



# Connection Point

The Online Community of  
City First Church of the Nazarene



User Guide &  
Getting Started

[wearecityfirst.org/connection-point](https://wearecityfirst.org/connection-point)



**CITY FIRST  
CHURCH**

# Connection Point

## What is it?

**Connection point will help simplify how you communicate, connect, and share deeper community at City First.**

It's a directory and info hub. And it's more than that. In fact, Connection Point is made up of a lot of small groups—like the biblical community you're sharing life with, the classes or small groups where you're learning and growing together, and the volunteer teams you serve on.

It's a place to share resources, find volunteer opportunities, meet needs, check out upcoming church events, register for classes, see your personalized church calendar, track your giving, customize privacy settings, update communication preferences and more!

Want to receive information via email or text? Prefer to receive no communication at all? You choose! It's easier than you think to become part of City First's online community. Log in today and join us!



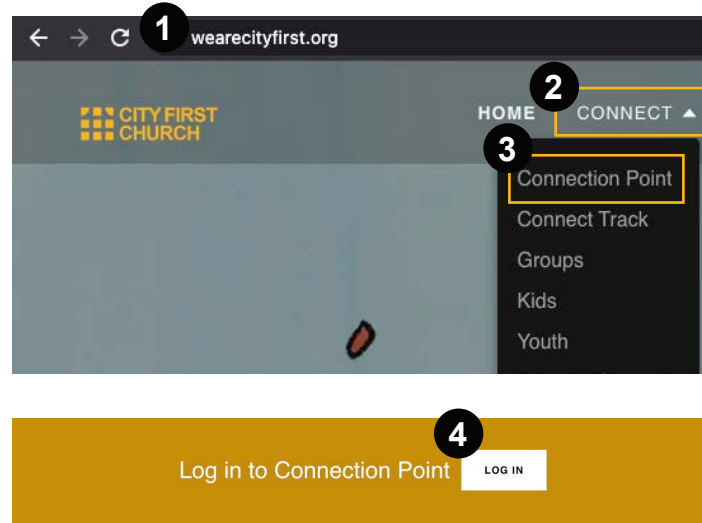
## Questions?

Please contact: [office@wearecityfirst.org](mailto:office@wearecityfirst.org)  
541-484-1814



# Step 1: Login

- 1 Please visit **wearecityfirst.org**
- 2 Click the **Connect** tab
- 3 Select **Connection Point**
- 4 On the next page, click **Log In**



## Log in

Fill in your Username and Password in the appropriate fields and click “login.”

### Have you forgotten or misplaced your login info?

Click on the “Forgot Password” link; follow the instructions and they will be emailed to you again.

### Do you now have an account yet?

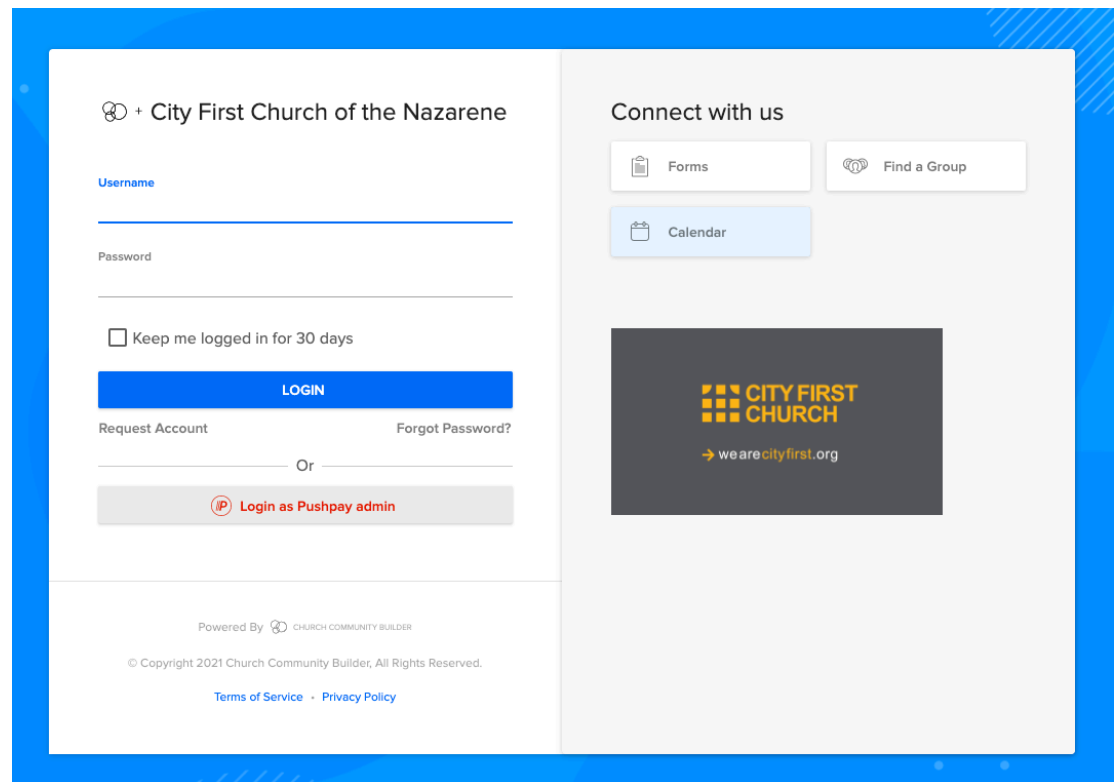
Click on “Request Account” and follow the instructions.

### PRO TIP: Bookmark **cityfirst.ccbchurch.com**

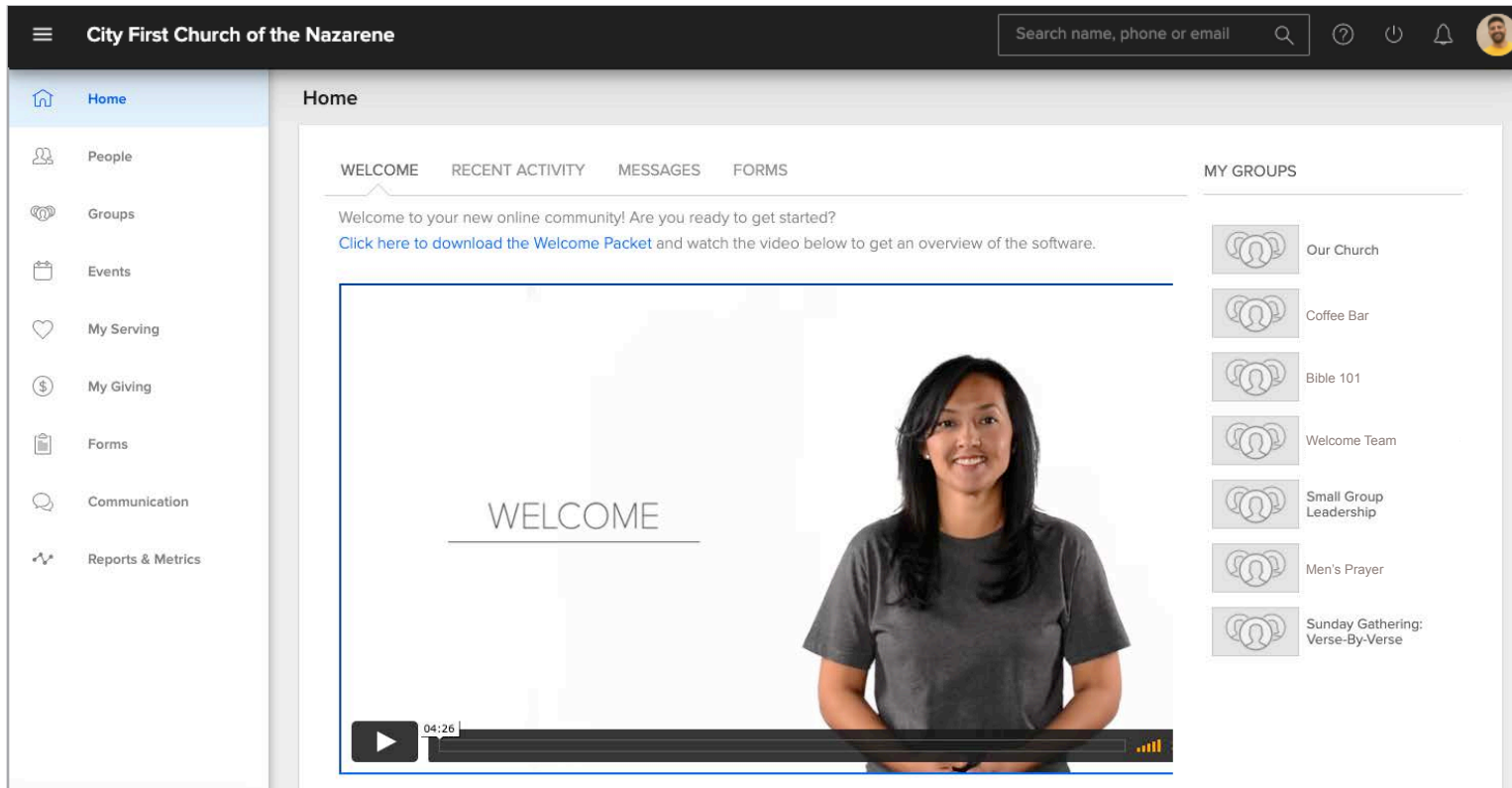
This will make it so you have access to your login page with the click of a button. You can also access Connection Point by clicking “Connection Point” at wearecityfirst.org.

### NOTE:

If you received a “New Login Created” email, just click on your username and it will bring you to a login page.



## Step 2: Familiarize Yourself with the Home Page



Login will take you to your personal home page, or information about you.

At the top, on the right side of the screen you can edit your settings, update your profile, and view your personal calendar.

Below that, you will see a list of groups you belong to. Clicking on the name of one of your groups will take you directly to the group page.

On the left side of the screen, you can access information about groups, people, service opportunities, and online giving.

Click on “Home” at the top left of your screen to come back to this page at anytime.



# Step 3: Edit Your Personal & Contact Info

- 1 Click on your **profile icon**
- 2 Click the **edit profile** button

## Update your name.

Enter your first name as the name you are commonly known by. Click the plus sign and enter your legal name, middle name, etc.

## Upload your photo and enter other personal information.

Please provide a portrait of yourself, rather than an image of your pet, garden, etc. Photos are helpful as we endeavor to associate names and faces. Update your gender, date of birth, etc.

## Update your contact information.

Enter your email and phone numbers. If you wish to receive text messages, include your mobile carrier.

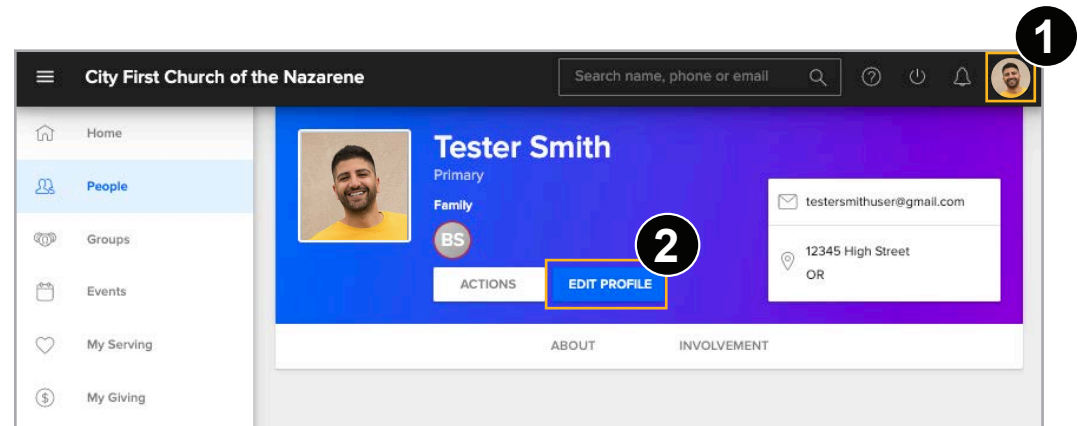
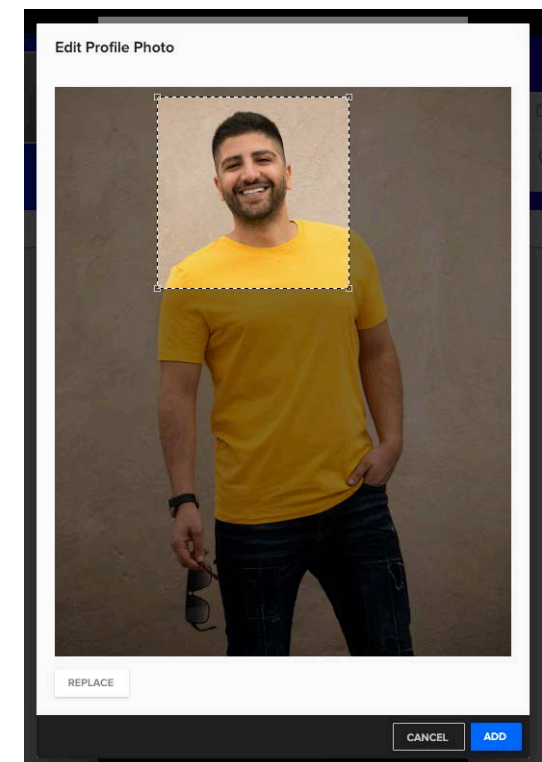
## Continue updating your personal profile.

Click on the address tab and provide your address.

Continue to update by clicking on “Action” and each tab (My Fit, Communication Preferences, etc.) and provide your information. Click “Save” after you have updated each tab.

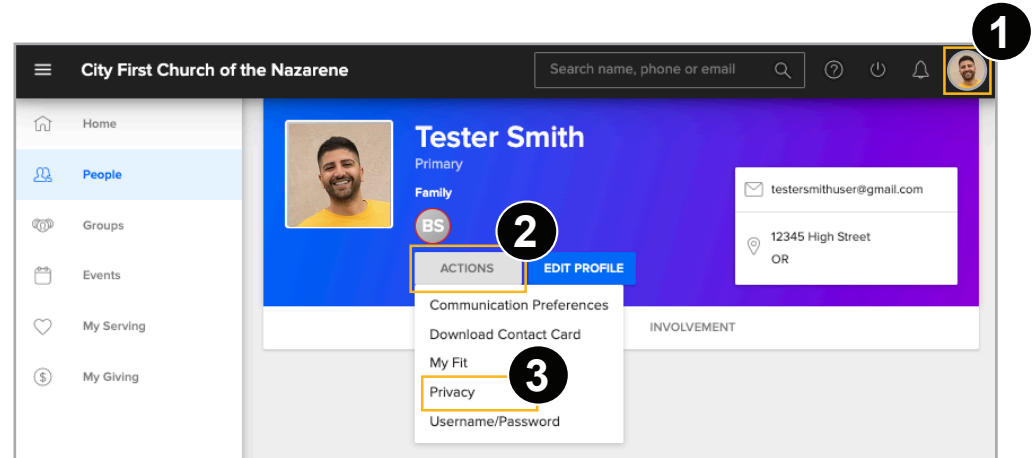
## NOTE:

For a complete profile, be sure to include as much information as possible. Completing My Fit will automatically match your gifts, passions, and abilities to volunteer opportunities at City First.

A screenshot of the 'Edit Profile' form in the app. The form is organized into sections: 'Contact' with fields for First Name (Tester), Last Name (Smith), Email (testersmithuser@gmail.com), Mobile Phone, and Carrier; 'Address' with fields for Mailing Street (12345 High Street), City, State (OR), Postal Code, and Country; and 'Personal' with fields for Gender (Male) and Birthday (3/21/1984). There are checkboxes for 'Apply last name to family' and 'Apply mailing address to family'. The form has a 'CANCEL' button and a 'SAVE' button at the bottom.

# Step 4: Edit Your Privacy Settings

- 1 Click on your **profile icon**
- 2 Click the **“Actions”** button
- 3 Select the **Privacy** option



We value your privacy at City First and handle your personal information with the utmost care. Within the Privacy Settings, it's easy to choose the information you want to share and who you want to share it with.

## NOTE:

Everybody — fields with this setting are viewed by anyone with a login.

Please review your default privacy settings and edit to match your personal preferences.

Privacy Default Settings

APPLY

Profile Defaults

Admin Created

Basic Access

Congregant Created

Pending

Once a Pending profile is approved, default to:

☐ Basic Access
 ☒ Limited Access

\*Pending\* & \*Limited Access\* Profiles Can:

See Open Groups, See Group Leadership, Request To Join A Group, Edit Profile (if enabled), Give A One-Time or Repeating Gift, View Pledges, Public Forms.

Personal Information

Everyone

Any Profile Within Your Church

Groups Members

Groups I Am A Part Of

Church Leadership Only

Admin Privileges Only

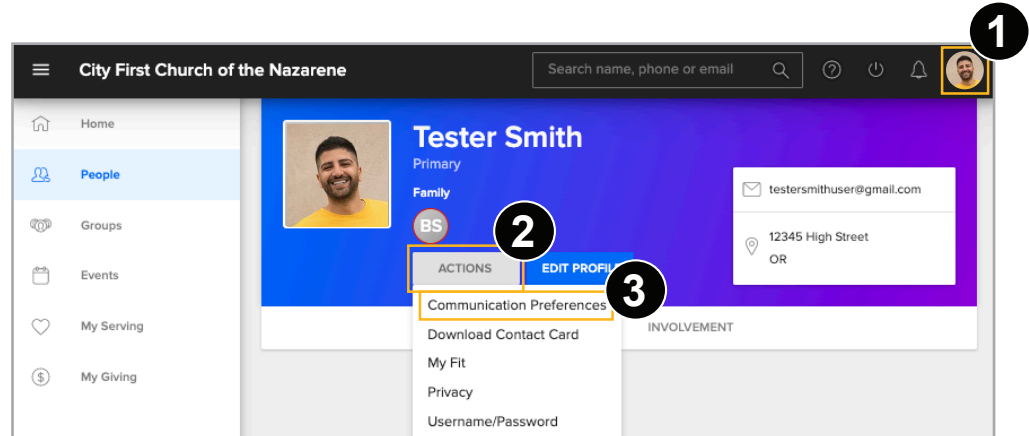
☒ Only Allow Church Leadership To View Profile Information (Unlisted)

Mobile Phone Number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Home Phone Number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Work Phone Number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Address	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Email Address	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Birthdate (Month & Day Only)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Anniversary (Month & Day Only)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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

# Step 5: Edit Your Communication Settings

- 1 Click on your **profile icon**
- 2 Click the **“Actions”** button
- 3 Select the **Communication Preferences** option



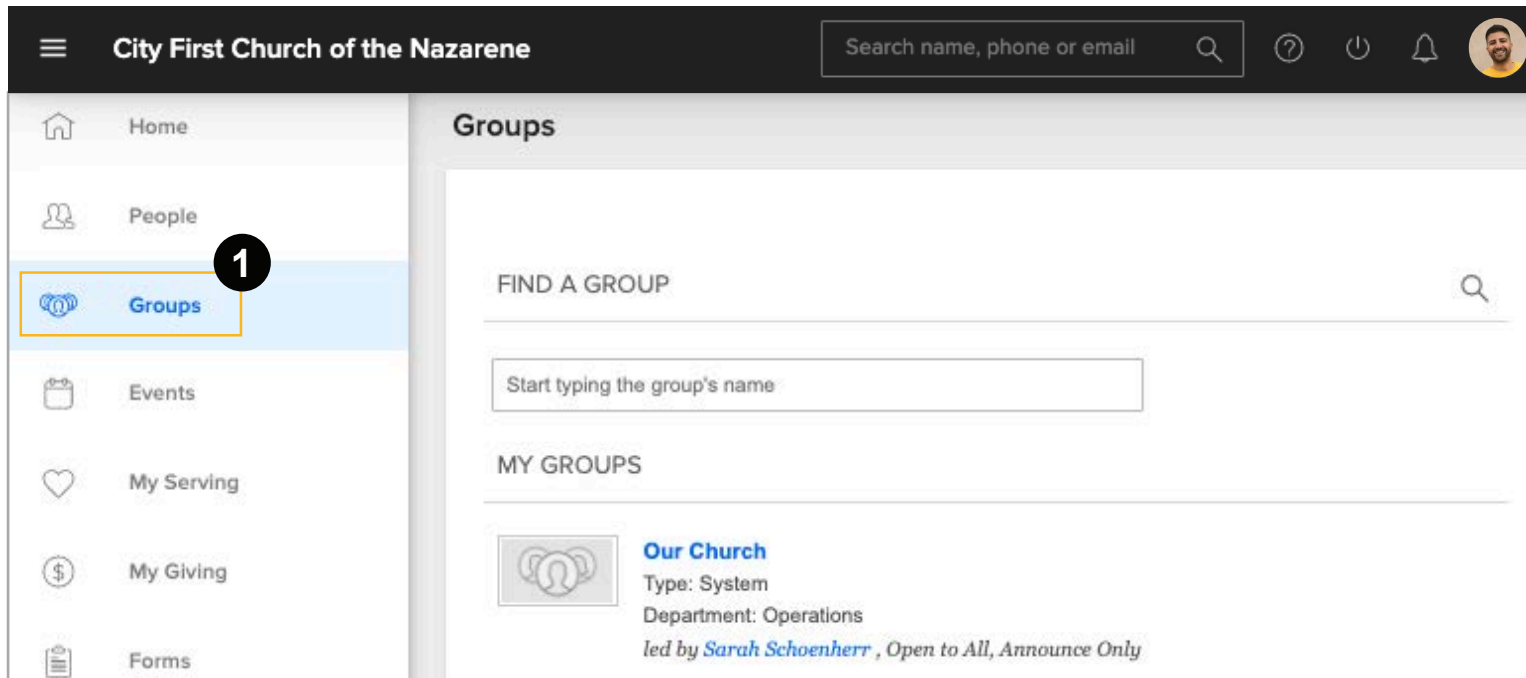
You have the option to choose how church leadership and people in your groups communicate with you. Choose to receive information via email or text message. Opt in for a weekly summary of group activity, and more. You can select different settings for each group that you are involved in.

COMMUNICATION SETTINGS FOR TESTER SMITH

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
	Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.	Participate in online conversations as they happen.	Receive a single email generated by the system for all your groups' activities (events, comments, needs, positions and files) for the week.	Even with a mobile phone number, text messages will only be sent if a carrier is selected. Mobile Carrier: <input type="text" value="AT&amp;T"/> Mobile Phone: <input type="text" value="(541) 484-1814"/> Standard text messaging rates from your carrier may apply.
<b>Groups I am in</b>	<b>Recommended</b>	<b>Optional</b>	<b>Recommended</b>	<b>Recommended</b>
Our Church	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coffee Bar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bible 101	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Welcome Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Group Leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Men's Prayer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sunday Gathering: Verse-By-Verse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# Step 6: Join a Group

**1** Click on the **Groups** tab



## What are groups?

A group can be a class, small group, volunteer team, etc.

## Joining a group is easy!

If you know the name of the group you are looking for, type in the name. Click the magnifying glass icon to search for other groups you can join.

- You can join any group that is open to all.
- Some groups accept new members by request. In this case, you can click the “Request to Join” link from the group’s home page.



**We hope these steps have been helpful as you begin exploring Connection Point.**

Please feel free to discover more on your own and check out the Help menu by clicking the question mark icon at the top right side of the web page. Enjoy!

## For a free video tutorial

- 1 Visit [wearecityfirst.org/connection-point](https://wearecityfirst.org/connection-point)
- 2 Scroll and click on the **“Watch Tutorial”** button



## Questions?

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