

Church Community Builder

Set up your login:

1. Go to blacksburgpres.org
2. Click “Sign Up” under Church Community Builder Login
3. Fill out the information requested and hit submit
4. An Activation Email will be sent to you to complete login setup

If you do not receive an activation email within 24 hours please contact kendra@blacksburgpres.org.

Edit your profile:

1. Click your name in the top right corner
2. Click “Edit Profile” in the dropdown menu
3. Update “Basic” and “Address” tab then click “Save” at the bottom.

Everyone has a profile. Even kids. But don't worry, **kid's information is only visible to you the guardian and internally to church staff.** Other members can see that they are part of your family and nothing more.

To edit your children's profile:

1. Click on the “Family” tab on your profile
2. Click the name of the child you wish to edit.
3. Click on “Edit Profile” found under the heading “ACTIONS” on the right.
4. Once you have updated birthdays, allergies, school, be sure to click “Save” at the bottom.

Your information is secure and only visible to other church members.

Church Community Builder

We are very excited to begin embarking on our roll-out of the Church Community Builder system for the whole congregation. We obtained licenses for this software to not only replace our old membership system, but to provide us with a new way to organize and communicate. (Real-time record updates, group and event coordination, volunteer sign-ups, etc.)

The goal is to keep the congregation more informed, get more people involved, and allow the ministries to focus on their important work.

This new software will also act as our church directory! Any church member who has created a login will be able to update their personal data as it changes.

In order for this software to be used to the fullest extent we need two things from you:

1. Create a login for your profile.
2. Update your profile (and family) information.

The instructions are on the back. If you have any questions along the way please contact Kendra Crabtree at kendra@blacksburgpres.org or Brian Smith at buildingsandgrounds@blacksburgpres.org.

There are many features that we will begin using more fully in the coming weeks and months with more details to come.

Thank you,

Kendra Crabtree, DCCL
Director of Communications and Church Life

And

Brian Smith

Elder and Chair of Buildings and Grounds