Basic CCB Training

Why CCB

Training Topics

- How to log in to your CCB account

- How to update your profile

- How to sign up to volunteer

How to log in to your CCB account

If you have a CCB account:

On your computer or cell phone, sign on to the church CCB site: https://res.ccbchurch.com/goto/login

Log in to your account using your user name and password.

How to log in to your CCB account

If you do not currently have a user name and password for CCB, request an account by signing on to the Res home page at www.resbalt.org

Scroll down the page to the **Get Connected** box. Click on *Access CCB login.* You will see a link to Request Account under the blue login box.
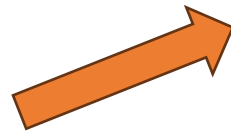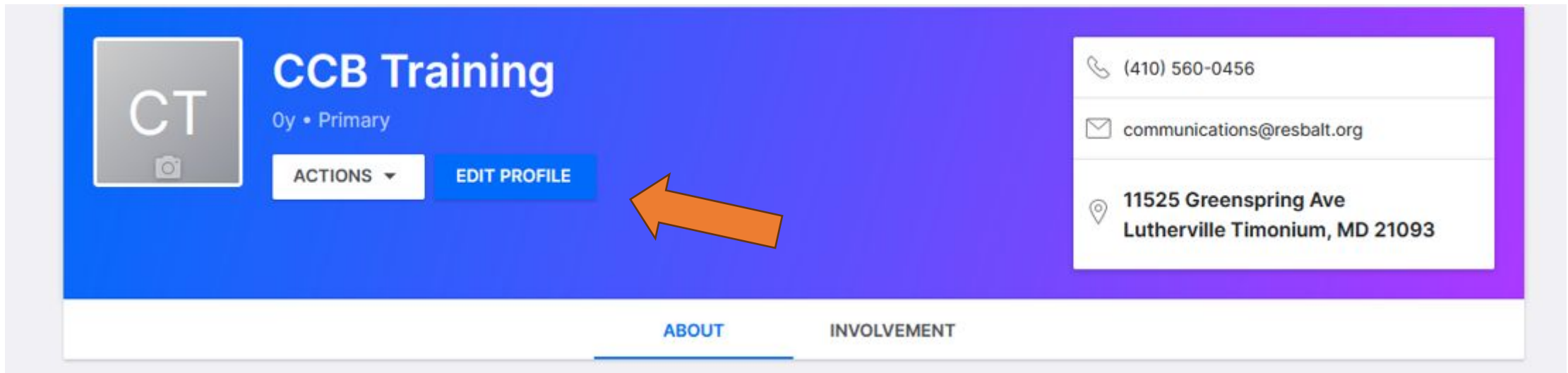
How to update your profile

- In the left hand column on the home page, you will see a list of items.

- Click on "People". Your profile will appear.
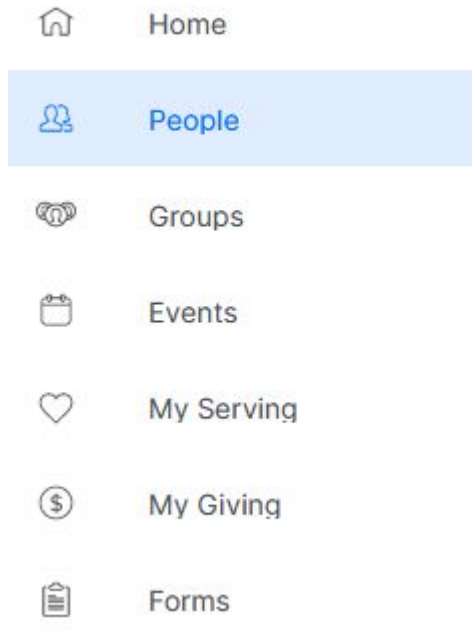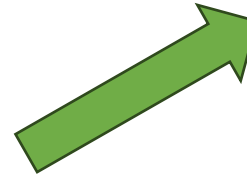
How to update your profile

- Click on the BLUE tab that says "Edit Profile".

- Complete **all** the information requested in the sections CONTACT, PERSONAL, and DEMOGRAPHICS.

- In the CUSTOM section, please complete the emergency contact person and phone number boxes.

Updating your child's profile
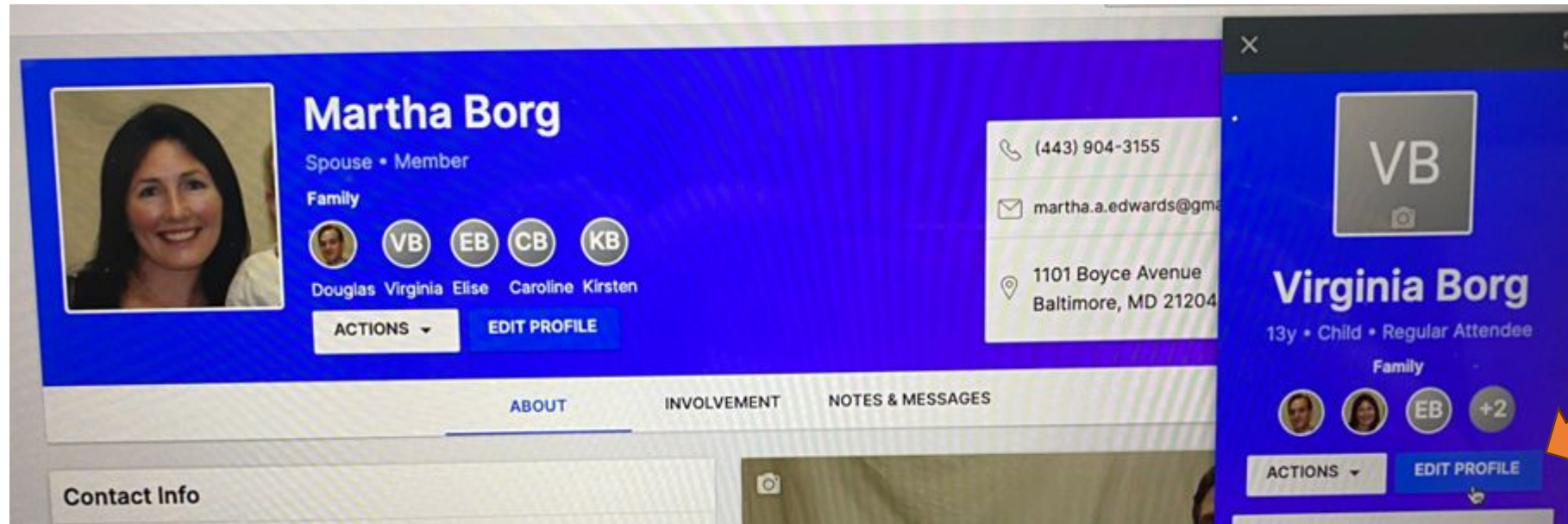
On your profile page, you should see the names of your child(ren) listed under your name. Click on the circle above a child's name and a box will appear on the right side of the page.
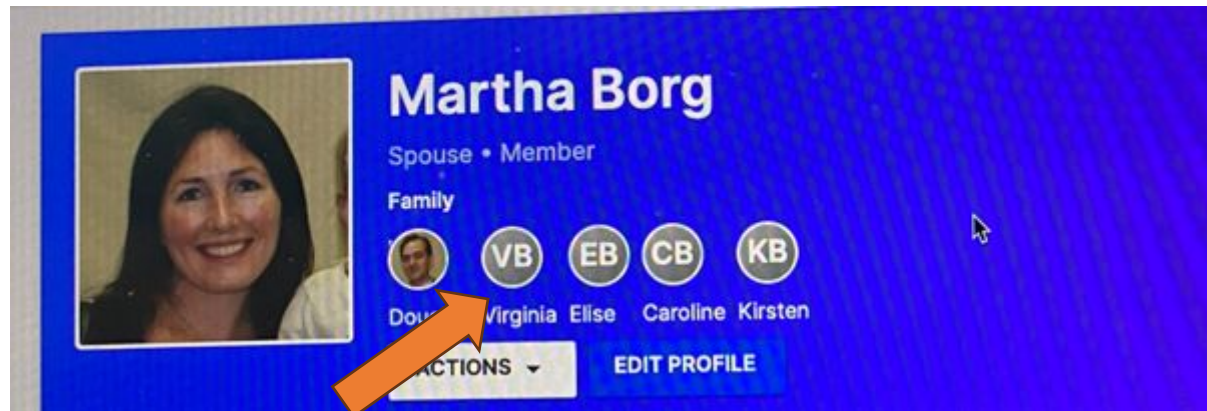
Updating your child's profile

In the box with your child's name, click the blue box "Edit Profile".

Update the profile, being sure to include the birthdate, grade, and allergies for the child.
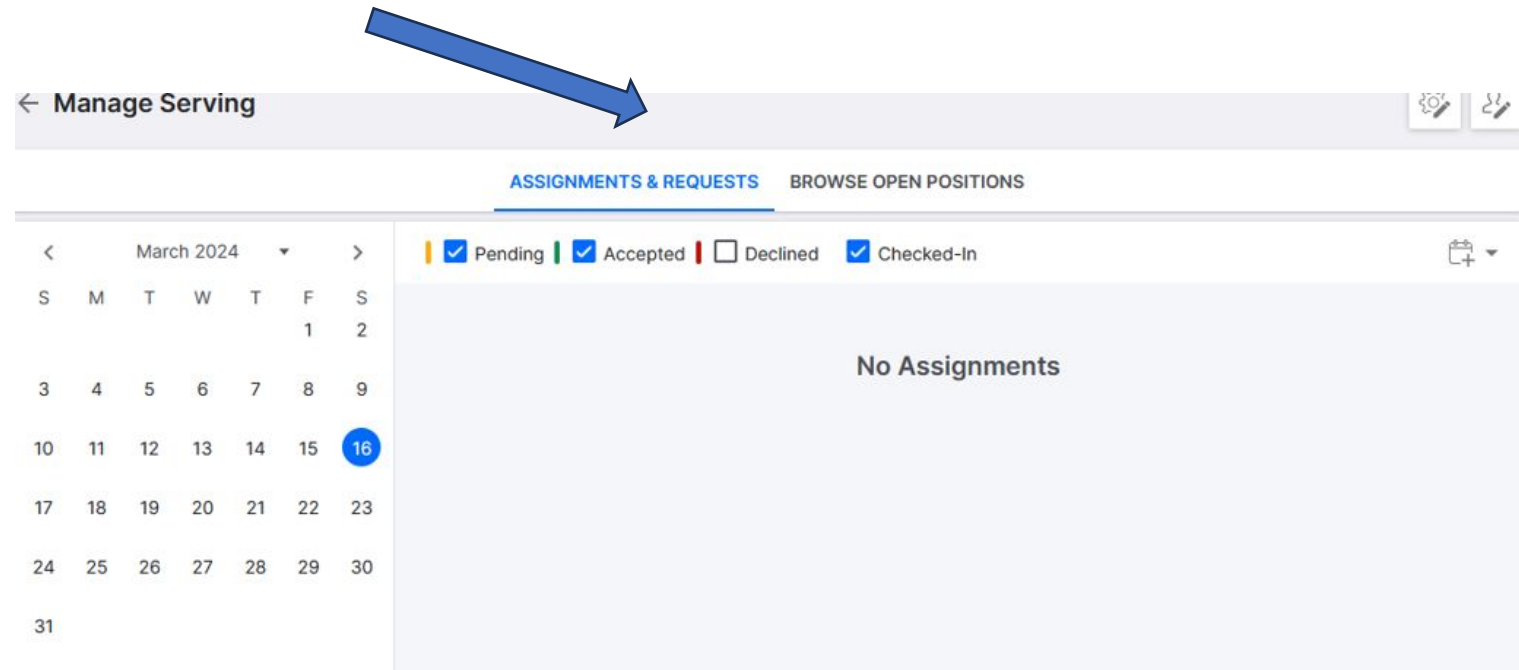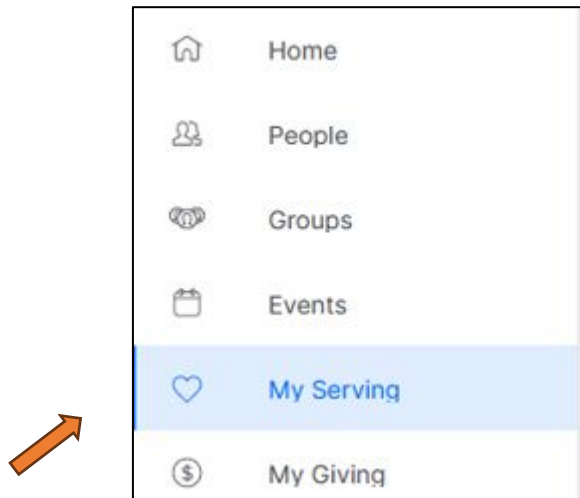
How to sign up to volunteer – Part 1

In the left hand column of the Home page, click on *My Serving*.

You will see two options on the Options Bar:

- Assignments and Requests
- Browse Open Positions

How to sign up to volunteer – Part 2

In the *Assignments and Requests* tab, you will see:

- Your current assignments

- The requests for you to volunteer sent by your ministry leader

You may ACCEPT or DECLINE the request by clicking on the appropriate link. **If you decline the request, please leave a note telling the ministry team leader other available dates you could serve.**

How to sign up to volunteer – Part 3

In the *Browse Open Positions* tab, you will see opportunities for you to volunteer for your ministry.

If you would like to choose a specific volunteer opportunity, use your cursor to hover over the box for the date you want to select and then click the TAKE link that will appear. ACCEPTED will appear in place of the TAKE link.

You will now be able to see this assignment under your *Assignments and Requests* tab and can decline the assignment if plans change.
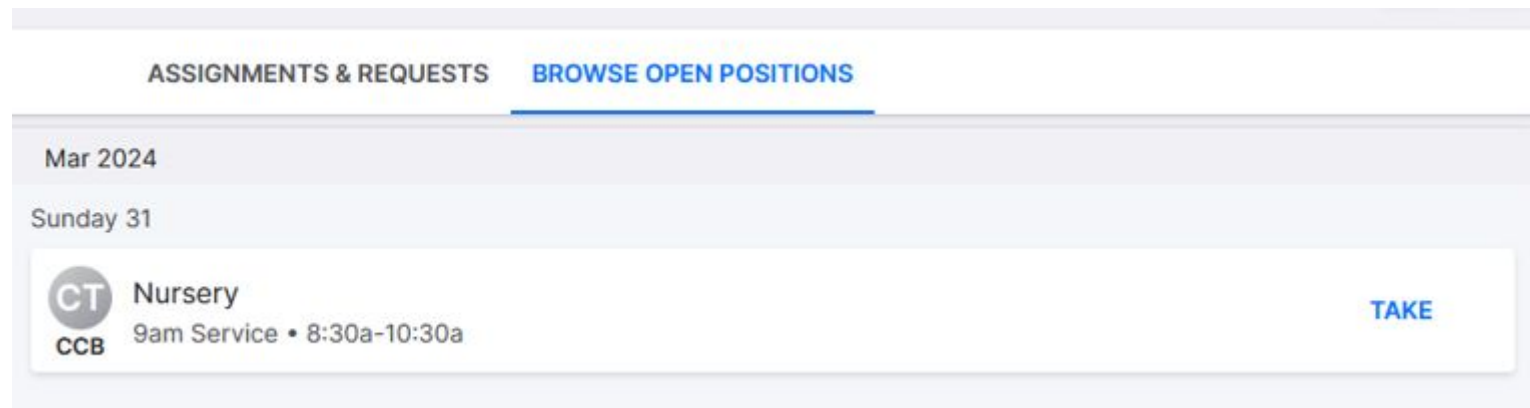
Homework!

If you do not currently have an email account, you will need to get one.

Resources:

Video:

Powerpoint – Posted at the bottom of the Res homepage at www.resbalt.org

Jenn Larkin, the Communications Director, is available the first Sunday of each month in the Commons for app and CCB support.

Thank you!