



ENGAGE USER MANUAL



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What is GracePoint Engage?

GracePoint Engage is a secure, user-friendly, online communication tool that integrates information from all aspects of your involvement at GracePoint Wesleyan Church. With it, you will be able to update and maintain your own contact information, interact with others at GracePoint, communicate within your groups, access your financial giving records, and sync your calendar with the latest up-to-the-minute happenings at GracePoint Church.

GracePoint Engage Guidelines of Use

By becoming a member of GracePoint Engage, you agree to the following rules of use:

- ✚ The online community is intended for growth groups, ministry teams, and church usage. Do not use it to promote your business or fundraising efforts.
- ✚ Protect the privacy of others by not giving out contact information to those outside of the online community. If you would like someone's number and they are "unlisted", please ask them directly. Staff, leaders, and volunteers at GracePoint Church cannot give out this information without prior consent.
- ✚ Use GracePoint Engage with appropriate care and courtesy for personal communication. Do not send unsolicited information, even if it's interesting or funny.
- ✚ Keep discussions and emails positive and refrain from any negative communication. GracePoint Engage is meant to improve channels of communication, not provide a way to share negative comments.
- ✚ Members of GracePoint Engage who become inactive at GracePoint Church, or who do not follow these guidelines and/or abuse GracePoint Engage, will have their access blocked. We ask members to inform the church office of any problems or concerns so they can be addressed quickly and properly.

GracePoint Engage Security

While our GracePoint website is public, GracePoint Engage – our online community – is private in that only those who have a login and password assigned to them from the church office can access it. Please know that the security of your personal information is important to us and only basic contact information, such as would be available in a church directory, will be visible to others. In addition, any children under the age of 12 are further protected, as they are only visible to church staff and approved child work volunteers.

Accessing GracePoint Engage

To access GracePoint Engage, go to gracepointwesleyan.org and click on the GracePoint Engage button at the bottom of the page.



Requesting a Log In

If you do not yet have a username & password you may request a login for GracePoint Engage by filling out the request form. Once this form is matched with your record in the system, an email with an activation link will be sent to your email address.

First Name

Last Name

Email

Contact Phone

[Forgot username or password?](#)

[Login](#) | [Mobile login](#)

Request a Username and Password

To request a login to our online community, please fill out the form to the left.

If an email match is found in our system, we will send you a login activation email with your new username and a link to set your password. After activating your profile, you can log in to change your username and/or password.

If no email match is found, a message will be sent to the administrator, who can send you an email with your username and activation link.

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Logging On

You will receive an activation email; click on the **ACTIVATE LOGIN** button to log on to the system.

New Login Created

Inbox x



GracePoint Wesleyan Church <gracepointwesleyan@ccbchurch.com> [Unsubscribe](#)
to me ▾

2:52 PM (0 minutes ago) ☆



New Login Created

A new login was created for you with the following username:
[i.mgracepoint@gmail.com](#).

ACTIVATE LOGIN

This message is from GracePoint Wesleyan Church. GracePoint Wesleyan Church treats your personal information with the utmost care. To report abuse related to this email, please contact our office at [\(605\) 692-6671](#).

[Unsubscribe](#) or [change your preferences](#) for receiving emails like this one.



CHURCH COMMUNITY BUILDER

This will take you to the login screen. Your user name will be your email address and it will be automatically entered into that field. Choose a password for your account, confirm the password, and then click 'submit'.

GracePoint Wesleyan Church

CalendarFind a Growth GroupFormsGive Online

Username

Password

Confirm Password

Submit

Go to Login page

Set Password

Enter and confirm your new password in the fields to the left. Once your password is set, you will be able to log in with your username l.m.gracepoint@gmail.com.

Sign Up | Mobile login

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After you click submit, you will be taken to the Welcome page. All groups of which you are a member will be listed on the right.

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GracePoint Wesleyan Church

WELCOME RECENT ACTIVITY MESSAGES CALENDAR FORMS

Welcome to GracePoint Engage!

MY GROUPS

Entire Church Group

If you click on your name, a drop-down menu gives you access to the different settings you can personalize.

Updating Your Contact Information and Photo

By clicking on Profile you will be able to access your contact information. You may also click 'Choose File' next to the photo field, and select a photo to upload for your individual profile.

This screen also has a series of tabs at the top of the page. To change information that is not listed on the 'Basic' tab, click on the tab you would like to view and then edit the information contained there. You can add as much or as little information as you want. The information under these other tabs can be seen by GracePoint staff but is not available to others who search for you on Engage.

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I. M. GracePoint

BasicAddressMy FitSocialCustom FieldsPlugged In

I. M.

GracePoint

More name fields...

Personal

Photo

Choose File

no file selected

Family Position

Primary Contact

Gender

Select...

Date of Birth

Month

Day

Year

Why the year?

Marital Status

Select...

Anniversary

Month

Day

Year

Allergies/
Special Instructions

(used by Check-In system)

☐ Confirmed person has no allergies

Contact

Email

i.m.gracepoint@gmail.com

Contact Phone

Home Phone

Mobile Phone

Mobile Carrier

Turned off...

More contact fields...

Cancel or

Save

If you would like to add a spiritual gift, experience, passion, etc... go to the My Fit tab. Engage is designed to help you find serving & growth opportunities that are tailored to fit you. By selecting your spiritual gifts, passions and abilities on the My Fit screen we may be better able to help you find a satisfying fit.

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GracePoint

More name fields...

Spiritual Gifts

word of knowledge

☐

Prophecy

☐

Shepherding

☐

Teaching

☐

Wisdom

☐

Passions

People - Infants

☐

People - Children

☐

On the Plugged In screen, you can fill in your salvation story and how God is continuing to work in your life. This information is helpful when we are looking for stories to share about God's moving in the people of GracePoint.

The screenshot shows the 'Plugged In' profile page for a user named 'I. M. GracePoint'. The page has a dark teal sidebar menu with options: Home, Groups, People, Serve, Give, and a 'More' button. The main content area has tabs for Basic, Address, My Fit, Social, Custom Fields, and Plugged In. The 'Plugged In' tab is active, showing a 'Tip' section with instructions on how to select or deselect multiple choices. Below this is a section for 'Service(s) You Usually Attend' with a list of services: 1st Sunday Service, 2nd Sunday Service, and 3rd Sunday Service. The 'Organizations' section includes dropdown menus for Military, School, and School Grade. The 'Faith Journey' section has a 'Commitment Date' with dropdowns for Month, Day, and Year, and a 'Commitment Story' text area. The 'Current Story' section is partially visible at the bottom.

When you are finished going through all the tabs and editing your profile, click 'save' in the bottom right corner of the screen.

Changing Your Username or Password

If at some point you would like to change your username/password, click 'Change username/password' from the right action menu which drops down under your name. The next screen will allow you to enter a new username/password.

The screenshot shows the 'Change username and/or password' form. The form has a title 'USERNAME / PASSWORD' and a subtitle 'Change username and/or password'. It contains three input fields: 'Username' (with the value 'i.m.gracepoint@gmail.com'), 'Password', and 'Confirm Password'. A red error message is visible below the Password field: 'Must have both letters & numbers and be at least six characters'. At the bottom right, there are 'Cancel or' and 'Save' buttons.

Choosing Your Privacy Settings

You can change your own privacy settings in GracePoint Engage. The default settings allow others at GracePoint to see your birth month & day and, if you are married, your anniversary date (if this information has been entered). All other information is restricted to those you list, in Engage, as your friends or who are in a “group” with you. To edit your privacy settings, click on ‘Update Privacy’ from the action menu on the right of your profile page.

This will take you to a screen that describes the different choices for who can see your information. The first thing you can change is being Listed or Unlisted in GracePoint Engage. It is recommended that you leave this setting on “listed.”

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I. M. GracePoint

PRIVACY SETTINGS

About the Settings

IMPORTANT

In order to make our Online Community as vibrant and helpful as possible, please strongly consider sharing most items with "Everybody", or at the highest level you are comfortable sharing. No items will be shared if the Profile is not "Listed".

* Profile / Listed

Profile / Listed is a special setting in that no other setting will matter unless this is "Listed".

Everybody

This is the "highest level" and the preferred setting. Please use "Everybody" as much as possible. Fields with this setting can be viewed by anyone who has a username and password to use the system.

Friends & My Groups Members

Fields with this setting can be viewed by members of "Members Interact" type groups you are involved in, as well as other people with a login who are on your My Friends list. Appropriate church leadership can view the information as well.

Friends Only

Fields with this setting can only be viewed by other people with a login who are on your My Friends list. Appropriate church leadership can view the information as well.

Church Leadership Only

This is the "lowest level" setting. Please consider sharing your information at a higher level if at all possible (preferably "Everybody"). Fields with this setting can only be viewed by appropriate church leadership (ie, people who have been given additional administrative privileges for the system).

Profile *

Listed ☐ Listed ☒ Unlisted

This determines whether the name and picture can be seen by people with a username and password to the system when they do not have administration privileges.

Profile *

Listed ☒ Listed ☐ Unlisted

This determines whether the name and picture can be seen by people with a username and password to the system when they do not have administration privileges.

Main

Birthday Month & Day

Everybody

Gender

Everybody

Marital Status

Friends Only

Anniversary

Everybody

Allergies

Church Leadership Only

Custom Fields

Friends Only

Contact - Phones

Contact Phone

Friends & My Groups Members

Home Phone

Friends & My Groups Members

Work Phone

Friends Only

Mobile Phone

Friends Only

Pager Phone

Friends Only

Fax Phone

Friends Only

Emergency Phone

Friends Only

Contact - Email

Email

Friends & My Groups Members

Contact - Address

Mailing Address

Friends Only

Work Address

Friends Only

Home Address

Friends Only

Other Address

Friends Only

Other

My Fit Info

Friends Only

Plugged In Info

Friends Only

Cancel or Save

The default selections will be displayed on the screen; you can make the necessary changes by clicking the small arrows next to the box you would like to change.

We encourage you to allow “Everybody” to see at least some of your contact information so that Engage can serve as a church directory.

Once you are finished, click ‘save’ at the bottom of the screen.

Please note: As an added layer of protection, children under the age of 12 are only visible to church staff and approved child work volunteers. This only works for children whose birthdates have been entered so, **if you have a child under 12**, please be sure that information is correct on their profile.

Choosing Your Communication Settings

You can choose from which groups you would like to receive email notifications when group members post a message to the group, and which groups can send you text messages. Once you click Communication Settings, you will see this screen and can choose the setting for each group as well as set your own default settings for future groups.

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COMMUNICATION SETTINGS FOR I. M. GRACEPOINT

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
	Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.	Participate in online conversations as they happen.	Receive a single email generated by the system for all your group's activities (events, comments, needs, positions and files) for the week.	Even with a mobile phone number, text messages will only be sent if a carrier is selected. Mobile Carrier Turned off Mobile Phone Standard text messaging rates from your carrier may apply.
Groups I am in	Recommended	Optional	Recommended	Recommended
Entire Church Group	4	1	1	1

Future Group Defaults

You can decide what your communication settings will be when you are added to a group in the future.

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
Future groups I am added to	Use group default	Use group default	Use group default	Do not send to me

General Church Communication

These emails are usually sent by church leadership or staff.

Recommended No like to receive important campus- and church-wide emails.

Email Address

You can update your email address.

I.m.gracepoint@gmail.com (Example: you@ccbchurch.com)

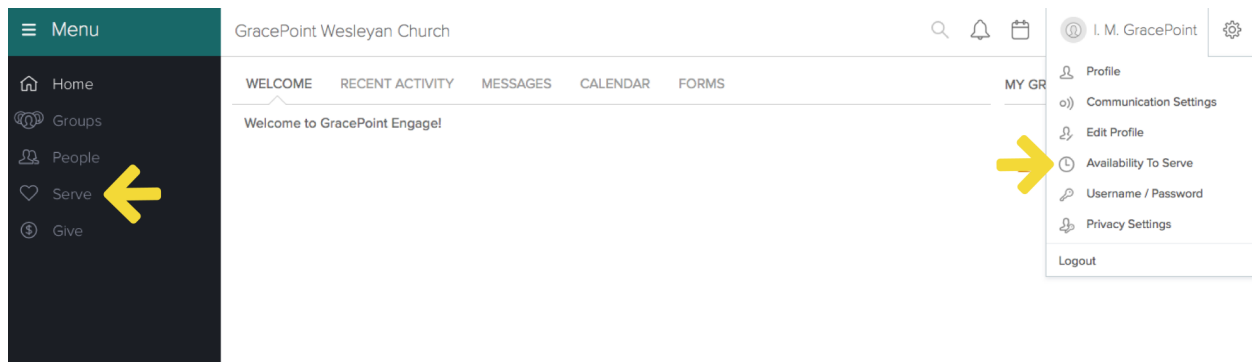
If you do not want to receive any more emails from us, you can permanently remove your email address from the database. Removing your email address means no one in this church will be able to contact you via email using this system. If you would like us to have your email address for contact purposes, please do not click this option.

NOT Recommended Completely remove my email address from the database.

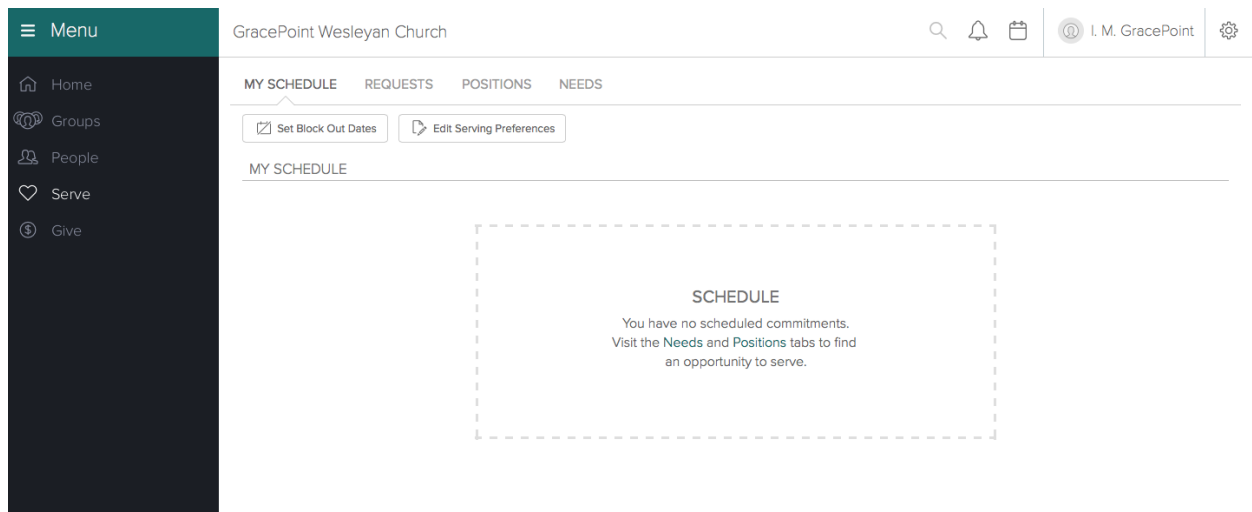
Cancel or Save Settings

Customizing Your Volunteer Availability Schedule

GracePoint Engage gives you the opportunity to provide dates that you cannot serve at the church so when your Group Leaders or volunteer organizers are creating their volunteer schedule, they will know when you are not available. To access your calendar, click on 'Adjust availability to serve' from the action menu drop-down under your name on the right or the Serve tab in the Menu on the left.



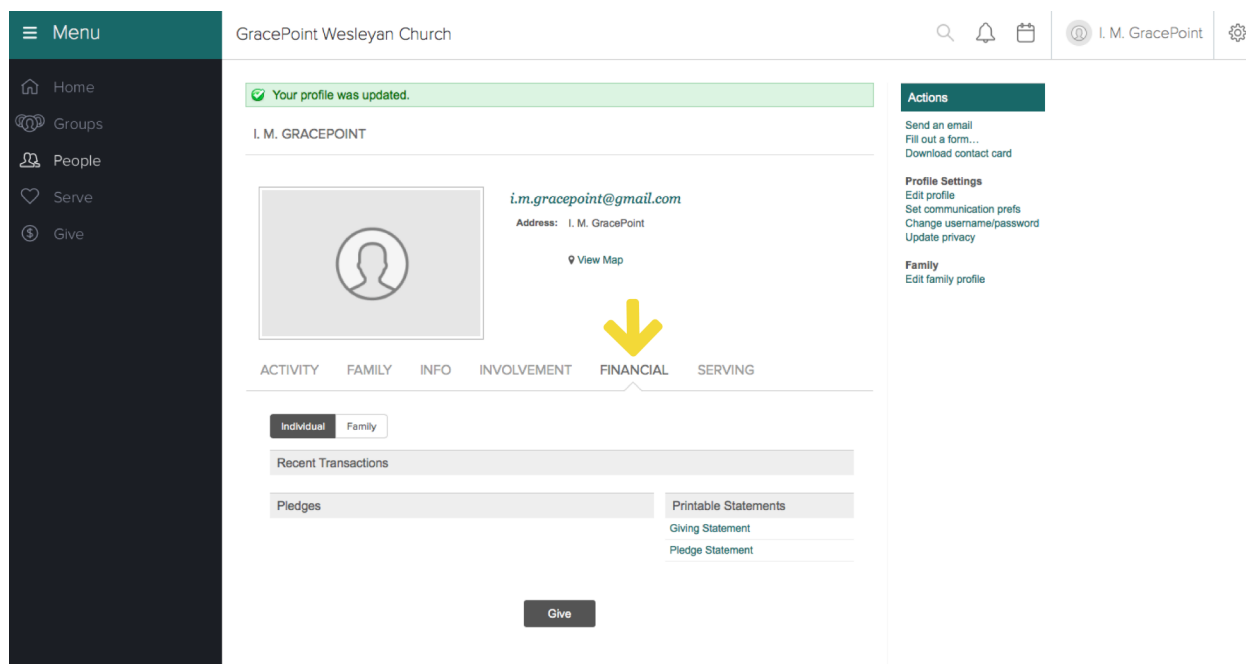
This will take you to your Schedule.



From here you can Set Block Out Dates and Edit Serving Preferences, which lets volunteer schedulers know how frequently you would like to serve. Simply click on the dates you are unavailable and then click 'I'm finished'. This will save your entries and all Group Leaders and volunteer schedulers will have this information and will only be able to schedule you on the dates you are available and as frequently as you choose to serve.

Accessing Your Giving Statement

GracePoint Engage allows you constant up-to-date access to your recent transactions, pledge history, and your giving statement. To view financial information for you and your family, click the 'Financial' tab. **Please note:** Only you can see your family's own financial information. Others at GracePoint do not have access to this financial information.



When you click on the Financial tab, a list of your recent transactions and repeating gifts that you have set up will be shown as well as the option to print your giving statement.

Online Giving

To make an online gift, click on Give at the bottom of the page. You may choose a One-time Gift or a Repeating Gift, then click on your preferred payment type - checking account or bank/credit card. (With both of these options, the bank keeps a percentage as a fee. Checking account fees are less than credit/debit fees though so GracePoint receives more of your gift when it is given through your checking account.) If you would like to stop your repeating gift, or access your giving statement, you can do that by clicking on one of those choices in the action menu on the right of this screen.

Once you select your payment type, you will see either the checking account info screen or the credit/debit card screen.

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SCHEDULE GIFTS USING MY CHECKING ACCOUNT

Actions

GracePoint Wesleyan Church

SCHEDULE GIFTS USING MY DEBIT/CREDIT CARD

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PEOPLE SEARCH

Start typing the person's name

MY FRIENDS (0)

NOTE: To add friends, go to a person's profile and select *Add to my friends list* from the Actions bar.

Update my profile with this contact information

Checking Account Information

1027

John G. Public

222 Main Street

Westborough, MA 01581

Routing #

Account #

Verify Routing #

Verify Account #

Authorization Confirmation

I authorize GracePoint Wesleyan Church to debit my account for the amount indicated above. I understand that I can cancel any future automatic payments myself by going to the Financial tab in my profile.

Cancel or

Update my profile with this contact information

Debit/Credit Card Information

Card Number

Expires

January (01)

2016

Card Code

(3 or 4 digit code)

Cancel or

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GracePoint Engage will autofill your contact information but you will need to enter the checking & routing number, or credit card number, expiration date & card code, as well as the amount of your gift. If the contact information that the church has on file is different from the billing information for your credit card, please update the form. This will not update your personal record; it will only provide the correct information for the credit card transaction. Click the authorization confirmation, then click submit.

People Searches

To search for contact information for someone at GracePoint, click on the people tab. You can type all or part of the first and/or last name, (first 2 letters of their first & last name is often all you need to enter.) You will see all matches to your entry pop up. Once you see the one you want, click on their name. This will take you to their entry. If you do not see the person you are looking for, try entering in just the last name or just the first name. This will produce a different set of results to choose from. If you still do not see them, it's possible they have chosen to remain unlisted.

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SCHEDULE GIFTS USING MY CHECKING ACCOUNT

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SCHEDULE GIFTS USING MY DEBIT/CREDIT CARD

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PEOPLE SEARCH

Start typing the person's name

MY FRIENDS (0)

NOTE: To add friends, go to a person's profile and select *Add to my friends list* from the Actions bar.

Once you have clicked on their name, you will be able to see the contact information that their privacy settings allow. You can also send an email to them from the action bar on the right.

Finding a New Group

At GracePoint we have **Growth Groups** that meet for Bible study and fellowship. We also have **Serving Groups** and **Care Groups** that serve others in our church on Sunday mornings and throughout the week, and **Outreach Groups** that serve in our communities and around the world. To find a group to join, or to see the list of existing groups at GracePoint, click on the Groups tab. This will list the groups you are currently in and also provide a text box to type in the name of a group you are looking for. If you are trying to find a new group to join and you do not know the name of the group, click on the 'Advanced search' link.

The screenshot shows a web browser window with the Safari address bar displaying 'My Groups | GracePoint Wesleyan Church'. The website's navigation menu on the left includes 'Menu', 'Home', 'Groups', 'People', 'Serve', and 'Give'. The main content area is titled 'GracePoint Wesleyan Church' and features a 'FIND A GROUP' section with a search input field. A modal window titled 'Group search' is open, displaying various search criteria: Location (text input), Type (dropdown: 'Any Type of Group'), Department (dropdown: 'Any Department'), Group Name (text input), Leader First (text input), Leader Last (text input), Interaction Type (dropdown: 'Any Interaction Type'), Exclude Full Groups (checkbox), Childcare Available (checkbox), Meet Time (dropdown: 'Any Meet Time'), Meeting Day (dropdown: 'Any Meeting Day'), Area of Town (dropdown: 'Any Area'), and Search (dropdown: 'Church Wide'). At the bottom of the modal are 'Clear Search' and 'Search' buttons. The background shows a list of groups under the heading 'MY GROUPS', with one group visible: 'Entire Church' with the note 'Type: No Group led by Steve N...'.

If you leave the default settings as is and click the search button, you will see a list of all open groups within the GracePoint Engage online community. To get a smaller list, change the parameters of your search by clicking on the search field you would like to change. You can also search for groups that have childcare available. (If you want a Growth Group that is specifically for men or for women, please make that selection in the Department dropdown.)