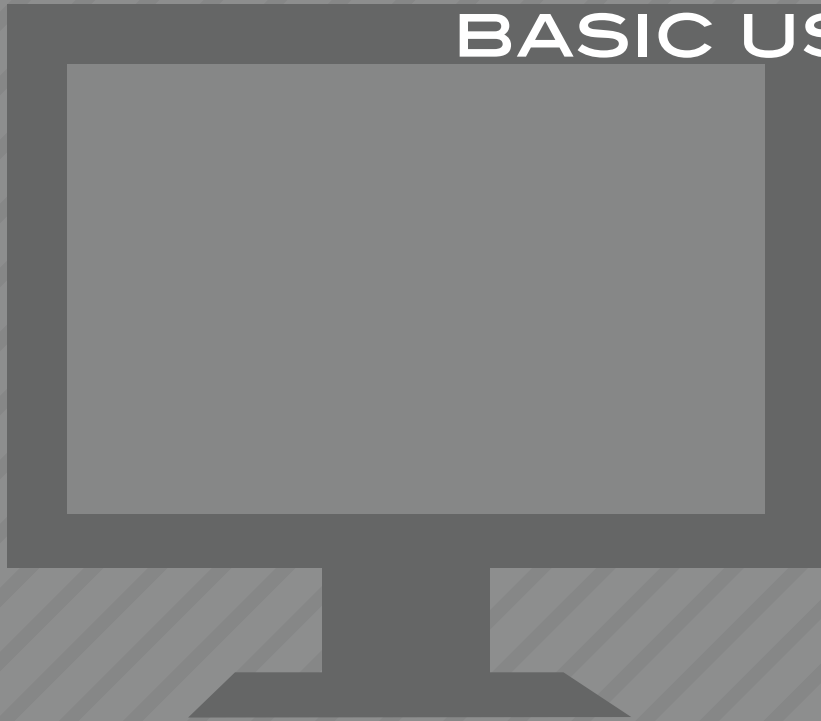


MY PINELAKE GUIDE

BASIC USER WALK THROUGH



ACCESSING THE ONLINE COMMUNITY

Welcome to MyPinelake! We have provided this tool to help you get better connected with our church. You'll be able to find groups to get involved in, see events you might want to attend, participate in discussions, meet the needs of others in our church community and find volunteer opportunities based on your passions and gifts.

After requesting a login, or being assigned one, you will receive an email containing your login information. Use the links in the email to access your online community.

TIP Bookmark the login page and save your login information so you can quickly access the online community in the future.



YOUR PERSONAL HOME PAGE

Once you log into the MyPinelake you will land on your personal home page. This page contains information specific to you including:

- A message from your Pinelake campus
- A list of upcoming church-wide events or events hosted by groups you belong to
- Activity in Groups you belong to
- Your profile blurb (includes name, picture and link to your profile)
- A list of your groups

Pinelake Church – Reservoir Switch campus

Home Groups Calendar Messages People Give More

MY PINELAKE

If you have a prayer request and like to share with the Pinelake Reservoir pastors, please [click here](#).

Upcoming

- Men's Group**
Tomorrow at 7:00pm, Men (Tuesdays) – Outlive Your Life
- Renewal Prayer**
Jan 19, 2011 at 6:00pm, All members of Pinelake Church – Reservoir
- Renewal service**
Jan 19, 2011 at 6:30pm, All members of Pinelake Church – Reservoir
- Worship Service**
Jan 23, 2011 at 8:00am, All members of Pinelake Church – Reservoir

January 2011						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

[Go to my calendar](#)

My Groups' Activity

TUESDAY, JANUARY 11

- Message posted: Men Stuff - Men (Tuesdays) - Outlive Your Life
- Message posted: Tonight 7:00 p.m. - Men (Tuesdays) - Outlive Your Life

Upcoming events

Profile blurb

Welcome **Adam**
[Go to my profile](#)

Your groups

Group activity

My Groups (3)

- Entire Church Group
All members of Pinelake Church – Reservoir
- Men (Tuesdays) – Outlive Your Life

VIEWING YOUR PROFILE

Click on 'Go to my profile' to view information in your profile.

Profile Tabs: View information on the Activity, Family, Info and Involvement tabs. If enabled, you will also see the Financial tab.

Info Tab: This is where the majority of information about you will be located. Review the information to determine if anything needs to be added or edited.

Contact Info: Your phone number(s), address(es) and email address will be located here. Only you and appropriate church staff will see your email address. All others will see a generic 'Send an email' link instead, which allows them to email you without ever seeing your email address.

Help Settings Logout

Search

Welcome **Adam**
Go to my profile

My Groups (3)


- Entire Church Group
- All members of Pinelake Church - Reservoir
- Men (Tuesdays) - Outlive Your Life

Pinelake Church - Reservoir [Switch campus](#) Help Settings Logout

Home Groups Calendar Messages **People** Give More

Search

Adam Test

 **(601) 555-1234**
steve.campbell@pinelake.org

Campus: Pinelake Church - Reservoir

Phone: (601) 555-1234 Home

Address: Adam Test
123 Main Street
Pelahatchie, MS 39145
United States
[View Map](#)

Profile tabs

Contact information

Settings and editing

Actions

- Send an email
- Download vCard

Profile Settings

- Profile
- Communication
- Login/password
- Privacy

Family

- Edit family profile

Activity Family **Info** Involvement Financial

Info	Family
Birthdate: September 4	Adam (Primary Contact)
Gender: Male	Eve (Spouse)
Marital Status: Married	Maggie (Child)
Anniversary:	Hannah (Child)
Allergies:	Mary (Child)
	Matthew (Child)
	John (Child)
	Cain (Child)
	Abel (Child)
	Martha (Child)
	Luke (Child)
	Naomi (Child)
	Sarah (Child)
	Moses (Child)
	+ 3 other family members

My Fit

Spiritual Gifts: Encouraging / Exhorting

Passions: People - Single Parents

Abilities:

Style: Passive / Task Oriented

Availability: Thu, Fri

Plugged In

Commitment Date:

Service(s) I Attend: 11:00AM Sunday Service

School:

Military:

Favorites

Activities: Ice Hockey

Music Styles:

Radio Station:

Favorite Quote:

Other Addresses

Custom Fields

facebook page:

twitter page:

Faith Commitment Story

Current Faith Story

UPDATING YOUR PROFILE

Click on settings in the upper right corner then select 'Edit Profile' to begin editing your profile. Profile information is broken into five sections. Name fields will be visible no matter which tab you are viewing.

Basic: Photo, Pinelake campus, gender, birthday, marital status, phone numbers, email addresses, emergency contact and other general categories

Address: Mailing address fields shown with a 'more addresses option' available to add your home, work or other addresses

Serving: Spiritual Gifts, passions, abilities, personal style and days available to serve

Social: Favorite activities, music styles, radio station and quote, as well as room to include your faith journey, military affiliation and school if applicable

Custom fields: Any field created by our church to track additional information

TIP The contact phone number field allows you to indicate your preferred phone number. This field was used by default when your profile was created and will likely match one of the other numbers (i.e. home, work, etc.).

Pinelake Church – Reservoir [Switch campus](#)

[Home](#) [Groups](#) [Calendar](#) [Messages](#) [People](#) [Profile sections](#)

Basic Address Serving Social Custom Fields

Adam Test [More name fields...](#)

Personal

Photo no file selected Delete Photo

My Campus

Family Position

Gender

Date of Birth

Marital Status

Anniversary

Allergies (used by Check-In system)

Contact

Email

Contact Phone

Home Phone [Main phone number](#)

Mobile Phone

[More contact fields...](#)

Cancel or

Pinelake Church – Reservoir [Switch campus](#) [Help](#) [Settings](#) [Logout](#)

[Home](#) [Groups](#) [Calendar](#) [Messages](#) [People](#) [Give](#) [More](#)

Adam Test



(601) 555-1234
steve.campbell@pinelake.org

Campus: Pinelake Church – Reservoir

Phone: (601) 555-1234 Home

Address: Adam Test
123 Main Street
Pelahatchie, MS 39145
United States
[View Map](#)

Actions

- Send an email
- Download vCard

Profile Settings

- Profile
- Communication
- Login/password
- Privacy

Family

- Edit family profile

[Click to edit profile](#)

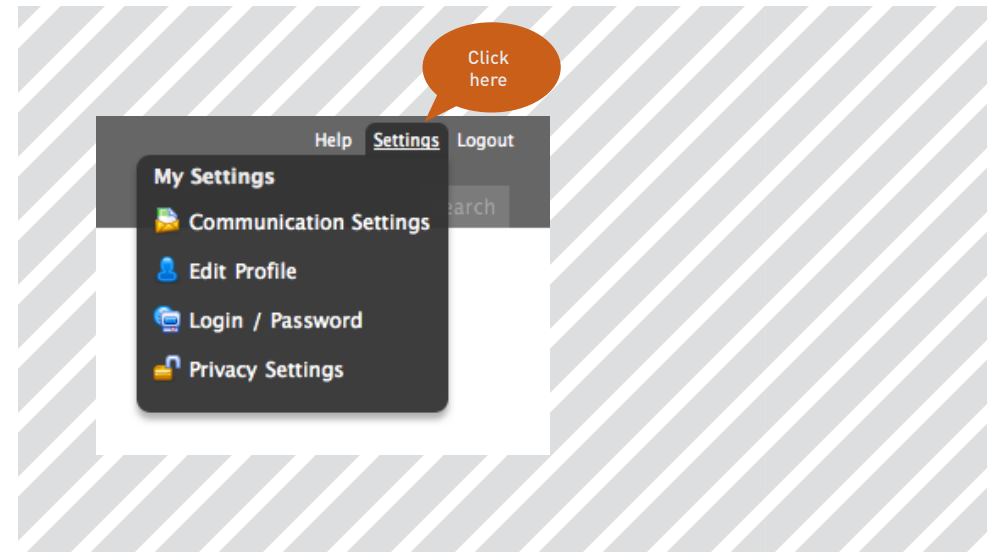
UPDATING YOUR SETTINGS

Access to your username and password, Communication Settings and Privacy Settings is available from the Settings link located in the top right corner of any page in MyPinelake. You will see three settings icons that will give you access to each settings page. Click any of these icons to update the settings.

Communication settings: Determine which groups you wish to receive communication from, and what type of communication you would like to receive. Options include regular email correspondence, comments posted to your groups' message boards, text messaging and a weekly summary of your groups' activities.

Login/Password: Change your login information from this page. Please note, after saving your changes you will be logged out and will need to log back in with the new login information.

Privacy settings: Here you may adjust what information in your profile is visible and to whom. Using the 'Everybody' option will help to make our online community vibrant.



GROUPS

Groups are the backbone of our online community. Events, volunteer opportunities, message boards and most emails all start through groups. You will see the groups which you currently belong to on your personal home page and also by clicking the Groups tab in the Navbar. While in the Groups section, click the other tabs to see events, messages, needs, positions or files for the groups you belong to.

To find other groups you may wish to join, type the ministry or group name into the search field. 'Open to All' groups will have more information visible to non-members than 'Invitation or Request Required' groups, but all visible groups will show a description of the group, meeting day, time and leader information. Click the group name to access this additional information.

TIP In addition to the Clinton, Madison/Ridgeland, Reservoir and Starkville campuses you'll find the "All Campuses" option in MyPinelake. This is where you can find groups that are global for all Pinelake campuses, such as the Missions Ministry. If you switch to the "All Campuses" option you can search for Local, National or Global Missions groups as well as groups for our missions partners.

The screenshot shows the 'Groups' page for Pinelake Church - Reservoir. The page features a dark header with the church name and a 'Switch campus' link. Below the header is a navigation menu with tabs for Home, Groups, Calendar, Messages, People, Give, and More. A search bar is prominently displayed with the text 'Find a group by typing its name below' and a link to '... or discover a new group'. Below the search bar is a list of 'My Groups (6)'. Three groups are visible: 'Entire Church Group', 'All members of Pinelake Church - Reservoir', and 'Baptism Team - Alternate - Sunday School - Invitation*'. Each group entry includes a logo, name, type, department, and leader information. Callouts point to the search bar, the 'Groups' tab, and the 'Joining method' field.

Click here

Main tabs

Home Groups Calendar Messages People Give More

Find a group by typing its name below ... or discover a new group

Start typing the group's name

Type group name

My Groups (6)

Entire Church Group
Type: Church
Department: Pastoral/Leadership
led by Tim Smith, Open to All, Announce Only

All members of Pinelake Church - Reservoir
Campus: Pinelake Church - Reservoir
Type: Church
Department: Pastoral/Leadership
led by Steve Campbell, Open to All, Announce Only

Baptism Team - Alternate - Sunday School - Invitation*
Campus: Pinelake Church - Reservoir
Type: Volunteer
Department: Member & Guest Services
led by Debi Green, Invitation or Request Required, Announce Only

Joining method

GROUPS CONTINUED

To find a specific group or kind of group use the Search option found to the right of the groups list. In the example to the left we are searching for an 'Adult All Ages' Group that meets in the evening and is part of the 'Adult Groups – Off Campus' department. You may search by area of town, type, department, name of group or leader and more.

When you have found a group you would like to join, click the 'Request to join' or 'Join group' button.

You will see 'Request to join' if approval from the group leader is required to join. An email will be sent to the group leader notifying them of your request.

Clicking 'Join group', on the other hand, will add you to the member list immediately.

The screenshot shows the 'Church – Reservoir' website interface. At the top, there are navigation links for 'Calendar', 'Messages', 'People', 'Give', and 'More'. A 'Search' button is located to the right of these links. Below the navigation is a search bar with the placeholder text '... or discover a new group'. A modal window is open, displaying search criteria for groups. The criteria include: Area of Town (Any Area), Type (Adults All Ages), Department (Adult Groups – Off Campus), Group Name (empty), Leader First (empty), Leader Last (empty), Interaction Type (Any Interaction Type), Childcare Available (checkbox), Meet Time (Evening), Meeting Day (Any Meeting Day), and Search (This Campus). There are also buttons for 'Clear Search' and 'Search'. Three orange callout boxes provide instructions: '1. Click search' points to the search button, '2. Include criteria' points to the search filter modal, and '3. Click search' points to the search button again.

Actions

Request to join

Actions

Join group

VIEWING OTHER PROFILES

To view a profile for another person in our online community, first click the People tab at the top of the page. If you do not see a People tab it means you have limited access to the community and will not be able to view any other profile besides yours and your family's, if applicable.

After clicking People, begin typing a name in the search box. You may type the first name, last name or a combination of both. As you type, the system will narrow your results and generate a list of people who meet your criteria. Click the name of a person to access their profile. You will only be able to find people who are listed to the online community.

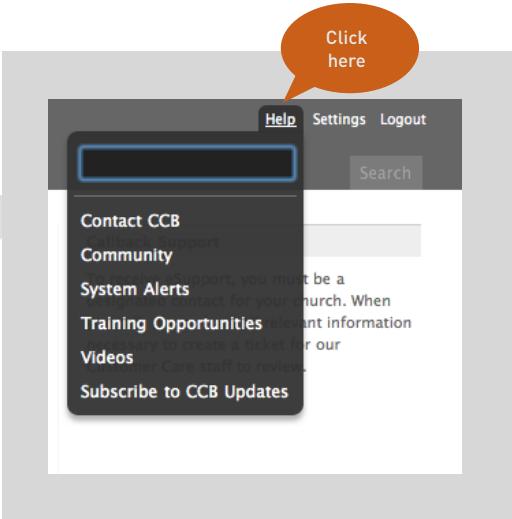
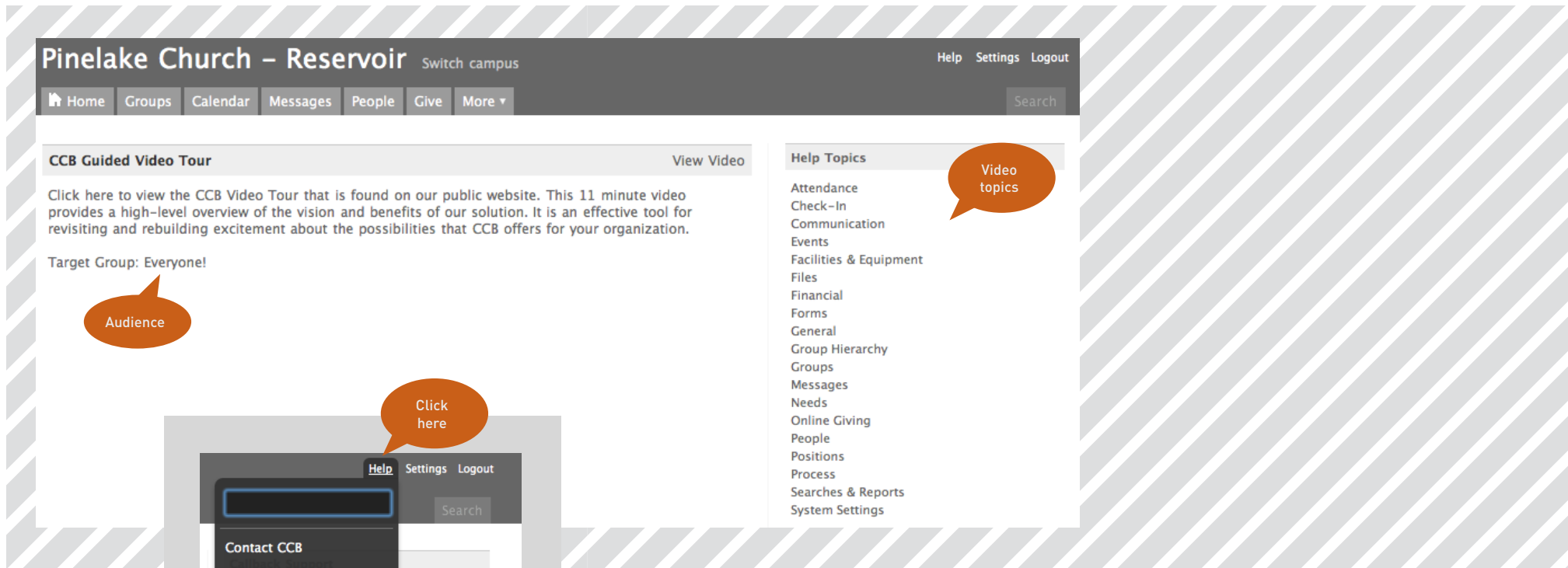
On the Info tab you will be able to see whatever information the individual has chosen to share with the online community. Anything not shared will be blank or show a message 'not enough privileges to view', meaning administrative rights are required to view the information.

TIP Adding an individual to your Friends List will allow those individuals to view information in your profile with privacy settings of 'friends only' or 'friends and my groups members.' In addition, it will give you easy access to those profiles if you wish to email them or view a phone number. This is a one way to add and does not require approval from the other person.

The screenshot shows the top navigation bar of the Pinelake Church website. The main header is "Pinelake Church - Reservoir" with "Reservoir" partially cut off. Below the header is a navigation menu with tabs: Home, Groups, Calendar, Messages, People, Give, and More. A callout bubble points to the "People" tab with the text "1. Click here". Below the navigation menu is a search box with the text "Find someone by typing their name below". A callout bubble points to the search box with the text "2. Type name".

The screenshot shows a user profile for Steve Campbell. The profile header includes the name "Steve Campbell" and a "Contact information" callout bubble. Below the name is a profile picture of a man. To the right of the picture is the phone number "(601) 829-4517" and a "Profile tabs" callout bubble. Below the phone number are the fields "Campus: Pinelake Church - Reservoir" and "Phone: (601) 829-4517 Work". Below these fields is a "Show more contact info..." link. To the right of the profile is an "Actions" box with the following options: "Send an email" and "Remove from my friends list". A callout bubble points to the "Actions" box with the text "Email or add to and remove from friends list". Below the profile header are four tabs: "Activity", "Family", "Info", and "Involvement". The "Info" tab is selected. Below the tabs are two columns of information: "Info" and "Family".

Info	Family
Birthday: January 11	Steve (Primary Contact)
Gender: Male	Angie (Spouse)
Marital Status: Married	Zack (Child)
Anniversary: July 16	Jacob (Child)
	Kristen (Child)



ADDITIONAL HELP

To learn more about MyPinelake, please access the Help Center. Click Help from the top right corner of any page. Try Video Training if you would like to see the tools in action. Look for the Audience section to narrow down which videos you should watch. Click the Topic name from the list on the right for the videos about that area of the community.

TIP You can also use the search field under the Help Center and type in a specific topic for related instructions.