



These instructions will guide you in how to connect with your fellow servants in Guest Services. Please treat the contact information for other members in our church family as you would for any member of your family, with great care and sensitivity. If you print or export information, please ensure to shred or destroy any old and outdated lists so names, phone numbers and addresses do not fall into the wrong hands.

Start at www.firstchurch.me, with your internet browsing program.

Choose the Campus desired, a new tab or window will launch. (Burlington will be used as an example for the rest of these instructions.)

Click on the ConnectingU icon at the bottom of the screen on the left. A new tab or window will launch.



Logging in for the First Time

If you have never registered for a login, click on the "Click here" link next to "Need a login?". If you already have a Login, then jump down to section **Already Have a Login**.

Sign In

E-mail Address or User Name:

Password:

Remember my Username

Forgot your [password](#) or [user name](#) ?

Need a login? [Click here](#)

At the next screen, enter your e-mail address, your first name and your last name and suffix and click on Find Me.

Account Sign Up

Don't have a user name and password? Enter your information and click **Find Me**. An e-mail containing your login information will be sent to you shortly.

E-mail Address

First Name Last Name Suffix

There will be a "Congratulations" window, click on the Close button.

Go to your e-mail to find the account information. The email will be from name of "First Church of Christ" but from e-mail address of notifications@accessacs.com.

The e-mail body will tell you what your User Name is and provide a link to complete the registration process. Click on the link and you will be presented with a screen to initially set your password. After completion, you will be logged into ConnectingU! After this point, you can use either the User Name or your e-mail address to log in with.

If you forget your user id or password, use these links on the login screen. You will be asked for your e-mail address and it will be sent to you.

Sign In

E-mail Address or User Name:

Password:

Remember my Username **Sign In**

Forgot your [password](#) or [user name](#)

Already Have a Login

In the Email or User name field, type your email address or user name that you used to register with, then press the tab key (or use the mouse to click into the password field). In the Password field, type your password, then click on the "Sign In" button.

Once you login you will be presented with the Home screen which has several sections. Hint: you can use the blue - / + buttons to collapse or expand different sections of the screen.

Click on Guest Services under My Activities (your service area will be different than what is shown in the pictures.)

Home Directories Groups Events Giving Serving

I Want to View...

[Available Classes](#) [Available Small Groups](#)
[My Complete Profile](#) [My Connections](#)
[My Giving History](#)

I'm interested in...

Tell us about your interests. Click **Select Interests** and let us know about the areas of our ministry you are most interested in. **Select Interests**

My Calendar Saturday, September 06, 2014

<< Previous Next >>

September 2014							October 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6	28	29	30	1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8

My Giving Summary

2014 Year to Date Giving
Remaining September Scheduled Giving
2014 Pledge Balance

[My Giving History](#) [Manage Scheduled Giving](#) **Give Now**

My Activities

Name	Action
[Redacted]	I want to... Go
Guest Services 2013-2014	I want to... Go
[Redacted]	I want to... Go

My Small Groups +

Search

Last Name: First Name/Goes By Name: **Search**

Preparing the Roster

The next screen shown is a roster (list of persons) which you can adjust before you take any actions. What follows are different ways you can adjust the roster that you see on the screen. Choose the narrowest one to suit your needs. The green circles show boxes that should already be set, the red show boxes you can adjust to apply the filters

Very narrow for a specific service area for a specific week and time:

Home Directories **Groups** Events Giving Serving

Search Activities

1. Select a Master Group Burlington Campus and then a Category Guest Services 2013-2014

2. Select Filters Door Greeter Participant Week 1 Sunday 9:30am

All weeks for one service area for one time:

Home Directories **Groups** Events Giving Serving

Search Activities

1. Select a Master Group Burlington Campus and then a Category Guest Services 2013-2014

2. Select Filters Bulletin Greeter Participant - Select Element 3 - Saturday 5:00pm

All participants for one service area and all times:

Home Directories **Groups** Events Giving Serving

Search Activities

1. Select a Master Group Burlington Campus and then a Category Guest Services 2013-2014

2. Select Filters Welcome Center Participant - Select Element 3 - - Select Element 4 -

You can then use the list from this point to refer to phone numbers to be able to make phone calls to others in your Serving Area. You may also wish to do some additional actions.

Additional Actions:

Once the roster (list) is filtered to your needs, you can do some actions noted under "I want to...". Not all of these available actions will be explained in these instructions.

Mark all the persons you would like to be part of the next action by putting a checkmark next to their name or by clicking in the box next to Name. This will choose all of listed

persons. Name

Next, choose the action you wish to do on the right hand side above **Element 4**. The actions with the red arrows will be explained below. Highlight the desired action and click on **Go** button.

Grid

I want to...

- Export to Excel →
- Send a Message →
- Print Mailing Labels →
- Print Directory →
- Mark Attendance
- View Attendance

Go

Send a Message

This will be the most often used selection as you can send a message without even opening your e-mail program! Prepare the Roster, then choose I want to Send a Message and click on the Go button. The fields are described as follows:

Reply to e-mail – Your e-mail address on file will be listed. You can click on the change link to the right if you wish to send replies to another e-mail address instead.

Additional e-mail addresses – type in your e-mail address if you want a copy, and include any other e-mail addresses desired, like a work e-mail address or a spouse’s e-mail address.

Subject – Type in a subject line to help people see what the e-mail will be about.

Body – Type in the body of the message what you want to say.

Use E-mail Client – If you have an e-mail program on your computer, like Microsoft Outlook, you can use this button to launch that program to compose and send the e-mail message. This is optional.

After completing the desired information on the screen, click on the Send Message Button.

Send a Message People with e-mail addresses: 9 **Use E-mail Client**

Reply to e-mail @hotmail.com **change** optional optional

Additional e-mail addresses myownemail@company.com, mysposusemail@company.com optional

Subject Can anyone cover October Sunday Week 3 @ 9:30? recommended

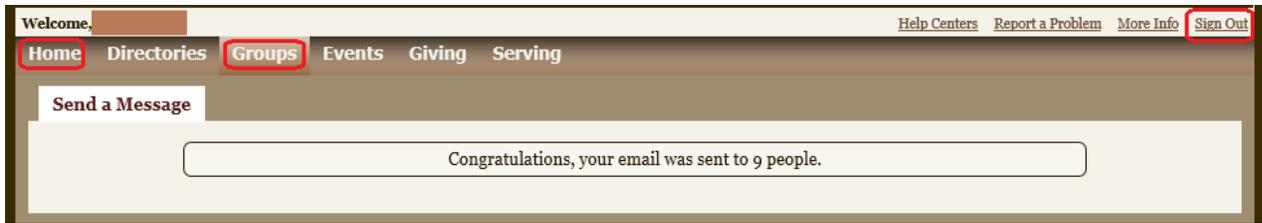
Dear Fellow Door Greeters!

I have a scheduling conflict and I was hoping I could find someone to switch with me?
I cover the Main Door (1) at 9:30am on Sunday October 19th, is anyone available to cover this?
Thanks in advance!

Guesty Servicesmith|

body

After you click on the Send Message button, you will be presented with a screen like this, then you can click on Home, Groups or Sign Out



After you are done, you can Sign Out (upper right side).

Issues?

Please contact Kristen Flick (kflick@firstchurch.me) or Karen Brandstetter (kbrandstetter@firstchurch.me)