

*Note: The articles linked have the most accurate instructions. The linked videos are somewhat outdated, but they do cover most things fairly well even though they may look a little different now.*

## SETTING UP YOUR PROFILE SETTINGS:

1. **Activate your login** via the email you will receive from: **Church Community Builder on behalf of First Baptist Church Alexandria.**

*\*My FBCA will not work with the Explorer browser. Please make sure you have access to an alternate browser (Chrome, Safari, etc.)*

[Step by Step How to Log In.](#)

2. **About MyFBCA:** Once you log in, we encourage you to **watch the 3 min. overview video** on the Welcome page (click the welcome tab on the middle screen if you aren't automatically taken there). This will give you a better understanding of what the system is for and what it does.
3. **Your Profile:** In the upper right-hand corner you will see a circle with your initials. Click there to access your profile page.
  - a. The first things we'll want you to do after logging in is to go to your profile to setup your privacy & communications settings. See how to do that in #4.
  - b. [Click for a short article about your profile.](#)
  - c. [This short video](#) goes into more detail about your profile page if you'd like to learn more. *\*Although it's somewhat outdated, it accurately covers most things even though they may look a little different now.*

**What are Groups?** These are the classes, committees or studies you are involved in.

On the left-hand side menu click "Groups" and you will see any you have been added to (this is based on your current involvement).

- ❓ Find the class you lead or teach and click on that name.
- ❓ Once on your Group's page you will be able to see messages, group members, and group events.

**Personal Privacy and Communication Preferences:** Once you're in your profile you'll want to do a few things to make sure you have your personal preferences setup exactly as you want them.

## Basic PRIVACY Settings:

1. Select "**Actions**" (by your profile initials)
  2. Select "**Privacy**" and select your preferences.
    - a. First choose if the Profile will only be visible to Church Leadership only. This includes your group leaders.
    - b. If you toggle on the option to **Only Allow Church Leadership to View Profile Information**, all the fields will be set to Church Leadership Only and cannot be changed.
    - c. If you leave the toggle off, there are 3 privacy options for each field. Please note that children under the age of 12 can only be viewed by church staff and children's leadership. The privacy options are:
      - **Everyone:** Any person **who logs into your church's software** can see this data.
      - **Groups Members:** Only participants with your Groups that are **Members Interact** can view this data.
      - **Church Leadership Only:** Only admins with **the appropriate privilege** can view this data, including your group leaders.
- ❓ Make your choices per field.
- ❓ Click the blue **Apply** button when you are done.

## COMMUNICATION Settings:

1. Click "**Actions**" at the top, by your profile initials or picture
2. Select "**Communication Preferences**".
3. **Select your settings** for each group.
  - a. You may decide to select different settings for different groups depending on how "in the know" you want to be with each group. (Setting explanations below.)
4. **Cellphone Carrier:** PLEASE select your **cellphone carrier** on the far right first. This is how we will alert you via text to last-minute changes (church service cancellations. etc.)

**Communications Settings for your profile:** [CLICK FOR DETAILED INSTRUCTIONS](#)

## Communications Setting Options explained:

- ❓ **Send me emails from group participants:** The **first column** allows direct correspondence from Group Leaders or members, such as email notifications of new group messages, event invitations, group emails, and position or needs information. Check these boxes if you wish to receive this type of correspondence from a group. *This setting is recommended.*

- ❓ **Send Comments to me Immediately:** The **second column** determines whether or not you wish to receive an email when a member of the group posts a comment to a message. Check the boxes next to the groups whose comments you want to see. *This setting is considered optional.*
- ❓ **Send me a weekly summary of group activities:** The **third column** determines whether or not you wish to receive a weekly summary of any changes made to the group, including new events, comments, files, needs, or positions. Check the boxes next to the groups for which you want to receive this weekly summary.
- ❓ **Send me text messages from Group Leasers:** The **final column** allows you to indicate which groups from which you want to receive text messages. *\*This setting is recommended.*
  - a. Choose your mobile phone carrier from the pulldown menu, verify or add your mobile phone number.
  - b. Check the boxes for the groups you wish to enable. Remember, standard text messaging rates from your carrier may apply. The mobile carrier and number are required. If you have a smaller local carrier you will need to find out the major carrier the smaller provider is using and add that carrier from the pull-down menu.

### **Setting your future Group Defaults:**

This section allows you to determine the communication settings for future groups you are added to or join. Options are:

1. Use Group Defaults
2. Send to Me
3. Don't Send to Me