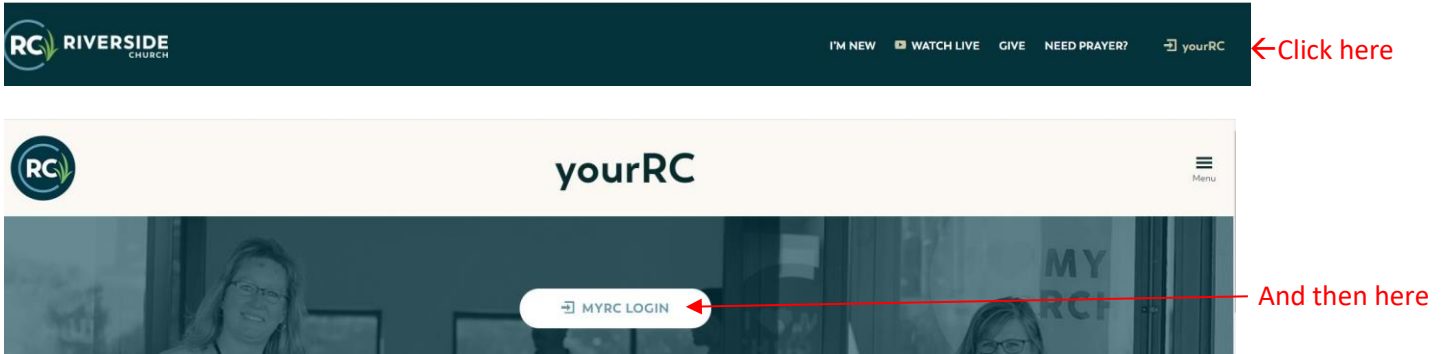
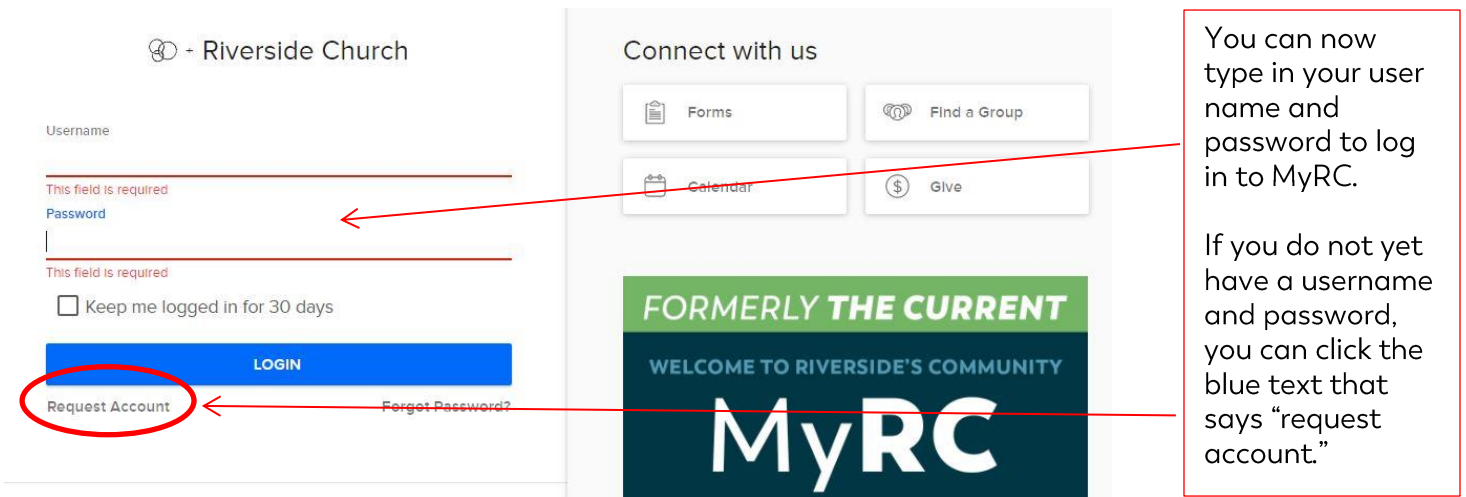


Gaining Access to MyRC

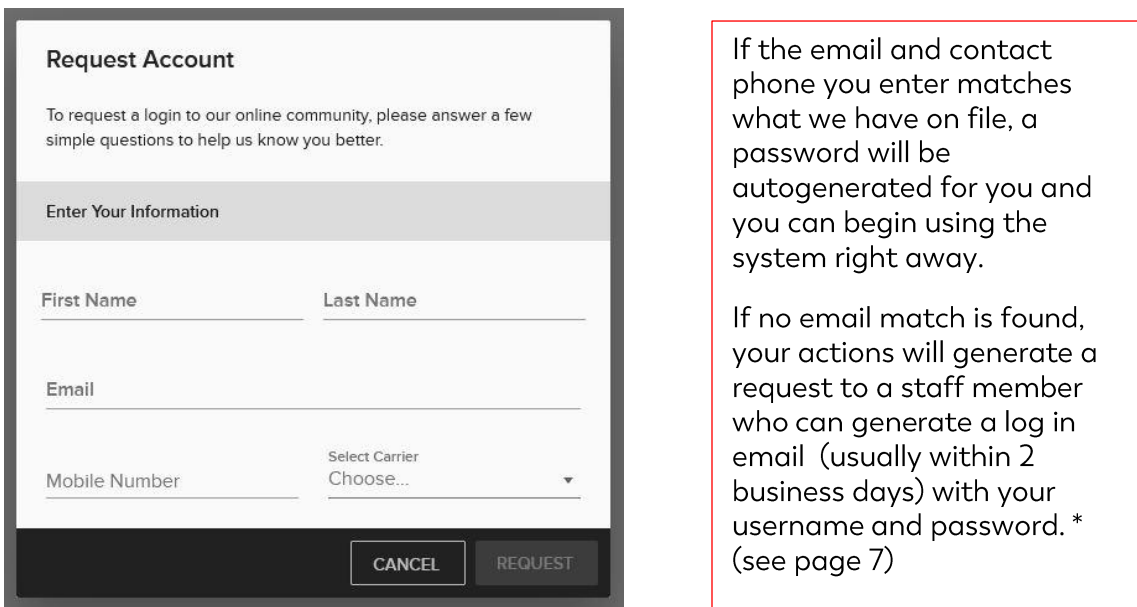
The easiest way to log in to MyRC the first time is to use the link on our website (MyRC.church)



A screen will open that looks like this:

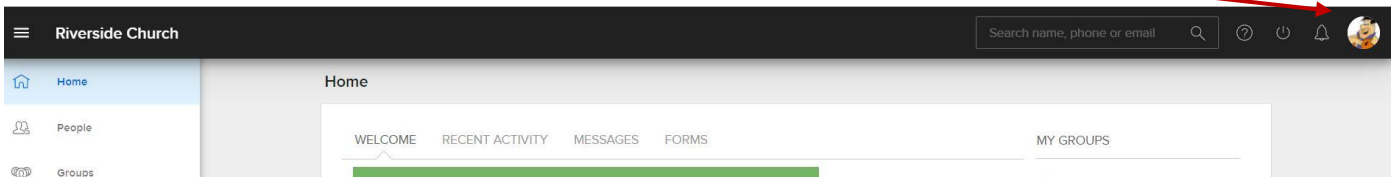


Once you click Request Account, you'll see this screen:

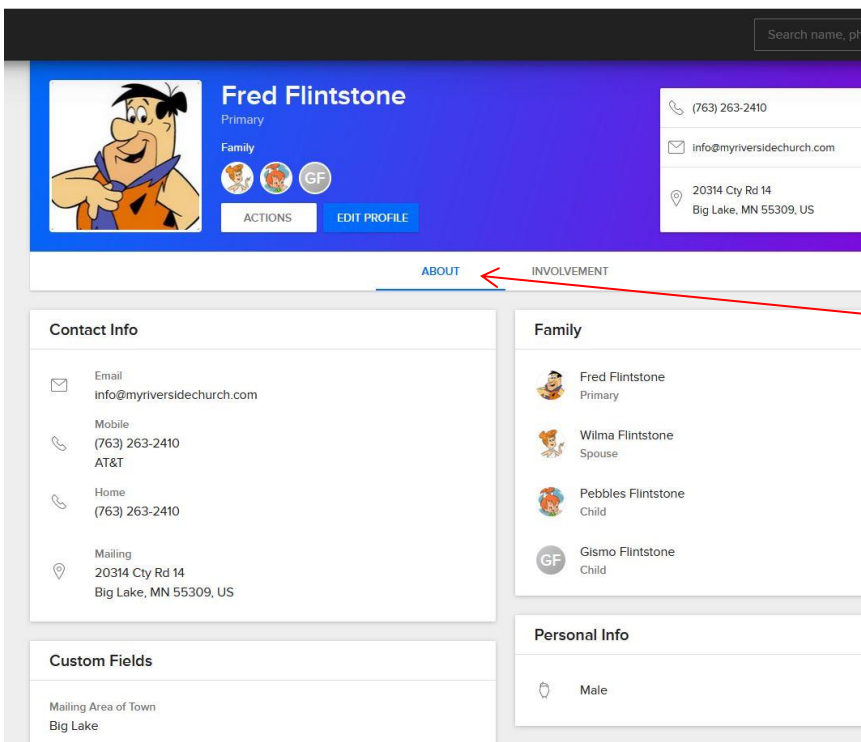


Viewing Your Profile

The easiest way to navigate to your profile is to click on the circle/picture on the home page in the upper right hand corner:



Once you have clicked on this link it should take you to a page like this:



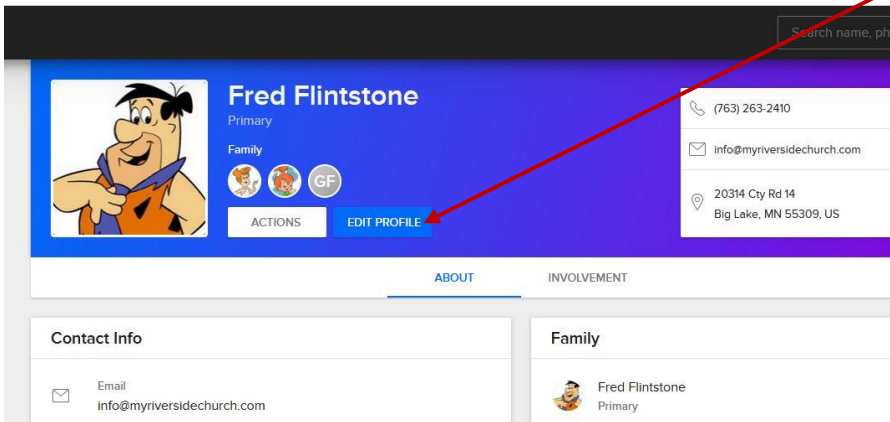
>> The about tab, as highlighted in this graphic, is where the majority of your information is located. Please review it to see if there are any updates or edits you would like to make (we'll show you how in the next section)

>> Take note also of the grey involvement tab which allow you to view information about your serving, group involvement, and giving.

>> **Contact Info:** Your email address will be viewable only by you and appropriate church staff until such time as YOU decide you would like to share it with small group members, friends, or others you decide. Your phone number and address will be viewable by other logged in regular attenders unless you request it be hidden. We encourage you to leave it available for small group connection, engagement with others who serve with you, and contact information with other parents.

Updating Your Profile

You can edit your profile by clicking on the blue button which says 'Edit Profile.'



You should now see it default to this screen:

A screenshot of the "Edit Profile" form. The form is titled "Edit Profile" and contains the following fields:

- First Name: Fred
- Last Name: Flintstone
- Apply last name to family:
- Contact section:
 - Email: info@myriversidechurch.com
 - Mobile Phone: (763) 263-2410, Carrier: AT&T
 - Home Phone: (763) 263-2410
 - Apply home number to family:
- Mailing Street: 20314 Cty Rd 14
- City: Big Lake, State: MN
- Postal Code: 55309, Country: United States
- Apply mailing address to family:

At the bottom of the form, there are two buttons: "CANCEL" and "SAVE". A red arrow points to the "SAVE" button.

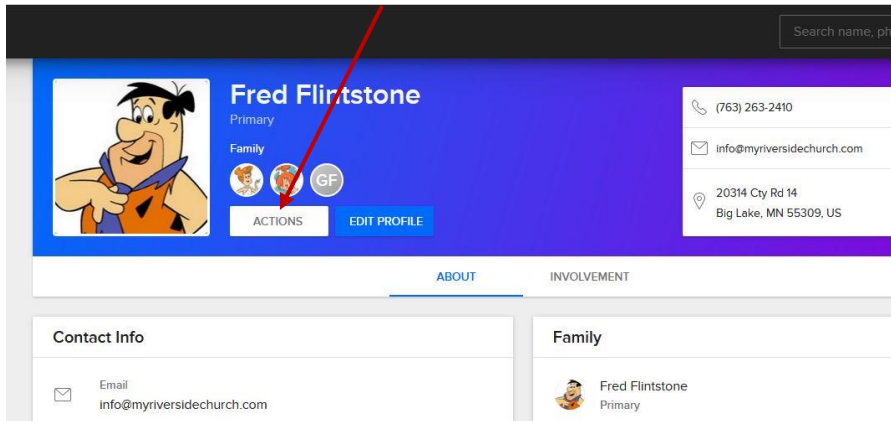
By using the scroll bar on the right, you can navigate up and down this page to update things like your address, phone number and email.

You can also add personal details like your birthday which service you normally attend.

You also have the ability to add custom information such as emergency contacts, job or military information or social media accounts.

Don't forget to hit the blue save button before you exit.

You can also use white actions tab on your profile to further personalize your information.



Communication Preferences: This also you to personalize what type of communication you'd like to receive from the groups you are a part of.

My Fit: This allows you to provide more detailed information on what you feel your strengths, gifts, and abilities are. It helps us understand you better and hopefully get you connected to serving opportunities and places of engagement which will make Riverside feel like a church you can truly call home.

Privacy Settings: This link allows you to customize what you want to make visible to other users of MyRC in your Riverside family. We respect the right of each person to determine their own level of comfort, but allowing friends and group members you are connected to view your contact information helps keep our community connected.

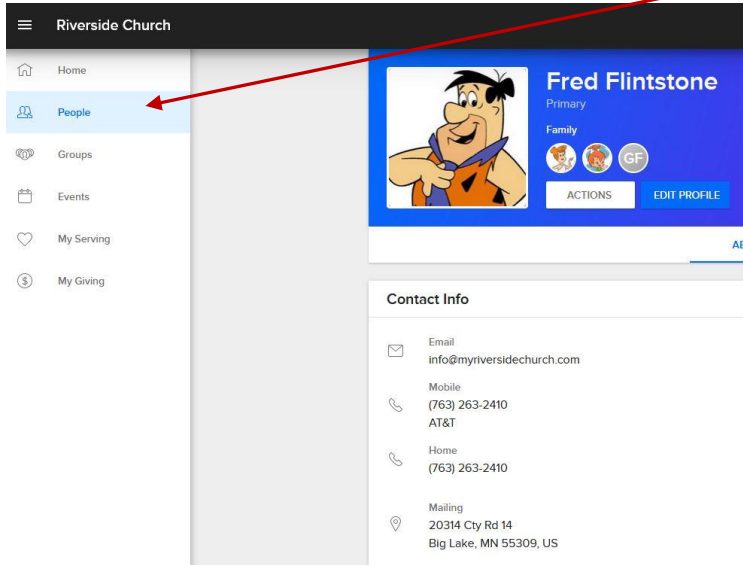
Username / Password: This allows you to change your log in information at any time. Remember to hit save to update your profile.

Suggested Next Steps:

1. Try uploading a picture to your profile. (HINT: clicking on the camera icon or any existing profile picture will bring up a menu which allows you to download or replace any photo you'd like to use (and have stored electronically on your computer or phone). You can also add a family photo in the family tile.
2. Make sure the information is correct for any other family members. You can access their profiles by clicking on the little circles with their picture or initials. Their profile will open in a new window which you can expand by clicking on the little square in the upper right hand corner. There is an edit and actions tab on their profile, just like yours.

Viewing Other Profiles

To view the profile of another person in our online community, click the people tab on the left hand navigation bar.



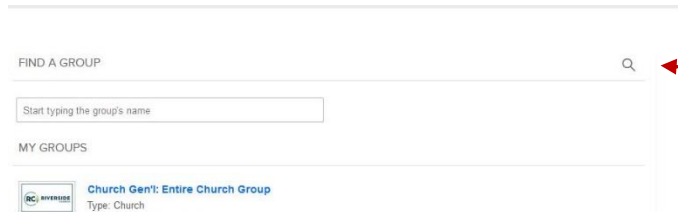
**If you do not see a People tab, it means your current level of access is limited to accessing your own profile and information on events at Riverside. If you are actively engaged (attending regularly, serving, in a small group, etc), please contact us so we can change your settings and give you access to additional information.

After clicking on the people tab, use the search box in the upper right hand corner to find the person you are looking for. As you begin typing, the system will automatically narrow your results and generate a list of people who match your criteria. Click the name of a person to access their profile. If you do not see the person you are looking for, try typing just the first few letters of the first and/or last name; that will expand the search for you in case the name is spelled differently than you expect.

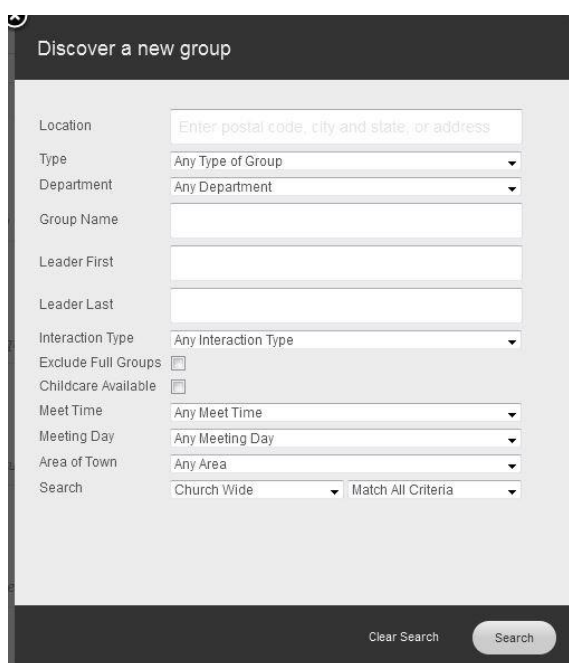
Groups

Groups are the heartbeat of Riverside. Events, serving opportunities, message boards, and many emails all start through the group process. You will find the groups to which you currently belong by clicking on the groups tab in the left hand navigation bar.

If you would like to explore opportunities to engage at Riverside, using the Group search function is an easy way. Use the navigation bar to the left and click on groups. That will bring you to a page that looks like this:



Click on the magnifying glass and you will now see a pop up like this:



Use the pull downs to narrow your search based on type of group, location, or days the or times the group meets.

Once you have a list of groups on your screen, you can click on any individual group to see more detail. If it is an open group you are interested in learning more about you can:

1. Click on the name of the group leader to navigate to their profile page where you can call or text them with questions you have.
2. Click on the black bar on the right and request to join the group.

Another great way to see what's happening at Riverside is to use the Events link on the left hand navigation bar. This will bring you to an event calendar where you can click on any event for more details.

More Suggested Next Steps:

Send a message to someone letting them know you are up and running! (HINT: click on the groups link on the left hand navigation bar to see what groups you are already in and who is in them, or use the people link to search for a friend's name. Remember, blue text means it's a clickable link.

Questions? Stuck?

- ❖ Try using the help link on the top navigation bar (the icon the top right that looks like a question mark.)
- ❖ If you have questions about digital giving, visit our website, myrc.church/recurringgift and look for the digital giving text which links you to a PDF on how to use MyRC to manage your gifts.
- ❖ You can also request help from your team's ministry leader or Riverside support staff – we're glad to help!

This is what you should receive in your email if you are requesting a new username and password:

Riverside Church Website Login

Hi Betty!

Welcome to Riverside Church's online community powered by Church Community Builder (CCB)!

CCB will make communicating, serving, and doing ministry at Riverside Church much easier. To learn more about how CCB can truly enhance your involvement and sense of community, [watch this short video](#)..

What should I do first?

- Update your profile
- Add your photo
- Look at your group pages

Call us with any questions you may have!

Riverside Church
[Click here to log in](#)


Riverside Church
Here is your login information:

Username:
betty@myriversidechurch.com

Password:
USJEJQ8B

Note: Since your current password was generated automatically, we recommend that you change it to something you can easily remember.

[GET STARTED](#) ➔

 CHURCHcommunity
BUILDER

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