



Welcome to Your Online Directory & Community!

PLEASE...read these **important** messages (*click on the title*):

1. [Preston Ridge CCB Online Directory FAQ](#)...questions you may have about your information
2. [Preston Ridge CCB Community Guidelines](#)...by logging in to the community you are agreeing to honor these guidelines
3. [Preston Ridge CCB...Getting Started](#)... basics on navigating in the community

Preston Ridge CCB Online Directory FAQ

Below are some questions you may have regarding the Online Directory and the information that is located here...

Q: Is my information secure?

A: Security is taken very seriously and our system incorporates secure internet technology (including SSL Encryption) and confidential logins/passwords.

Q: How does Preston Ridge protect my information?

A: Your information is ONLY accessible to the church leadership until you give approval to be part of our Online Directory. This is accomplished by setting privacy levels to “unlisted” when your information is entered into the Online Directory.

Q: Is my information already in the Online Directory?

A: Your information has been input into the Online Directory if you have filled out a Guest Form, a Children's Registration Form or if you have participated in any of our Mission Events. However, your information is not visible to ANYONE but church leadership until you give approval to be part of our Online Directory.

Q: What information about me or my family will other members see?

A: Once you have given approval to be part of our Online Directory, your name, mailing address, contact phone number, and photo will be “listed” and therefore viewable by other members of the Online Directory. Other members will be able to send you an email without seeing your email address. For the protection of our families, all people under age 18 can ONLY be seen by church leadership and their parents.

Q: Can I change what information other members see?

A: Once you log into the Online Directory, there is a privacy settings page on which you can designate who sees what about you and your family. Also, you can set levels of designation to your information, whether it's everyone in the entire Online Directory, to only those in your groups, to just church leadership. In order to make the Online Directory as vibrant and helpful as possible, please consider listing your information at the highest level that you are comfortable sharing.

Q: What if my information is incorrect?

A: You have full control over your own record. We encourage you to edit and add to your family's details. In fact, this will help us significantly in keeping our records up-to-date and will be greatly appreciated!

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Preston Ridge CCB Community Guidelines

Please protect the privacy of fellow Members! Violating any of these guidelines will result in blocked access. By becoming a Preston Ridge CCB Member you agree to the following rules of use:

- Preston Ridge CCB is intended for personal and ministry use. It is not for solicitation of any kind. Do not use it for business purposes or for ministry, groups, etc. outside of the Preston Ridge CCB community.
- Protect the privacy of Members by not giving their phone number, etc. to others outside of the Preston Ridge CCB community. If you would like someone's number and they are "unlisted", please ask them directly. Preston Ridge cannot give out this information without prior consent. Our leaders use this private information with care.
- Do not send emails that are unnecessary or unrequested. Use Preston Ridge CCB with care and courtesy for personal and friendly communication. Even if it's interesting, funny or important, do not send unsolicited information. Do not add Members to email lists outside the Preston Ridge CCB community without prior consent.
- Preston Ridge CCB Members who engage in discussions should protect the unity of the body by not engaging in gossip or slander about other groups, churches or organizations or attempt to solicit members for outside groups or organizations. Keep the online discussions and emails personal, positive and profitable.
- Preston Ridge CCB Members who become inactive at Preston Ridge or who do not follow these guidelines and/or abuse Preston Ridge CCB, will have their login access blocked.
- Preston Ridge CCB Members are to inform the [IT Department](#) of any problems so a resolution can be found.

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Preston Ridge CCB...Getting Started

Our goal is to become a better connected church. Our intention is to help you find a connection point with Jesus Christ and go deeper in your faith as you grow in **Knowing Christ More** and **Making Him Known**.

When you logged into the system, you immediately saw **groups** that you belong to, a list of upcoming **events**, and a link to your **personal profile**. Take some time to look around by clicking on the tabs at the top of the page or on any link on the page. Make sure to visit the homepage of your **ABF** or **Ministry Team**.

If you have not already done so, go to your **personal profile** and click on the

1. **Change Settings** tab. From here you can click on:
2. **Login/Password** to change your password to something easier to remember
3. **Communications Settings** to modify your email notification and preferences
4. **Privacy Settings** to “list” yourself and select information that you are comfortable sharing with others

Then, click on the **Edit Profile** tab to update all of your current information.

A note about Calendars...all connection events and activities are found in the Group that is responsible for the event or activity. On the Preston Ridge Community Church Group Calendar, you will find:

- Sunday Worship Schedule
- Lord’s Supper
- Parent-Child Dedications
- Baptisms
- Church-wide Events
- Holidays

We hope this empowers you to find a place, plug in and go deep with us in our Community and Service to Jesus.

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