

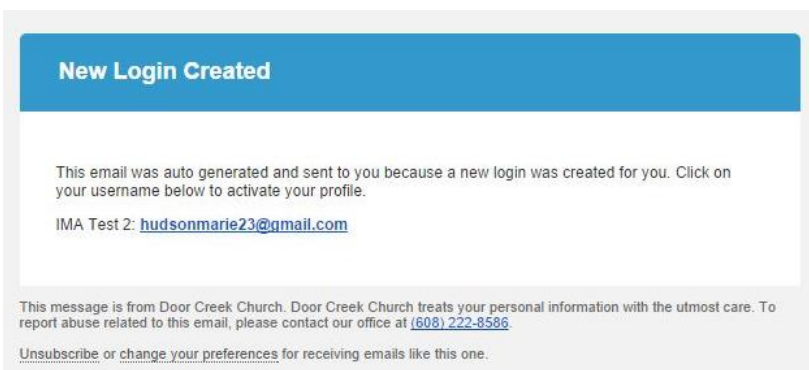
Guide to My DCC

WHAT IS MY DCC?

Welcome to My DCC! My DCC is the online community of Door Creek Church. It provides an easy and effective way to communicate and connect with groups, staff and others who attend DCC. Along with connecting, you'll be able to sign up for current volunteer opportunities, give online, view your giving records and update your contact information. **Let's get started!**

LOGGING IN

If you are in our database, an email will be sent to you with activation instructions. It will look similar to this.



Go to doorcreekchurch.ccbchurch.com and follow the activation instructions. Contact us at with any questions.

YOUR PERSONAL HOMEPAGE

Once you log in to My DCC, you will land on your personal homepage. This page contains information specific to you, including:

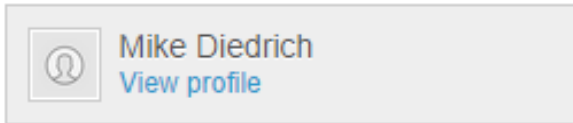
- A message from Door Creek Church
- Your profile box
- A list of upcoming church-wide events or events hosted by groups you belong to
- A list of your groups
- Activity in groups you belong to



VIEWING & UPDATING YOUR PERSONAL PROFILE

View Your Profile

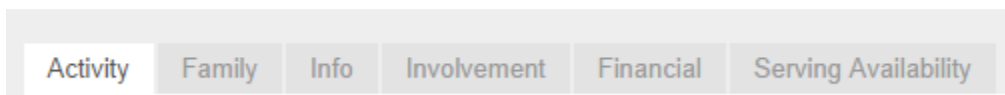
On the upper right hand corner, you should see a box with your name in it. Below your name is a link that says, "View Profile". Click that link to view information in your profile.



Contact Info

Your phone number(s), email, campus affiliation and address will be located here. Only you and appropriate church leadership will see your email address. All others will see a generic "Send an email" link instead, which allows them to email you without ever seeing your email address.

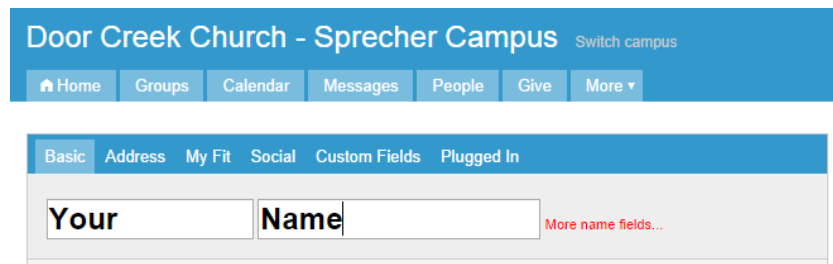
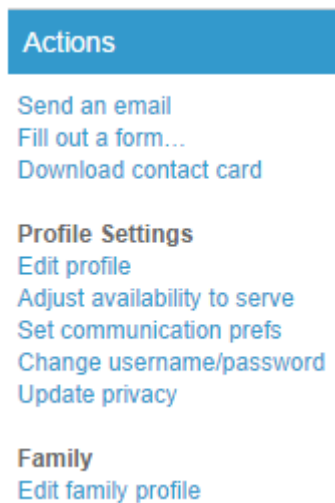
Profile Tabs



You can view your recent activity, family information, personal information, involvement, financial history and serving availability from the tabs on your profile.

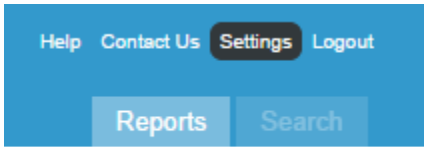
Actions Menu

On the upper right hand corner, you'll see a blue box that says "Actions". This is where you can edit your profile, adjust your availability to serve, set your communication preferences, change your username and password, update your privacy settings, or update your whole family's contact information at once.



PRIVACY SETTINGS

You decide whether or not your profile will be listed (public) or unlisted (private). With a listed profile, other My DCC members can only see your name, picture and a link to email you; unlisted profiles are only seen by staff and key leaders. Our Child Protection Age Threshold makes all profiles automatically unlisted for children below the age of 14. Please make sure your child has a birth date entered in their profile as that is how My DCC can determine if your child is under the age of 14. **You are always in control of your privacy settings.**



Privacy settings are in the settings tab in the upper right hand corner. This is where you are able to choose what information you would like visible to whom. [Click here](#) to view more about privacy settings.

Profile *	
Listed <input checked="" type="radio"/> Listed <input type="radio"/> Unlisted	
<i>This determines whether the name and picture can be seen by people with a username and password to the system when they do not have administration privileges.</i>	
Main	
Birthday Month & Day	Church Leadership Only ▼
Gender	Everybody ▼
Marital Status	Friends Only ▼
Anniversary	Church Leadership Only ▼
Allergies	Church Leadership Only ▼
Custom Fields	Friends Only ▼
Contact - Phones	
Contact Phone	Church Leadership Only ▼
Home Phone	Church Leadership Only ▼
Work Phone	Friends Only ▼
Mobile Phone	Friends Only ▼
Pager Phone	Friends Only ▼
Fax Phone	Friends Only ▼
Emergency Phone	Friends Only ▼

VIEWING OTHER PROFILES

To view a profile for another person in My DCC, click the People tab at the top of the page. You will only be able to see listed profiles.



After clicking People, begin typing a name in the search box. You may type first name, last name, or a combination of both. As you type, the system will automatically narrow your results and generate a list of people who meet your criteria. Click the name of a person to access their profile.

A search interface for finding people. It features a light gray header bar with the text 'People Search' on the left and a link '... or find people based on other information' on the right. Below this is a white search input box with a thin gray border and the placeholder text 'Start typing the person's name'.

You will be able to see the information the individual has chosen to share with the online community.

FRIENDS

Actions

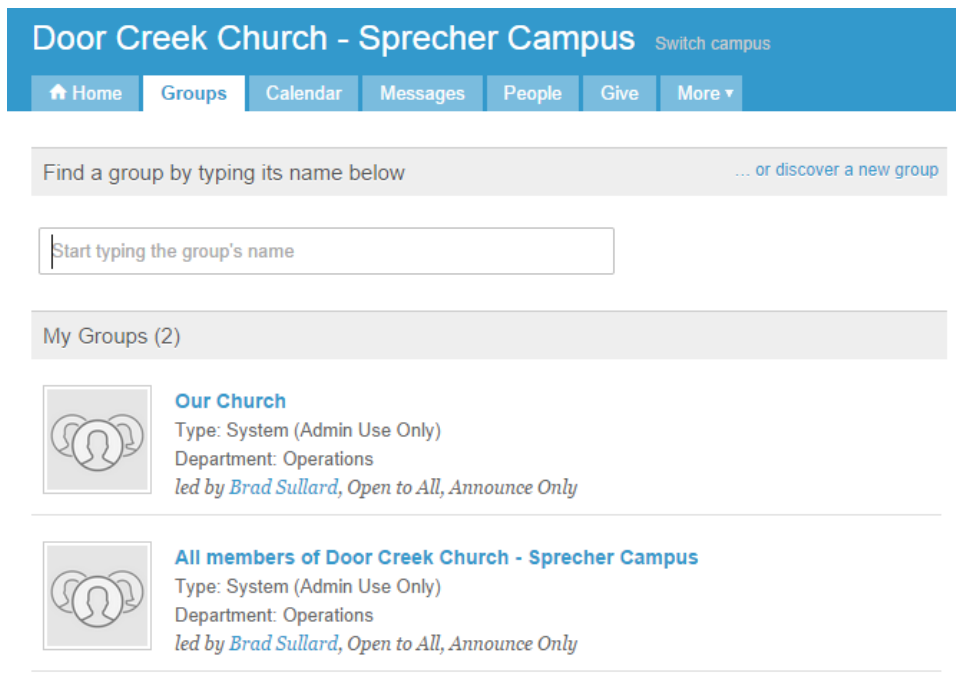
- [Send an email](#)
- [Add to my friends list](#)
- [Download contact card](#)

When visiting someone's profile, you have the option of adding them to your friend list. This option is in the upper right hand corner on their profile page.

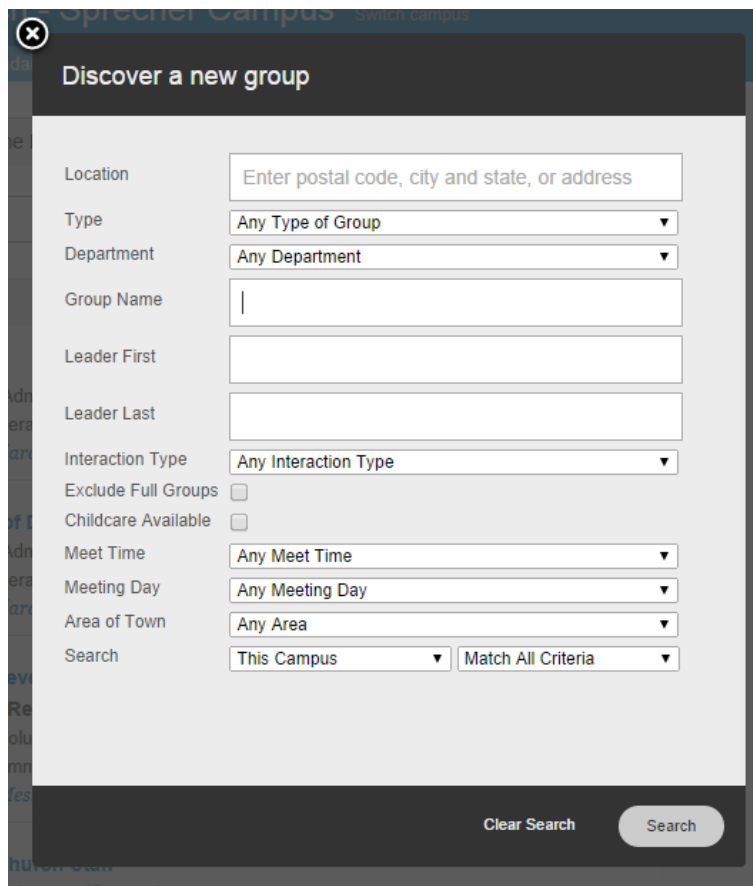
Adding an individual to your friends list will allow that person to view information in your profile with privacy settings of "friends only" or "friends and "my groups" members. In addition, it will give you easy access to friends' profiles if you wish to email them or view a phone number. This is a one-way add and does not require approval from the other person.

GROUPS

Groups are the backbone of My DCC. Events, volunteer opportunities, message boards and most emails all start through groups. You will see the groups you currently belong to on your personal homepage or by clicking the Groups tab in the navigation bar.



To see other groups you may wish to join, search in search bar or click “...or discover a new group” on the top right corner of the page. This will pull up a window where you can set your search criteria.



GROUPS continued

Our Church

6703 participants
This group contains every profile in the database.
Group Leadership
Brad Sullard (Main Leader)
[Show location and other info...](#)

Events Messages Needs Positions Files Schedules

No events scheduled in the next 3 months

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

[Go to group calendar](#)

From each group's page, you are able to view the number of participants in that group and all of the group details. In the tabs, you are able to view events, messages, needs, positions, files, and volunteer schedules for that group. You can see information in these tabs only for groups you are a member of or for those that are open to all.

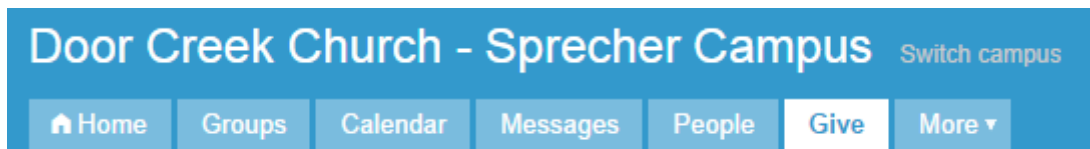
Actions

Request to join

In the Actions menu, you are able to join "open to all" groups and request to join groups that require approval.


ONLINE GIVING

My DCC offers a safe and easy way to give online. Click the "Give" tab in the top of your profile page.



You will have the option of setting up a one-time only gift or a repeating gift.

Give a gift




One-time Gift

Your gift will be given to your church immediately.

NOTE: Checking account preferred

Checking Account

Debit/Credit Card



Repeating Gift

Your gift will be given to your church as often as you choose.

NOTE: Checking account preferred

Checking Account

Debit/Credit Card

Give with my checking account

Give to

Billing Information

<input type="text" value="First name"/>	<input type="text" value="Last name"/>
<input type="text" value="Phone number"/>	<input type="text" value="Email"/>

NOTE: Address must match exactly what is listed with your card company.

<input type="text" value="Street"/>	
<input type="text" value="City"/>	<input type="text" value="WI"/> <input type="text" value="Postal code"/>

Checking Account Information

ONLINE GIVING continued

Actions

[Stop my repeating gifts](#)

[My giving statement](#)

You can also track your giving history or adjust your giving schedule in the actions tab on the upper right hand side.

Giving Statements

Type
You can print giving statements for families, individuals, or groups.

Family ▾

Date Range
Select a "Quick Date Range" from the pulldown or click into the input fields to easily enter the start and end dates.

Quick Date Range... ▾ —

Tax Deductible
You can print giving statements for tax deductible gifts, non-deductible or both.

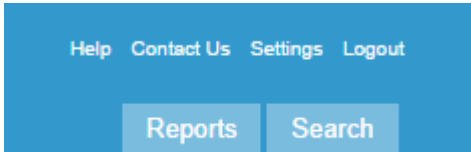
Both Deductible & Non-Deductible ▾

Include Pledge Information
You can include a summary of pledge activity in the sidebar. WARNING: Will make statement generation very slow.

Show pledges on giving statement

[Cancel](#) or [Create](#)

I NEED MORE HELP

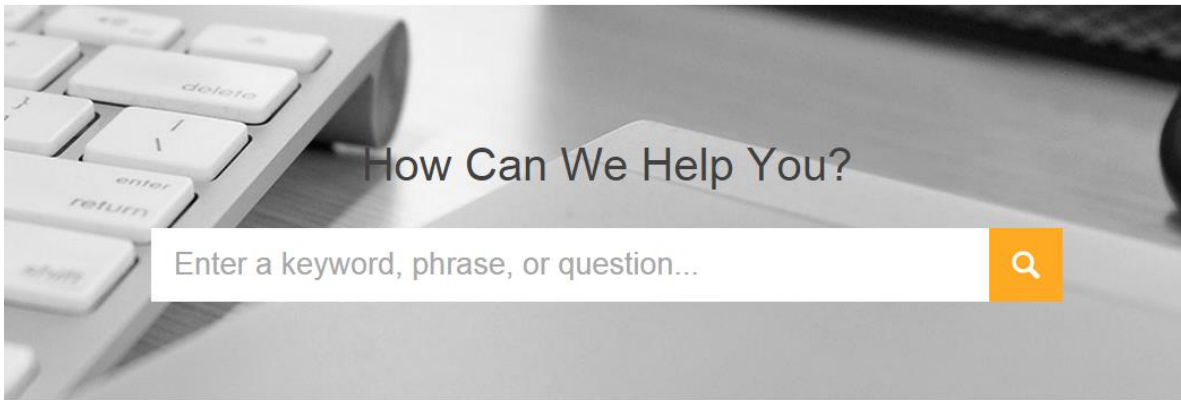


To access in depth instructions about My DCC, click the Help button located at the top right corner of any page.

After clicking Help, you will be taken to the Help Desk page, where you have access to both help articles and video tutorials divided by topic.



Welcome, Guest



Browse by Topic

[Get Started](#)

[Admin](#)

[Campuses](#)

[Check-In](#)

[Communication](#)

[Events & Attendance](#)

[Files](#)

[Financial: Contributions](#)

[Financial: Online Giving](#)

[Forms](#)

[Groups](#)

[Group Admin](#)

If you need clarification or have any questions, the help tab is a great place to start. It is full of helpful videos and articles to help get the best use out of My DCC. Please contact mydcc@doorcreekchurch.org if you need any assistance at all.