TRINITY Connect

Top 10 Ways to Maximize **Trinity Connect**

(login at: trinitychurchmn.ccbchurch.com)

1. **Update your contact info: Click on your photo/initials (upper right) > PROFILE > EDIT PROFILE.**
   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 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) > PROFILE > ACTIONS > Privacy > (edit as desired) > APPLY.**
   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/initials (upper right) > PROFILE > ACTIONS > 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 groups to join: Click "Groups" (left column) > magnifying glass icon.**
   After clicking the magnifying glass, select any of the criteria to see available groups. (You may need to select "Match Any Criteria.") A group can be a class, community 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".

6. **View your personal or family calendar: Click "Events" (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.

7. **Manage your serving schedule: Click "My Serving" (left column).**
   If you serve in a ministry that schedules volunteers in Trinity Connect, you can view your serving schedule, accept or decline serving requests, find replacements when you can't serve, sign up for open positions, and block out dates you are unable to serve.

8. **Set up online giving: Click "My Giving" (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.

9. **Review your giving history: Click "My Giving" (left column) > SCHEDULES/HISTORY tab > Family.**
   You can view your most recent individual or family contributions.

10. **Print your giving statement: Click "My Giving" (left column) > SCHEDULES/HISTORY tab**
    Click on the "Giving Statement" black box. Select the appropriate criteria to generate a statement.