BPC Directory: *Table of Contents*



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How to Log into CCB from BPC's Website



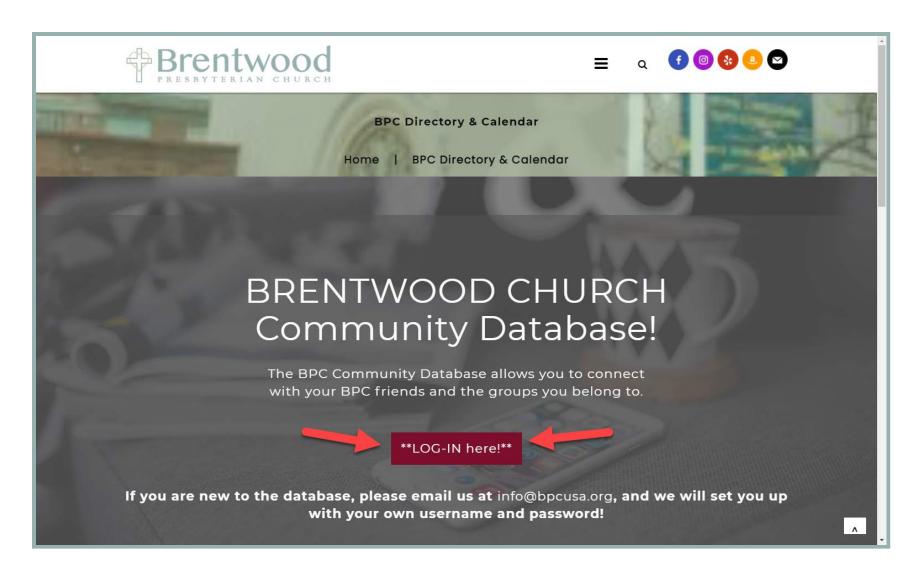
Open a browser (Google Chrome, Interest Explorer, Safari) and go to: www.bpcusa.org Click on CONNECT and select *BPC Directory & Calenda*r from the drop down menu



BPC Directory: How to Log into CCB from BPC's Website



Click on the Red Button that says **LOG-IN here!**



BPC Directory: How to Log into CCB from BPC's Website

You are now at the Directory Log In Page



Click on the <u>STAR</u> to Add a Bookmark for this page if using Google Chrome.

Safari will have this symbol

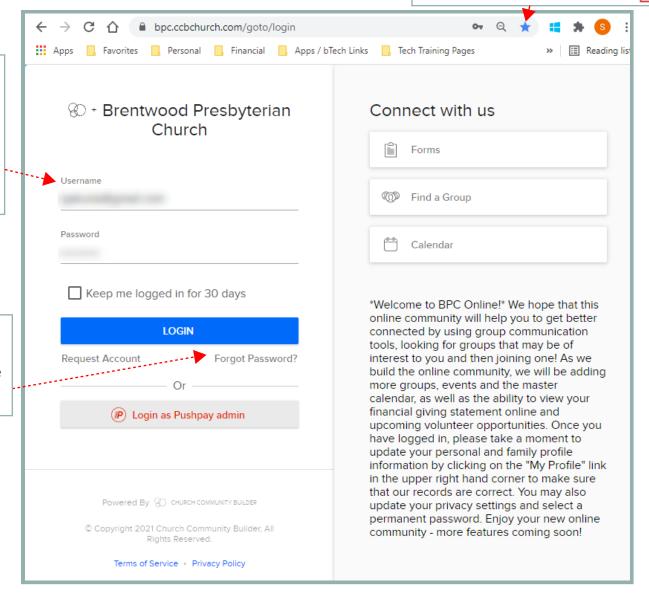


Enter your username (email address) and password and click **LOGIN**

HINT: use the email address where the weekly newsletter is sent

If you have trouble logging in, Click on <u>Forgot</u>

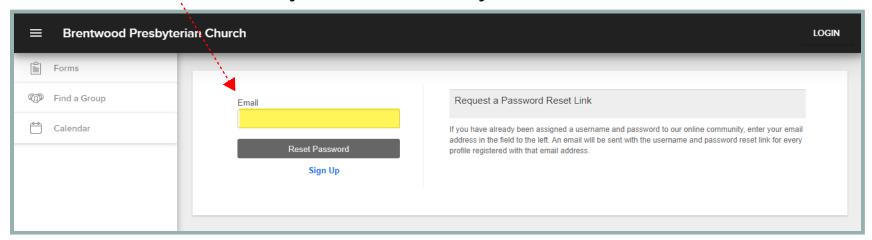
<u>Password?</u> Go to next page for more information.



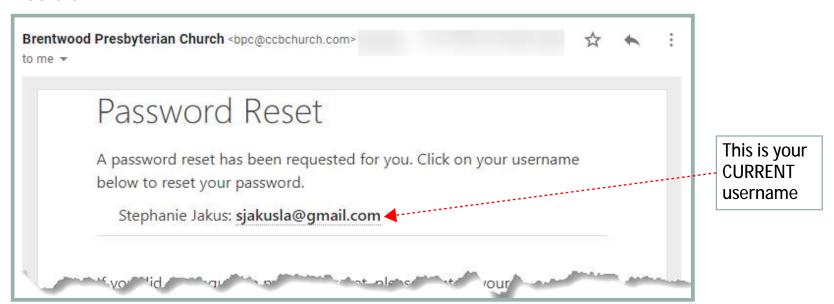
How to Log into CCB from BPC's Website



Enter the email address where you receive the weekly newsletter and click Reset Password



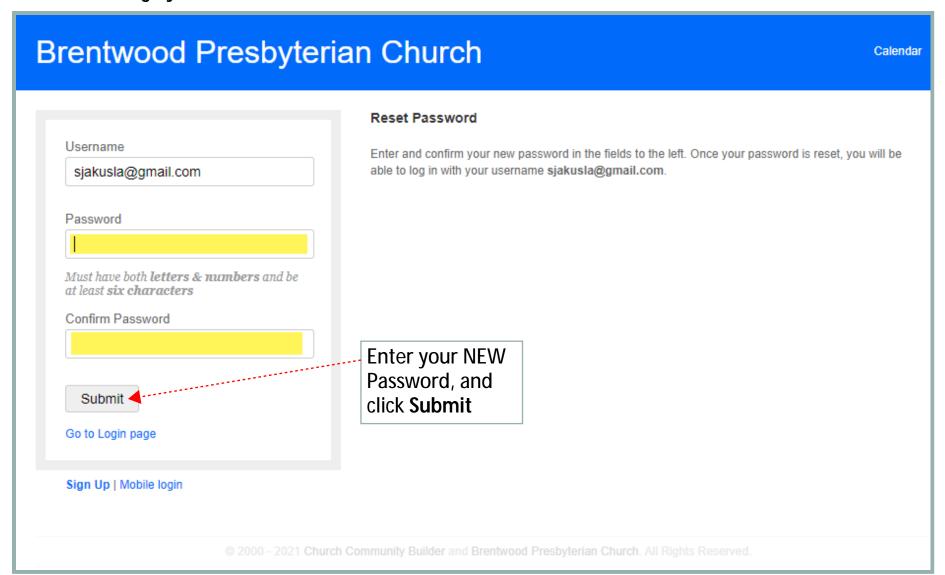
You will receive an email that looks like this. **DO NOT** worry if the email address/username shown is not the one you want. We will review how to change that later. For now, just make a note of what it is.



How to Log into CCB from BPC's Website



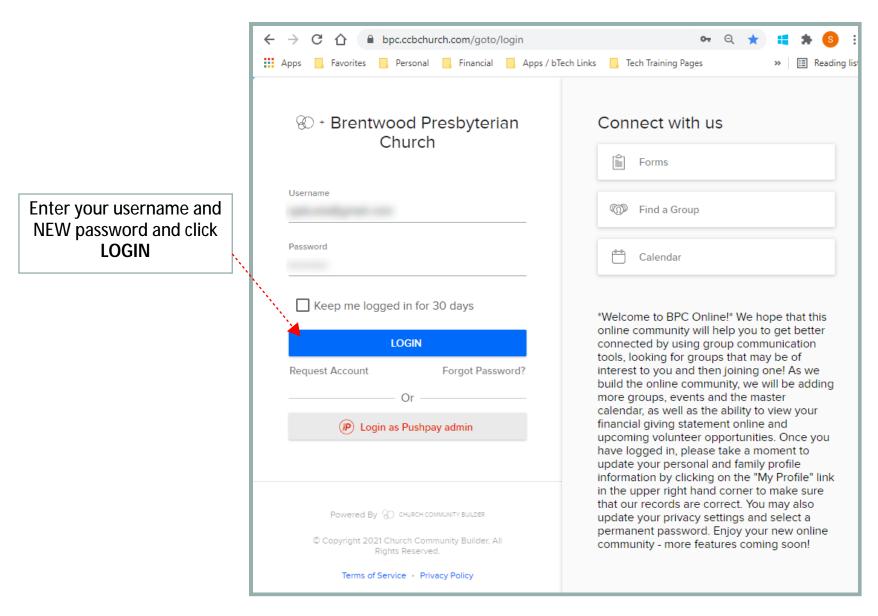
After you click on your Username in the Email this window will pop up. **DO NOT change your username**.



BPC Directory: How to Log into CCB from BPC's Website



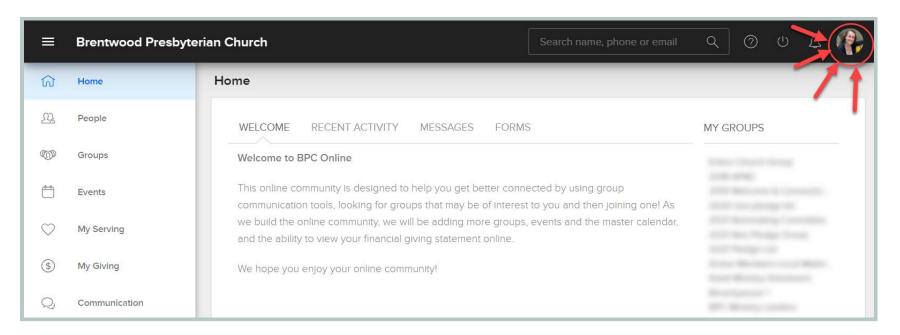
You will return to the Directory Log In Page



BPC Directory: How to Update Your Username & Password



From the Home page click on the icon in the upper right corner to get to your Profile



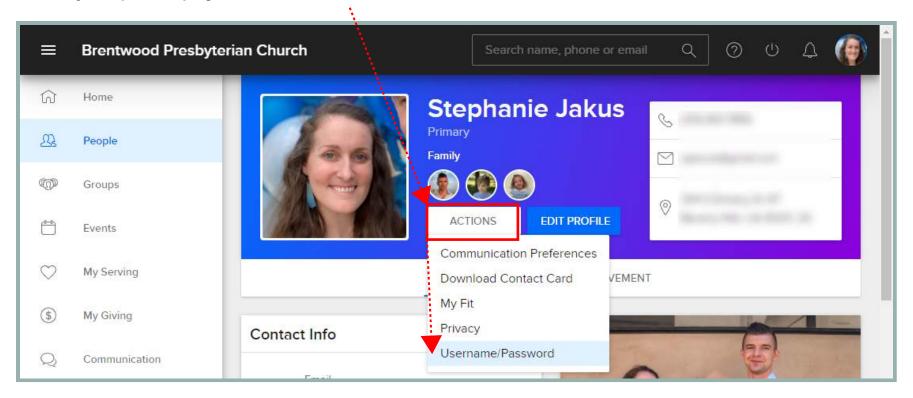
** The icon will either be your current photo or your initials.

At any point when you are on the Directory Website you can click on this icon to get back to your profile

How to Update Your Username & Password



From your profile page click on ACTIONS, then Username/Password



On the new screen, Enter your **NEW Username** and/or **Password** and click **SAVE**

Note you can just update your username and click save. You are not required to also update your password

USERNAME / PASSWORD	
Change username and/or password	
Username	
Password	
Must have both letters & numbers and be at least six characters	
Confirm Password	
Cancel or Si	ave

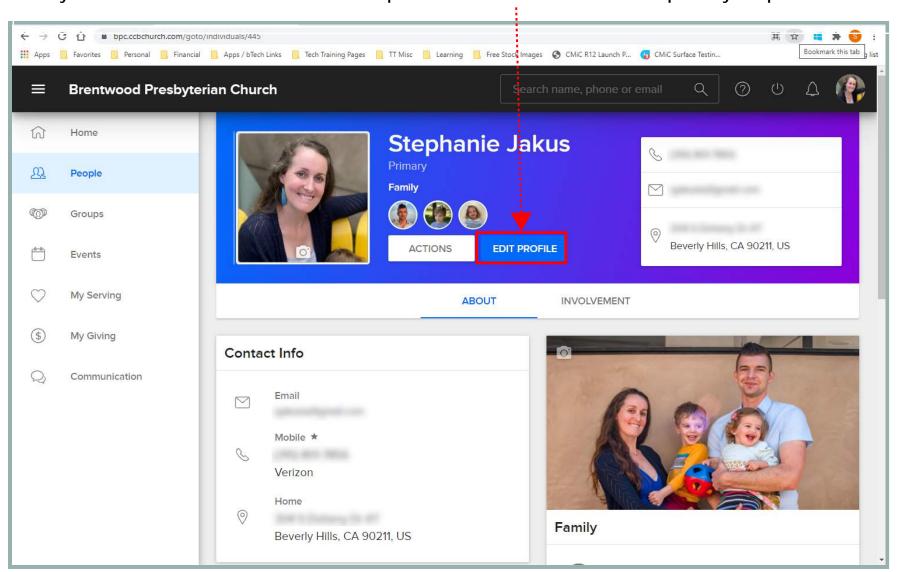


How to Update Your Profile



Review and update your Contact Info by clicking on **EDIT PROFILE**

**If you DON'T have this box, STOP and email Pat Nahigian (pat.nahigian@bpcusa.org). In the email note that you do not have the "EDIT PROFILE" option on CCB and she needs to update your permissions.

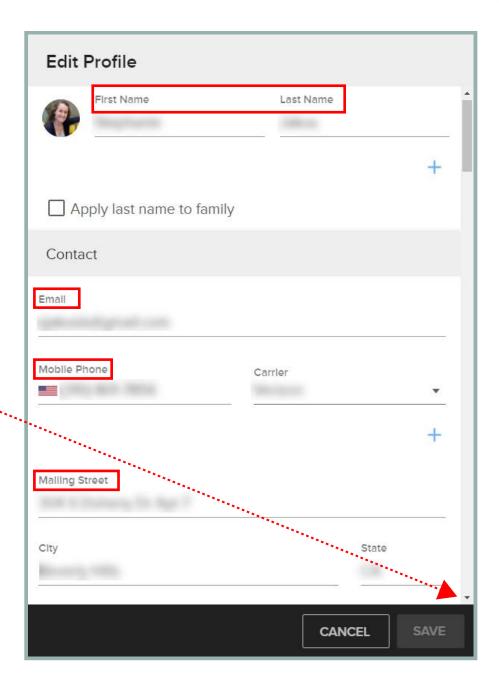




Make sure these <u>4 fields</u> are correct:

- 1. Name
- 2. Phone Number
- 3. Email Address
- 4. Mailing Address

Scroll down to see additional information you can enter (see more on the next page)....



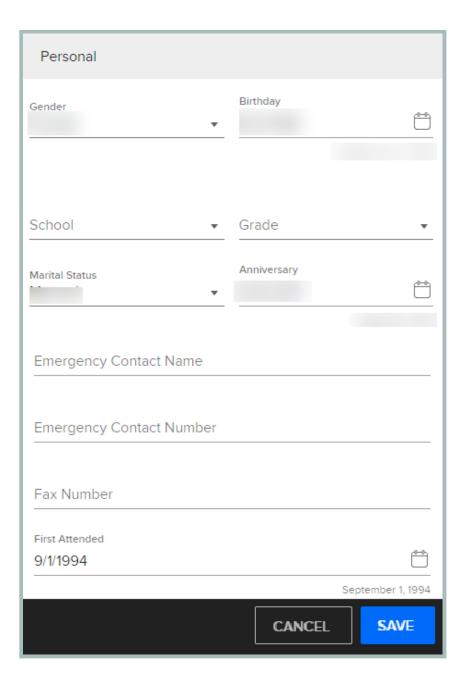


Additional Information Fields Include:

- Birthday
- Anniversary
- Emergency Contact
- Baptism Date
- Date First Attended BPC

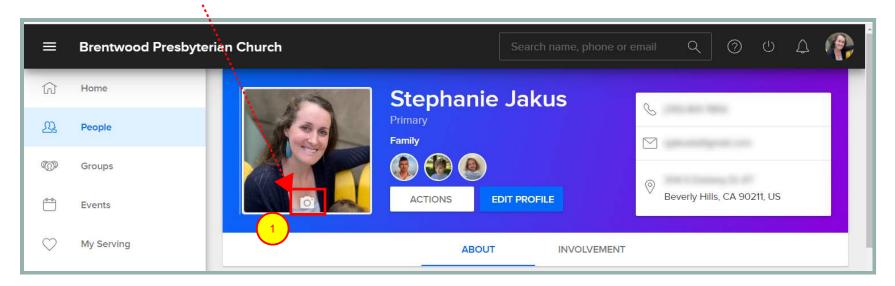
These fields are optional and only visible to you and Church Leadership.

Click **SAVE** once updates have been made.



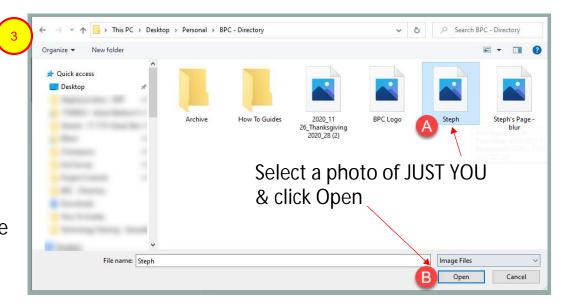


Update your **Personal photo** by hovering your mouse over the photo box and clicking within it.



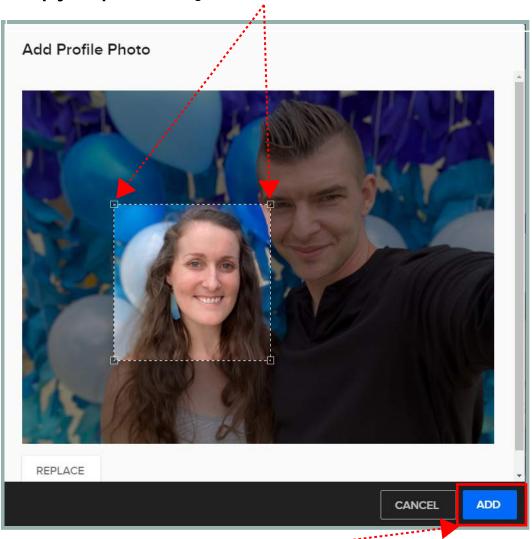


If you HAVE a photo you will see the above prompts - select **Replace**. If NO photo - your file explorer will pop up.





<u>Crop your photo</u> using the corners of the dashed box as needed so that it is a photo of <u>JUST YOU</u>.

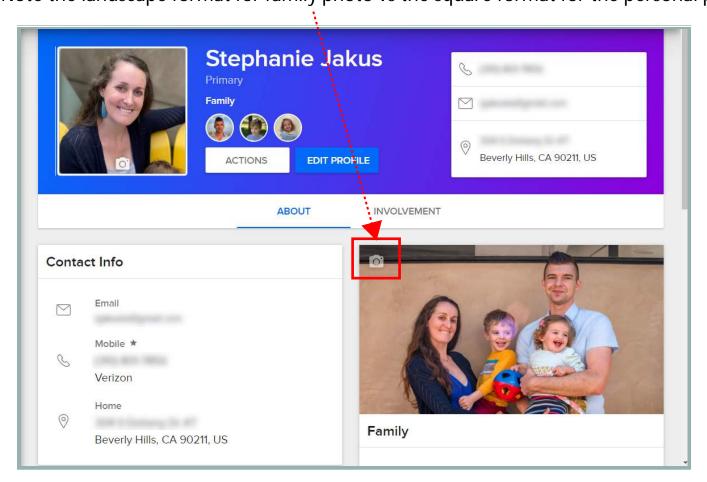


Then Click ADD.

How to Update Your Profile



Now do the same for your **FAMILY** photo. If you are a family of 1 you can use the same photo. **Note the landscape format for family photo vs the square format for the personal photo.



If you DO NOT have a family photo click on the camera icon on in the upper left of the Family section



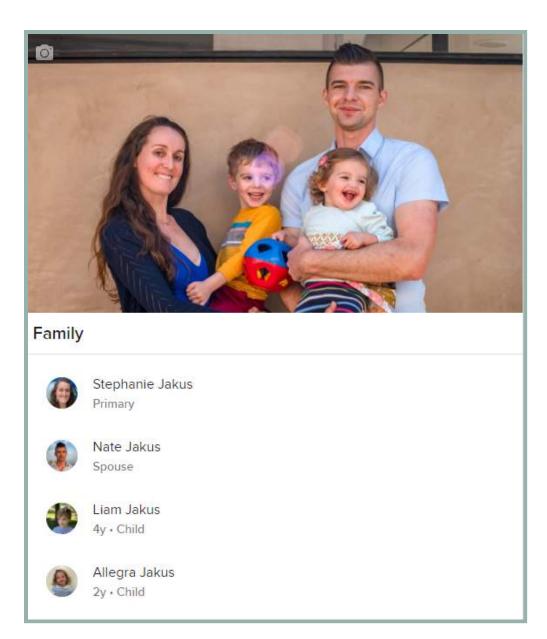
BPC Directory: How to Update a Family Member's Profile



Scroll Down to the Family Section from your profile page

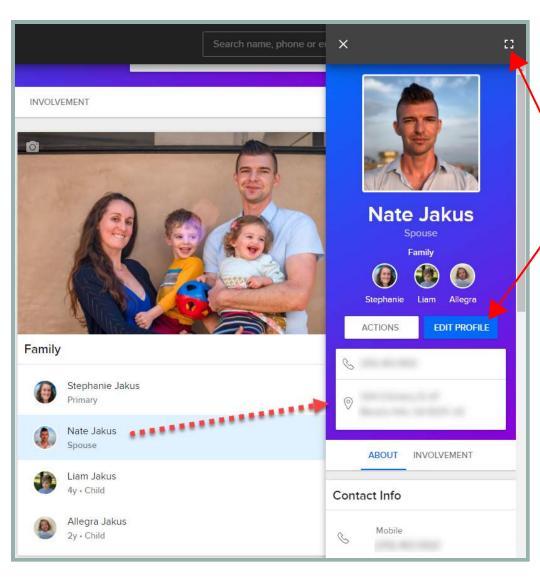
To add or remove a family member send an email to Pat Nahigian (pat.nahigian@bpcusa.org)

**Note ages of children are only visable to you and church leadership



BPC Directory: How to Update a Family Member's Profile





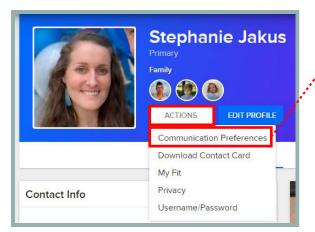
Click on a Family Member and a panel opens on the right side of your screen.

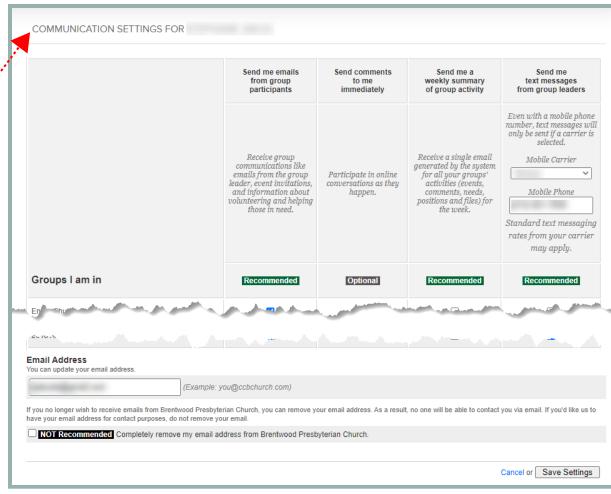
Click on the Square in the upper corner to expand

Or just click on EDIT PROFILE to update



From your profile page click on ACTIONS, then Communication Preferences

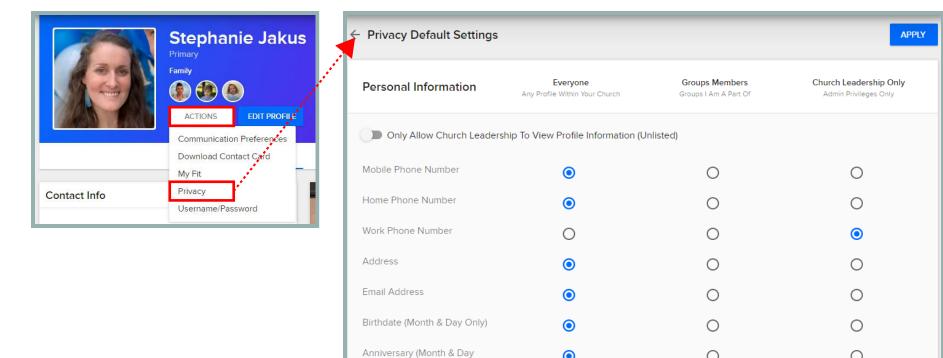




Update your preferences, check your email address and click on **Save Settings**



From your profile page click on ACTIONS, then Privacy



Phone, Allergies, and other church defined fields.

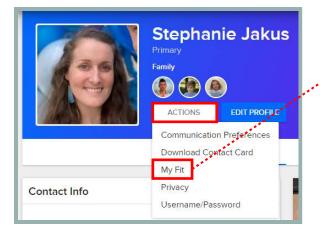
Only)

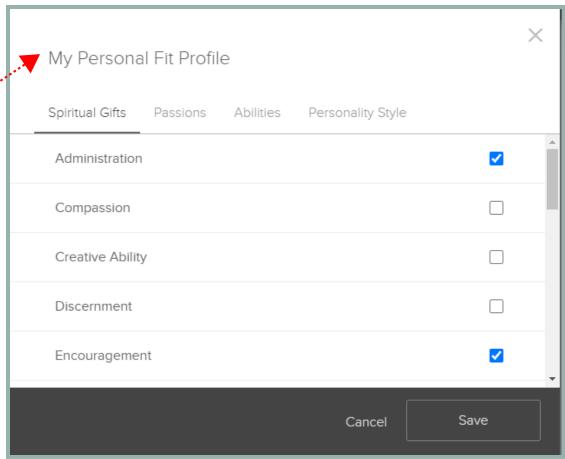
Select your desired privacy settings and click **APPLY****Note that "Everyone" is limited to other BPC members

All other profile fields are only visible to individuals with appropriate administrative privileges. Examples include: Gender, Marital Status, Emergency

Brentwood

From your profile page click on ACTIONS, then My Fit





Review each of the 4 sections, check of the boxes that apply to you and click **SAVE**. Go to the next 2 pages to learn more about **Spiritual Gifts**.

More Information on Spiritual Gifts - Definitions

Administration – The God given ability to understand clearly what makes and organization function

Creative Ability – The God given ability for people to communicate God's truth through art forms.

Discernment – The God given ability to see what is not evident to others and therefore, protect against error

Encouragement – The God given ability to minister words of comfort, consolation, and encouragement

Evangelism – The God given ability to share the Gospel with unbelievers

Faith – The God given ability to act on God's promises with unwavering confidence

Giving – The God given ability to contribute material resources to the work of the Lord

Healing – The God given ability to restore people to wholeness

Helping – The God given ability to invest in the life and ministry of others



Hospitality – The God given ability to provide an open house and a warm welcome

Intercession – The God given ability to pray for and on behalf of others

Knowledge – The God given ability to receive and share revealed knowledge

Leadership – The God given ability to provide overall vision for the church

Mercy/Compassion – The God given ability to feel genuine empathy and compassion for individuals who suffer

Prophecy – The God given ability to receive and communicate an immediate message of God to others

Shepherding – The God given ability to nurture and guide others

Teaching – The God given ability to understand and communicate truth

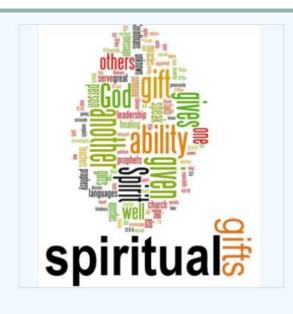
Wisdom – The God given ability to understand God's message



More Information on Spiritual Gifts - Online Quiz

Go to the following website: http://brewsterchurch.com/resources/spiritual-gift-assessment

- Complete the 80 question assessment and click on Calculate Your Totals to see your results.
- Results are for your eyes only and not shared.



Spiritual Gift Assessment

God has given every Christian at least one spiritual gift!

Do you know what is yours?

If you do not know or it has been awhile since you thought about the spiritual gift(s) that God may have given to you then FBC invites you to invest the time to find out. The two main purposes of spiritual gifts are to equip God's people to do His work in and through us (Eph. 4:7-12) and to serve people (1 Peter 4:10).

Often times, man-made tests highlight an individual's personality, talents or learned behaviors that is why we ask you to invite 1-2 other Christians to take the assessment on your behalf. Spiritual gifts are best discerned through seeking God in prayer, the Word and the affirmation of others.

May God use this assessment as a tool to help you in that process.

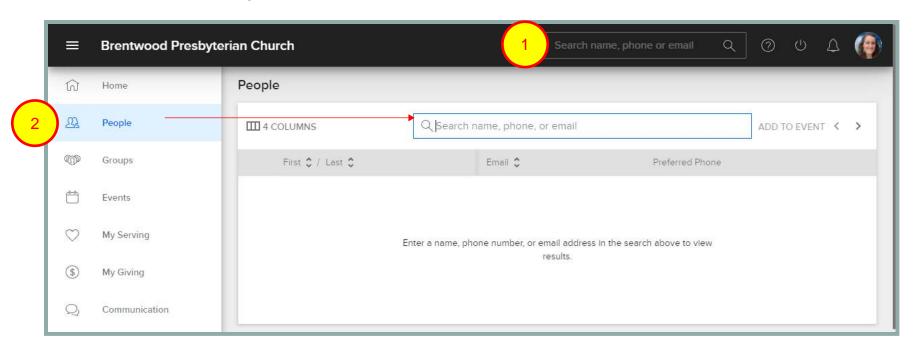
Once you take the spiritual gift assessment there will be a description of the spiritual gifts.

How to Search for Someone



Two Options:

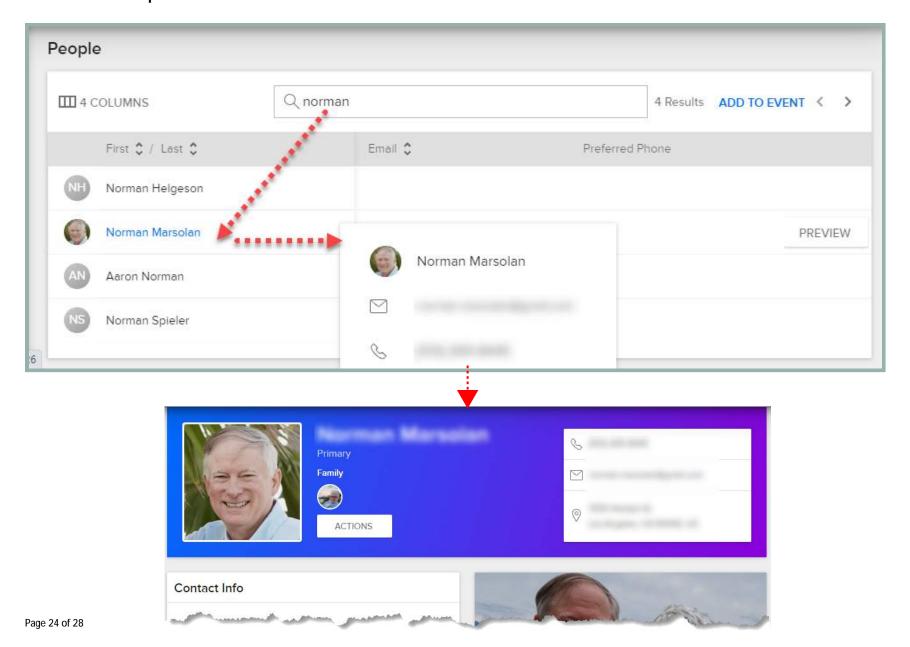
- 1. Use the search bar at the top of the page
- 2. Click on the People icon on the left



How to Search for Someone

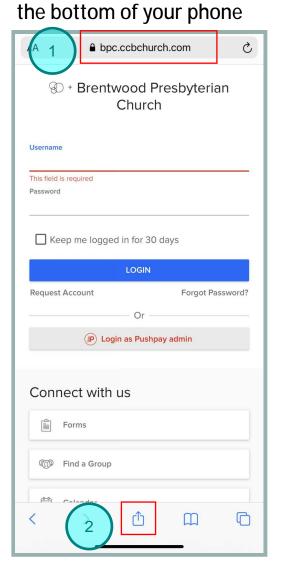


Type in the name of the person you are looking for and hit enter on your keyboard to see their full profile

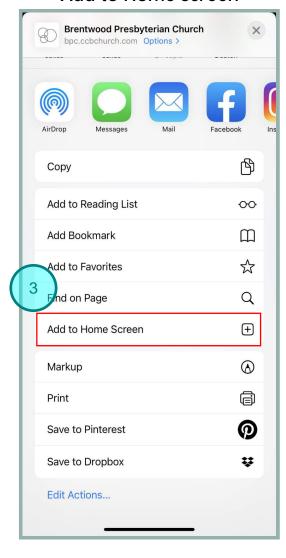


How to Add a Shortcut on Your iPhone

 Open browser and go to website: bpc.ccbchurch.com
 Click the middle icon at

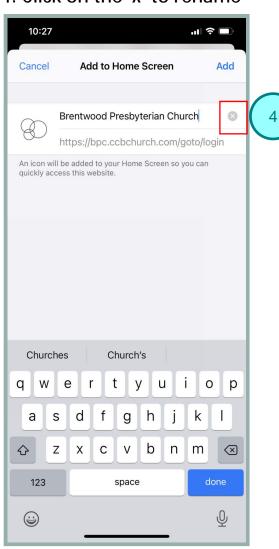


3. Scroll down and click on "Add to Home Screen"



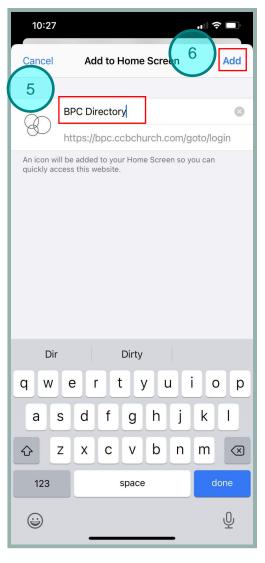
4. Click on the 'x' to rename

Brentwood

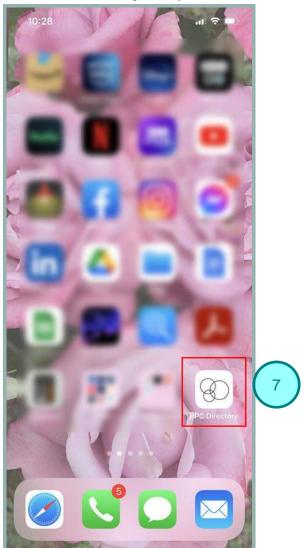


BPC Directory: How to Add a Shortcut on Your iPhone

5. Type Shorter Name6. Click Add

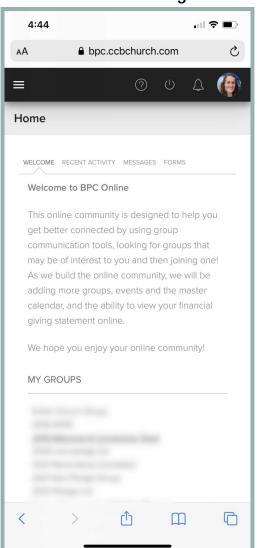


7. The website is now a shortcut on your phone



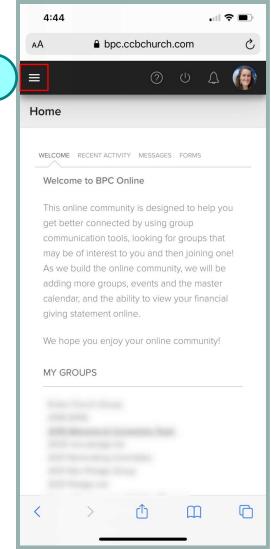


8. View of website on an iPhone after login

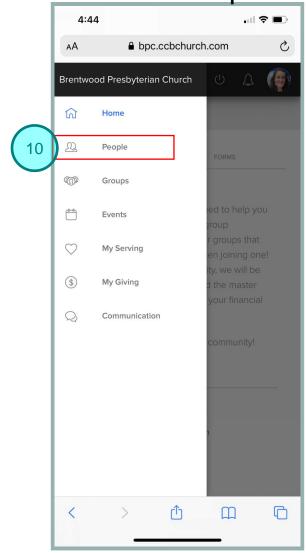


How to Add a Shortcut on Your iPhone

9. Click on 3 lines to see the menu



10. Click On People





11. Click in the search box, Enter name / number / email and click done to see search results



How to Add a Shortcut on Your iPhone



12. Click on Preview next to the person's name

