

A Guide to Using the Members Area of www.firstchurchcambridge.org .

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Contact webmaster@firstchurchcambridge.org with questions related to this guide.

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How to Activate Your Account

1. Go to www.firstchurchcambridge.org.
2. Click on the Members Area link, located in the top right hand corner of the screen.
3. You should now be on a page with the heading "Members Area." There is a subheading "First-time login." Click on the word "here" in the text below this subheading.
4. On this next screen type in the email address you have on file with First Church, and then click on "Email new password."
5. Open a new browser window and login to your email account (the one you just typed in on the FCC website.) You should have an email from parishadmin@firstchurchcambridge.org. In the body of this email message there will be a long link to click on. If you can't click on the link, please copy and paste it into your browser window.
6. Once you click on the link, you will be taken to a page where you can edit your profile information. You will see a box on the page that says "Enter new password" and a box right underneath it that

says “Confirm new password.” Choose a password and enter it into both those boxes. (You may also make other changes to your profile at this time if you desire – add/change contact info, upload a photo. This is not necessary, and can also be done anytime you login).

7. Once you have typed in your new password in both boxes, scroll all the way to the bottom of the screen and then click on save.
8. Finally, go back to www.firstchurchcambridge.org, and click on the Members Area Link. This time when you get to the Members Area page, look for the subheading that says “Already a member?” and click on the words “login here” in the text below this subheading.
9. You will be taken to a screen where you can enter your username (the same email you entered earlier) and password (the password you just set up). Click on the “Login” button and you will be taken to the Members Only section of the website. From here you can edit your profile, see prayer requests, access groups, and read the First Church blog. Have fun!

How to Request an Account

If you do not have an email address on file with the church office, but want to access the Members Area, you must be affiliated with the church in some way, and you must follow this procedure.

1. Go to www.firstchurchcambridge.org.
2. Click on the Members Area link, located in the top right hand corner of the screen.
3. You should now be on a page with the heading “Members Area.” There is a subheading “New Account Request.” Click on the word “here” in the text below this subheading.
4. On the next screen, enter your first and last name and your email address. Also enter a description of your connection with the congregation.
5. Type the letters you see in the image on the screen, as instructed, to verify that you are a live human being.
6. Click the button labeled “Submit.” You will receive this message: “Thanks for requesting an account. A site administrator will be in touch within the next few days with your account information.”
7. After a webmaster has processed your request, you will receive an email including instructions for logging in for the first time. Please remember to change your password the first time you log in.

How to log in to the Members Area

- 1) In your browser, bring up www.firstchurchcambridge.org
- 2) Select the link “Members Area” in the top right corner of the screen.
- 3) Select the link “login here” in the bottom paragraph.
- 4) Enter your username and password, then click the “Login” button.

How to Update your Profile

After logging into the Members Area, you will be directed to a display version of your profile.

- 1) Click the button labeled “Edit my profile.”
- 2) You are directed to an editable form of your profile. Make any changes you wish to make.
- 3) We encourage you to change your username to something easily recognizable, such as your first name and last name (e.g. JaneDoe). This will make it easier for other users to find you when adding you to website groups.
- 4) Click Save at the bottom of the page. You are returned to a display version of your profile.

How to Join a Group

- 1) Log in to Website.
- 2) Enter Members Area.
- 3) Click on Groups/Committees Tab.
- 4) Groups you are already part of are listed under My Groups. All available groups are listed below under Member Groups. Click on the “Visit Group” button next to the name of the group you wish to join.
- 5) On the top left of the Group page, click on the “Request Group Membership” button.
- 6) You may optionally enter a message to the group administrator, and then click the “Join” button.
- 7) You will be returned to the Group’s main page and receive this message: “Thanks for requesting membership to this group. Your membership is pending approval.” You will receive a confirmation email when your membership has been approved.

How to Start a Group

Generally speaking, the First Church staff will create groups as needed. However, users can request that new groups be created by filling out a Web Form.

- 1) Log in to Website.
- 2) Enter Members Area.
- 3) Click on Groups/Committees Tab.
- 4) Under “Request a Group” enter the following information:
 - a) Name: A brief but descriptive name that identifies your group.
 - b) Email: The email address associated with your website profile.

- c) Tell Us About Your Group: Enter a paragraph about the purpose for your group.
- d) Type of Group: Select PUBLIC in order for your group to be visible to others in the list of available Groups, and content visible to all users. Select PRIVATE in order for your group to be visible in the list of Groups, but content visible only to members of your group.
- e) Click the "Submit" button.

5) A website administrator will respond to your request.

Posting in a Group

- 1) Log in to Website.
- 2) Enter Members Area.
- 3) Click on Groups/Committees Tab.
- 3) Select Group from list on left. The next screen will show you existing content in the Group.
- 4) Click "Post a Message or Document"
- 5) On the next screen:
 - a) Enter a Title for your Post.
 - b) Select the Groups Audience (the name of the Group to which you are posting) (Required step – if you do not select the Group name, your post will not show up in any group and will be orphaned until a webmaster finds it.)
 - c) Enter your text in the Body field.

If you wish to include a link to another website or an email address, just copy it (for example, <http://www.ucc.org/earth/> or webmaster@firstchurchcambridge.org) into the Body field. The website will automatically turn this into a clickable link.
 - d) Below the Body field, there is a pull down called Text Format. Leave the Text Format "Filtered HTML" which makes it possible for the website to turn web and email addresses into clickable links.
 - d) Scroll to the bottom of the screen and click "Save."
- 6) The next screen will show you the finished Post.
- 7) Note that members of the group will receive an email indicating that there is a new Post. The email will include the title of the post.

Editing or Deleting a Post

(You may edit your own Posts. Only webmasters or Administrative members of a group may edit other people's posts.)

- 1) Log in to Website.
- 2) Enter Members Area.
- 3) Select Group from list on left. The next screen will show you existing content in the Group.
- 4) Click on the Title of the Post.
- 5) The next screen will display your Post. Click on the Edit Tab at the top of the Post.
- 6) Make your changes. If you are editing a post, click Save at the bottom of the page. If you are deleting a post, click Delete.

Commenting on a Post in a Group

- 1) Log in to Website.
- 2) You will be directed to your Profile.
- 3) Select Group from list on left. The next screen will show you existing content in the Group.
- 4) Click on the Title of the Post.
- 5) The next screen will display your Post. Scroll to the bottom of the screen and enter your comment.
- 6) Click save.
- 7) Note that the author of the original Post will receive an email indicating there has been a comment. Comments are displayed under the text of the original Post.

How to Make a Prayer Request

Prayer requests are visible to anyone with an account on the Members Area of our website.

“Please feel free to share a brief prayer request or celebration with our First Church community. Just click on the button below to post whatever joys or concerns you have. You may request prayers and/or offer celebrations for yourself, for others, for our community, and/or for our wider world. If requesting prayers for others by name, please be sure to ask permission first. This portion of our site is password-protected and can only be seen by members and friends of First Church. First Church member (and former deacon) Adwoa Lewis-Wilson, along with the deacons and pastors of the church, will take the lead on monitoring

these prayer requests, adding them to their ministry of prayer throughout the week. If you have any questions or concerns about this area of the site, please email [Adwoa Lewis-Wilson](mailto:Adwoa.Lewis-Wilson).

- 1) Log in to Website.
- 2) You will be directed to your Profile.
- 3) Click on the "Prayer Requests" tab at the top of the page. Here you can read previous prayer requests.
- 4) Click on the "Request Prayers or Give Thanks" button.
- 5) On the form, select the appropriate radio button: "Prayer Request" or "Giving Thanks."
- 6) Write your prayer request in the text box.
- 7) Click Save.

How to submit a blog post

Email your blog text to webmaster@firstchurchcambridge.org . Blog posts should be of interest to the whole church community. Material of interest to a specific group or committee should be posted via the group section of the website. The webmasters reserve editorial authority regarding all blog posts.

Criteria for pictures for blog posts

If you wish to include photos with a blog post, please attach them in JPEG format to your email. When possible, please use high resolution images so that they will be visually appealing on our website.