



CHRISTIAN
CULTURAL
C E N T E R

TRAINING MANUAL for Online Portal Users



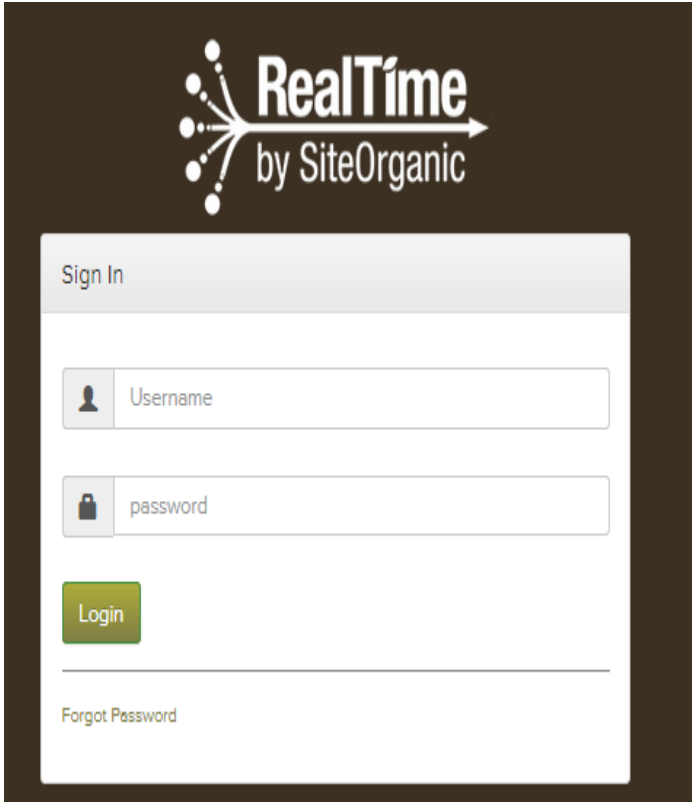
CCC'S NEW
CHURCH MANAGEMENT SYSTEM

Login to our Portal – 1st Time by Web

- ❑ To Login to our Portal for the first time from the web, go to myportal.cccinfo.org
- ❑ Click the **Forgot Password** Button
- ❑ Check your Email
- ❑ Follow the instructions provided

If Email is “Not Found”

Follow instructions in Appendix Below



The image shows a screenshot of a web portal's sign-in interface. At the top, the logo for "RealTime by SiteOrganic" is displayed, featuring a stylized arrow graphic. Below the logo is a "Sign In" section with a light gray header. The form contains two input fields: "Username" with a person icon and "password" with a lock icon. A green "Login" button is positioned below the password field. At the bottom of the form, there is a link labeled "Forgot Password".

Make it a Favorite

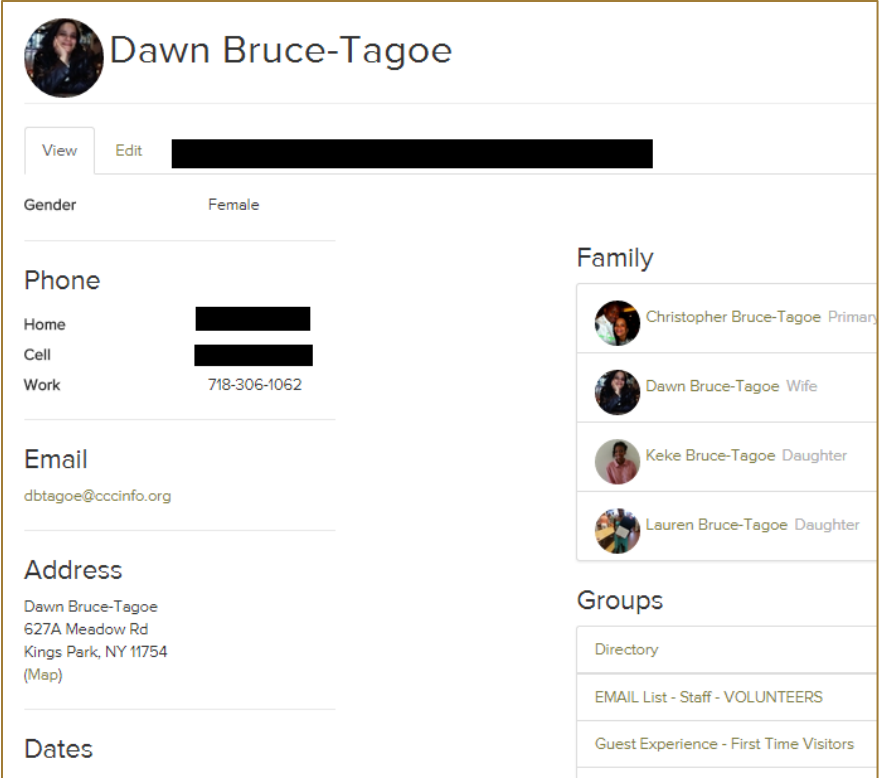
- Once you are in the system, remember to bookmark the CCC Portal as a favorite on your browser.
- <http://myportal.cccinfo.org>



The image shows a login interface for 'RealTime by SiteOrganic'. At the top right, there is a logo consisting of a stylized arrow pointing right with several dots along its shaft, followed by the text 'RealTime' in a large, bold, sans-serif font, and 'by SiteOrganic' in a smaller font below it. Below the logo is a white rectangular box with a dark border. Inside this box, the text 'Sign In' is centered at the top. Below this, there are two input fields. The first field has a small person icon on the left and the text 'Username' inside. The second field has a small padlock icon on the left and the text 'password' inside. Below these fields is a green button with the text 'Login' in white. At the bottom of the box, there is a horizontal line and the text 'Forgot Password' below it.

View Your Personal Profile

- Once you login, you will see your **Personal Profile**
- It includes your:
 - ▣ Contact Info
 - ▣ Family Info
 - ▣ Group Involvement
 - ▣ Birthday
 - ▣ Donation History from 2014 - today



The screenshot displays a user profile for Dawn Bruce-Tagoe. At the top left is a circular profile picture. To its right, the name "Dawn Bruce-Tagoe" is displayed. Below the name are two buttons: "View" and "Edit". The "Edit" button is currently active, and the text next to it is redacted with a black bar. The profile is organized into several sections:

- Gender:** Female
- Phone:** Home (redacted), Cell (redacted), Work: 718-306-1062
- Email:** dbtagoe@cccinfo.org
- Address:** Dawn Bruce-Tagoe, 627A Meadow Rd, Kings Park, NY 11754 (Map)
- Dates:** (Section header, no data visible)
- Family:** A list of family members with their names and roles:
 - Christopher Bruce-Tagoe (Primary)
 - Dawn Bruce-Tagoe (Wife)
 - Keke Bruce-Tagoe (Daughter)
 - Lauren Bruce-Tagoe (Daughter)
- Groups:** A list of groups the user is involved in:
 - Directory
 - EMAIL List - Staff - VOLUNTEERS
 - Guest Experience - First Time Visitors

Edit your Personal Info

- You now have the ability to EDIT your Contact information (Birth date, Address, Phone number, and Email Address) Just click Edit and type in the correct information.
- Personalize your page by taking a photo of yourself with your SMART Phone, Tablet, or Laptop. You can also browse to find a photo you already have on **file**. (MUST be less than 5mb & file type .png, .jpg, .jpeg)

Edit Screen

Joe Schmoe [Edit](#)

[View](#)

[Edit](#)

[Giving](#)

[Account](#)

Personal

Picture



No file chosen

An Image smaller than 5MB in the format of a .PNG or .JPG/.JPEG.

Dates

Born On

mm/dd/yyyy

Edit Screen Continued

Contact	
Primary Email <input type="text"/>	Secondary Email <input type="text"/>
Home Phone <input type="text" value="876-444-1903"/> Format: 123-123-1234	Cell Phone <input type="text"/> Format: 123-123-1234
Work Phone <input type="text"/> Format: 123-123-1234	Address <input type="text"/>
City <input type="text"/>	State <input type="text"/>
Zip Code <input type="text"/>	

Save

Contributions & Giving

- The Giving Tab reflects all of your contributions from January 1, 2014 until the current date.
 - ▣ For information on previous contributions, please call CCC Guest Services at 718-306-1000.

Joe Schmoe Giving

View Edit Giving Account


⚙️

Amount	Date	Category	Details	Options
\$20.00	01/21/2015	Tithe	Check #261	Check Images

Totals:


- Tithe: \$20.00
- Total: \$20.00



2015 Contribution Statements

- On the Giving Tab, Click on the Gear Box  select FILTER, enter date range:
Start date January 1, 2015 and **End date** December 31, 2015
- Then Print when necessary

Joe Schmoie Giving



View Edit Giving Account



Amount	Date	Category	Details	Options
\$20.00	01/21/2015	Tithe	Check #261	Check Image  Filter  Print

Totals:

- Tithe: \$20.00
- Total: \$20.00



Reset Username & Password

- The Account Tab is where you can reset your username and password

Joe Schmoe Account

View Edit Giving **Account**

Credentials

Username:

Password:

To change the password, enter the new password in both boxes.

Confirm Password:

Settings

For STAFF USE ONLY

Receive Interactions Email Digest:
 Daily Weekly Never

Timezone:

The default timezone is: [GMT-05:00] Eastern Standard Time (US & Canada).

- Please disregard the SETTINGS Section – that area is reserved for our CCC Admin Team

Appendix – Related Websites


- Online Giving
- What's Missing?
- Check Your Spam

Online Giving

- On the Giving Tab, there is a link to our Donate Page for those who choose to use our Online Giving System
<http://www.cccinfo.org/mgive>
- To see your Online Giving Donations in the Giving Tab you **MUST** use the same exact **Email Address, First Name** and **Last Name** on both sites.
- Your OLD Portal Name and Password will not carry over to the Online Giving Site or to the NEW Portal, you **MUST** click “First Time” if it is your 1st Time using the online giving website.

Online Giving Website

CHRISTIAN CULTURAL CENTER
BALANCED CHRISTIAN GROWTH

Login to Online Giving! Secure Login 

First Time?
» [New User Registration](#)

Quick Give
» [No Login Required](#)

Scheduled Giving
» [Automatic Recurring Donations](#)


My Account
» [Personal Info & History](#)


Existing users, please login below. If this is your first time donating online, please click the "First Time" link on your left.

User Email

Password [Forgot Password?](#)

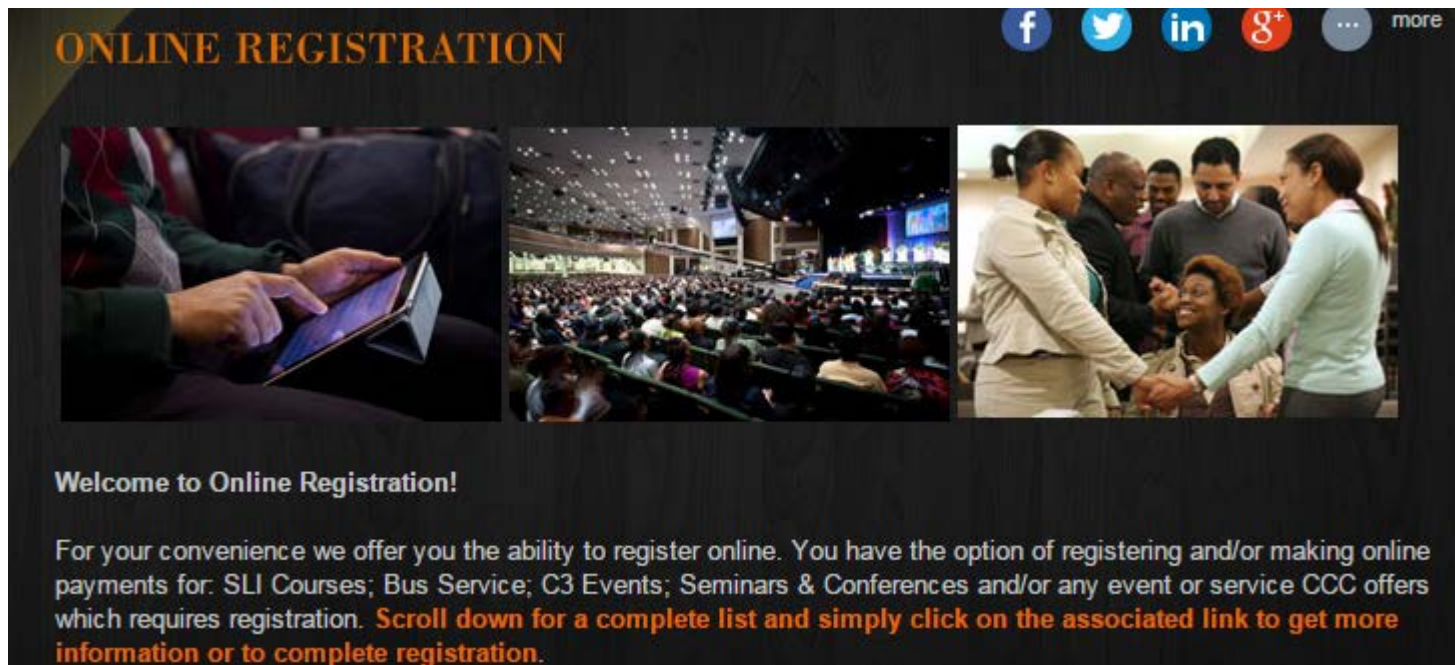
Remember Me

[Login](#) 



Coming Soon to the Online Portal

- **Event Registration**
- In the Interim, to Register for Events with a Credit Card, please go to <http://www.cccinfo.org/registeronline>
- For Cash Transactions or Questions about ANY Event, please join us in our NEW SERVICE CENTER located in the Exhibit Hall in the Lobby.



The screenshot shows a dark-themed web interface for online registration. At the top left, the text "ONLINE REGISTRATION" is displayed in orange. To the right of this text are social media icons for Facebook, Twitter, LinkedIn, and Google+, followed by a "more" link. Below the header are three images: a person using a tablet, a large audience in a hall, and a group of people interacting. Below the images, the text "Welcome to Online Registration!" is followed by a paragraph explaining the online registration service and providing instructions on how to find more information and complete registration.

ONLINE REGISTRATION

Facebook Twitter LinkedIn Google+ ... more

Welcome to Online Registration!

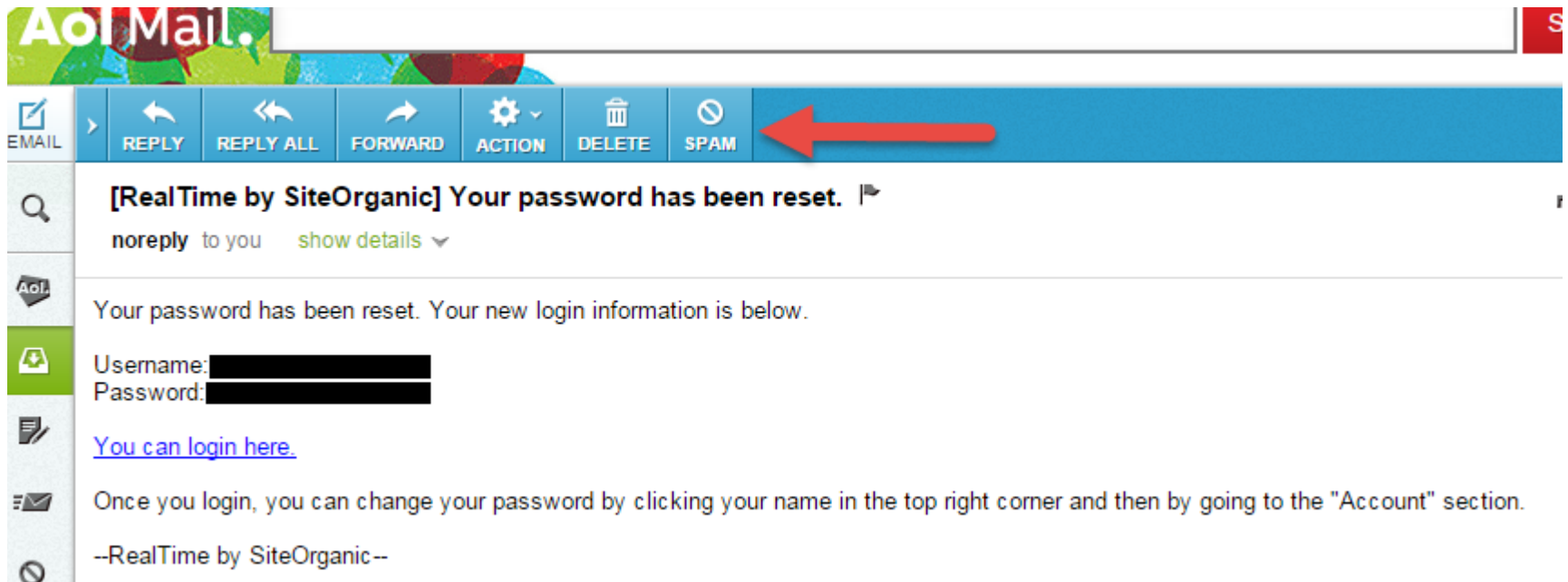
For your convenience we offer you the ability to register online. You have the option of registering and/or making online payments for: SLI Courses; Bus Service; C3 Events; Seminars & Conferences and/or any event or service CCC offers which requires registration. **Scroll down for a complete list and simply click on the associated link to get more information or to complete registration.**

“I DID NOT GET THE EMAIL”

- If you do not receive an email, please check your email spam filter.
- The email will come from “**RealTime by SiteOrganic**”
- Please take this opportunity to add our e-mail address noreply@siteorganicrt.com to your e-mail program's address book.
- Since many e-mail providers will categorize any new or unknown source, as "Spam," this will ensure that you'll receive the reset password request.

HOW TO CHECK NOT SPAM

- Your Email may look like this AOL email:
- Remember to click  SPAM to receive future Portal emails



Email “NOT FOUND”

- If you do not receive an email, and it is NOT in your SPAM MAIL, then you may need to UPDATE your Email Address with us, please choose one of the following:
 - Email Guest Services: guestservices@cccinfo.org
 - Call Guest Services: 718-306-1000
 - Visit Guest Services in the Service Center or at the Information Desk on our Brooklyn Campus
 - Visit the Guest Services Information Table at CCCL



Thank you for using our
New Online Portal