changes in any of these areas, then when you are finished, be sure to click the "Save" button at the bottom of the page (not shown here).

Adding a profile photo

Notice the "Photo" field in the "Basic" tab area pictured above--this is where you can upload a photograph of yourself, and we encourage you to do that. Click the "Browse" button to locate a digital photograph on your computer, and that photo will become your profile photo. A "head shot" is preferred, so that others in the church can use LFMC Online as a photographic church directory.

When you've made all the changes you wish and you have clicked the "Save" button at the bottom of the screen, your profile has been updated. We encourage you to visit your profile often, to make sure that the information is up to date. If you have any change in address or other contact information, marital status, etc., please be sure to make those changes in your profile.

Editing your family profile

Actions

[Send an email](#)
[Download vCard](#)

Profile Settings

[Edit profile](#)
[Set communication prefs](#)
[Change username/password](#)
[Update privacy](#)

Family

[Edit family profile](#)

You will also notice that there is an option for you to edit your family profile in the "Actions" area in the right sidebar when you are viewing the profile screen. Click "Edit family profile" under the "Family" heading to go to your family profile page.

Although not pictured here, the family profile page allows you to upload a separate family photo, and it allows you to make changes in address and other contact information for the entire family.

How to search for people and set up your friends list

The screenshot shows the top navigation bar of the Lawrence Free Methodist Church website with tabs for Home, Groups, Calendar, Messages, People, and Give. Below the navigation is a search bar with the placeholder text "Find someone by typing their name below". Underneath the search bar is a section titled "My Friends (6)" which displays two friend profiles. Each profile includes a small circular photo, the person's name, their phone number, and an email link. The first profile is for Carolyn Heacock (Phone: 691-6644) and the second is for Douglas Heacock (Phone: (785) 331-7626).

Suppose you attended a recent worship service or other church event and met someone, and you'd like to contact them--LFMC Online can help. If you know the person's full name, you can simply click on the "People" tab in your home screen and begin typing the name. If, for example, you enter "Bill," you will see a list of people with the first name "Bill." If the first letter of Bill's last name is "B," when you type the "B" the list will narrow down to just those people named "Bill" with a last name starting with "B." The more characters you type, the shorter the list will become, and when you see the name you're looking for, just click it in the list and press "Enter" or "Return" on your keyboard, and you'll see that person's personal profile.

When you have located a person and are viewing their profile, you will also notice that in the "Actions" area of the right sidebar, there is a link labeled "Add to my friends list." If you do this, that person's name will be added to your friends list, and that list will be displayed each time you click on the "People" tab, allowing you to quickly find the profile of your friends.

Understand that this doesn't work the same way that Facebook works--the person you have added to your friends list does not have to give any approval, and they are not notified that you have added them, nor will they be notified if you remove them. The purpose of the friends list is to make it easy for you to find the profiles of the people you consider your friends, and it also allows you to create a list of people to whom you can grant access to parts of your profile information that others cannot see.

How to send email in LFMC Online

When you find a person on LFMC Online and want to send them a message, just look over at the right sidebar and click the "Send an email" link. This will open a new window in your Web browser:

The screenshot shows a web browser window titled "Send an email" with the address bar displaying "ccchurch.com" and the URL "https://lfmc.ccchurch.com/easy_email.php?ax=creat". The form itself has a title "Send an email" and a "To:" field containing "Bill Bump". Below that is an empty "Subject:" field. The "Email Body:" section features a rich text editor with buttons for "Bold", "Italic", "Bullets", "Numbers", and "Source". A checkbox labeled "Also send a copy of this email to me." is checked. At the bottom of the form, there is a red link "Attach files to this email..." and "Cancel or Send" buttons.

Type a subject for the message in the "Subject" field, then type your message in the "Email Body" field. You can use the formatting tabs to format your message (bold, italic, bullets). If you want to include a Web URL, just type the whole thing (including the "http://" part) in the body of the message. If you want to do any fancier formatting, you'll need to use HTML. If you don't know what that means, don't worry about it. If you do know what that means, you can click the "Source" tab to enter HTML commands directly into your message. (Most people won't need to do this.)

If you wish to attach a file to the message, click the red "Attach files to this email" link at the bottom and follow the prompts to locate and attach the file.

If you want to have a copy of the message sent to your email account (highly recommended), just be sure the

"Also send a copy of this email to me" check box is checked. When you are ready to send the message, click the "Send" button at the bottom of the window, and you're done.

It is important to note that throughout this messaging process, you will not be able to see the recipient's email address. This is a privacy and security feature. However, your email address will be visible to the recipient, and he or she may reply directly to you by selecting "Reply" in their email client.

How to participate in groups

Everything in LFMC Online works on the basis of group membership. Every participant is a member of at least one group--the "Entire Church" group. But depending on your interests or your involvement in ministry, you may be a member of additional groups. In some cases, you can request to become a member of a particular group; in other cases, you may be added to a group by virtue of the fact that you registered for an event or enrolled a child in a children's program, or for any number of other reasons.

For example: if you register for Man Camp (our mid-winter men's event), your name will probably be added to a Man Camp group, so that the Man Camp leadership can communicate with all of the participants easily through group email messages. If you are a member of a ministry team, such as the Photograph/Videography team, you may be added to the "Photography and Videography Team" group, so that you can learn about needs for photography of church events.

If you click on the "Groups" tab, you'll be taken to a screen that lists all of the groups of which you are a member. By clicking on a group name, you will be directed to a home page for that group, where (depending on the group settings) you may be able to send messages to the group leadership or other members of the group, participate in meeting group needs, download files of interest to the group, or read messages posted to the group's public message area.

The screenshot shows a web interface for a group named "Sample Group for Testing". It features a header with the group name and a sub-header "2 participants view...". Below this, there is a description: "A demonstration group for training purposes". The group leadership is listed as "George Splename (Main Leader)" and "Douglas Heacock (Assistant Leader)". There is a link to "Show location and other info...". At the bottom, there is a calendar for June 2011 with a "NEW EVENT" button and a "Go to group calendar" link.

Su	Mo	Tu	We	Th	Fr	Sa
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	1	2

The main group screen shows the number of participants, names of group leaders, and a number of tabs for group functions, such as messages, needs, positions, etc. There is also a small group calendar, and clicking in that calendar will take you to a calendar page for the group, where you will find group-specific events listed. We are encouraging all ministry teams, Life Groups, and other interest groups in the church to establish groups and add members, so some people are already involved in several different groups.

Participating in groups does not require that

you log into LFMC Online regularly, since communication is typically done via email. But if you do log in periodically, you'll be able to check on the status of needs, see who is in the group, read others' comments on messages, and generally keep up to date with what's happening in your group. In other words, it's a good idea to check in every now and then.

How to give online

A growing number of LFMC attenders is taking advantage of convenient, secure online giving through LFMC Online. In addition, LFMC Online provides for easy payment of registration fees (for events that have such fees), using a credit card or bank card.

There are three ways to give to the church online:

1. A one-time gift, using a credit card or bank card
2. A repeating gift, using a credit card or bank card
3. A repeating gift, using an automatic transfer from your checking account

It is important for you to know that when you use a credit card or bank card for giving online, the church is assessed a processing fee of 3% to 5% of the total amount, but when you set up a repeating gift as an automatic transfer from your checking account, these fees do not apply. In other words, if you set up a recurring gift using your checking account, more of what you give will go to the church.

Regardless of the method you choose, it is easy to give online. Simply log into you LFMC Online account, click the "Give" tab, and you'll be directed to a screen like this one:

The screenshot shows the website for Lawrence Free Methodist Church. At the top, there is a navigation bar with the church name and links for Help, Settings, and Logout. Below this is a secondary navigation bar with tabs for Home, Groups, Calendar, Messages, People, Give, and More. The 'Give' tab is selected. On the right side of the navigation bar, there are links for Reports and Search. The main content area is divided into two sections: 'One-time gift' and 'Schedule a repeating gift'. Under 'One-time gift', there is a button for 'Bank/credit card' with the text 'Give your gift instantly!' and 'Your gift will be immediately credited to your church's account.' Under 'Schedule a repeating gift', there are two buttons: 'Checking account' with the text 'Save your church money!' and 'Each credit card transaction costs your church an average of 3-5% of your gift. This is \$30-\$50 per \$1000 given that your church does not receive.' and 'Bank/credit card' with the text 'Your gift will be credited to your church's account as often as you choose.' On the right side of the main content area, there is an 'Actions' section with a link for 'Stop my scheduled gift(s)'.

On this screen, you simply click the method you wish to use. For the purposes of this example, we'll demonstrate how to schedule a repeating gift using a checking account. When you click the middle button, you'll see a screen that looks similar to this:

First you will notice that if you are logged into LFMC Online, your billing information is already filled into the form. If you are not logged into your account, you will need to enter this information (another good reason to log in first).

On this form, simply fill in the amount, then using the pull-down menu to the right of the amount field, choose the specific church fund that you want this gift to go to. In most cases, you will simply choose "General Fund," the first item in the list. Next, in the "Schedule" area, use the

pull-down menu to choose how frequently you wish to make this gift (weekly, every two weeks, monthly, quarterly or annually), and enter the start date in the "starting on" field, or click the small calendar icon and select the date from the calendar that appears.

Check the information in the "Billing Information" section to make sure it is complete and correct, then in the "Checking Account Information" area, enter the routing number and account number as indicated on the sample check.

When you've entered all of that information, be sure to click the checkbox in the "Authorization Confirmation" section at the bottom of the window, which authorizes LFMC to withdraw the specified amount from your checking account at the specified interval. Then click the "Submit" button at the bottom of the window, and your repeating gift is scheduled.

If you wish to stop your scheduled gifts at any time, just click the "Stop my scheduled gifts" link in the "Actions" area in the right sidebar.

You can also access the giving area of LFMC Online through your personal profile page. If you click on "Go to my profile" on the home screen, then click the "Financial" tab on the profile window, you'll see any recent transactions, links for printing giving and pledge

statements, a link for stopping a scheduled gift, and a listing of your current giving schedules. There is also a "Give" button on that screen.

How to configure your communication settings

in the upper right corner of your home screen, there is a link labeled "Settings." Click that link to pull down the menu, and choose "Communication Settings." This takes you to your communication settings screen. On this screen you can configure how you receive communications from the church leadership or from your groups.

Communication Settings for George Samplename				
	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
	Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.	Participate in online conversations as they happen.	Receive a single email generated by the system for all your groups' activities (events, comments, needs, positions and files) for the week.	Even with a mobile phone number, text messages will only be sent if a carrier is selected. Mobile Carrier Turned off... Mobile Phone (555) 777-7777 Standard text messaging rates from your carrier may apply.
Groups I am in	Recommended	Optional	Recommended	Recommended
Entire Church Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
My Awesome Sample Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sample Children's Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The top portion of this screen displays a list of all of your groups, along with a column of settings for each one. Most groups have a set of default settings that will be pre-selected, but you can change any of them. Note that certain columns contain "Recommended" settings--while you can change these, be sure you understand what you're doing; you don't

want to miss important communications because you inadvertently blocked them.

Simply check the checkboxes to reflect your preferences. Some groups are configured to provide optional text-messaging as a way to communicate with members quickly. If you want those groups to be able to send text messages to you, be sure to select your mobile carrier from the list and provide your mobile phone number.

The lower part of that screen allows you to choose the default communication settings that will be used for any groups you are added to (or join) in the future. Even if those groups have pre-set communication defaults, your personal settings will override them.

In the "Church-wide Communication" section, be sure to leave the recommended item checked--otherwise, you will not receive any important emails from the church leadership. If you really do wish to be excluded from those church-wide messages, un-check this box (but we really hope you won't do that).

Finally, under the "Email Address" section, you can update your email address in the field provided. And although it is NOT RECOMMENDED, you can check the box below that field to completely remove your email address from the church database. (Again, we

discourage this, but it is an option we provide in compliance with federal anti-spamming regulations.

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
Future groups I am added to	Use group default ▾	Use group default ▾	Use group default ▾	Do not send to me ▾

Church-wide Communication

These emails are usually sent by church leadership or staff.

Recommended I'd like to receive important 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 [Save Settings](#)

When you have configured all of the settings to your liking, you need to click the "Save Settings" button at the bottom of the screen. You can return and modify your communication settings at any time.

How to configure your privacy settings

Your privacy is very important to us, and LFMC Online takes it seriously. First and foremost, you should understand that no one who is not an authorized user of LFMC Online can access any information that you provide to the system. The only way to access personal information of any kind in the LFMC Online database is by logging into an authorized account. In other words, when you enter information into your personal profile, you are NOT putting your information on the Web for anyone to see. No one who is not logged into LFMC Online can see any individual's private information.

Even within the church, you may wish to restrict how much information you wish to make available to others. We encourage you to be as open as you can, simply because it helps create community in the body of Christ. But by configuring your privacy settings, you have a tremendous amount of control over who sees what information.

Main	
Birthday Month & Day	Everybody
Gender	Everybody
Marital Status	Everybody
Anniversary	Everybody
Allergies	Church Leadership Only
Custom Fields	Friends & My Groups Members
Contact - Phones	
Contact Phone	Everybody
Home Phone	Friends Only
Work Phone	Friends Only
Mobile Phone	Church Leadership Only
Pager Phone	Church Leadership Only
Fax Phone	Church Leadership Only
Emergency Phone	Church Leadership Only
Contact - Email	
Email	<i>Email addresses are only shared with "Appropriate Church Leadership". Normal users can contact you via email through the system, but don't see your email address.</i>
Contact - Address	

If you click the "Settings" link on your home screen (as in the communication settings example above), you can select "Privacy Settings" from the pull-down menu, and this will take you to a screen similar to the following (only a portion of the whole screen is show below). In the upper portion of the screen (not shown here) you will see explanations of the various privacy levels you'll be choosing.

In the next section (the "Profile" section), you can choose whether your name, profile photo and a link to send email to you are displayed to logged-in users. (Administrative users always have access to this information.) We encourage you to leave the "Listed"

option selected, but it's your choice.

In the "Main" section (the lower portion of the screen), you can choose your preferred privacy level, item by item. For example, take a look at the pull-down menu next to the "Marital Status" item--by default, "Everybody" is selected, meaning everyone who is logged into an LFMC Online account can see your marital status, if your profile is listed. But if you click the pull-down menu, you will see that you can restrict the visibility of this item to "Friends and My Group Members," "Friends Only" or "Church Leadership Only." If you choose "Friends Only," only those people you have added to your friends list will be able to see that information. If you choose "Friends and My Group Members," your friends and members of your groups will be able to see that information.

We encourage you to leave these settings in their default condition, but you are free to change any of them to suit your personal preferences.

When you have finished configuring your privacy settings, click the "Save" button at the bottom of the screen to save them.

Final thoughts

Although the length of this document might suggest otherwise, we've barely scratched the surface of what's possible with LFMC Online. If you are a ministry leader, there is another whole realm of functionality available to you, and we haven't really touched on things like automated event check-in, needs, positions, process queues, and a host of other features.

However, as was previously noted, there is only help available, and you are free to explore that documentation as you wish. We do offer periodic hands-on training sessions as well, so be sure to watch the church newsletter, the bulletin, and your e-mail for announcements about those.

Again, if you have any questions about how to do something in LFMC Online, or if you have problems getting logged in, please contact Doug Heacock (doug.heacock@gmail.com).