



GETTING STARTED

[HTTPS://ABFBOONE.CCBCHURCH.COM](https://abfboone.ccbchurch.com)

Welcome to our online community:

The Hub

The Hub offers a place for you to easily share deeper community with your friends at Alliance. It can also simplify how you develop new friendships.

Like social media, it offers an online place to journey together in community and to communicate about life's ups and downs. Unlike social media, it's an Alliance community, not a global community.

In fact, it's a place to share resources, find opportunities and meet needs, check out upcoming church events, see your personalized church calendar, track your giving, and more.

Through The Hub, you can customize your privacy settings and communications preferences. Want to receive information via email, text, or twitter? Prefer to receive no communications at all? You choose!

It's easier than you think to become part of Alliance's new online community. Log in today! ►

New users, check out:
abfboone.org/connections

Or to log in directly, please visit:
<https://abfboone.ccbchurch.com>

Questions? Please contact the
church office: [828.264.8312](tel:828.264.8312)



EASY TO CONNECT ►



You don't have to wonder where you placed that piece of paper with the phone number or email address of your new friend at church scribbled on it. If you forgot the last name of someone you've just met, or if you want to remember the names of the

people in your new life group, class, or community group, it's easy! Just log in to The Hub, and search for your friend by first name and photo, match faces to names in your group, look up a phone number, or send someone an email.

EASY TO GROW ►



Ever wish that the community you enjoy with your group or community group wasn't confined to one time of the week? The Hub makes it easy to stay in touch with your closest friends, share how God is at work, and request prayer in times of need. If you

want to share heartfelt interaction with your group (without broadcasting to the social media world), The Hub is the safe, private, and simple way to do just that.

EASY TO GIVE ►



The Hub allows you to contribute directly to Alliance. Also, it's a place where you can see a record of all your giving. There's no need to wait until the quarterly statement comes out to determine how much you've given, or wait for the year end

statement to file your tax return. Once you log on, it's simple to give, view your giving, and print out any statements you need for the time period you select. Fast, Secure, Intuitive!

GETTING STARTED

STEP 1 • Log In

Go to <https://abfboone.ccbchurch.com>
- OR -

Go to abfboone.org and click on the **The Hub** link
on the homepage

- a) **Have you received an email with your log in ID and password?** You can use this info to log in. (Use the mobile link if you're working from your mobile device.)
- b) **Have you forgotten or misplaced your log in info?** Click on the "forgot user name or password" link; follow the instructions and it will be emailed to you again.

c) **Not sure if you're in the system?** Click on "Sign Up" and follow the instructions.

d) **Do you have internet access, but no email account?**
Contact the office at 828.264.8312. We will be happy to set you up with an alternate log in option over the phone.

BASIC USER WALKTHROUGH VIDEOS: For a quick overview of a few next steps, please go to <http://bit.ly/ccbbasic>.

Login

[Give Online](#) [Forms](#) [Find a Group](#) [Calendar](#)

Username

Password

Login

[Forgot username or password?](#)

[Sign Up](#) | [Mobile login](#)

Welcome to your
online community
Alliance Bible
Fellowship



STEP 2 • Edit Your Personal Info & Contact Info

CLICK ON YOUR NAME OR PICTURE > EDIT PROFILE

- a) **Click on your name in the top right corner of the page and select Edit Profile.** Under the Basic tab, please provide your date of birth.

This step will help Alliance serve you better as we share classes, events, and other opportunities designed for your age range.

Note: Other users will not see the year of your birth. You may choose, however, to make your entire birthdate invisible. See "Privacy Settings" on the next page.

- b) **Upload your photo.** Please provide a head and neck portrait of yourself (rather than an image of your shoes, your pet, your garden, etc.)

Photos are very helpful to our community as we endeavor to associate names and faces.

- c) **Update your contact information.** Click "more contact fields" to provide emergency contact numbers, your web address, cell provider, and more. Doing this will allow us to contact you via text message.

- d) **Continue updating your personal profile.** Please click on each tab (Address, My Fit, Social, etc.) and provide your information.

Basic Address My Fit Social Custom Fields Plugged In

Joe **Churchgoer** [More name fields...](#)

Personal

Photo No file selected. ☐ Delete Photo

Family Position

Gender

Date of Birth [Why the year?](#)

Marital Status

Anniversary

Allergies/
Special Instructions (used by Check-In system)

☐ Confirmed person has no allergies

Contact

Email

Contact Phone

Home Phone

Mobile Phone

Mobile Carrier

[More contact fields...](#)

[Cancel](#) or [Save](#)

STEP 3 • Edit Your Privacy Settings

CLICK ON YOUR NAME OR PICTURE > PRIVACY SETTINGS

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

PRIVACY SETTINGS

About the Settings

IMPORTANT

In order to make our Online Community as vibrant and helpful as possible, please strongly consider sharing most items with "Everybody", or at the highest level you are comfortable sharing. No items will be shared if the Profile is not "Loaded".

*** Profile / Listed**

Profile / Listed is a special setting in that no other setting will matter unless this is "Listed".

Everybody

This is the "highest level" and the preferred setting. Please use "Everybody" as much as possible. Fields with this setting can be viewed by anyone who has a username and password to use the system.

Friends & My Groups Members

Fields with this setting can be viewed by members of "Members Interest" type groups you are involved in, as well as other people with a login who are on your My Friends list. Appropriate church leadership can view the information as well.

Friends Only

Fields with this setting can only be viewed by other people with a login who are on your My Friends list. Appropriate church leadership can view the information as well.

Church Leadership Only

This is the "lowest level" setting. Please consider sharing your information at a higher level (if at all possible preferably "Everybody"). Fields with this setting can only be viewed by appropriate church leadership (ie, people who have been given additional administrative privileges for the system).

Profile *

Listed ☒ Listed ☐ Unlisted

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.

Main

Birthday Month & Day

Gender

Marital Status

Anniversary

Allergies

Custom Fields

Contact - Phones

Contact Phone

Home Phone

Work Phone

Mobile Phone

Pager Phone

Fax Phone

Emergency Phone

Contact - Email

Email

Contact - Address

Mailing Address

Work Address

Home Address

Other Address

Other

My Fit Info

Plugged In Info

Cancel or **Save**

STEP 4 • Select Your Communications Preferences

CLICK ON YOUR NAME OR PICTURE
> COMMUNICATION SETTINGS

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

Alliance Bible Fellowship



Joe Churchgoer

COMMUNICATION SETTINGS FOR JOE CHURCHGOER

	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
	<i>Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.</i>	<i>Participate in online conversations as they happen.</i>	<i>Receive a single email generated by the system for all your groups' activities (events, comments, needs, positions and files) for the week.</i>	<i>Even with a mobile phone number, text messages will only be sent if a carrier is selected.</i> <i>Mobile Carrier</i> Turned off... <i>Mobile Phone</i> <input type="text"/> <i>Standard text messaging rates from your carrier may apply.</i>
Groups I am in	Recommended	Optional	Recommended	Recommended
Our Church	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Future Group Defaults

You can decide what your communication settings will be when you are added to a group in the future.

	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
Future groups I am added to	Use group default	Use group default	Use group default	Do not send to me

General Church Communication

These emails are usually sent by church leadership or staff.

☒ **Recommended** I'd like to receive important campus- and church-wide emails.

Email Address

You can update your email address.

(Example: you@ecbcchurch.com)

If you do not want to receive any more emails from us, you can permanently remove your email address from the database. Removing your email address means no one in this church will be able to contact you via email using this system. If you would like us to have your email address for contact purposes, please do not click this option.

☐ **NOT Recommended** Completely remove my email address from the database.

[Cancel](#) or [Save Settings](#)

STEP 5 • Join a Group

CLICK "GROUPS" FROM THE LEFT MENU

- a) What are groups?** A group can be a class, life group, community group, volunteer team, and more.
- b) Want to join a group?** At the top of the page, click on the "Groups" from the left menu. Then click "[Advanced Search](#)"


- 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.

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FIND A GROUP Advanced search

Start typing the group's name

MY GROUPS



Our Church
 Type: Administrative
 Department: Operations
led by Danielle Boyter, Open to All, Announce Only

Group search

Location

Type

Department

Group Name

Leader First

Leader Last

Interaction Type

Exclude Full Groups ☐

Childcare Available ☐

Meet Time

Meeting Day

Area of Town

Search

Clear Search

STEP 6 • Give Online and/or Track Your Giving

CLICK "GIVE" FROM THE LEFT MENU

The Hub allows online giving to be processed immediately using the one-time gift tool. Those who prefer to give on a repeating schedule should email abfoffice@abfboone.org and we will help set that up for you.

Giving a One-Time Donation:

1. Choose **One-time Gift > Checking Account** or **One-time Gift > Bank/Credit Card**.
2. Complete the form and click "Submit."

***Please Note:** Because you are logged in, your contact information will fill in automatically. Add additional information as needed.*

c) Viewing Your Financial Gift Record (both online and in-person giving): In your profile below your photo, click on the "Financial" tab. To see recent donations accredited to your family, click on the "Family" tab. On the "Individual" tab you will see only those donations that have been assigned under your name. Printable statements and pledge information are also available under the financial tab.

The top screenshot displays the 'GIVE' form for the Alliance Bible Fellowship. The left sidebar contains a 'Menu' with options: Home, Groups, People, Serve, and Give. The main form area includes fields for 'Gift Amount' (with a 'Choose Designation' dropdown and a 'Giving Amount' input), 'Payment Type', 'Contact & Billing Info' (with fields for Name, Churchgoer, Address, City, State, Zip, Phone, and Email), and 'Card Number' (with fields for Card Number, Month, Year, and Security Code). A 'Cancel' button and a 'Continue' button are at the bottom right.

The bottom screenshot displays the 'JOE CHURCHGOER' profile. The left sidebar is the same as the top screenshot. The main profile area shows a photo of Joe Churchgoer, his phone number (123-456-7890), email (joe@churchgoer.com), and address (123 Anystreet, Boone, NC 28607). Below the profile are tabs for ACTIVITY, FAMILY, INFO, INVOLVEMENT, FINANCIAL, and SERVING. The FINANCIAL tab is active, showing a sub-tab for 'Individual' and 'Family'. Under 'Individual', there are sections for 'Recent Transactions', 'Pledges', and 'Printable Statements' (with links for Giving Statement and Pledge Statement). A 'Give' button is at the bottom right.

STEP 7 • Find A Place to Serve

CLICK "SERVE" FROM THE LEFT MENU

Once you have completed the "My Fit" profile, The Hub will be able to suggest volunteer positions based on your spiritual gifts, skills, and preferences.

On the right you can select the Position Details, Apply or Volunteer for the Position, or email the Position Leader.

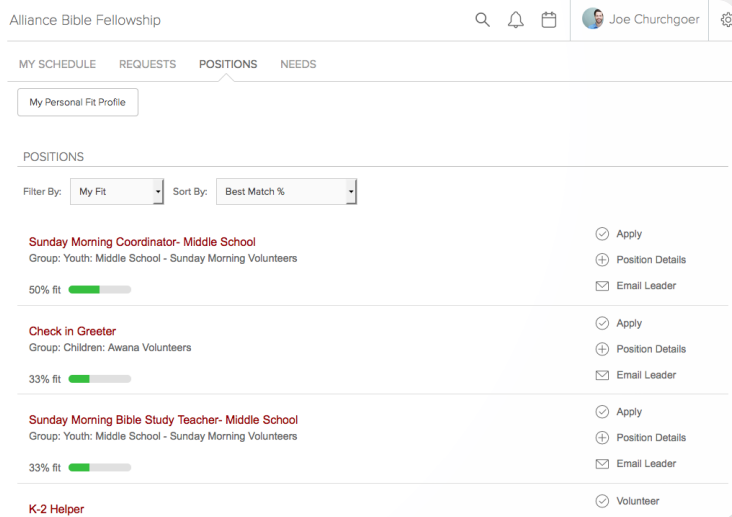
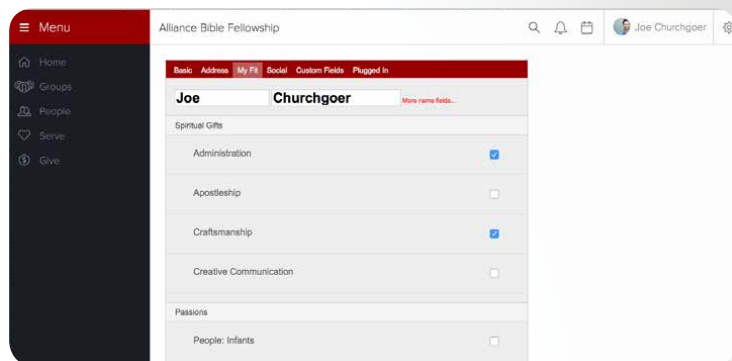
What are positions?

There are two types of positions, those open to anyone and those that require approval. You will see one of two links for the position in which you are interested: Volunteer or Apply. Click the link to either fill the position immediately or send an email to the Position Leader to let them know that you are interested in filling the position.

Finding a place to serve

1. Begin by clicking the Serve tab on the Menu, then click Positions.
2. This will bring you to a list of positions being offered. You can browse My Groups, to which you belong. You also can Browse All Positions that are listed or look through My Fit to find your best matches.

***Please Note:** You need to complete the "My Fit" portion of your profile in order for The Hub to suggest positions best for you.*



STEP 8 • Select Friends

CLICK "PEOPLE" FROM LEFT

Friends have access to the information that you've made available via the privacy settings by selecting "Group Members and Friends," or "Friends Only."

- Type in the name of a friend, click their name to go to their profile.
- On the right hand actions menu, click "add to my friends list."

Alliance Bible Fellowship



PEOPLE SEARCH



Sally Churchgoer

*NOTE: To add friends, go to a person's profile and select **Add to my friends list** from the Actions bar.*

SALLY CHURCHGOER



123-456-7890

sally@churchgoer.com

Address: Sally Churchgoer

View Map

Actions

Send an email
Fill out a form...
[Add to my friends list](#)

Profile Settings
[Edit profile](#)
[Adjust availability to serve](#)

Family
[Edit family profile](#)

We hope these steps have been helpful as you begin exploring **The Hub**. Please feel free to discover more on your own and check out the Help menu at the top right side of the web page. Enjoy!



AT ALLIANCE BIBLE FELLOWSHIP

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office: **828.264.8312**



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