

CCB – Church Community Builder

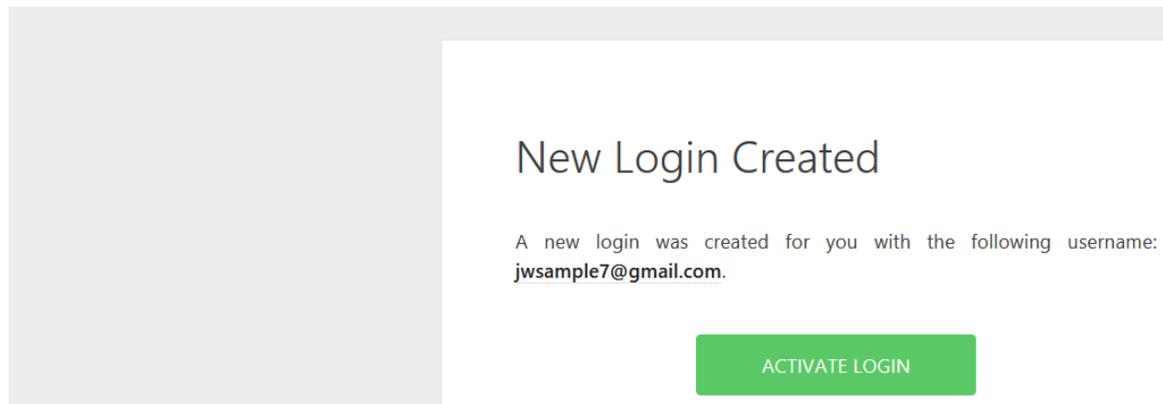
CCB which stands for Church Community Builder is an internet based web site that allows members and attendees of Grantham Church to look up directory information about other Grantham attendees, to send emails to them and a number of other things. CCB is referred to on the Grantham website as “The Loop”.

Activating Your CCB Account

Hopefully, you will have received an activation login email from Grantham Church that looks something like this:

New Login Created Inbox x

Grantham Church <granthamchurch@ccbchurch.com> [Unsubscribe](#)
to me ▾



This means that a record for you has been created in CCB but you need to log into your newly created account to set a password for yourself. Once you have done that, you will be able to start using CCB functions like the church directory and the calendar of events.

So, if you want to use CCB, you will need to click on the “Activate Login” button that is in the email message that you received. This will take you to the CCB password setup page that looks like this:

Grantham Church

Username

Password

Must have both letters & numbers and be at least six characters

Confirm Password

[Go to Login page](#)

[Sign Up](#) | [Mobile login](#)

Your default Username for logging into CCB will be your email address as it's displayed on the login screen. You'll be able to change your Username to something else later, if you wish to.

Enter a password to be used for logging into CCB and then enter the same password again to make sure you typed it correctly. After that, click on the "Submit" button. Note that, as the screen says, your password must be a minimum of 6 characters long and be made up of letters AND numbers.

This will take you to the CCB login page where you can enter your user name (i.e., email address) and your newly created password and then click on the "Login" button:

The screenshot shows the CCB login page for Grantham Church. On the left, there is a login form with the following elements:

- Header: "+ Grantham Church"
- Username field: "Username" with a red error message "This field is required".
- Password field: "Password" with a red error message "This field is required".
- Checkbox: "Keep me logged in for 30 days" (unchecked).
- Button: "LOGIN" (blue).
- Links: "Request Account" and "Forgot Password?".
- Separator: "Or".
- Button: "Login as Pushpay admin" (grey).
- Footer: "Powered By CHURCH COMMUNITY BUILDER", "© Copyright 2021 Church Community Builder, All Rights Reserved.", and links for "Terms of Service" and "Privacy Policy".

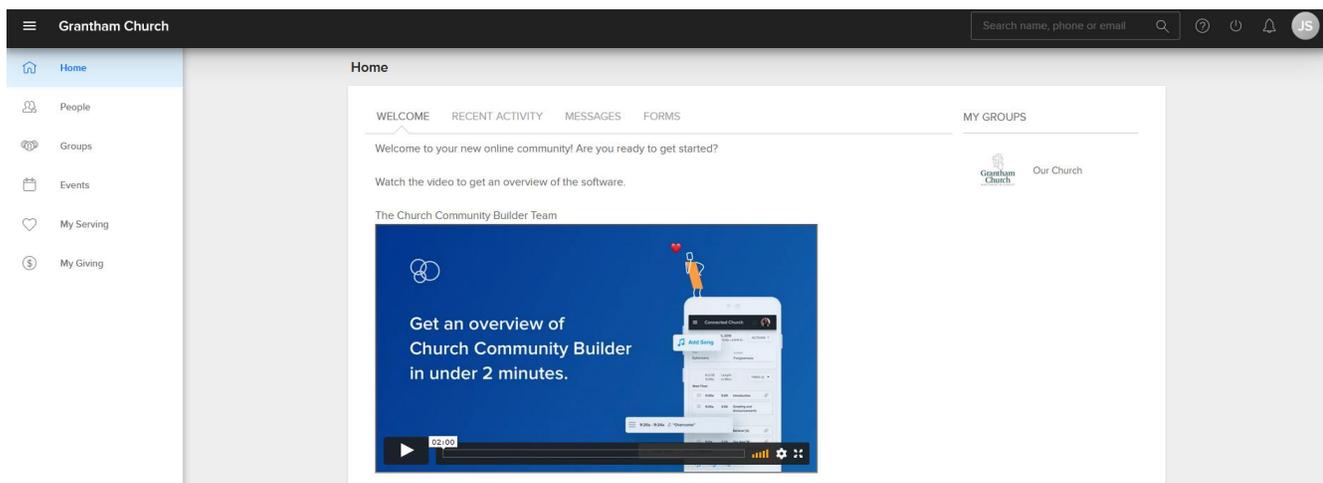
On the right, there is a promotional banner for "The Loop":

- Header: "Connect with us"
- Buttons: "Find a Group" and "Calendar".
- Image: "The Loop" logo, a dark green circle with white text and overlapping circles, and the Grantham Church logo.
- Text: "Welcome to the Loop, Grantham Church's online directory and church-wide interactive platform. Thanks for connecting with us!"

CCB will then redisplay the login page with an added question that says:

We've made updates to our [privacy policy](#), please accept to continue.

Click on the box to the left of "We've..." and then click on the "Login" button again. This should take you to the main CCB screen that looks like this:



Logging Into CCB

There will be a link on the Grantham Church website (GranthamChurch.org) to get to CCB or you can enter the following address into your web browser:

granthamchurch.ccbchurch.com

Logging Out Of CCB

To exit from CCB you can either just close your internet browser or you can log out explicitly by clicking on the “power” button in the upper right corner of the CCB screen. The “power” button looks like this:



When you log out of CCB, your web browser will be sent to the Grantham Church’s main web page.

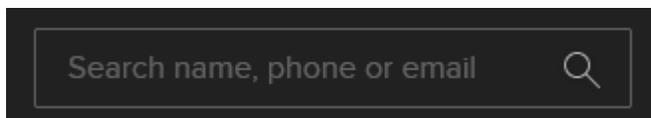
Using The Different CCB Features

There are many features and services that CCB offers. So far, we have only started using a few of them. Over time, as we begin to take advantage of these other features, we’ll let you know when they’re available and how to use them. Listed below are several of the most commonly used features.

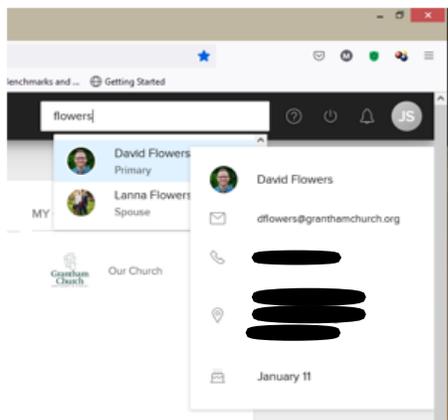
Accessing The Directory

To look up information about people or families, there are several ways to do this.

The easiest way to find information about a person is to click on the search box in the upper right corner of the main CCB screen that looks like this:



As it says in the search box, you can enter all or part of a person’s name, their telephone # or their email address and CCB will display a list of every adult in the directory whose information matches what you have typed in. When you hover the computer mouse over a person’s name, some information about that person will be displayed to the right:



When you click on the person's name, the full page with their information will be displayed:

David Flowers
Primary
Family

CONTACT INFO

Email: dflowers@granthamchurch.org
Mobile: [Redacted]
Mailing: [Redacted]

PERSONAL INFO

January 11

Family

- David Flowers Primary
- Lanna Flowers Spouse

Sending Email

When you have a person's page displayed and hover the mouse pointer over the person's email address in the upper right, three dots appear. When you click on the three dots, you can either click on "Copy" to copy that person's email address into your computer's paste buffer to paste into your email program or you can click on "Send Email" to automatically create a new email and paste in that person's email address. To be honest, we've had mixed success with the "Send Email" feature but you can always copy and paste the address yourself.

Checking The Calendar of Events

To look at a calendar of events for the church, click on "Events" on the left side of the main screen. You can choose to look only at events that are scheduled for any groups that you are a member of or you can choose to look at the "Church-Wide Calendar" to look at all events.

Events

CALENDAR

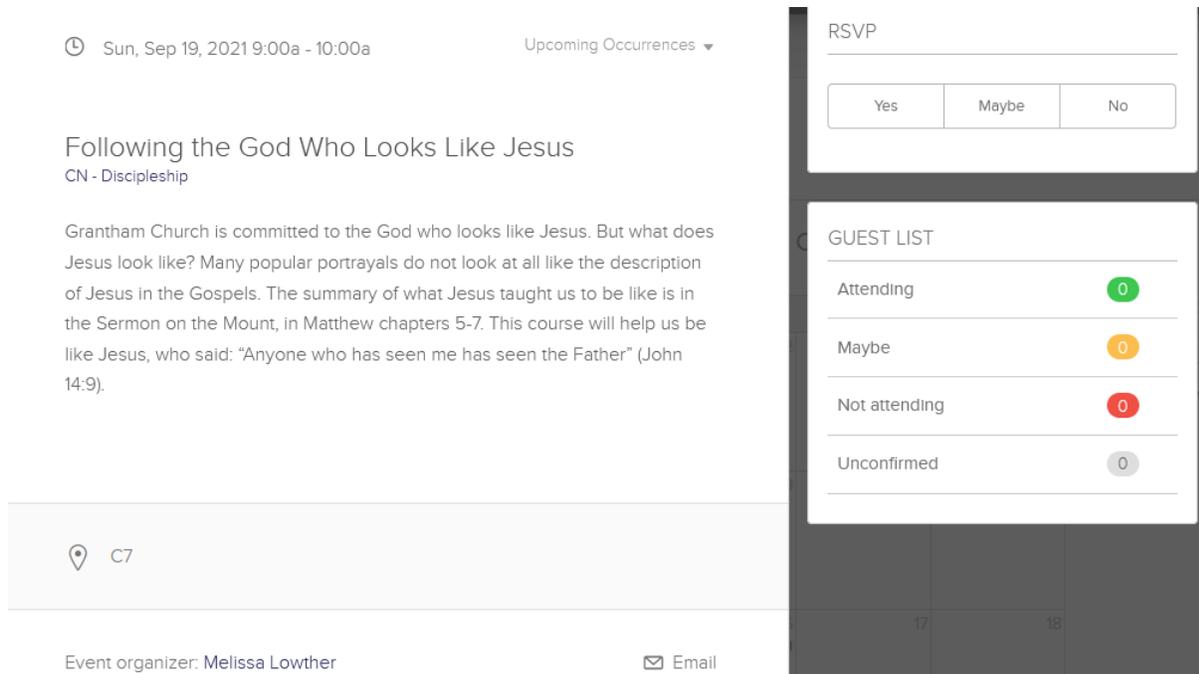
September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 10:30a CM 3 year IC 10:30a Worship Sen	30	31	1	2	3	4
5 9a God's Dealings v 10:30a CM 3 year IC 10:30a Worship Sen	6	7	8	9	10	11
12 9a Children's Learn! 9a Finding Common 9a Following the Go 9a God's Dealings v	13	14	15 9:30a Women's Biol	16	17	18
19 9a Children's Learn! 9a Finding Common 9a Following the Go 9a God's Dealings v	20	21 7:30p Brass Rehearsal	22 9:30a Grandmother	23	24	25
26 9a Children's Learn! 9a Finding Common 9a Following the Go 9a God's Dealings v	27 7p Responding to th	28 7:30p Brass Rehearsal	29 9:30a Women's Biol	30	1	2

CALENDARS

- My Calendar
- Church-wide Calendar

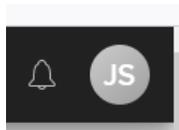
When you click on a specific event on the calendar, more detailed information about that event is displayed:



Clicking on the dark gray area will return you to the calendar.

Editing Your Profile

To edit information that is stored about you in your profile record or to change settings that determine what information about you is or is not displayed to other people, click on the circle in the upper right corner of the CCB page. The circle quite often has your initials in it:



You can change your preference settings by clicking on the "Actions" button. Other options are also available from the menu that appears.

To change information about yourself, click on the "Edit Profile" button. When you are finished making profile changes, be sure to click on the "Save" button at the bottom of the small profile info page that has been displayed:



There are many features and options that CCB offers. This document has only touched on a few of the most commonly used ones. Feel free to experiment, if you wish. It's highly unlikely that you're going to break anything.