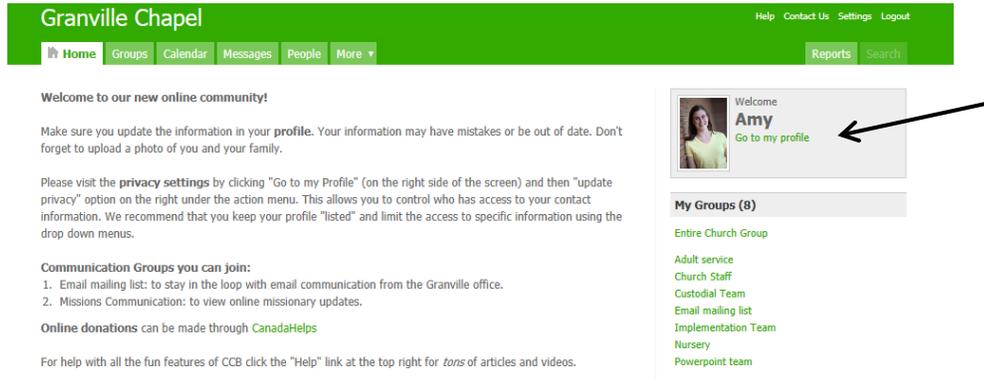


Suggested Privacy settings for Granville Chapel CCB

For the protection of your contact information CCB has the ability to adjust your privacy settings. To access these settings, login and click on the “my profile” link at the top right of the home page.



Granville Chapel

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Welcome to our new online community!

Make sure you update the information in your profile. Your information may have mistakes or be out of date. Don't forget to upload a photo of you and your family.

Please visit the **privacy settings** by clicking "Go to my Profile" (on the right side of the screen) and then "update privacy" option on the right under the action menu. This allows you to control who has access to your contact information. We recommend that you keep your profile "listed" and limit the access to specific information using the drop down menus.

Communication Groups you can join:

1. Email mailing list: to stay in the loop with email communication from the Granville office.
2. Missions Communication: to view online missionary updates.

Online donations can be made through [CanadaHelps](#)

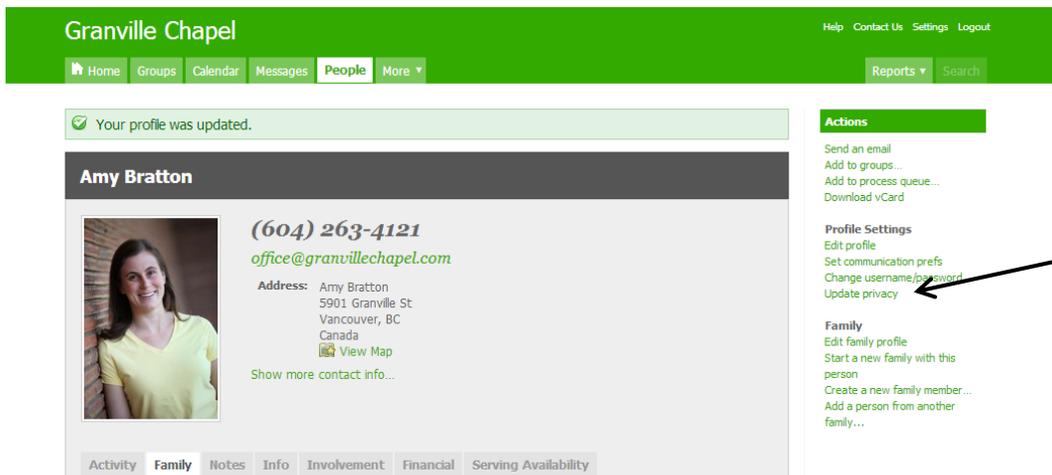
For help with all the fun features of CCB click the "Help" link at the top right for tons of articles and videos.

Welcome Amy
Go to my profile

My Groups (8)

- Entire Church Group
- Adult service
- Church Staff
- Custodial Team
- Email mailing list
- Implementation Team
- Nursery
- Powerpoint team

From your profile, click on the “update privacy” link on the right hand side.



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✓ Your profile was updated.

Amy Bratton

(604) 263-4121
office@granvillechapel.com

Address: Amy Bratton
5901 Granville St
Vancouver, BC
Canada
View Map

Show more contact info...

Activity Family Notes Info Involvement Financial Serving Availability

Actions

- Send an email
- Add to groups...
- Add to process queue...
- Download vCard

Profile Settings

- Edit profile
- Set communication prefs
- Change username/password
- Update privacy

Family

- Edit family profile
- Start a new family with this person
- Create a new family member...
- Add a person from another family...

Any contact information you record in CCB will be helpful for the Granville Chapel staff and ministry leaders to connect with you. You have full control over who else will have access to this information through the online directory features.

The first option is “listed” or “unlisted” We ask that you leave your profile “listed” so that anyone with a login can search for your name and connect a name to a face in your photo.

Privacy Settings

About the Settings

IMPORTANT

In order to make our Online Community as vibrant and helpful as possible, please strongly consider sharing most items with "Everybody", or at the highest level you are comfortable sharing. No items will be shared if the Profile is not "Listed".

*** Profile / Listed**

Profile / Listed is a special setting in that no other setting will matter unless this is "Listed".

Everybody

This is the "highest level" and the preferred setting. Please use "Everybody" as much as possible. Fields with this setting can be viewed by anyone who has a username and password to use the system.

Friends & My Groups Members

Fields with this setting can be viewed by members of "Members Interact" type groups you are involved in, as well as other people with a login who are on your My Friends list. Appropriate church leadership can view the information as well.

Friends Only

Fields with this setting can only be viewed by other people with a login who are on your My Friends list. Appropriate church leadership can view the information as well.

Church Leadership Only

This is the "lowest level" setting. Please consider sharing your information at a higher level if at all possible (preferably "Everybody"). Fields with this setting can only be viewed by appropriate church leadership (ie, people who have been given additional administrative privileges for the system).

Profile *

Listed Listed Unlisted

This determines whether the name and picture can be seen by people with a username and password to the system when they do not have administration privileges.

Main

Birthday Month & Day

You have choices for your contact information to limit who has access.

Main

Birthday Month & Day

Gender

Marital Status

Anniversary

Allergies

Custom Fields

Contact - Phones

Contact Phone

Home Phone

Work Phone

Mobile Phone

Pager Phone

Fax Phone

Emergency Phone

Contact - Email

Email

Contact - Address

Mailing Address

Work Address

Home Address

Other Address

Other

Contact - Phones

Contact Phone

Home Phone

Work Phone

Mobile Phone

Pager Phone

Fax Phone

Emergency Phone

The choices are:

Everybody: which means everyone with a login will be able to search for you and see this part of your information

Friends & My Group Members: This means anyone in a group that you are in will be able to see your information. This is not a particularly secure option as much of the congregation will be in several groups such as the email newsletter list or the members list.

Church Leadership Only: This is a secure option. Your information will be visible to only those people with admin privileges, such as staff and ministry leaders.

Friends Only: This is a secure option. Your information will be visible to church leadership as well as anyone that you have friended in CCB. *To friend someone:* search them in the “people” tab and click the Add as friend link on the right hand side. For example: this could be used by friending those in a select circle and allow them to see your cell number. Or you can create a small group of people who are friended with your child to access their personal email address.

The screenshot shows the Granville Chapel website interface. At the top is a green navigation bar with the site name and various menu items. Below this is a user profile for Lillian Wang. The profile features a photo, a video placeholder, and a set of tabs for different profile sections. On the right side, there is a sidebar with three main sections: 'Actions', 'Profile Settings', and 'Family'. The 'Actions' section contains several options, with an arrow pointing to 'Add to my friends list'. The 'Profile Settings' section includes options for editing the profile and communication preferences. The 'Family' section includes options for editing the family profile and adding new members.

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Lillian Wang

Activity Family Notes Info Involvement Financial Serving Availability

Family Info

Actions

- Send an email
- Add to groups...
- Add to process queue...
- Add to my friends list
- Download vCard

Profile Settings

- Edit profile
- Set communication prefs
- Change username/password
- Update privacy
- Assign admin privileges

Family

- Edit family profile
- Start a new family with this person
- Create a new family member...
- Add a person from another family...