

# CCB

Sign in, Update Profile,  
Sign up to Volunteer Training



# How to log in to your CCB account

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

If you have a CCB account:

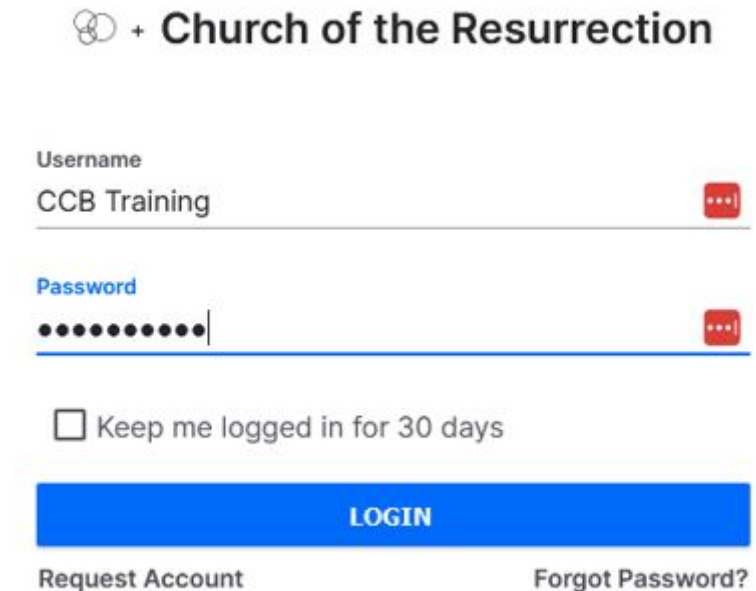
Log in to your account using your user name and password.

# How to log in to your CCB account

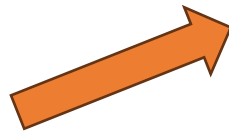
If you do not currently have a user name and password for CCB, Click on *Request Account* at the bottom left hand corner.

OR

Request an account by contacting Martha Borg at [martha@resbalt.org](mailto:martha@resbalt.org)

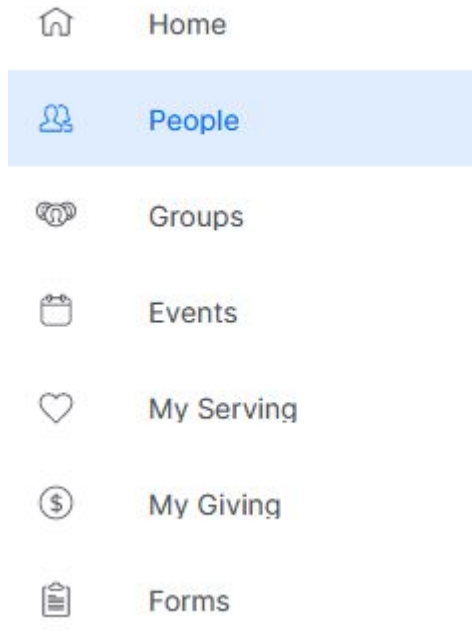
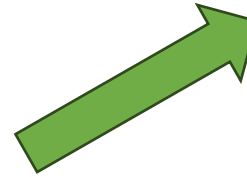


The screenshot shows the login interface for the Church of the Resurrection. At the top, there is a logo consisting of two interlocking circles followed by the text "+ Church of the Resurrection". Below this, there are two input fields: "Username" with the text "CCB Training" and "Password" with a masked password of ten dots. Each field has a red "X" icon on the right side. Under the password field, there is a checkbox labeled "Keep me logged in for 30 days". A prominent blue button with the text "LOGIN" is centered below the input fields. At the bottom of the form, there are two links: "Request Account" on the left and "Forgot Password?" on the right.



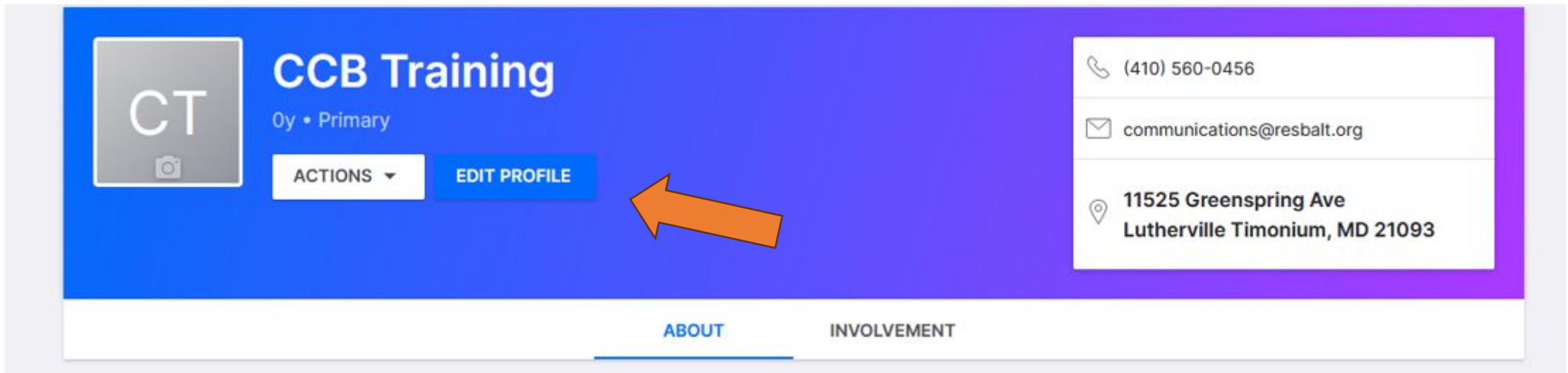
# How to update your profile

- 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.



The screenshot shows a user profile for 'CCB Training'. On the left, there is a profile picture placeholder with 'CT' and a camera icon. To the right of the picture, the name 'CCB Training' is displayed in large white text, with '0y • Primary' below it. Below the name are two buttons: 'ACTIONS' with a dropdown arrow and 'EDIT PROFILE' in blue. An orange arrow points to the 'EDIT PROFILE' button. On the right side of the profile, there is a contact information box with a white background and purple border, containing a phone number '(410) 560-0456', an email address 'communications@resbalt.org', and an address '11525 Greenspring Ave, Lutherville Timonium, MD 21093'. At the bottom of the profile, there are two tabs: 'ABOUT' (which is selected and underlined) and 'INVOLVEMENT'.

# 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.

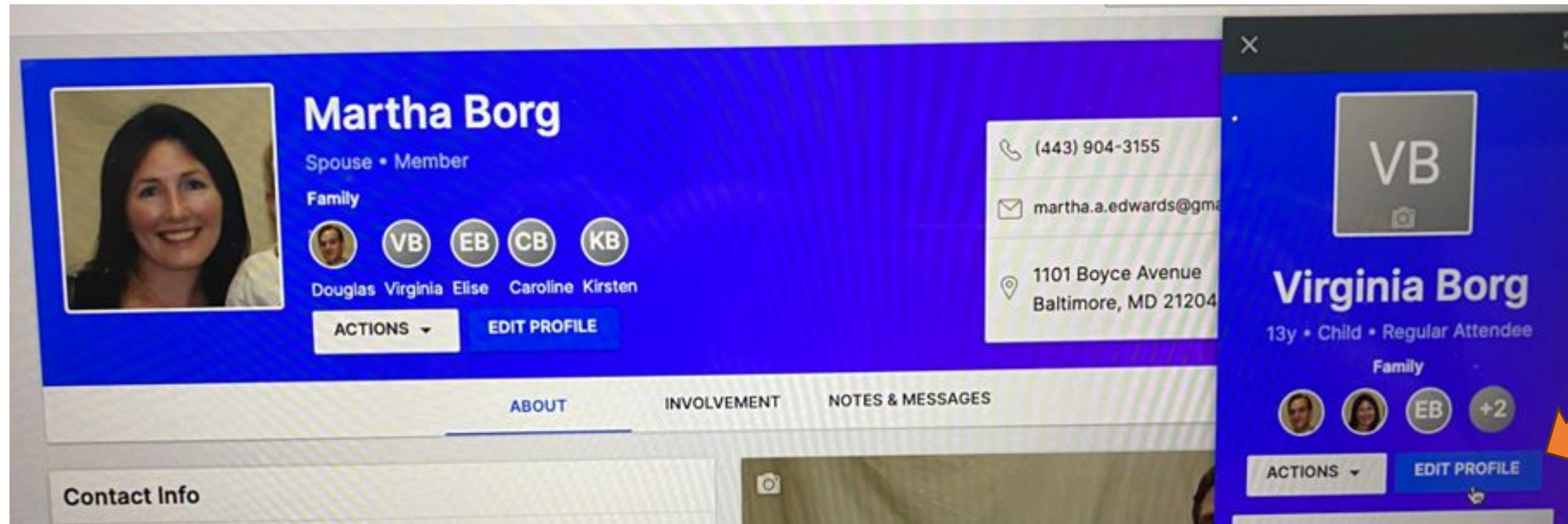
If you do not see your children's name(s), contact Martha Borg for assistance.



# 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 birth date, grade, and allergies for the child.

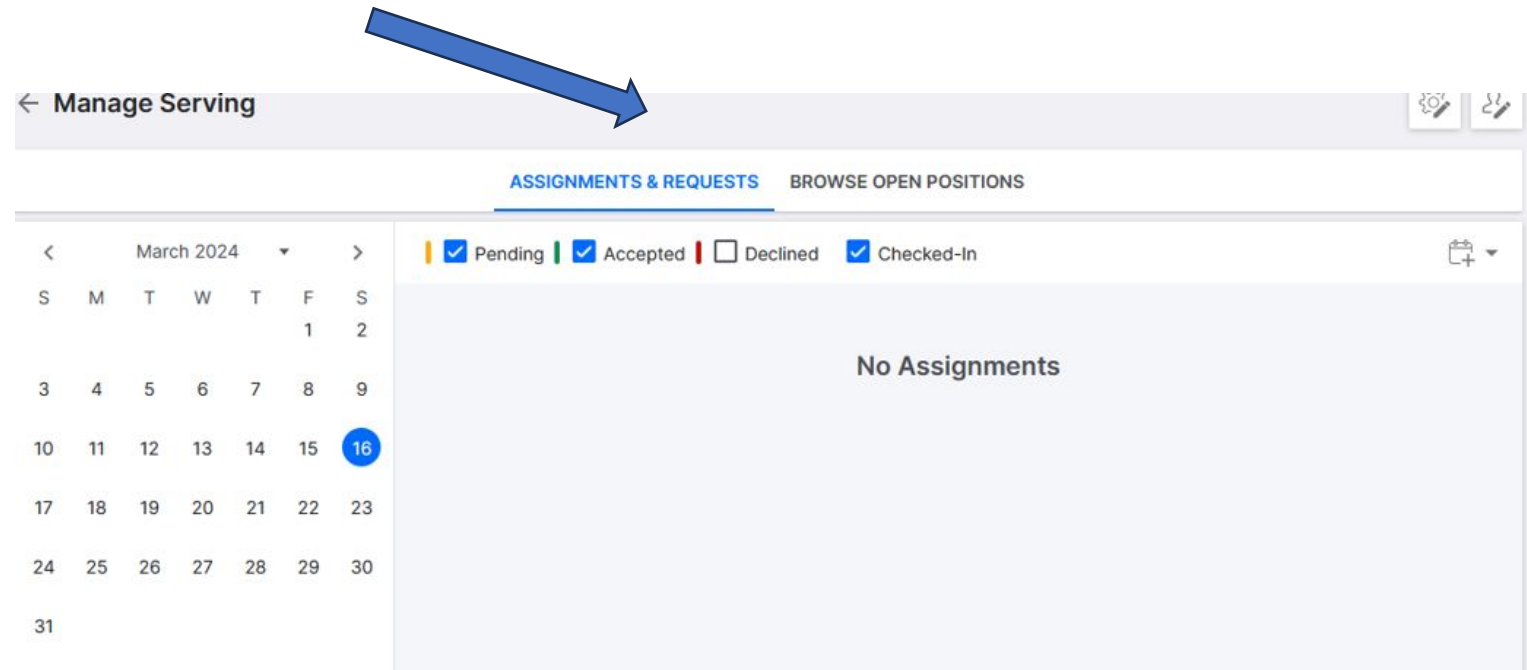
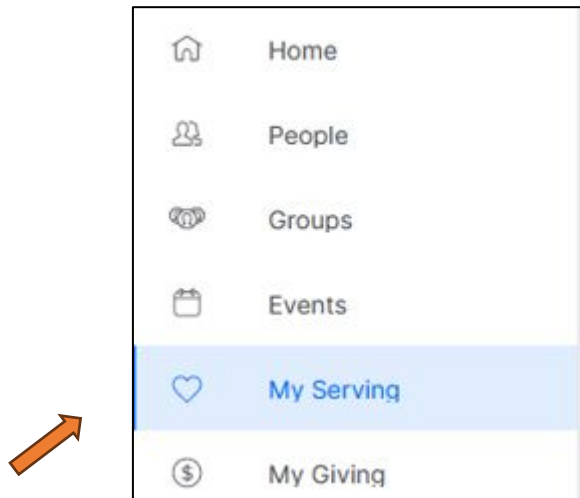


# How to sign up to volunteer – Part 1

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.**

ASSIGNMENTS & REQUESTS BROWSE OPEN POSITIONS

Pending  Accepted  Declined  Checked-In

Mar 2024

Sunday 31

CT Nursery  
CCB 9am Service • 8:30a-10:30a

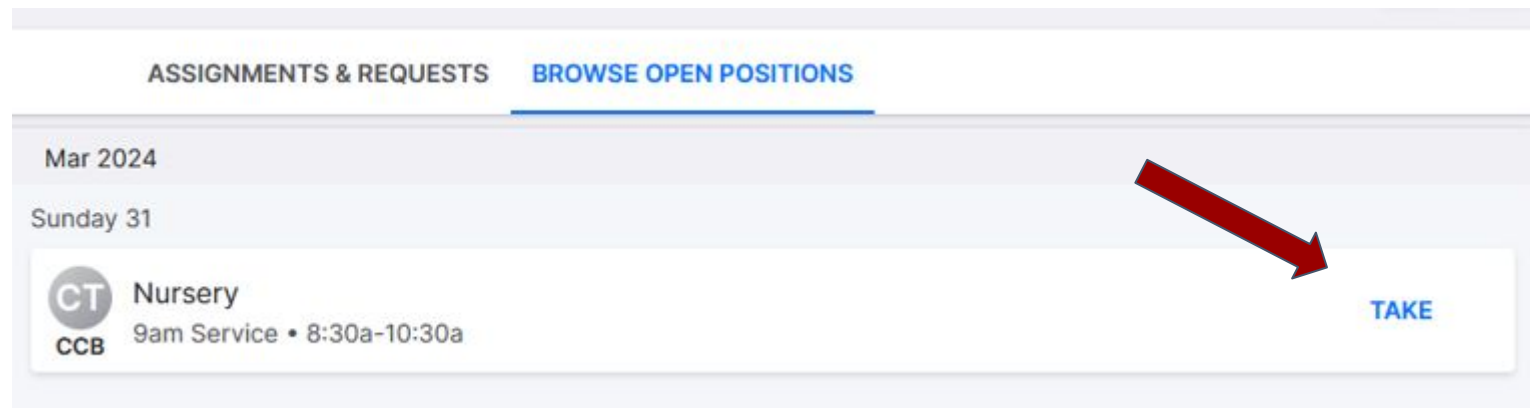
DECLINE Accepted

# 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.



# *Update your account*

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

*Resources: Both are at the bottom of the [resbalt.org](https://resbalt.org) homepage.*



CCB Training presentation, [tinyurl.com/resccb](https://tinyurl.com/resccb)



CCB Login, [res.ccbchurch.com/goto/login](https://res.ccbchurch.com/goto/login)

If you experience technical difficulties with CCB, please contact Jenn Larkin, the Communications Director, at [jennifer@resbalt.org](mailto:jennifer@resbalt.org).

# Thank you!

