



# Quick Start Guide

## 3 Great Reasons to Join The City

1. Experience easier and more effective **COMMUNICATION** about the Church, ministries, activities, and events
2. Build **COMMUNITY** throughout the congregation and stay connected with others
3. Enable the church to fulfill **CHRIST'S PURPOSE** and SouthWoods' mission

## 5 Simple Steps to Get Started

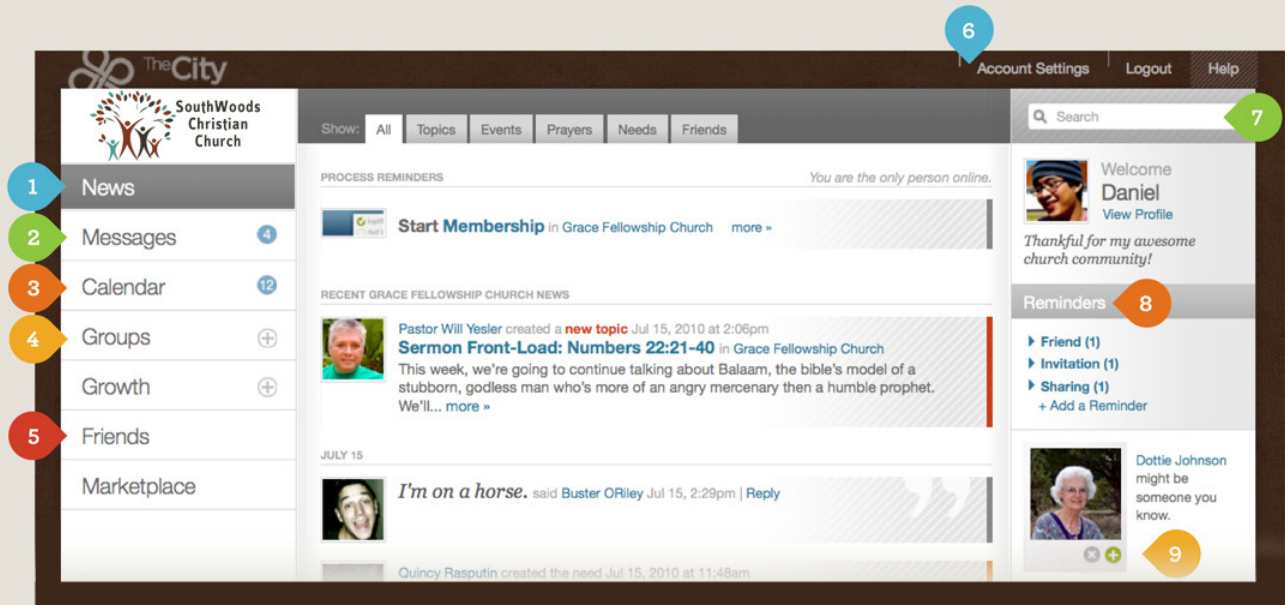
1. **Set up your account** – There are 3 ways to set up your account:
  - Email invitation - Simply click the link in the email to set up your account using your email address and password.
  - Connect Kiosk – Enter your email address directly into the on-site Connect Kiosk in the sanctuary.
  - Provide your correct email address to the church to receive your invitation and instructions.
2. **Set up your Profile** – There are several sections in your profile. Click on the tabs at the top of the page to enter information under *Profile Information, Family, Contact Information, Skills, Personal Notifications and Email Notifications*.
3. **Set up your Email Notifications** – Select how you want to be notified when new information is posted on The City. This is an important step in maintaining awareness of church activities, news, events and general communications. (You can also customize your notifications by the groups you are associated with).
  - Notification tab - defines how you are alerted about status updates, conversations, inbox messages, & friend notifications.
  - Email tab - defines if and how often you receive notifications from The City.
4. **Connect with Friends** – there are 3 different ways to connect to other SouthWoods City members.
  - Search for specific individuals by entering their name in the search window.
  - Watch recommendations appear on the right hand side of the screen mentioning people you might know.
  - Accept friend requests as you receive them. They will appear as Reminders on the right side of the screen.
5. **Join Groups** – this is one of the most important parts of The City as it becomes the new way of communicating amongst groups and ministries. There are several ways to join Groups:
  - Search Groups by keyword or browse the Group list, then request to join.
  - Accept a Group invitation. They will appear as Reminders on the right side of the screen.
  - Start your own Group (we recommend that you first determine if a similar Group already exists.)

### *At a minimum, we recommend:*

- *Completing your Contact Information section*
- *Uploading a photo of yourself*
- *Setting up your Personal and Email Notifications.*

Once you become a part of a Group, you can post events, start topics, call people to prayer, request volunteers, post photos, and many other things to communicate with other Group members. Don't forget to set up notifications for each Group you become a part of.

Want to learn more about using The City? Click the Help button in the upper right-hand side of the screen in The City. Also, please take a few minutes to review The City Map on the next page.



**1 News Feed**

Right in the middle of your home page is your News Feed, which gives you all the news from the groups you belong to and the people you're connected to. Select one of the tabs to filter your News Feed.

**2 Messages**

Don't know someone's email address? No problem. Just write them a **MESSAGE** in The City, and they'll get an email. You can add multiple people to the same message, too, and The City will keep the whole conversation organized for you on your Messages page.

**3 Calendar**

There are all sorts of great things going on around the church. To stay in the loop and get involved, keep an eye on your **CALENDAR** tab. The blue circle will show you how many upcoming events you haven't responded to, and you can click the tab to view event details and RSVP. The City will even send you a reminder before each event you're planning to attend.

**4 Groups**

So much of church life happens in the context of groups, and the **GROUPS** menu gives you quick access to all the groups you're in. When you want to plan a group event, start a discussion, organize help for someone in need, call people to prayer, or share some pictures, you can do it all right in The City.

**5 Friends**

The City makes it easy for you to keep up with what's going on in the lives of your friends. Just use the Suggestions panel or the Search tool to find people you know and request they add you as a friend. When they accept, they'll be added to your **FRIENDS** page, and you'll see their status updates in your News Feed (and they'll see yours).

**6 Account Settings**

Click **ACCOUNT SETTINGS** to update your Account and Profile information, add your Family relationships, update your Contact Information, or select Skills you possess. You can also configure all your personal and group Notification settings here, too.

**7 Search**

If you're looking for anything in The City, this is the place to go. Just type in what you're looking for—names of people you know, groups you're interested in, that amazing potato salad recipe someone posted last summer, anything—and The City will help you find it.

**8 Reminders**

The **REMINDERS** panel is always waiting for you with important notifications, like invitations to join a group or a friend request. You can also click **+ ADD A NEW REMINDER** to create reminders for yourself.

**9 Suggestions**

Can't remember the name of that new friend you met at the church barbecue last week? Never fear! The **SUGGESTIONS** panel will show you pictures (with names) of people you might know, so you can request they add you as a friend and stay in touch through The City.