

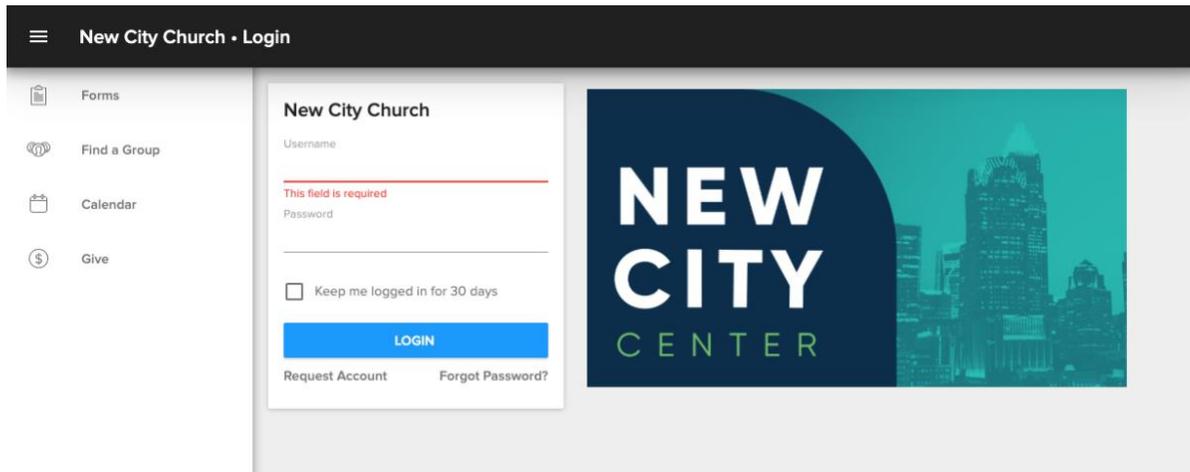
# Setting Up a New City Center Profile

## Get Your Username and Password

If you have not already been assigned one, request a username/password for New City Center (a service provided by Church Community Builder). You can request a username/password [here](#). If you already have your New City Center login, skip to step 4.

## Step 1

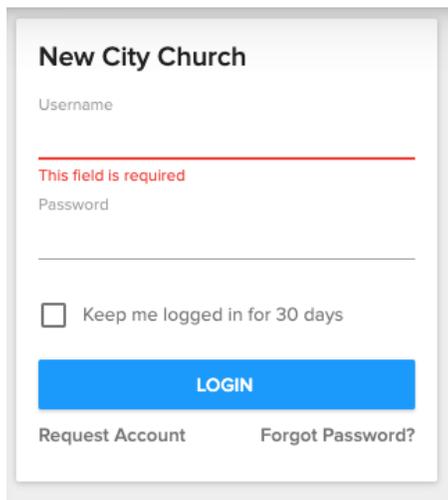
Visit [newcitycenter.us](https://newcitycenter.us)



This simple URL redirects to <https://newcitycenter.ccbchurch.com/goto/login>

## Step 2

If you do not already have a username and password, select “Request Account” at the bottom of the login box.



### Step 3

Follow the steps as you are prompted:  
Choose your campus –

Choose a Campus

Matthews East Campus

Continue

Request your username and password –

First Name

Last Name

Email

Mobile Phone

Campus

Matthews East Campus Change...

Submit

[Forgot username or password?](#)

#### Request a Username and Password

To request a login to our online community, please fill out the form to the left.

If an email match is found in our system, we will send you a login activation email with your new username and a link to set your password. After activating your profile, you can log in to change your username and/or password.

If no email match is found, a message will be sent to the administrator, who can send you an email with your username and activation link.

- If your email address is found in our system, we will send you a login activation email with your new username and a link to set your password. After activating your profile, you can log in to change your username and/or password.
- If no email match is found, a message will be sent to the administrator, who can send you an email with your username and activation link.

After you have filled out the form to request a username/password, you will receive an activation email. Click on your username to activate your profile.

### Step 4

Once your profile is active, use your username and password to log in to New City Center.

New City Church

Username

Password

Keep me logged in for 30 days

LOGIN

Request Account      [Forgot Password?](#)

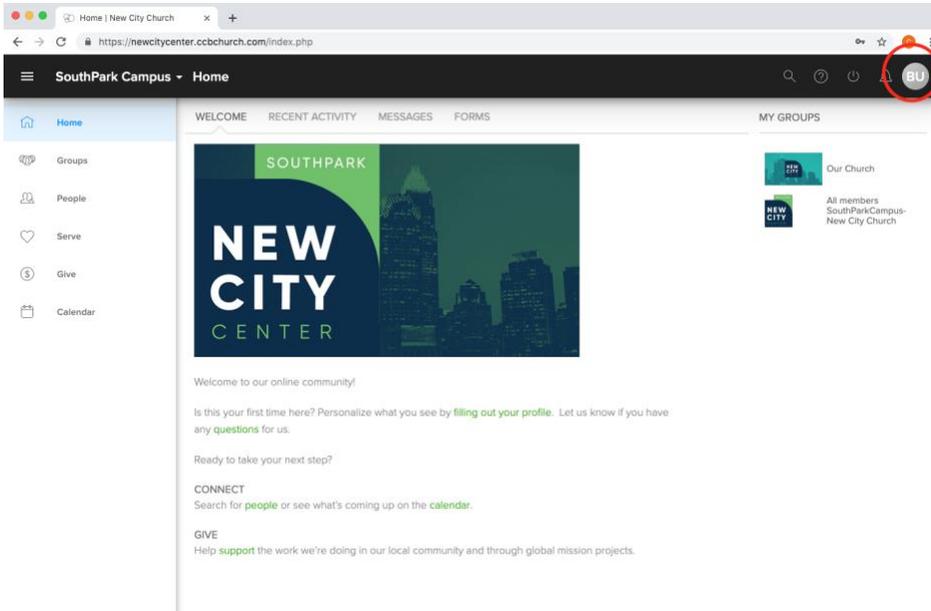


- You can remain logged in for up to 30 days or log in each time you use the system.

# Set Up Your Profile

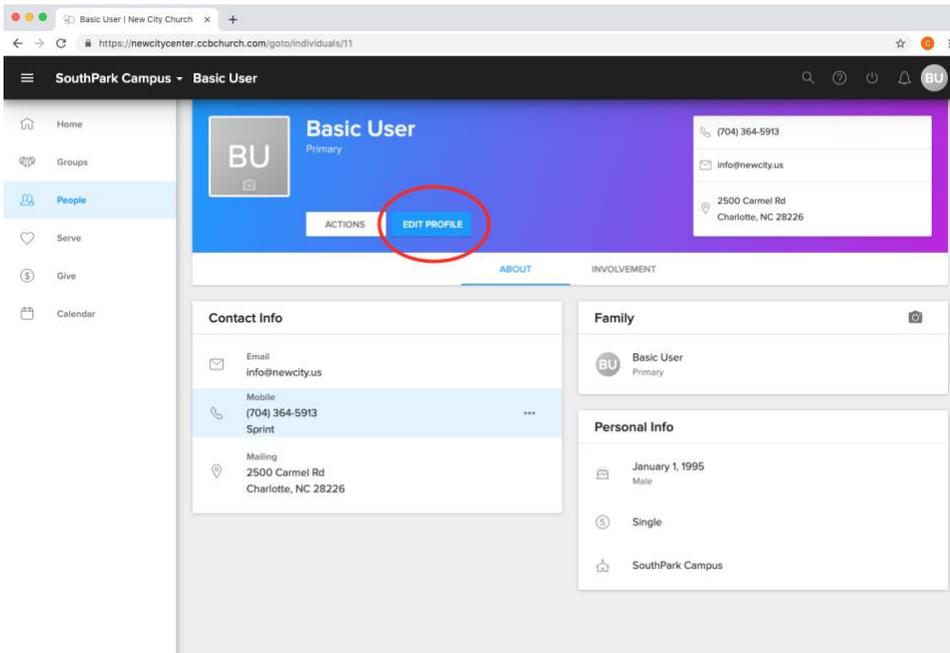
## Step 1

When you log in to New City Center, you can set your own preferences for communication and privacy. To do so, navigate to your profile by clicking the link (usually your initials unless you've uploaded a profile picture) in the upper right corner of the.



## Step 2

On your profile page, you will see whatever basic information is in the system. If any of this information is incorrect, you can update it. To make updates to your profile information, click the “EDIT PROFILE” button.



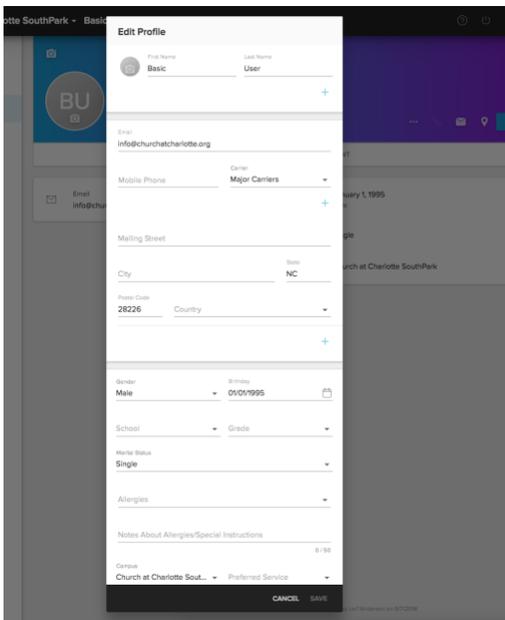
### Step 3

You will be taken to a pop up screen where you can update all your information. Please fill it out as completely as possible and click “SAVE.”

We encourage you to input as much of your information as possible. You will be able to limit access to your profile in your privacy settings, but this information will help New City Church track participation and engagement of our congregation.

*Please include:*

- Mailing address
- Home and mobile phone numbers
- Your mobile carrier
- An accurate email address
- Your birthdate
- Any other details you feel comfortable sharing



The image shows a mobile application interface for editing a user profile. The form is titled "Edit Profile" and is divided into several sections. At the top, there are fields for "First Name" (containing "Basic") and "Last Name" (containing "User"). Below this is a "Mobile Phone" field with a dropdown menu for "Major Carriers". The "Mailing Address" section includes fields for "Mailing Street", "City" (with "NC" selected for the state), "Postal Code" (containing "28226"), and "Country". The "Gender" field is set to "Male" and the "Birthday" field is set to "06/01/1995". The "School" field is set to "Grade". The "Marital Status" field is set to "Single". There is a section for "Allergies" with a "Notes About Allergies/Special Instructions" field below it. At the bottom, the "Church" field is set to "Church at Charlotte Sout..." and the "Preferred Service" field is set to "Preferred Service". The form has "CANCEL" and "SAVE" buttons at the bottom.

## Step 4

Please also add a photograph of yourself as you update your profile. This will help in making connections in the church, as people who meet you on a Sunday will be able to look you up and know they've got the right person.

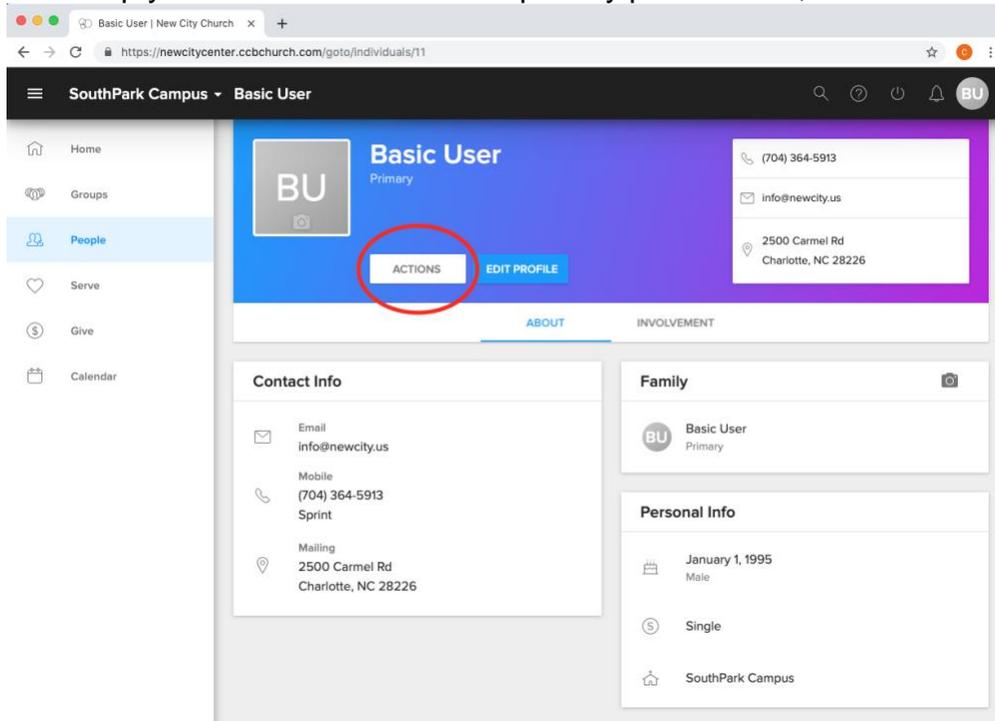
To update your photo, click on the camera icon in the profile picture space. You'll be able to upload a photo from your computer or mobile device.

The screenshot shows a web browser window with the URL <https://newcitycenter.ccbchurch.com/goto/individuals/11>. The page title is "SouthPark Campus Basic User". The main content area features a profile header for "Basic User" (Primary) with a placeholder photo containing the letters "BU" and a camera icon. To the right of the header is contact information: (704) 364-5913, info@newcity.us, and 2500 Carmel Rd, Charlotte, NC 28226. Below the header are tabs for "ABOUT" and "INVOLVEMENT". The "ABOUT" tab is active, showing three sections: "Contact Info" (Email: info@newcity.us, Mobile: (704) 364-5913 Sprint, Mailing: 2500 Carmel Rd, Charlotte, NC 28226), "Family" (Basic User Primary), and "Personal Info" (January 1, 1995 Male, Single, SouthPark Campus). A left sidebar contains navigation options: Home, Groups, People, Serve, Give, and Calendar.

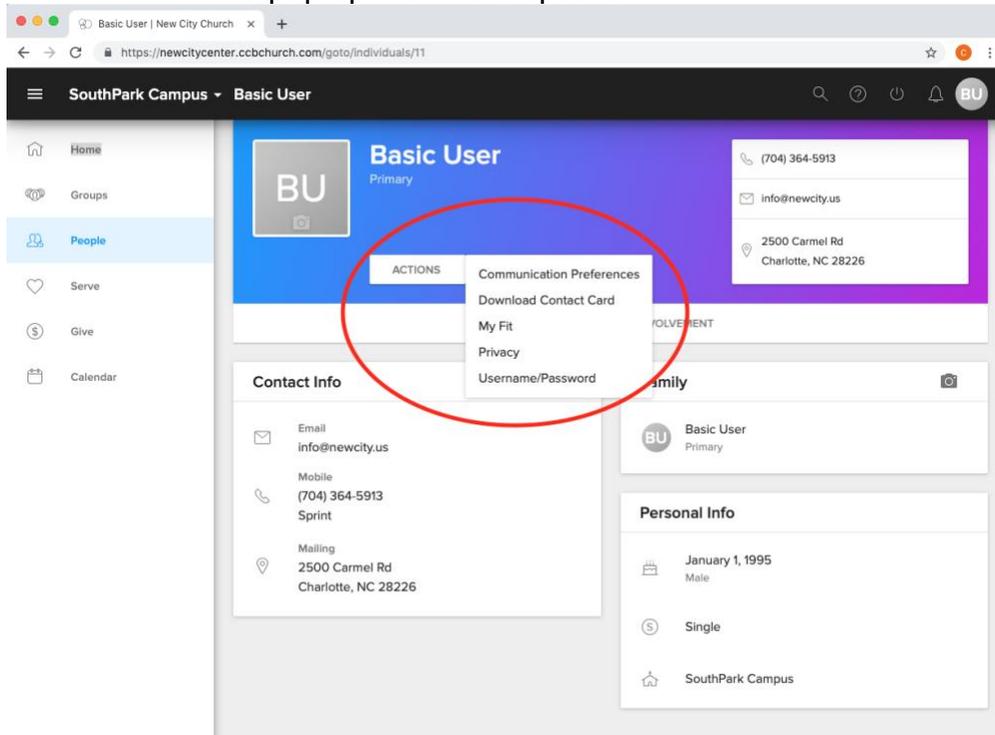
# Set Up Your Communications Preferences

## Step 1

To set up your communications and privacy preferences, select “ACTIONS.”

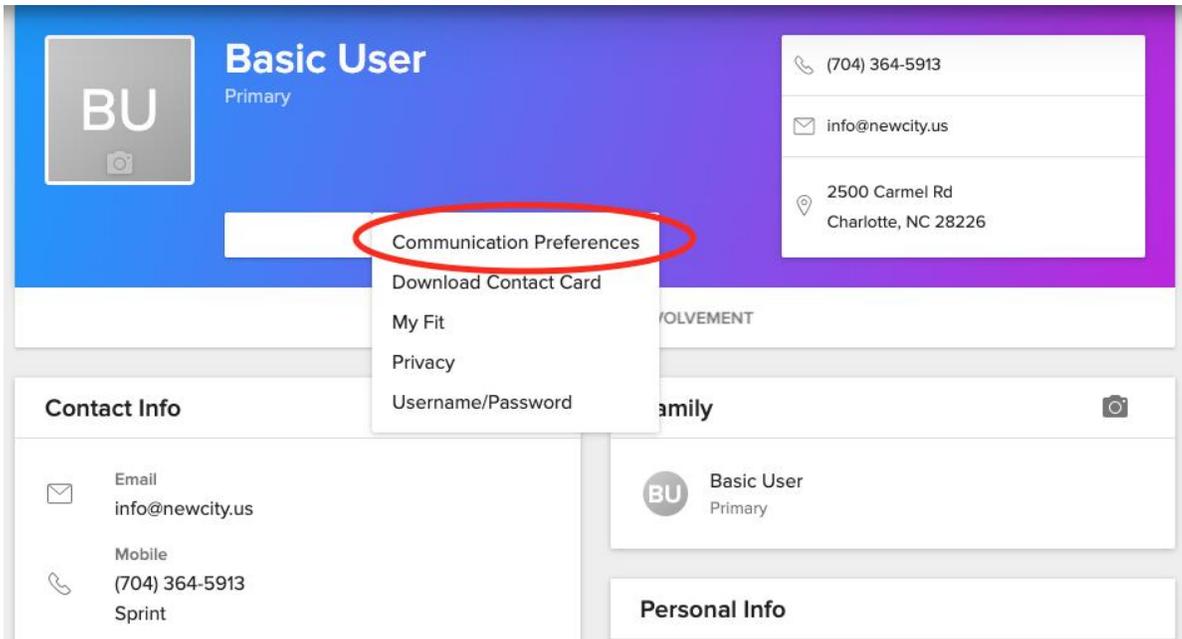


You'll see a menu pop up with more options:



## Step 2

Select "Communication Preferences" from the menu.



## Step 3

On the communication settings screen, you can set your preferences for each group of which you are a part, and set up how you would like future groups you join to default. We strongly recommend that you use group default settings and select the box that says "I'd like to receive important campus and church-wide emails."

COMMUNICATION SETTINGS FOR BASIC USER

	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: <input type="text" value="Sprint"/> Mobile Phone: <input type="text" value="(704) 364-5913"/> Standard text messaging rates from your carrier may apply.
<b>Groups I am in</b>	<b>Recommended</b>	<b>Optional</b>	<b>Recommended</b>	<b>Recommended</b>
Our Church	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All members SouthParkCampus-New City Church	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Future Group Defaults**  
You can decide what your communication settings will be when you are added to a group in the future.

Future groups I am added to	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
	<input type="text" value="Use group default"/>			

**General Church Communication**  
These emails are usually sent by church leadership or staff.  
 **Recommended** I'd like to receive important campus and church-wide emails.

**Email Address**  
You can update your email address.  
info@newcity.us (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.

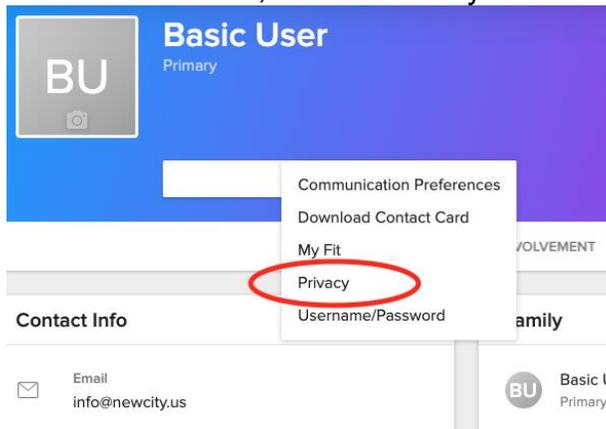
**NOT Recommended** Completely remove my email address from the database.

[Cancel](#) or [Save Settings](#)

# Set Up Your Privacy Preferences

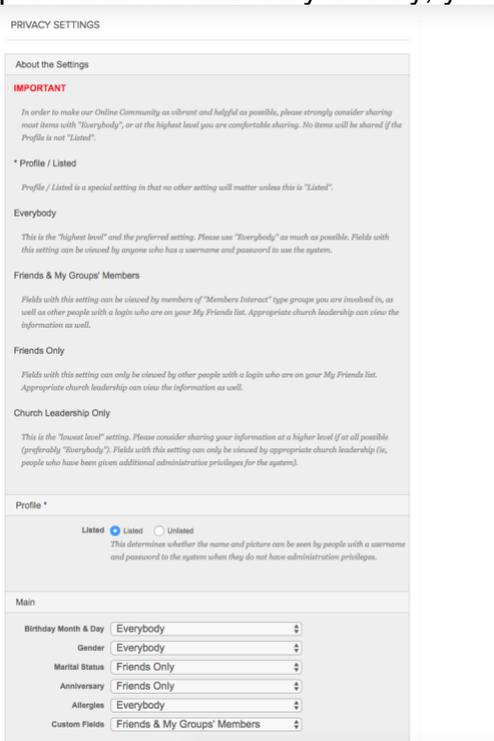
## Step 1

Privacy preferences allow you to set what other church attendees can see on your profile. On the “ACTIONS” Menu, select “Privacy.”



## Step 2

On the Privacy Settings page you are able to set who can see various details of your profile. We encourage you to allow at least your groups' members to see your information, so that if you meet a person in a community activity, you will be able to see one another's profiles to follow up.



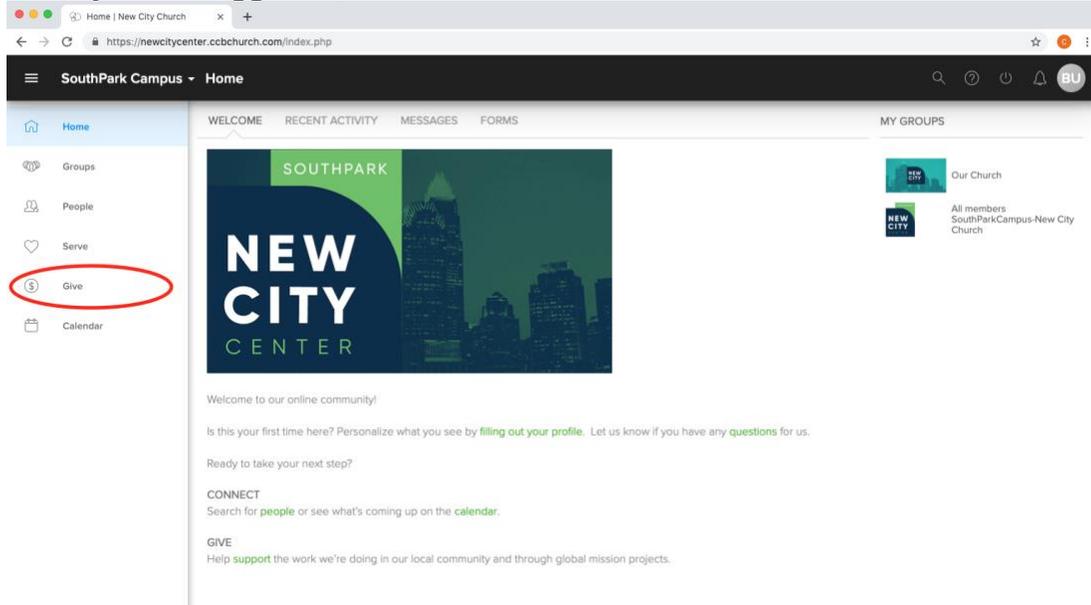
# Set Up Recurring Giving

## Step 1

Make sure you've requested or been assigned a username and password for New City Center. If you have not, you can request a username and password [here](#). The instructions for setting up a profile are at the beginning of this document.

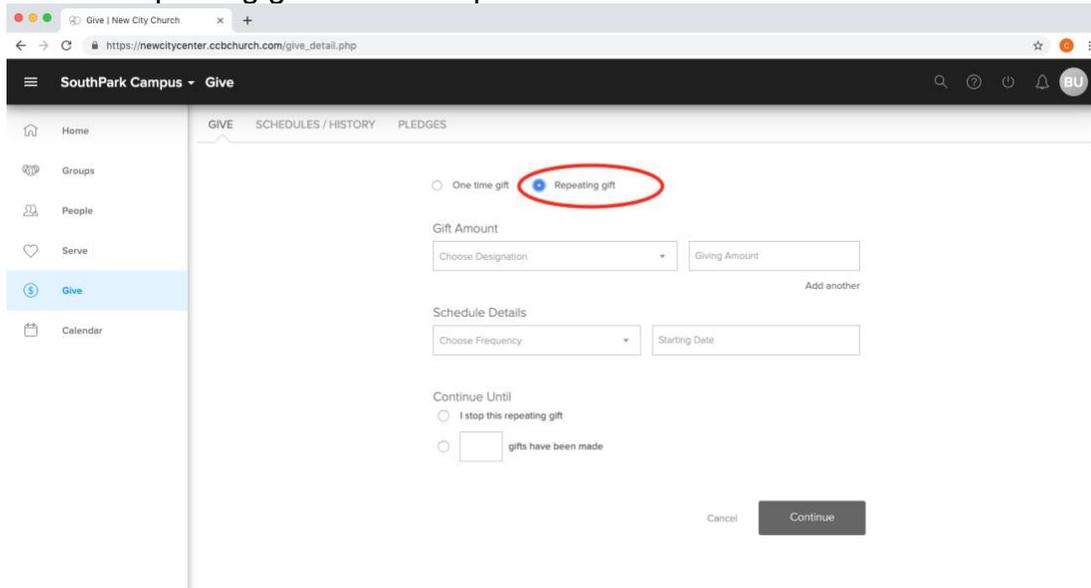
## Step 2

Once you are logged in, click on the "Give" link in the menu on the left hand side.



## Step 3

Select "Repeating gift" from the options.



## Step 4

Input your selections to customize your repeating gift and click “continue.”

SouthPark Campus Give

GIVE SCHEDULES / HISTORY PLEDGES

One time gift  Repeating gift

Gift Amount

General Fund \$10.00 Giving Amount

Add another

Schedule Details

Weekly 04/08/2019 Starting Date

Continue Until

I stop this repeating gift

[ ] gifts have been made

Cancel Continue

## Step 5

Enter your bank information for an automatic debit from your checking account, or input a debit or credit card for the charges. Fill out all the information and click “Continue.” Your gift will be set up and you’ll be taken to a confirmation page.

Give SouthPark Campus Basic User

General Fund \$10.00

Gift Amount Total: \$10.00

Payment Information

Payment Type: Checking Account

First Name: Basic Last Name: User

Street: 2500 Carmel Rd

City: Charlotte State: NC Postal Code: 28226

Email: info@newcity.us

Update profile with this contact information.

PAY TO THE ORDER OF \$

Routing Number Account Number Check Number

Confirm Routing Number Confirm Account Number

I authorize New City Church to debit my account for the amount indicated above. I understand that I can cancel any future automatic payments myself by going to the Financial tab in my profile.

Back Continue

If you have any questions regarding giving at New City Church, please email [finance@newcity.us](mailto:finance@newcity.us) or call the church office at 704-364-5913.