



SECOND BAPTIST CHURCH

New Online Community Tool

GETTING STARTED INSTRUCTIONS

LOGGING IN

STEP 1: GETTING STARTED

Go to **2bcliberty.org** or type <https://2bcliberty.ccbchurch.com/login.php> in your browser
Click on *The HUB*³ icon in the top right corner or click the Online Community menu button.

STEP 2: LOG IN

Request your login username and password for the first time: Click on the SIGN IN link at the bottom of the page to request your personal login information. The system will generate a password and email it back to you. Once you have the password simply type your username (email address) and password and click Login. (Once in the system you are able to change your password to one that will be easier for you to remember if you prefer.)

This is your HUB3 Home page! You'll get familiar with this page as your primary resource for upcoming events and all the messages and group activities you need to know about will be listed here.

STEP 3: YOUR PROFILE PAGE

First we want you to update your personal profile so we are sure your contact information and email address is accurate. To do that you click on the **Go to My profile** link under your name in the right column.

STEP 4: EDIT PROFILE

This is your personal profile page. You'll get familiar with this page as your primary place to keep us up-to-date on your personal contact information, privacy settings, and communication preferences within the 2BC HUB³ system.

(Note: You can see the tabs in the middle of the page listing activity, family, information, involvement, and serving ability within the groups you are involved with. You are invited to complete any key information under these tabs that you would like to.)

Click on the **Edit profile** link in the right column. (The same process can be done for **Edit FAMILY profile**. see link)

STEP 5: BASIC INFORMATION

This is your BASIC profile page. We are asking you to make sure the contact information on the **Basic** page and the **Address** tab on your profile is current.

First under the Basic tab: Please complete the CONTACT information at the bottom of this page. You are welcome to complete any of the top section but it is not required. **Your current CONTACT information is required information.** (i.e. phone and email addresses) You may also upload a profile picture here. Click on the BROWSE button and select a picture of your choice from your own photo library (optional). Hit **SAVE** at the bottom!

STEP 6: ADDRESS UPDATE

Next go back to the EDIT PROFILE link and under the Address tab: Please complete the home and mailing address information section so we will know where to physically reach you and send correspondents. **Current Mailing and Home ADDRESS information is required.**

Once you've completed steps 6, hit the SAVE button at the bottom of the page and you will be returned to your personal profile page. (Note: You may also update FAMILY profile by clicking that link on the right)

PROFILE UPDATE

STEP 7: COMMUNICATION

Next we are going to select your communications preferences. Click on the **Set Communications preferences** link in the right column.

STEP 8: COMMUNICATION PREF.

This is where you select your personal **Communications preferences**. The first column is recommended for all participants in any group. The other three column choices are truly personal preference and can be selected as you choose. *It is also easy to change or modify these settings at any time by following steps 7 - 9 again.*

STEP 9: CHURCH-WIDE EMAILS

At the bottom of the **Communications preferences page**, please note that if you do not want to receive Second Baptist Church information or *church* related news and information, you are welcome to toggle off the General Church Communications box. *NOTE: You will still receive all the emails from your groups as specified.*

Once you've completed these steps 8 & 9, hit the SAVE button at the bottom of the page and you will be returned to your personal profile page.

STEP 10: PRIVACY

Next we are going to select your personal privacy settings within the system. Click on the **UPDATE PRIVACY** link in the right column.

STEP 11: PRIVACY SETTINGS

Profile LISTED or UNLISTED option: On this page you will have the option to unlist your profile picture (if you upload one) and name from view from other members of Second Baptist Church. The toggle automatically opts you in as a way to build community but if you have objections you can select UNLISTED under the ***Profile** header on this page.

Additionally, if you've opted to be listed, you will have additional options at the bottom of this page of who may see key information. The HUB³ system also allows you to select "friends" who you want to allow enhanced access to say your phone numbers, email and other contact information. Set these permissions to your preference. (Selecting people as friends is in step 12)

Once you've completed these steps 11 hit the SAVE button at the bottom of the page and you will be returned to your personal profile page.

STEP 12: FRIENDS

Once your profile is set up, you can now add "friends" within the Second Baptist Church faith family to your friends list. These "friends" will be added to your PEOPLE view for quick reference and have access to your phone number, email and other information you designated with "friends" permission to in Step 11.

Adding FRIENDS to your list: From your HUB³ home page, simply click on the PEOPLE tab at the top of any page and type in the name of your friend. Once you've pulled up that person, click on the **Add to my friends list** link on the right column. When you click on your PEOPLE tab at the top of the screen your "friends" will be pre-loaded for easy access. **That is all there is to it!** *Remember if you select someone who selected to be unlisted they will not show up in your friends list, even if you added them as a friend.*

Thank you for completing these steps! If you have any questions or need further assistance please contact (?) at 781-2824 or email tsoper@2bcliberty.org