Quick Start Guide for the Link

The Link is an online community to help Christ Memorial and Reliant members more clearly connect with one another. From events, to volunteering, to contribution statements – it ALL happens through the Link. This is not a replacement of our social media outlets or just another login to remember. The Link is a system that fosters community and connections. It also streamlines communication and administrative responsibilities for our church office staff in order to give them more time for people and less time for paperwork.

This quick start guide for the Link contains tips and links to more detailed help documents to help you navigate this new system.

Ensure You Receive Communication

To make sure you receive all communication sent via the Link, add all communication from the domain “ccbchurch.com” to your safe senders list in your email provider.

Logging in to the Link

Below are instructions for several of the most common tasks related to logging in to the Link.

Login to the Link

To login, go to thelink.ccbchurch.com or use the login button at the top right hand corner of the screen.

Request Access to the Link

- Click Request Username and Password, fill out your details, and submit to receive access to the Link. If the email you use is already in our system, an activation email should arrive in your inbox within minutes. If your email is not in our records, the office should send you an activation email the following business day. If you do not receive the activation email in your inbox, check your
junk mail folder first and then whitelist “ccbchurch.com” as a safe sender in your email provider to receive future communication.

Activating Your Account (Help Article)

Forgot Password (Help Article)

Your Personal Home Page

Once you log into the Link, you will land on your personal homepage. This page contains information specific to you, including:

- The Welcome page contains a message and a series of shortcuts.
- Navigate across the top screen to view Recent Activity, Messages (from staff, group members or group leaders) and Forms (list of active registration forms)

- Your personal settings are found in your profile. Click on your name or picture in the upper right corner.
Update Your Profile

Click your photo or initials in the upper right hand corner of the screen to view information in your profile. You are able to access your profile from any page. When you click this link you will be directed to your individual profile page.

Profile Picture

You may already have a profile picture in the system. If you would like to change it, please use a profile picture that allows other people to quickly recognize you. This greatly helps the online community and the functionality of the teams. You can also add links to your Facebook page in your profile to express yourself in other ways.

Profile Information

The Link allows you to update all of your contact information for the church, eliminating the need for church staff to re-enter the information you provide. Keeping your information accurate will greatly help the church staff and ensure we have an up-to-date church directory.

Important Information about your Email Address

The Link uses only ONE email address per person for all communication. This means that each login must have a unique email address. There are several ways within an individual profile to add emergency contact information, websites, and work email information as a backup. However, all email contact will be sent to the email address listed in the contact section of a profile. Designate this as your primary email and list the email you check most often.

Within your profile, you will find 4 main areas:
1. **About** – Contains information about you and your family members. Your phone number(s), email, and home and mailing address will be located here. Please look for the “more contact info” or “more address info” links if you need to enter information for another home or temporary address. Also, if you go by a first name that is different than your legal first name, please click the “more name fields” link to enter your Legal First Name which is used on your financial giving statements.

2. **Involvement** – You can view your recent activity, family information, personal information, involvement, financial history, and serving availability from the tabs on your profile.

3. **Note and Messages** – here you can see, send and respond to messages from other members, group leaders or staff member.

4. **Actions/Edit Profile Menus** – (on the blue banner under your name) This is where you can edit your profile, adjust your availability to serve, set your communication preferences, change your username and password, update your privacy settings, or update your whole family’s contact information at once.

**Update Your Communication & Privacy Settings**

You have the ability to share as much information with others as you are comfortable with to help promote community. By default your home address, home phone number, and email address are visible to other church members. This is the same information that has been available via the printed church directory. Refer to the [Online Community Guidelines](#) for the Link on how to respect others' personal information. You can access your privacy settings by clicking the elipses (...) on your profile picture.

Add your mobile number and carrier so group leaders can send important, last minute notifications to the entire group via text. By adding the carrier, this allows the system to
send text messages free of charge. We recommend selecting “Send me emails from group participants” which is required for you to receive emails from group leaders.

View Financial Giving Statements

As members and friends donate to support the ministry of Christ Memorial and Reliant, the financial transaction is captured on a financial giving statement. This giving statement can be viewed within individual Link profiles, and are found under the INVOLVEMENT tab.

Only the primary contact and/or spouse can view the financial statements for a family. Questions on the content of the giving statements should be directed to Member Services, cheryl.becher@cmstl.org or by telephone at 314-631-0304 x 2053.

Participating in Groups

Ministry is conducted through teams of people working in groups. We gather in community to worship and fellowship in a variety of activities. We grow as disciples and in God's Word through Connections groups, Community Groups, and other classes and studies. We live a life of discipleship and service in our community in an extensive array of group and team activities.

The Link is an ideal tool to help people find and join groups within the church – groups that conduct ministry. The Link also helps those groups with the coordination needed to conduct the group ministry. Each of these groups are in the Link. Leaders of newly formed, or forming, ministries can get a group started by contacting their Ministry Leader or the Link Administrator, Dana Shearman.