



The City is a social network designed to help our church stay connected throughout the week. You'll know who to pray for, what to study, how to serve, and much more. It's a way to stay plugged in to everything happening in our church groups and ministry teams.

If you're new here, welcome! We'll help you take the first steps to discover all that The City has to offer. **IMPORTANT** – If you have any questions along the way, just click “Help” at the top right of your home page on The City and from there, you can choose to search online help guides or ask a church leader for help. You can find information on how to do just about anything on The City by typing in a keyword in the search field...and if you need more assistance, we're here to help.

Step 1: Sign Up & Sign In

Since The City is a secure place, the first thing you need to do is create a City account. We will send you an invitation email that you can respond to – each person must have their own email account to join, since couples cannot share an email address on the City.

If you haven't received an email invitation yet but would like one, just go to <http://fbconcord.onthecity.org> and click on “Need an account?” and enter your email there. Once you receive your email invitation to the City, follow these instructions.

1. When you receive your invitation email from us, click **Sign up for The City**.
2. On the next screen, enter your desired **Login** name.
3. Enter a **Password**, then **Confirm Password**.
4. Enter your **First Name**.
5. Enter your **Last Name**.
6. Select your **Gender**.
7. Select your **Date of Birth**.
8. If it asks you to select your **Campus** it is “First Baptist Concord”).
9. Click **Create my account**.

Congratulations, you are now a member of The City! To log in, visit our church's City URL (fbconcord.onthecity.org), then enter your login and password.

Step 2: Fill out your profile

Now that you have your own profile, it's time to make it a little more personal. To start, add a photo of yourself. This needs to be a close-up picture of you alone – not a faraway picture of you with other people, or a family portrait – the image on the computer screen are small, and you want people to be able to recognize your face. The City will help serve as a kind of picture directory for us – we need to be able to tell that it's YOU in your picture! A headshot is perfect.

To add or edit your picture:

1. In the upper-right corner of any City page, hover over the gray gear icon (Settings) and click **Account Settings**.
2. Select the **Profile** tab.
3. Click **Edit Picture**.
4. To browse your computer for the image, click **Choose File**, select the picture from your computer folder, and click **Update**. (Remember, this should be a headshot of just you!)
5. Crop the image to the right size and click **Save Image**.

While you're on your **Profile** tab, you can also add a preferred name and some personal information in the **About Me** field. Once you complete that, click **Save Profile**.

Another important part of your life is your family, so we want you to proudly show them off. If the person you're adding already has a City account, you can link your profile to them.

IMPORTANT NOTE – do NOT add someone who isn't already on the City! This is critical – it affects our church database. You can mention your family members in a note in the "About Me" field, but don't add them as individuals unless they are already on the City.

ALSO – don't add adult children or other relatives, as all of this syncs with our church database. Adult children will not be directly connected to you on The City – please don't try to link them to your record, or it may mess up their own City account later. As we noted above, feel free to mention your kids, grandkids, etc. on your "About Me" note but please don't add them as people on the City. All those over the age of 13 will be able to join The City on their own at a later date. If the church database automatically puts your family members on your profile, as it syncs, that's fine – just please don't add them in yourself.

Next, fill out the **Contact Info** tab. This information is only visible to church administrators and the people you allow to see it, so you don't have to worry about sharing your information with everyone in The City. After you add a phone number and address, click **Save Contact Info**.

One of the most important steps -- configure your email settings. This determines when and how often you want to receive email alerts for things that happen in your groups. Choosing the right settings helps you stay on top of all the latest happenings in the circles you're most intimately connected to.

These are the four options:

- **Nothing:** You receive no email notifications for anything that happens in this group.
- **Daily Digest:** Every afternoon you are sent one email that lists everything that happened in the group over the last 24 hours. This one email compiles new and updated content for all groups you have at this setting.
- **New Things:** Whenever a new topic, event, prayer, need, or album is posted, you are alerted via email, but nothing is sent regarding the item or its responses after that point.
- **Everything:** Choose this setting and you are alerted every time anything happens in a group.

Now give yourself some skills. The City helps your church's service teams match needs with the people who have the right skills to fill them. Adding skills to your profile ensures you get the message when the church is looking for someone with your talents.

To add Skills:

1. In the upper-right of any City page, hover over and click **Account Settings**.
2. Select the **Skills** tab.
3. Select all the skills that you want the church to know about.
4. To save, click **Save Skills** at the bottom of the page.

Step 3: Find Groups

Unlike other social networks you may be familiar with, like Facebook, The City is about joining groups, rather than posting things to individual friends. While friends are still a part of The City experience, topics, events, prayers, and needs are based on the groups you choose to be a part of. No matter how connected you are in real life, when you first join The City, you need to join groups to make the most of your experience. There are a couple of ways to do this.

To find a group by name:

1. In the navigation menu on the left-hand side of the screen, expand the **Groups** menu.
2. Click **Search for groups**.
3. Enter the name of a group and click **Search**.

To find a group your friends are in:

1. In the upper-right of the page, enter your friend's name in the search bar.
2. Select the person from the list of results that displays.
3. In the **Groups** section of your friend's profile, find a group and click it.

Once you find the right group, it's time to join. From the group's information page, click **Ask to Join**. Then, in the provided space, do just what the button says: ask if you can join.

Note – in the early days of The City at First Baptist Concord, you may not see many active groups...that's because you are likely one of our leaders who will help us to build up The City before we invite the rest of the church family to join! This is a great time for you to get familiar with it, spend time creating material for your group, etc. so that when others do join, there is already an active community of City users for them to interact with. The City will be a great resource for you to communicate with the people in your Sunday School class, life group, or other group.

Step 4: Say Something

You have an account, you have a profile, and you have a group! Now you just need to communicate. Posts and messages are two tools you use for this. Posts let you communicate with a whole group, while messages give you a way to communicate with a smaller, hand-picked party, sort of like an email.

To create a new Topic:

1. On the left side, open your **Groups** menu.
2. Select the group you want to post in. *Note – as group leaders, you'll be able to post in your own group and to control who is allowed to post in it as well – only leaders and managers, or everyone in your group.*
3. Click **Start a New Post** to expand the toggle.
4. Click **Topic**.
5. Enter a title and the body of your topic.

6. Apply any desired options:

- Use the text-formatting tools at the top to make your message look the way you want it.
- Attach a file to your post.
 - a. Click **+ Add a File**.
 - b. Click **Choose File** to browse for what you want.
 - c. Repeat this process to add more files.
- Select **Share** to share this post with other groups or your friends.
- Select **Publish** to unveil the Plaza options available to you.
- You can also apply other options.

7. Click **Post This Topic**.

Though we're spotlighting topics here, you can also create other types of posts in a group such as events, as events, prayers, needs, and albums. Each one has a slightly different list of features, so give them all a try as you experiment with posting to your groups.

To create a Message:

1. From the navigation menu on the left of the page, select **Messages**.
2. Click **+ Write a Message**.
3. In the **Recipients** field, begin entering someone's name and select the right picture from the drop-down list. To add more than one person to the message, just separate them with commas after selecting them from the list.
4. Enter a subject and the body of your message.
5. Apply any desired options:
 - Use the text-formatting tools at the top to make your message look just the way you want it to.
 - Attach a file to your post.
 - a. Click **+ Add a File**.
 - b. Click **Choose File** to browse for what you want and attach it.
 - c. Repeat this process to add more files.
6. Click **Send This Message**.

As you start creating posts and messages, you're sure to notice that others have done the same, and some of them are on really interesting subjects! To respond to someone else's post, enter your reply in the box below it and click **Reply**.

In a nutshell, that's life in The City. Of course, there are more topics you can learn about once you've mastered these basics. For more information, continue reading!

Part 2: Beyond the Basics

So you've successfully created a City account and used it to connect with your groups and send messages. Now that you are comfortable with The City, it's time to expand your horizons. With each feature you try out, you'll find a new way to connect with the community and dive deeper into the mission of Christ at the church.

If you've used any other social media site, chances are you're familiar with the concept of friends. On the City, "friends" should be people you're close to in the real world and want to stay in contact with outside of any particular group setting. You do NOT have to be "friends" with someone on the City to be able to send them a message or interact with them on The City – but for people you communicate with often, it's nice to have their picture on your "Friends" page so you can easily click it to send them a message.

See below for more information about what "friends" are on the City.

Make friends:

In The City, making friends can enhance your City experience:

- Once you add someone as a friend, they can see your status updates and public journal entries in their news feed, and you can see theirs.
- You can allow your friends to see private contact information, like address and phone number, which others can't see.
- You can also share posts with your friends.

So how do you add a friend in The City? The easiest way is to search for the person's profile page, where you can send a friendship request.

To send a friendship request:

1. In the search box located in the top right corner of any City page, enter the person's first or last name. Under People, the first five matches display.
2. Do one of the following:
 - a. If one is the person you're looking for, click their name to go to their profile page.
 - b. If the person you're searching for is not in that list, click show all people. Then, click the name of the person you are looking for to go to their profile page.
3. Click the beneath the person's photo to send a friend request. The word "pending" displays on their photo once this is complete.

Now all you have to do is wait. The person will receive an email and a City reminder, telling them about your request. Once they accept your friendship request, you will become official friends in The City. Don't forget that other people can request you as a friend too, so be on the lookout for new friend requests in your reminders. You will also receive an email to let you know the request is there.

*You can set an automatic response to all friend requests (either to approve or deny) in your account settings. To do that, on the **Notifications** tab, under **Friendship Strategy**, select an option.*