

## Getting Started with the City




The purpose of this document is to share instructions for the following critical functions in the City: **Signing Up and Completing your Profile**. Additional links are available online with more functionality to explore when you're ready.

**Signing Up with the City.** You can join the City in one of two ways - you can receive an invitation from the City to join a group, or you can visit the City website and click the "Need an Account?" link on the sign in page. In either case, an email is sent to the address you specify with a link to the City.

1. Go to your email, find the invitation, and click **Sign up for The City »**.
2. On the next screen, enter your desired **Login**.
3. Enter a **Password**, then **Confirm Password**.
4. Enter your **First Name** and **Last Name**.
5. Select your **Gender**, **Date of Birth** and **Campus**.
6. Click **Create my account**.

**Congratulations**, you are now a member of The City! To log in, visit [crestwoodchurch.onthecity.org](http://crestwoodchurch.onthecity.org), then enter your login and password. If you are on a secure device or using the City mobile app, you can save this password for future visits.

The rest of your profile set up will take place in "Account Settings", located via the Settings icon  in the upper right corner of any City page when you are logged in.

**Completing your Profile.** Most of your contact information should pull in from ACS, now that our database is synched with the City. If it does not populate in the fields, contact Susie Martin because it may be that the email address used for the invitation is not what we had on record in ACS.

**Add a photo to your profile.** Your church photo does not automatically transfer, but still make a point of adding a photo of yourself to your profile (perhaps taken by your phone and uploaded via the City app?). If you prefer that your church photo be used, contact the office and we will add it for you.

**Add your spouse and children under 18 years old.** While logged in:

1. Hover over the Settings icon in the top right corner of any City page, and click Account Settings.
2. Click the Family tab. Click + Add a Family Member. If they are already registered with the City, select 'In The City', else select 'Not In The City'.
3. Enter the person's First and Last names, his/her Birthdate and Gender.
4. Select either Spouse or Child from the drop-down list.
5. Click Save Family.
6. NOTE: It is important to add only those children under the age of 18 to your family unit; after that time, your child becomes an adult in ACS (our church management software) and it confuses things.

**Add skills.** The City helps our service teams match needs with the people who have the right skills to fill them. The "Skills" tab is located under Account Settings, and is a long, diverse list of skills with a check box next to each. Select the skills where you have experience, and let us know if there is a relevant skill that we should add to this list.

## [Completing your profile \(cont.\)](#)

**Personal Notification Settings.** This section is fairly self-explanatory, but the key feature to select at the start is “Receive emails from Messages”. Messages are individual communications from a City member to an individual or group, similar to an email or a Facebook message. You may find that your use of the City allows for a change later to this setting, but enabling this feature at the start will ensure that you receive all messages intended for you.

**Email Settings.** The City is all about communication – between individuals, within groups, within our church family as a whole, and outside our family to the community via the Plaza. How we best receive this communication will vary by personal preference and by the group where we are serving. You can set your group email settings in one place via Account Settings (Email tab).

In this example, this user is a member of two groups, and can select from the following preferences for each:

- **Email Everything** – an email for every post, response, and event
- **Email New things** – an email for every new post, but nothing for follow up responses
- **Daily Digest** – a daily email compilation of posts and responses for the group (1 email per group)
- **No Emails (Nothing)** - no emails sent, so all activity would be reviewed online via the City site or the City smartphone app.

