

# myCrossBridge

## Welcome to Your Online Directory & Community!

**PLEASE...**read these important messages (*click on the title*):

1. [myCrossBridge Online Directory FAQ](#)...questions you may have about your information
2. [myCrossBridge Community Guidelines](#)...by logging in to the community you are agreeing to honor these guidelines
3. [myCrossBridge...Getting Started](#)...some basics on navigating in the community

# myCrossBridge Online Directory FAQ

We tried to think up questions you may have regarding the Online Directory and the information that is located there...

**Q: Is my information secure?**

A: Security is taken very seriously and our system incorporates secure internet technology (including SSL Encryption) and confidential logins/passwords.

**Q: How does CrossBridge protect my information?**

A: Be assured that your information is ONLY accessible to the church leadership until you give approval to be part of our Online Directory. This is accomplished by setting privacy levels to “unlisted” when your information is entered into the Online Directory.

**Q: Is my information already in the Online Directory?**

A: Your information has been input into the Online Directory if you have filled out a Guest Form, a Children's Registration Form or if you have participated in any of our Mission Events. However, your information is not visible to ANYONE but church leadership until you give approval to be part of our Online Directory.

**Q: What information about me/my family will other members see?**

A: Once you have given approval to be part of our Online Directory, your name, mailing address, contact phone number, and photo will be “listed” and therefore viewable by other members of the Online Directory. Other members will be able to send you an email without seeing your email address. For the protection of our families, all people under age 18 can ONLY be seen by church leadership and their parents.

**Q: Can I change what information other members see?**

A: Once you log into the Online Directory, there is a privacy settings page on which you can designate who sees what about you and your family. Also, you can set levels of designation to your information, whether it's everyone in the entire Online Directory, to only those in your groups, to just church leadership. In order to make the Online Directory as vibrant and helpful as possible, please consider listing your information at the highest level that you are comfortable sharing.

**Q: What if my information is incorrect?**

A: You have full control over your own record. We encourage you to edit and add to your family's details. In fact, this will help us significantly in keeping our records up-to-date and will be greatly appreciated!

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# myCrossBridge Community Guidelines

**Please protect the privacy of fellow Members!** Violating any of these guidelines will result in blocked access. By becoming a myCrossBridge Member you agree to the following rules of use:

- myCrossBridge is intended for personal and ministry use. It is not for solicitation of any kind. Do not use it for business purposes or for ministry, groups, etc. outside of the CrossBridge community.
- Protect the privacy of Members by not giving their phone number etc., to others outside of the CrossBridge community. If you would like someone's number and they are "unlisted", please ask them directly. CrossBridge cannot give out this information without prior consent. Our leaders use this private information with care.
- Do not send emails that are not necessary and requested, e.g. jokes, stories, petitions, etc. Use myCrossBridge with care and courtesy for personal and friendly communication. Even if it's interesting, funny or important, do not send unsolicited information. Do not add Members to email lists outside the CrossBridge community without prior consent.
- myCrossBridge Members who engage in discussions are to protect the unity of the body and not engage in gossip or slander about other groups, churches or organizations or attempt to solicit members for outside groups or organizations. Keep the Online Discussions and emails personal, positive and profitable. Discussions will be monitored.
- myCrossBridge Members who become inactive at CrossBridge or who do not follow these guidelines and/or abuse myCrossBridge, will have their login access blocked.
- myCrossBridge Members are to inform the [IT Department](#) of any problems so a resolution can be found.

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# myCrossBridge...Getting Started

We are a **Connected** Church. The goal of myCrossBridge is to help you find a connection point and go deeper in your faith in **Knowing Christ More** and **Making Him Known**.

When you logged into the system, you immediately saw **groups** that you belong to, a list of upcoming **events**, and a link to your **personal profile**. Take some time to look around by clicking on the tabs at the top of the page or on any link on the page. Make sure to visit the homepage of your **Life Group** or **Ministry Team**.

If you have not already done so, go to your **personal profile** and click on the **Change Settings** tab. From here you can click on:

1. **Login/Password** to change your password to something easier to remember
2. **Communications Settings** to modify your email notification and preferences
3. **Privacy Settings** to “list” yourself and select information that you are comfortable sharing with others

Then, click on the **Edit Profile** tab to update all of your current information.

**A note about Calendars...**all connection events and activities are found in the Group that is responsible for the event or activity. On the CrossBridge Community Church Group Calendar, you will find:

- Sunday Worship Schedule
- Communion Dates
- Baby Dedications
- Baptisms
- Church Picnics
- Holidays

We hope this empowers you to find a place, plug in and go deep with us in our Community and Service to Jesus.

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