

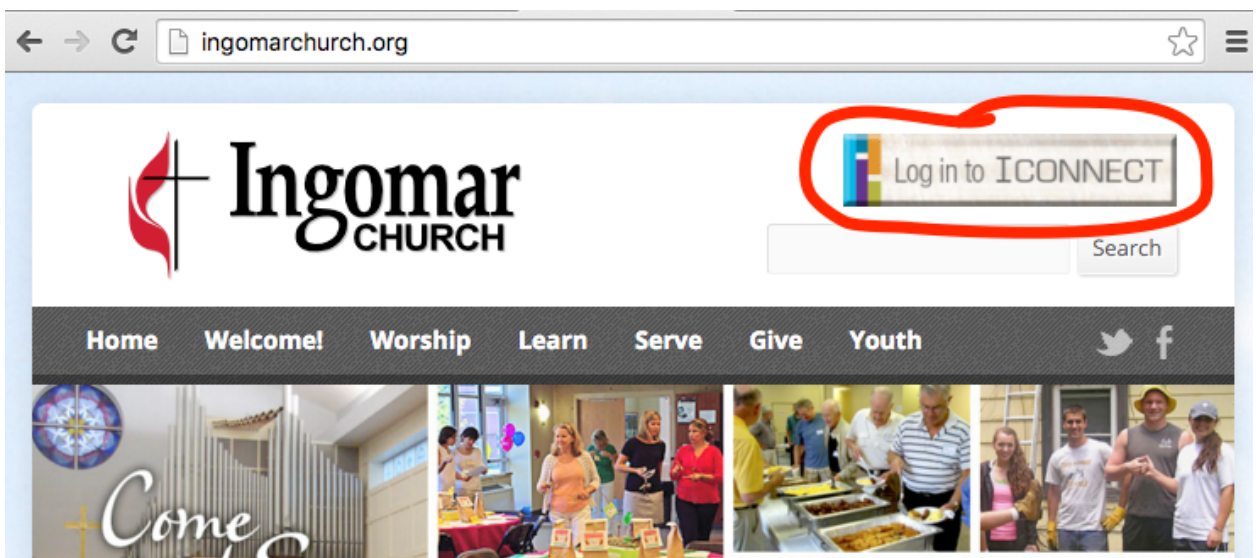
ICONNECT – Quick Start Guide

If you have any questions, please contact the ICONNECT Administrator Robert Wiggins
412-364-3613 Ext 209 rwiggins@ingomarchurch.org

Step 1 – Log in to ICONNECT

Notice. (ICONNECT seems to work best when running on the google chrome web browser. For detailed instructions on how to download google chrome please refer to the last page)

Access ICONNECT, our Online Community, by clicking the “Log in to ICONNECT” button that appears at the top-right of Ingomar Church’s website (<http://ingomarchurch.org>).

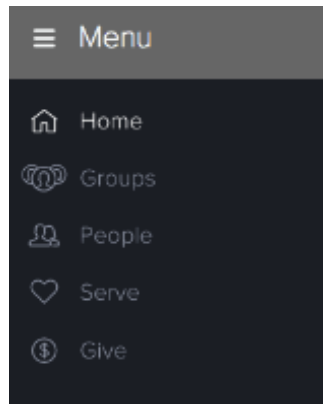


Personal Home Page - contains information specific to you, including:

1. A **welcome message** from Ingomar Church and a series of **tabs** you can navigate through: Welcome, Recent Activity, Messages and Forms

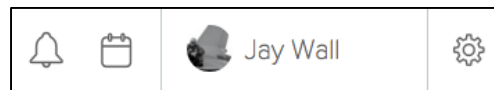


2. On the left, you will see a **menu**:

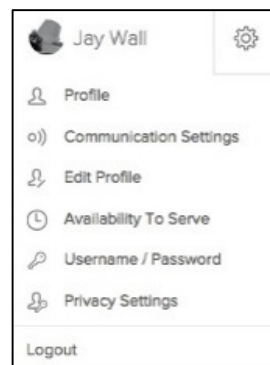


- Use **Groups** to access information for committees or other groups
- Use **People** to locate other people by name
- (**Serve** is not yet implemented in ICONNECT)
- Use **Give** to view/print your giving statement or contribute online

3. On the upper right side of the screen (“**the header bar**”), you have 4 tools: the alert bell, calendar, your name and a help “cog”



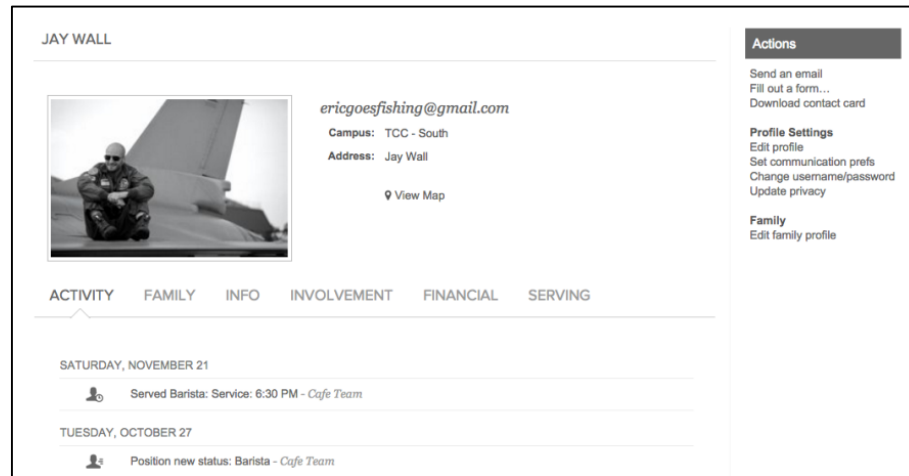
When you click on your name, the menu listed under your name displays. This is **available from any page**.



4. On the right side, you will see a list of the **committees or groups** to which you are a member. Everyone is a member of “Our Church.”

Step 2 – View Your Profile

Click Profile under your name in the header bar to **view** your personal information.



Contact Info

Your photo, phone number(s), email and address will be shown at the top. Only you and members of the Ingomar Church family who have a logon ID will see your email address.

Profile Tabs

View your recent activity, family information, personal information, involvement, financial history and serving availability from the provided tabs.

Actions Menu

Click **Edit Profile**, make needed changes to your address, e-mail, phone numbers, and birthdate and use the [Save] button at the bottom of the page to store these changes.

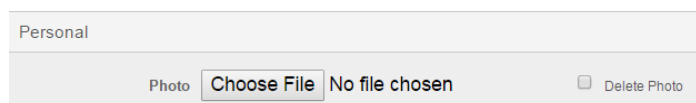
Step 3 –Edit Your Profile and Upload Pictures

When viewing your profile, click **Edit Profile** (from the Actions Menu on the right), **make needed changes** to your address, e-mail, phone numbers, and birthdate and use the **[Save]** button at the bottom of the page to store these changes.

WE WOULD LIKE ALL THOSE INDIVIDUALS WITH LOGON IDS TO UPLOAD A PICTURE OF THEMSELVES AND THEIR FAMILY. Information will only be accessible to those individuals with logon IDs, NOT to the general public.

Upload your Personal Picture

While editing your profile, on the Basics tab / Personal section, select an appropriate photo from your computer:

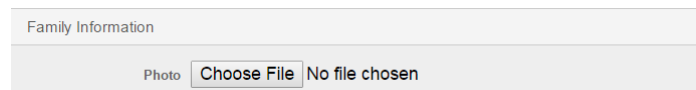


Personal

Photo No file chosen Delete Photo

Upload your Family Picture

When viewing your profile, click on **Edit family profile**. On the Family Information section, select an appropriate photo from your computer.



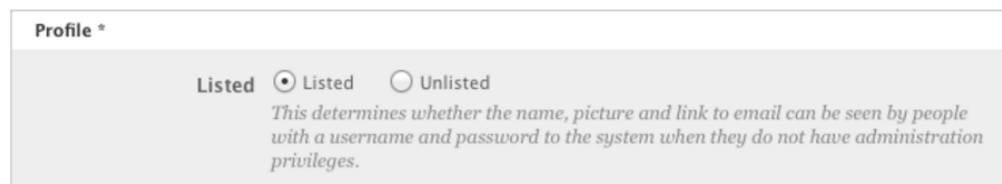
Family Information

Photo No file chosen

Step 4 – Your Privacy Settings

A. Listed in ICONNECT.

WE WOULD LIKE ALL THOSE INDIVIDUALS WITH LOGON IDS TO LEAVE THIS SET TO “LISTED”. Information will only be accessible to those individuals with logon IDs, NOT to the general public.



Profile *

Listed Listed Unlisted

This determines whether the name, picture and link to email can be seen by people with a username and password to the system when they do not have administration privileges.

If you make yourself unlisted, no other Ingomar community member, committee or group member, or friend will be able to see you or email you. An unlisted individual can only be seen by the church leadership, i.e., people who have been given additional administrative privileges for the software. We recommend that you leave yourself set to Listed to help build a robust online community.

B. Listed individuals can also modify privacy settings.

You may **select from the four options described below by using the pulldown for each area of your profile.**

Individuals must be logged into ICONNECT to view any people and family information.

- i. **Church Leadership Only:** Fields with this setting can only be viewed by appropriate church leadership.
- ii. **Friends Only:** Fields with this setting can only be viewed by other people who are on the person's My Friends list. Appropriate church leadership can view the information as well.
- iii. **Friends & My Groups Members:** Fields with this setting can be viewed by members of groups the person is involved in, as well as other people who are on the person's My Friends list and appropriate church leadership.
- iv. **Everybody:** Fields with this setting can be viewed by those with a username and password to use the site **(not by the general public)**.

The default settings for the following fields have been set to “Everybody” in order to facilitate engagement between Ingomar family members:

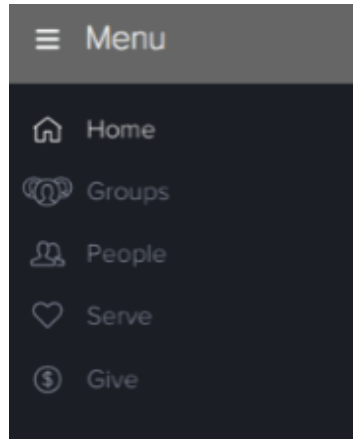
- At least one phone number, and
- Email address, and
- Mailing address, and
- Plugged In, and
- My Fit

C. If you make changes to these settings be sure to click **Save.**

Step 5 – View Other Profiles

Children age 12 and below (based on the birthdates in their profiles) are not visible unless you have been specifically granted this access. Additionally, you can only view **listed** profiles.

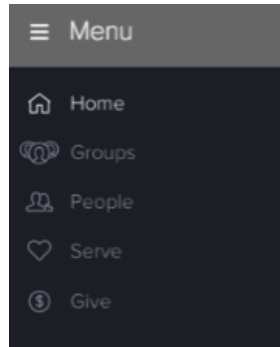
1. Click the **People** link in the left menu bar.



2. Begin typing a name in the search box.
 - You may type first name or last name.
 - If you hit the space bar at any point, the system will begin searching by both first and last name. So, if someone has a two-word first name, like 'Mary Sue Stevenson', you should just type something like 'mar ste', not 'mar su' or 'mar su ste'.
 - If people have prefixes, suffixes, or middle names listed, those will show up in certain places, but you shouldn't use them in a name search.
 - Once you've typed at least two letters, the system will start returning suggested matches with the name and photo of the probable matches. There is a limit to the number of returned names so continue typing until you see the desired name.
3. Click the person you're looking for and you'll be taken to their profile page. On the Info tab, you will see the information the individual has chosen to share with the ICONNECT community. Anything not shared will be blank or show the message 'not enough privileges to view', meaning administrative rights are required to view that information. If you have changed your privacy settings from EVERYBODY to a different setting some or many people will not be able to contact you.

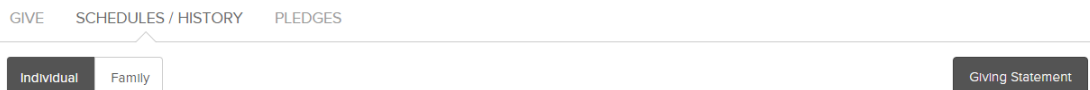
Step 6 – Access Giving / Giving Statement

Click the **Give** link in the left menu bar.



1. To **make a contribution**, use the **Give** tab. For more details on making contributions, see info at <http://ingomarchurch.org/give/online-giving/>.
2. To **review your giving**, click on the **Schedule / History** tab

Your transaction history is displayed - or - use the “Giving Statement” button



Select the appropriate options for the statement.

- **Type:** Leave this set to Family if generating a family statement, or change to Individual if you wish to generate a statement for the individual only.
- **Date Range:** This will determine which transactions to include in the statement based on the post date set for the transaction.
- **Tax Deductible:** Choose which transactions to include based on their tax deductible status: tax deductible, non-deductible, or both.
- **Pledge Information:** Includes a summary of all pledges set up for the individual or Family.

Note: If you are generating a family's giving statement, all gifts attributed to the Primary Contact and Spouse will appear on one statement while any gifts attributed to a Child or Other family member will appear on a separate statement for each family member that gave.

3. To **review your pledges**, click on the **Pledges** tab.

Step 7 – View Additional Online Help Documents/Videos

Click on these online links to learn more:

- Editing an Individual Profile:
<https://support.churchcommunitybuilder.com/customer/portal/articles/395126>
- Updating your whole family's contact information at once:
<https://support.churchcommunitybuilder.com/customer/portal/articles/361747>
- Managing your Friends List:
<https://support.churchcommunitybuilder.com/customer/portal/articles/600054>
- How to Log-In to ICONNECT:
<https://www.youtube.com/watch?v=RCuQXguM1YI>
- How to Update or Upload a photo:
<https://www.youtube.com/watch?v=pJBtDnCiA9s>

Downloading Google Chrome

Follow the steps to download google chrome (recommended)

- Search google chrome on your normal web browser
- Select the link that reads Chrome Browser-Google
- Click the "Blue" box that reads Download Chrome
- You must check the bottom checkbox and select the Accept and Install button
- A box will pop up on the bottom of your web browser click on it
- "Do you want to run this file" select Run
- Google chrome will begin to download
- When finished, google chrome might automatically pop up or you may have to exit your browser and select the google chrome icon on your desktop
- Use google chrome as you would your regularly used web browser