



January 18, 2009

Engage First Overview

Engage First is a web-based online church management system that we are excited to roll out to our members. Our goal is to provide staff, members and leaders the ability to self-manage their personal information as well as provide online directories, volunteer needs, and an interactive online church calendar. Soon we'll also be activating small group ministry opportunities, online giving and online event registration. We also want to provide to all our regular members tools that will ease the collective administrative burden of keeping this information current. This guide is designed to help do just that. Additionally, you will find an instructional video on the Engage First page to walk you through the features of the site.

How to Register/Log IN



You will be able to gain access to our member login screen by clicking the **Engage First** link located on the left menu of our home Web site or the Engage logo on the home page at <http://www.firstbaptistgreenville.com>. Clicking the link will take you to the following secure web-site address:
<https://secure.accessacs.com/access/memberlogin.aspx?sn=90682>

If you are accessing our online church management system for the first time, the first step is to create a login. To do this, use the **New User Login** section on the right side of the screen:

A screenshot of the Engage First login page. At the top left is the Engage First logo. Below it is a green banner that says "Welcome to First Baptist Church login". The page is divided into two main sections: "Please Login" on the left and "New User Login?" on the right. The "Please Login" section has fields for "User Name" and "Password", a "Forgot your password?" link, a "Remember me" checkbox, and a "Login" button. Below this, it lists recommended browsers: Internet Explorer 7.0 or higher, Firefox 3.0 or higher, and Safari 3.0 or higher. The "New User Login?" section has a heading, a paragraph of instructions, and fields for "First Name", "Last Name", "Suffix" (with a dropdown arrow), and "E-mail Address", along with a "Find Me" button. At the bottom center, there is a link for "ACS Technologies Privacy Policy | Terms of Use".



Enter your first and last name and email address as they would appear in our church records, then click the **Find Me** button. If you do not have an email address on record at the church, contact Sandra Davis at 864-233-2527 x 111, or via email at sandra.davis@firstbaptistgreenville.com to add it.

A screenshot of the 'engage First' login page. At the top left is the 'engage First' logo. Below it is a green banner that says 'Welcome to First Baptist Church login'. The page is divided into two main sections. The left section, titled 'Please Login', contains fields for 'User Name' and 'Password', a 'Forgot your password?' link, a 'Remember me' checkbox, and a red 'Login' button. Below these fields is a list of recommended browsers: Internet Explorer 7.0 or higher, Firefox 3.0 or higher, and Safari 3.0 or higher. The right section, titled 'New User Login?', contains instructions and fields for 'First Name', 'Last Name', 'Suffix' (a dropdown menu), and 'E-mail Address', along with a red 'Find Me' button. At the bottom center, there is a link to 'ACS Technologies Privacy Policy | Terms of Use'.

Shortly after you have registered you will receive an email with your user name and password. Enter your user name and password in the **Please Login** area to the left, and click the **Login** button. After your first successful login, you will be asked to change your password.

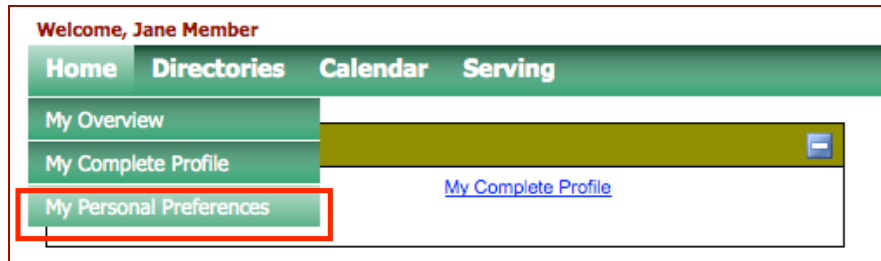


Once you have logged in we ask that you do the following three steps to help set-up your personal preferences for our church management system. It does not matter which order you perform these steps or when you do them. However, we do request that you do set your privacy preferences as soon as possible.



Setting Your Personal Privacy Preferences

You can choose to not have your information displayed in the online directory. To do so click on the **Home** tab in the top navigation bar and select the link **My Personal Preferences** in the drop-down navigation bar.



Unselect the appropriate boxes if you do not want your information available for other members to view. Click the **Save** button on the lower right of screen.

This screenshot displays the 'Personal Preferences' settings page. At the top, there is a navigation bar with 'Home', 'Directories', 'Calendar', and 'Serving' tabs. Below the navigation bar is a section titled 'Personal Preferences'. The first sub-section is 'Family Privacy Preferences', which is highlighted with a red box. It contains four checkboxes, all of which are checked: 'Include my family in the Family Directory', 'Allow other members to view our address', 'Allow other members to view our phone number', and 'Allow other members to view our photo'. The second sub-section is 'Individual Privacy Preferences', also highlighted with a red box. It contains four checkboxes, all of which are checked: 'Allow other members to view my address in group directories.', 'Allow other members to view my e-mail address in group directories.', 'Allow other members to view my phone number in group directories.', and 'Allow other members to view my photo in group directories.'. Below these sections is a 'My Password' section with a 'Your User Name' field containing 'JaneMember' and a 'Change My Password' button. The final section is 'Viewing Preferences', which has one checked checkbox: 'Do not display photos when viewing individual or family information'.




Update Your Personal Information

You can manage your personal information, such as your address and phone number. When you are changing your information, the changes are not directly applied to the records, but you are submitting a request to change information. After the request is approved by a church administrator the information will be updated in our main database and on the church management system site.

To view or update your information, click the **My Profile** tab in the top navigation bar and select **My Complete Profile** in the drop-down menu. Your primary/family address, phone number and e-mail address are displayed on the new page, followed by personal information, alternate addresses, phone numbers and e-mail addresses.

A screenshot of a web application interface for a church member profile. At the top, a green navigation bar contains "Home", "Directories", "Calendar", and "Serving". Below this, a secondary navigation bar has "My Profile", "My Giving History", and "My Pledge History" tabs, with "Edit" and "Print" buttons on the right. The main content area is titled "Member, Jane Smith" and includes a blue silhouette icon, contact details (1900 Poinsett Hwy, Greenville, SC 29609-2851, USA, View Map), and phone numbers for Home, Business, and Cell. A "Family Members" section lists three members. Below this is a "Contact Information" section with an "Addresses" sub-section containing a "Home" address and a "View Map" link. An "Add" button is visible in the top right of the addresses section.

To update your personal information, click the **Edit** button on the top right of the page, or click the pencil icon  in any section and begin making changes to your profile. Enter changes to your personal profile directly in the form and click the **Submit** button in the top right corner.



Edit Your Spiritual Gifts and Abilities

Click the Serving tab and edit the sections for your Availability for Serving and your personal attributes. These are critical in helping match volunteer needs with skills.

A screenshot of a web application interface for a user named Jane Smith. The page has a green header with navigation links: Home, Directories, Calendar, and Serving. Below the header, there are tabs for "My Profile", "My Giving History", and "My Pledge History". The "Serving" tab is highlighted with a red box. The main content area is divided into two columns. The left column shows the user's profile information, including a blue silhouette icon, address (1900 Poinsett Hwy, Greenville, SC 29609-2851, USA), and contact details (Home: (864)288-1234, Business: (864)458-4321, Cell: (864)320-4321, Email: jsmhome@firstbaptistgreenville.com). The right column is titled "Family Members" and lists three members: John Member, Jane Member, and John Member. Below the profile information, there are three sections: "Availability for Serving" with a dropdown menu set to "Anytime" and checkboxes for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat); "Notes" with a text input field; and "Attributes" with sub-sections for "Spiritual Gifts", "Heart", and "Abilities", each with an edit icon. The "Add Attributes" link is also visible.

If you would like to take a Spiritual Gifts Inventory, here are two options online:

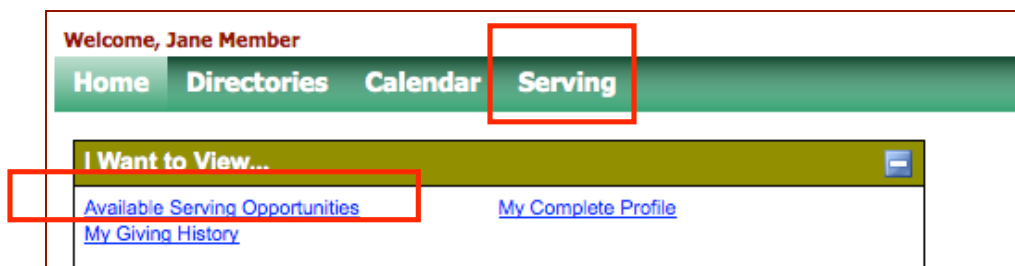
<http://archive.elca.org/evangelizingchurch/print/spiritgifts.html>

http://www.fbchsv.org/biblestudy/gifts/gifts_definition.html



Browse the Serving Opportunities!

On your home page, in the **I Want To View...** box, click the link to **View Available Serving Opportunities**. You may also click the **Serving** menu item.



The Serving Opportunities screen gives you a listing of the available for members to get involved. Click the opportunity name to get more information. Just find a place that interests you and click the **Interested** button!



Welcome, Jane Member [Report a Problem](#) [Help](#) [Sign Out](#)

[Home](#) [Directories](#) [Calendar](#) [Serving](#)

Current Opportunities

Featured and Urgent Matches 1 of 1

Project HOST (soup kitchen) 10 needed.

The Soup Kitchen at Project Host is a wonderful way to help serve in the community of Greenville. Your responsibilities at the soup kitchen are to arrive on Sunday morning by 9:00 AM. You just throw on your old clothes and prepare to spend a few hours among friends cooking and preparing food to serve to those who might need a bite to eat that day. Once the food is ready, you will prepare the trays and greet each person with a smile! Your time at Project host will wrap up around 12:30 as you begin to clean up the dishes and pots and pans that were used that day. [more details](#)

Date: 2/1/2009
Time: 9:00 AM - 12:30 PM (3.5 hrs)
Location: 847 Cleveland St
 Greenville, SC 29601

★★★★★
I'm Interested
Contact: Chesnee Marshall
cmarshall@nasonway.com

Opportunity: Project HOST Soup Kitchen
Serve Until: 2/1/2009

[Previous](#) Does this sound like a match for someone you know? [Refer to a friend.](#) [Next](#)

Serving Opportunities [Edit my attributes and availability](#)

Show all open opportunities

Position	Opportunity	Day(s)	Serve Until	Close Date	Contact	
10:30 AM Greeter	10:30 AM Greeters	On the first Sunday	1/31/2010	1/31/2009	Carol Stilwell	Interested
9:30 AM Greeter	9:30 AM Greeters	On the first Sunday	1/31/2010	1/31/2009	Carol Stilwell	Interested
Children on Missions	Children on Missions	Wed	5/19/2010	9/2/2009	Laura Shelley	Interested
Communion Prep Volunteer	Communion Committee	12/31/2010	one-time	12/31/2010	Stephen Luck	Interested
GAIHN Host	GAIHN volunteers needed	Sun, Mon, Tue, Wed, Thu, Fri, Sat	5/17/2009	5/17/2009	Becky Ramsey	Interested
Knitting/Crochet	Knitting/Crochet Ministry	Tue	12/31/2010	12/31/2010	Jane Mullinax	Interested
Project HOST (soup kitchen)	Project HOST Soup Kitchen	2/1/2009	one-time	12/31/2010	Chesnee Marshall	Interested
Shut-In/Homebound Visitor	Shut-In/Homebound Visitor	On day 1	12/31/2010	12/31/2010	Janet Huskey	Interested
Youth Ministry Volunteer	Youth Ministry Volunteer	12/31/2010	one-time	12/31/2010	Mittie Taylor	Interested

Using the Calendar

The Engage First Calendar is an online version of the official FBC Calendar. If there is an event happening at the building, it will be shown here. The data is synched daily, so it is always up-to-date.

By clicking on any event, the detailed information of that event is displayed. One of the features of the calendar is that you can send any event on the calendar to your Outlook, Entourage, or compatible calendar software. To do this, click the

[Send to My Calendar](#) button.



Welcome, Jane Member [Report a Problem](#) [Help](#) [Sign Out](#)

[Home](#) [Directories](#) [Calendar](#) [Serving](#)

View Event [Send to My Calendar](#) [Print](#) [Return to Calendar](#)

Detailed Information

Event Name: Finding Peace After Loss- A304

Event Dates/Times: Wednesday, March 25, 2009 from 6:00 PM to 8:00 PM

Location Information

Location of Event: A304 - SEEKERS CLASS

Additional Features

There are additional features for Small Groups, additional Calendar functionality, Online Giving and Online Event Registrations which will be activated over the next few months as we roll out this new and exciting product.

If you have any problems there is detailed help on every function of the software. Click the Help link at the top right of the page on any screen.