Frequently Asked Questions My CFC Account & CFC JAX App

Mobile check in

- 1. Click the mobile check-in button
- 2. Make sure your location services are enabled on the app (see Location services section for more info)
- 3. Make sure you are on CFC campus
- 4. Follow the prompts on the screen in the app
- 5. Once you get to the check-in kiosk make sure to go to the mobile check in kiosks
- 6. Scan your QR code & grab your stickers!

<u>Calendar</u>

You can access our church calendar from the app. Simply click on the calendar tab and choose the date you would like to view. You can click filters by ministry if you are looking for more specific calendar events. Once you choose a date, just scroll to the bottom of the page and click the event to open more details such as location, description, and event contacts. Once you are done with that event you can click the blue up arrow to go back to the calendar with the same filters enabled.

Registrations

You can find registrations easier than ever! Search in the search bar the name of your registration OR use the filters that are at the top of the page!

How to log in to your My CFC Account

- 1. Download the app OR go to my.cfcjax.com on your computer
- 2. Click My CFC tab in the bottom right corner of the app
- 3. Enter your username & password

Create your My CFC Account or haven't logged in before?

All member/attender information from CCB, our previous database, has been moved over to the new database, The Rock. With the new system, you need a new login.

Download the app OR go to my.cfcjax.com on your computer.

Click 'register' and enter all of the information asked. The system might let you know that we already have an account for you and it will ask you to verify the information; it will send you an email as verification. If it does not indicate you have an account, don't worry this doesn't mean your information is missing. Please click register and your new account will be created.

Navigating MY CFC account after logging in on desktop or app.

1. Go to your profile, edit your information here.

2. Scroll down to see the groups you are currently in as well as the full contact information for those you are in groups.

3. If you do not see a group you are actively involved with or have groups you are not involved in showing up, email <u>database@cfcjax.com</u>.

4. Schedule toolbox is where you can see your serving schedule, set your availability to serve and sign up for needs in your serving group.

5. In the upper right there is a menu, if you click connect, you can submit prayer requests, connect cards, find groups, locate directory, and more. You will also see give and another link to the calendar.

Directory

Our church directory is only accessible to our covenant members. When you are a covenant member you must be logged in to view the directory. You will only be able to view the phone numbers and email address of other members and regular attenders. To be sensitive to individuals' privacy and communication preferences, we have adjusted who has access to what information. Access to others information is based on your direct connection to them in groups or ministries.

To find the directory you will log into my cfc and click the "connect tab". The directory will be located there.

<u>Giving</u>

The give tab on the app is only to set up your giving. If you would like to view giving history, details for your giving, or edit your giving settings follow the steps below.

- 1. Go to your my cfc account
- 2. Click the menu in the top right of the page and select "give"
- 3. Navigate this tab (make sure you are logged in) and find all the information you need.