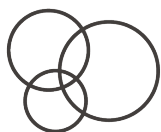


people :: reimagined

# BASIC USER GUIDE



CHURCH COMMUNITY BUILDER

# SITE NAVIGATION

There are a few changes to the top and side bar navigation in your site.

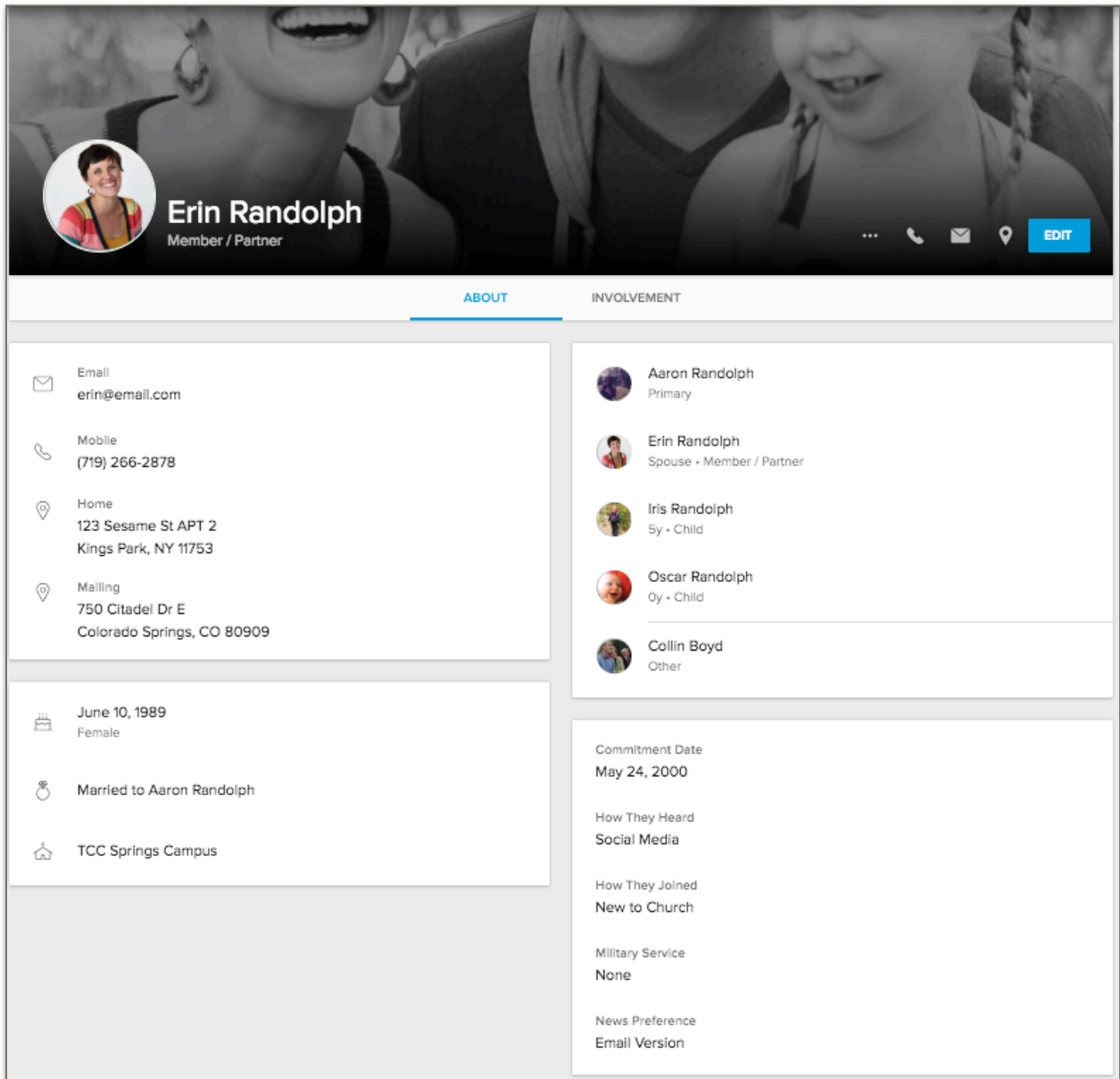



Along the top bar, you have your **Profile Picture** which takes you directly to your profile, your **Notifications Bell** to alert you of any tasks needing your attention, the **Log Out** button, and **Help**, where you can search the Help Desk for articles and videos.

The sidebar menu is still where you can navigate to all the other pages in your site, and we have moved **Calendars** and **Reports** to be accessed from this sidebar menu.

# PROFILE: ABOUT TAB

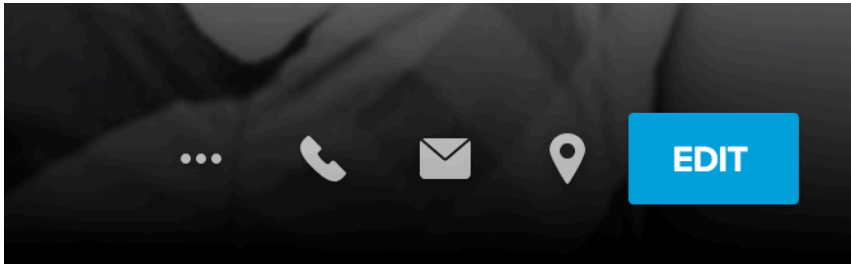
Profiles have been completely redesigned to make it easier for you to find the information you're looking for. (And these profiles work great on a phone and tablet, too!)



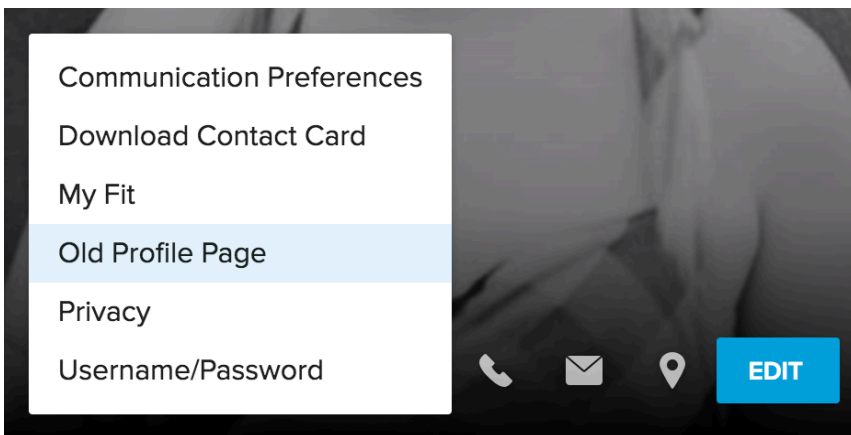
The new **About** tab is where you will find all of the basic info, contact information, and family data about a person. As you hover over specific rows, you may see a  icon, indicating there are additional actions you can take with that information.

## PROFILE: TOOLBAR

The top toolbar of your profile is where you will find some of your most common actions.



Edit your profile, map to an address, send an email, and call or text someone with these quick links.

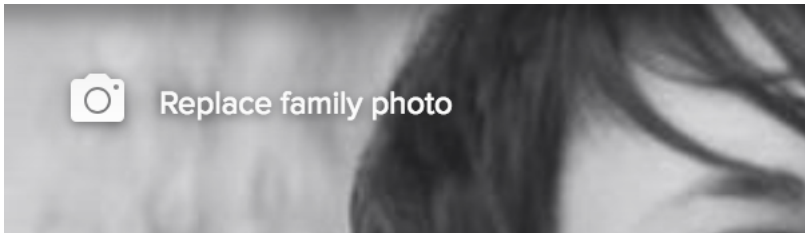


The ellipsis menu in the toolbar is where you can update additional information about yourself. You can also use the **Old Profile Page** link to access the previous version of people profiles.

*Note: The Old Profile Page link will only be an option for a limited time.*

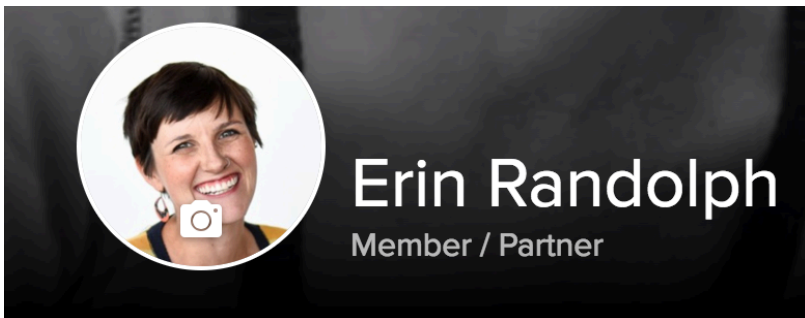
# PROFILE: PHOTOS

**Easily upload your individual profile photo and family photo.**



When you hover over your photos, a camera icon will appear. Click on that icon to upload a new individual or family photo.

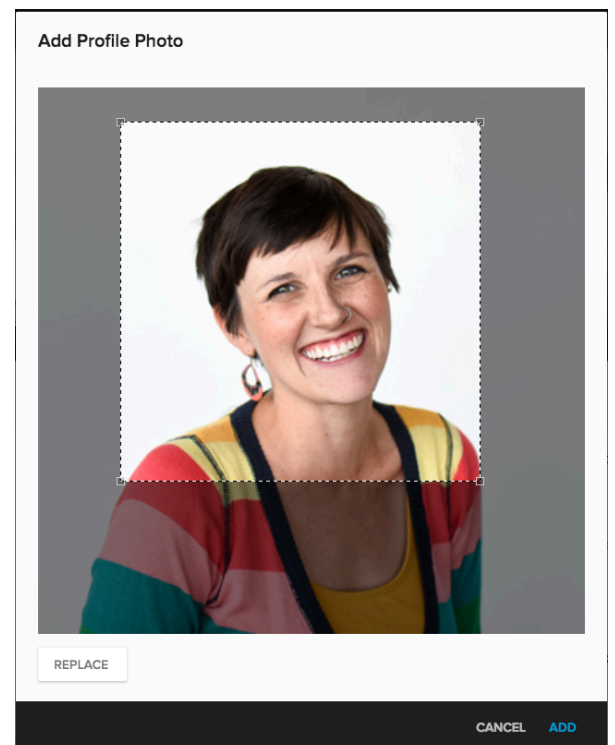
*(Note: The Family Photo icon is in the top left corner of that image).*



If you are replacing your photo while on your phone, you will be able to access your phone's photo library or your camera to snap a quick selfie!

We now restrict the size and ratio of your photos. Profile photos are locked to a square shape, and family photos are now locked to a 16:9 aspect ratio.

When you upload a new photo, we now offer you a cropping tool so you can resize and adjust your image to fit into these new dimensions.



# PROFILE: INVOLVEMENT TAB

The Involvement tab is where you go to see all of your history of interaction and connection with the church, and it's where you'll find a lot of key actions as well.

**Erin Randolph**  
Member / Partner

ABOUT **INVOLVEMENT**

Serving  Attendance  Groups  Financial  Forms

**Serving**

3 4 4 4 5 4 5 4 3 3 4 0  
Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May  
Include Family

Positions Filling 1

**Attendance**

0 0 0 0 0 0 0 0 0 0 0 0 0 0 0  
Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May  
Include Family

**Groups**

4 3 3 3 3 3 3 3 3 3 3 3 3 3 3  
Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May  
Member

**Financial**

4 5 4 4 5 4 3 3 4 3 3 0  
Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May  
Include Family

**Forms**

0 Completed 0 Last 90 Days

Apr 15th, 2018

General Fund  
Check - 3918 \$300.00

Apr 8th, 2018

General Fund  
Check - 3314 \$300.00

Apr 1st, 2018

General Fund  
Check - 3314 \$300.00

Mar 25th, 2018

General Fund  
Check - 1429 \$300.00

Mar 18th, 2018

General Fund  
Check - 4914 \$300.00

Mar 11th, 2018

General Fund  
Check - 4491 \$300.00


Feb 25th, 2018

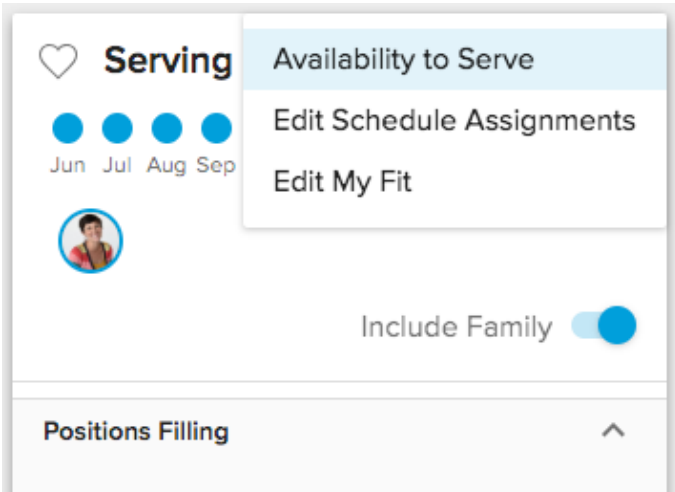
General Fund  
Check - 3839 \$300.00

Feb 18th, 2018

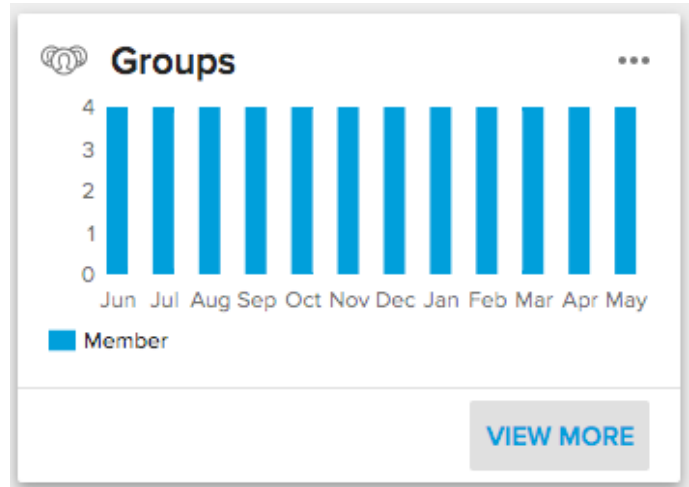
Along the top are your **Filters** to choose what specific information you want to see on this page. The right side of the tab is the **Timeline** which lists your history of activity in chronological order, and on the left are the **Tiles** where you can see more details about your involvement.

# PROFILE: TILES

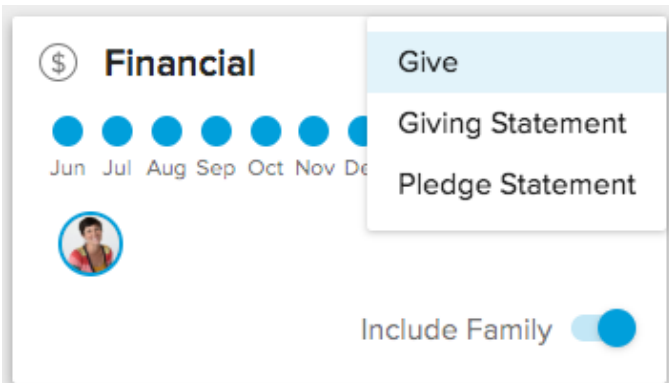
In each tile you'll see a count of how you and/or your family has been interacting in that area of the church. Be on the lookout for the  icon in the top right corner of each tile where you can find additional actions to take.



The **Serving** tile includes your scheduled serving assignments, positions you fill and manage, and needs you coordinate.

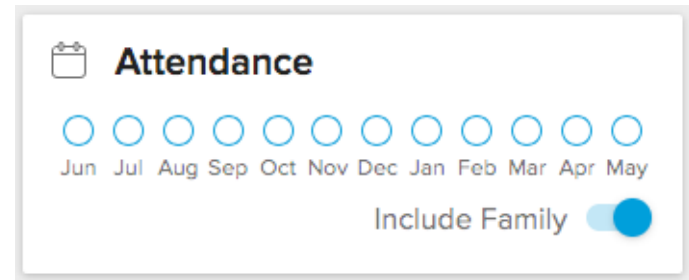


The **Groups** tile shows the number of groups you are in or lead. 'View More' will take you to a page where you can see all of your groups.

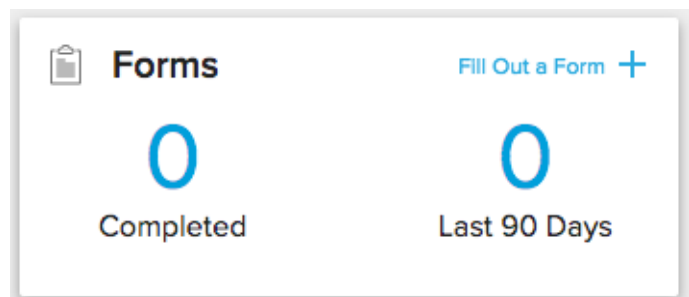


The **Financial** tile will give you the history of your individual and family giving to your church, and you can also see any repeating gifts or pledges you have set up.

The ellipsis action menu provides you quick links to create a new online gift, or download your pledge or giving statement. Really handy for tax season!



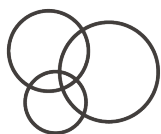
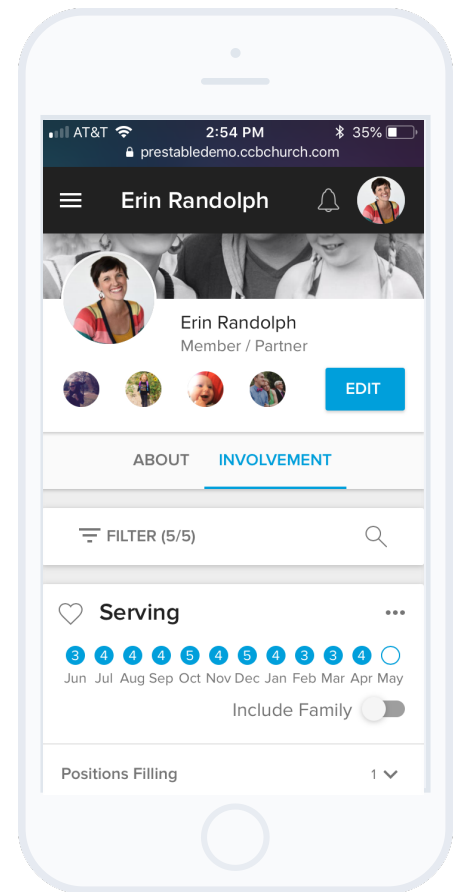
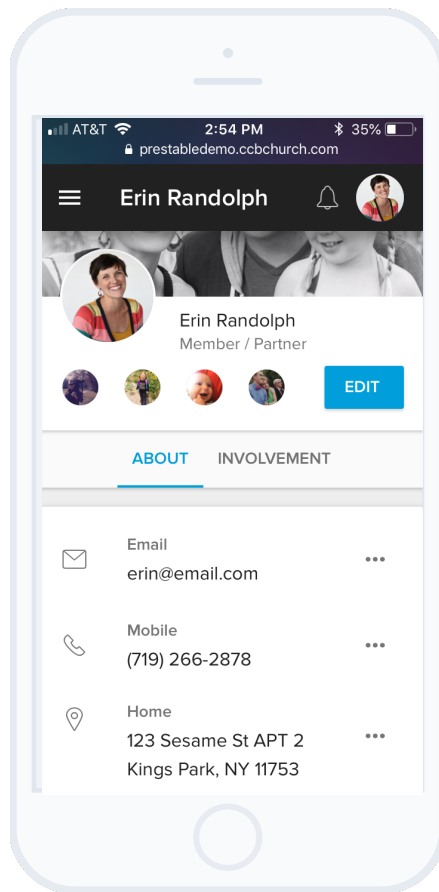
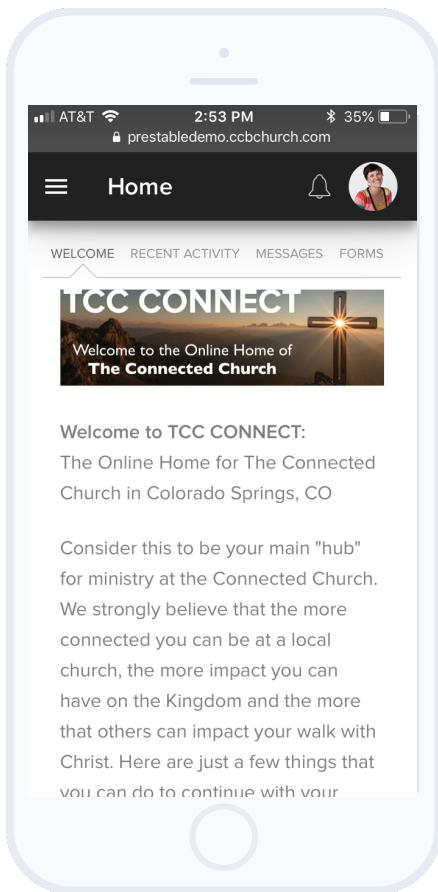
See your attendance history and any events you organized in the **Attendance** tile.



A count of forms you've filled out, and the ability fill out a new form, is in the **Forms** tile.

# TRY IT ON A PHONE!

All of these changes have been optimized to work great on a phone or tablet too!



CHURCH COMMUNITY BUILDER