



Top 10 Ways to Maximize Trinity Connect

(login at: trinitychurchmn.ccbchurch.com)

- 1. Update your contact information - [click on your photo/initials \(upper right\)](#) > **EDIT****

Update your info (email, phone number, etc.) then click "Save". You can also update family info by checking the boxes to apply info to family. Upload an individual and family photos by clicking on the camera icons. Edit your information once, and every group you belong to will have your current info, including the church office.
- 2. Update your privacy settings - [click on your photo/initials \(upper right\)](#) > **PRIVACY****

We value your privacy and treat your information with the utmost care. It's easy to select the info you want (and don't want) to share with others in Trinity Connect.
- 3. Select your communication preferences - [click on your photo](#) > **COMMUNICATION PREFERENCES****

You have the option of choosing how people in your group communicate with you. Choose to receive text messages, a weekly summary of group activity, and emails from other members in your group. To receive text messages, you must enter your mobile carrier/cell service provider.
- 4. Find a phone number or address - [click PEOPLE \(left column\)](#)**

Think of Trinity Connect as an online church directory. If you need a phone number or address for someone that attends Trinity, enter their name and search. If you have trouble finding them, try searching by first or last name only, or just a few letters. Keep in mind, their privacy settings determine what info you are able to see.
- 5. Find a place to serve - [click SERVE \(left column\)](#) > **POSITIONS****

Looking for a place to contribute your time and talent? Browse open positions in Trinity Connect. Filter the positions by "Browse All" to see all open positions/ministry areas. If you've completed the "My Fit" section of your profile, or "My Personal Fit" on the Positions page, you can find positions that match you!
- 6. Find groups to join - [click GROUPS \(left column\)](#) > **magnifying glass icon****

After clicking the magnifying glass, select any of the criteria to see available groups. A group can be a class, small group, serving group, or a group formed around a special topic. You can join any group that's open to all. Some groups require that you request membership, so click "Request to Join".
- 7. View your personal or family calendar - [click CALENDAR \(left column\)](#)**

Select My Calendar or Family Calendar to see your serving schedule, group activities and registered church events. Subscribe to a group's calendar to add events to your phone or Outlook calendars.
- 8. Set up online giving - [click GIVE \(left column\)](#) > **GIVE tab****

Giving via Trinity Connect is easy, and you can be confident that your financial information is safe and secure. You can make a one-time contribution, or set up your contribution to repeat on a schedule. If you have already set up a recurring gift in Pushpay, the repeating gift info will not show on the Schedules/History tab under Give in Trinity Connect.
- 9. Review your giving history - [click GIVE \(left column\)](#) > **SCHEDULES/HISTORY tab** > **Family****

You can view your most recent individual or family contributions.
- 10. Print your giving statement - [click GIVE \(left column\)](#)**

Click on "Giving Statement" black box. Select the appropriate criteria to generate a statement.