

CROSS VIEW CONNECT

Quick-Start Guide

TABLE OF ONTENTS

IMPORTANT GUIDELINES AND INFORMATION	2
PLEASE COMPLETE THESE INITIAL STEPS TO GET STARTED	3
LOG IN TO CROSSVIEW CONNECT	4
REVIEW AND UPDATE YOUR PROFILE	5
REVIEW AND UPDATE THE PROFILES OF OTHER MEMBERS OF YOUR FAMILY	6
REVIEW AND UPDATE YOUR PRIVACY SETTINGS	7
REVIEW YOUR GROUPS	8
REVIEW AND UPDATE YOUR NOTIFICATION SETTINGS	9
REVIEW YOUR GIVING HISTORY	10
PRINT OR DOWNLOAD A COPY OF YOUR GIVING HISTORY	11
FIND CONTACT INFORMATION ABOUT OTHER CHURCH MEMBERS	12
REGISTER FOR AN EVENT	13

IMPORTANT GUIDELINES AND INFORMATION

Please read the following information:

- By accessing **Cross View Connect**, you are agreeing to abide by the guidelines below.
 - Personal information within **Cross View Connect** and on any printed church directory:
 - May be used only for church-related activities
 - May not be used for personal business
- If you have concerns or need help with **Cross View Connect**, please:
 - Email connect@crossview.net
- Or
- Call the church office at 952-941-1094
- If you would like a printed contact list of members in addition to access to **Cross View Connect**, please contact the church office.

PLEASE COMPLETE THESE INITIAL STEPS TO GET STARTED

- **Log in to Cross View Connect**
- **Review and update your personal profile**
- **Review and update the profiles of other members of your family**
- **Review and update your privacy settings**
- **Review your groups**
- **Review and update your email settings**
- **Review, download, and print a copy of your giving history**
- **Find contact information about other church members**

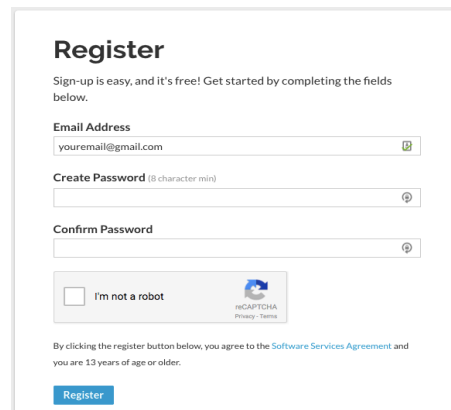
Our staff will offer additional training and guides on other portions of **Cross View Connect** soon.

LOG IN TO CROSSVIEW CONNECT

Cross View Connect is our congregation's, online directory and resource. It will help our members connect with each other and our staff, and it will help everyone stay informed about upcoming events and activities.

To log in for the first time, you must first register and confirm your **Cross View Connect** account.

1. To register your account, click the web link supplied in your email invitation.
You should see a registration page like this:



2. Type your new password in the **“Create Password”** and **“Confirm Password”** boxes
3. Click the box to the left of **“I’m not a robot”**
4. You may be asked to supply your birth date to confirm your account
5. Click the **“Register”** button
6. You will receive a second confirmation email at the same address to which your invitation was sent
7. Click the web link in the confirmation email to complete the creation of your account
8. Proceed to page 5.

To log in any time after setting up and confirming your account:

1. Type **crossview.net/connect** into the address box of any internet web browser
2. Hit **“Enter”** on your keyboard. You will be brought to a log-in page
3. Type your email address into the **“Email Address”** box
4. Type the password you created when you registered your account into the **“Password”** box
5. Click **“Sign-In”**
6. Proceed to Page 5.

If you have not received an invitation email or if you forget your password:

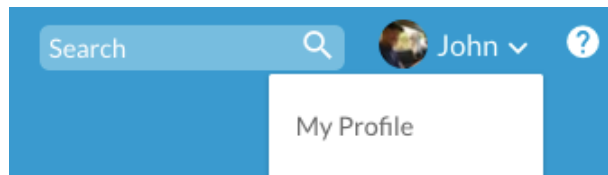
1. Type **crossview.net/connect** into the address box of any internet web browser
2. Hit **“Enter”** on your keyboard. You will be brought to a log-in page
3. Click **“Forgot Your Password”**
4. Type your email address into the **“Email Address”** box
5. Check your email inbox where you normally read your email and follow the instructions to reset your password.
6. Proceed to Page 5.

If you continue to have trouble signing in, please email connect@crossview.net or call the church office.

Review and update your profile

Your profile page on **Cross View Connect** will help church staff and fellow members contact you more easily.

1. To review and update your profile, click **“My profile”** in the drop-down menu in the top right of the page



2. Click the **“Edit Profile”** button near the top left-hand side of the page



3. Edit your contact Information in any of the available boxes
You can edit **“Name,” “Address,” “Phone Numbers,”** etc.

A screenshot of the 'NAME' section of the profile edit form. It includes a 'Profile Type' dropdown menu set to 'Person', a 'Name' text input field containing 'Your Name', and a small image icon to the right of the name field. Below the name field, there is a small text example: 'Like this: Mr. James Aaron Jr. (Jim)'.

4. Click **“Save”** to keep your changes or click **“Cancel”** to abandon your changes



5. Click **“Edit Profile”** a second time near the top of the page
6. To edit other details, click **“Personal Information”** at top of the page below your name

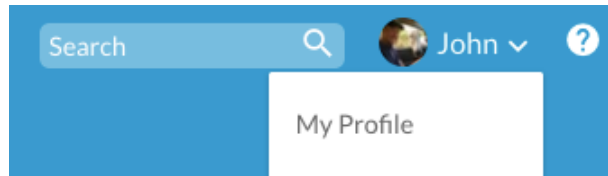


7. Edit your personal Information in any of the available boxes
8. Click **“Save”** to keep your changes or click **“Cancel”** to abandon your changes

Review and update the profiles of other members of your family

Your family's profile pages on **Cross View Connect** will help church staff and members contact you more easily.

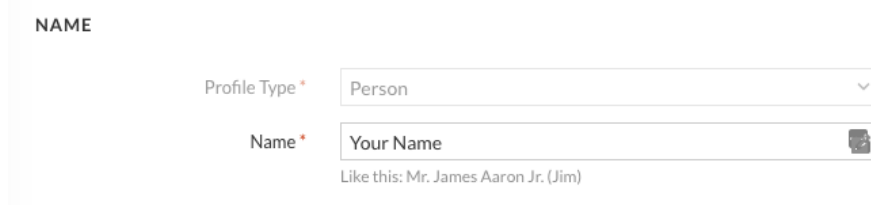
1. Click **"My profile"** in the drop-down menu in the top right of the page



2. Click a name of a family member you want to edit on the right side of the page
3. Click the **"Edit Profile"** button near the upper-left side of the page



4. Edit your family member's contact Information in any of the available boxes
You can edit "Name," "Address," "Phone Numbers," etc.

A screenshot of a web form titled 'NAME'. It contains two main input fields. The first is a dropdown menu labeled 'Profile Type *' with 'Person' selected. The second is a text input field labeled 'Name *' containing 'Your Name'. Below the text field, there is a small example: 'Like this: Mr. James Aaron Jr. (Jim)'. There is also a small profile picture icon to the right of the name field.

5. Click **"Save"** to keep your changes or click **"Cancel"** to abandon your changes



6. Click **"Edit Profile"** a second time on the upper-left side of the page
7. To edit other details, click **"Personal Information"** at top of the page right below your family member's name

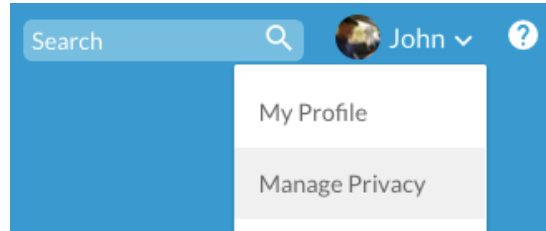


1. Edit your family member's personal Information in any of the available boxes
2. Click **"Save"** to keep your changes or click **"Cancel"** to abandon your changes

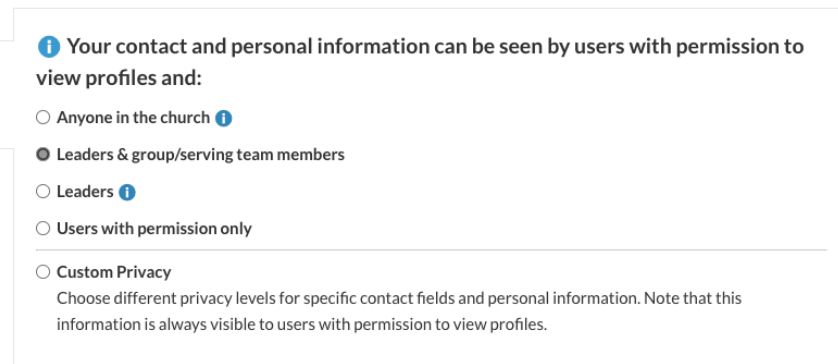
Review and update your privacy settings

All members will be listed in the **Cross View Connect** online directory. The system allows you to control who can see of your profile information.

1. To review and update your privacy settings, click **“Manage Privacy”** in the drop-down menu at the top right of the page



2. Select a person in your family on the left side of the page to update
3. Click one of the circles to set who can see your contact information

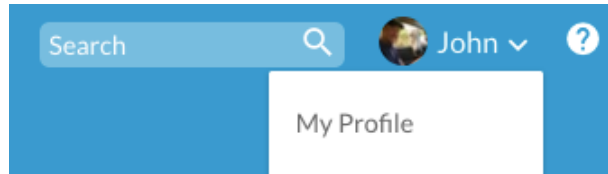


4. Select other people in your family on the left side of the page
5. Click one of the circles to set who can see contact information for each person
6. Click **“Save”** to keep changes for all family members or click **“Cancel”** to abandon your changes

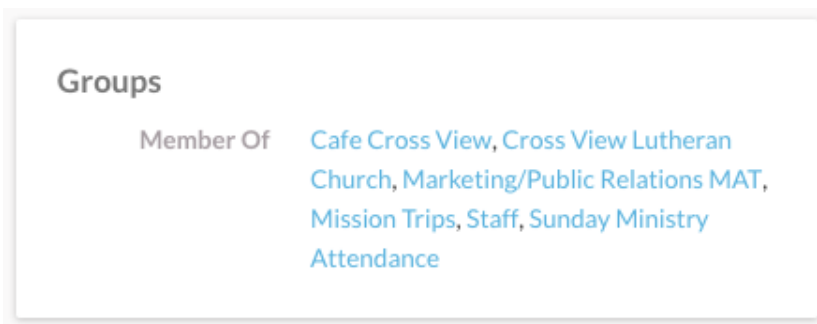
Review your groups

Your profile page lists the groups of which you are currently a part of in this system. These groups will be used by staff and other church leaders to send you information that is relevant to your groups.

1. To review your groups, click **“My profile”** in the drop-down menu in the top right of the page



2. Scroll down to the bottom of the page to view your groups.



IMPORTANT NOTE: You will not be able to edit your own groups.

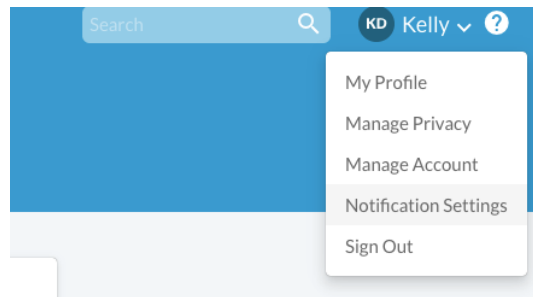
If you see you are listed in a group that is not correct or if you believe you should be in a group that is not listed on your profile page, please call the church office at 952-941-1094.

3. To view groups for other members of your family, click their name on the right side of the page under **“Family”**
4. Scroll down to the bottom of each profile to view your family members' groups

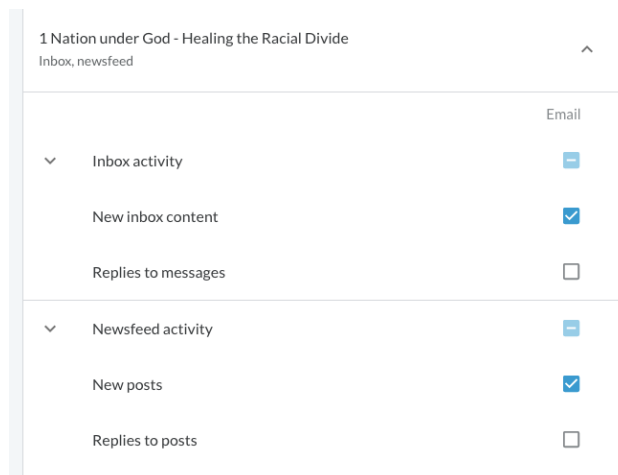
Review and update your notification settings

Email settings allow our church staff and leaders of Ministry Action Teams (MATs) communicate with you more easily.

5. Click **“Notification Settings”** in the drop-down menu in the top right of the page

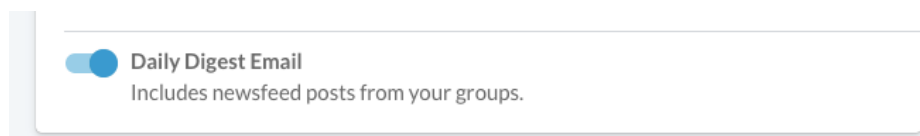


6. Click group names to open. You may select to receive:
 - Notifications for new emails and replies to emails
 - Notifications for new feed posts and replies to posts



You also may select to receive a daily update of news about Cross View events and activities.

7. To turn daily updates on, click the switch below the Email settings so it is blue.



8. To turn daily updates off, click the switch below the Email settings so that it is white.



IMPORTANT NOTE: You do not need to save Email Settings. Changes are automatically saved.

Review your giving history

Cross View Connect gives you the ability to review your giving history.

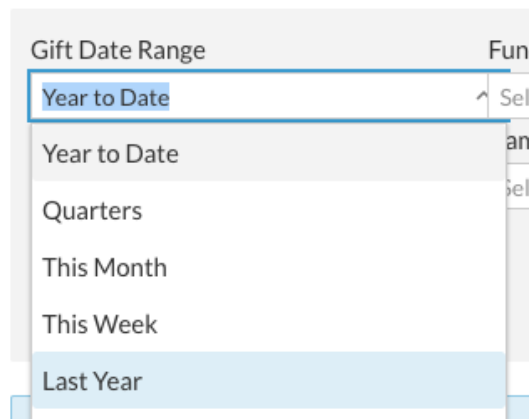
1. To review your giving history, click “Giving” in the main menu on the left side of any page
IMPORTANT NOTE: If your web browser window is too small, you may need to click the icon with three horizontal lines to see the main menu.



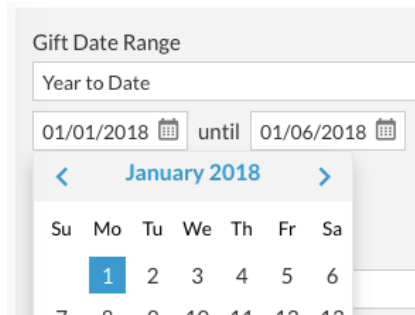
2. After clicking “Giving” on the main menu, click the icon that looks like a funnel to see different periods of time in your giving history



3. Under “Gift Date Range” select a time period from the drop-down menu



4. You also may use the calendar selection tool to set a custom period of time



5. Click the “Filter” button to see your giving record within the selected period of time

IMPORTANT NOTE: Our church is not currently using “Scheduled” giving on **Cross View Connect**. If you would like to schedule a regular and automatic offering, please contact the church office and ask about our “Simply Giving” option.

Print or download a copy of your giving history

You may print or download a copy of your giving history for your financial records.

1. To print or download your giving history, click **“Giving”** in the main menu on the left side of any page

IMPORTANT NOTE: If your web browser window is too small, you may need to click the icon with three horizontal lines to see the main menu.



2. Select a date range of records you would like to print, using the steps above on Page 10.
3. Click the **“Print”** icon



You may type a comment in the comment box. It will be added to your printout.

4. Click **“Print”** to continue or **“Cancel”** to go back
5. A **Giving Statement** will be displayed that you may print or download on your computer
6. To download, click **“Download”** at the bottom of the browser window
7. If you have finished downloading or printing a copy, click **“Close”** at the bottom of the browser window

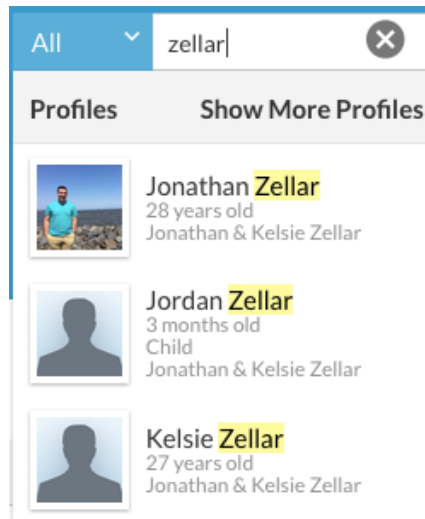
IMPORTANT NOTE: While you can print your year-end giving statement for personal finance and tax purposes, the church office will still mail you a statement for your records.

Find contact information about other church members

You will be able to look up contact information of other members who elect to share it with you.

1. In the main menu on the left side of any page, click **“Directory.”** A list of all members will be listed.
2. You also may use the search box at the top of any page to look for other member information at any time. To do this, type a first or last name into the white box labeled **“Search”** box at the top right of any page

The system will automatically display a list of results when you stop typing.

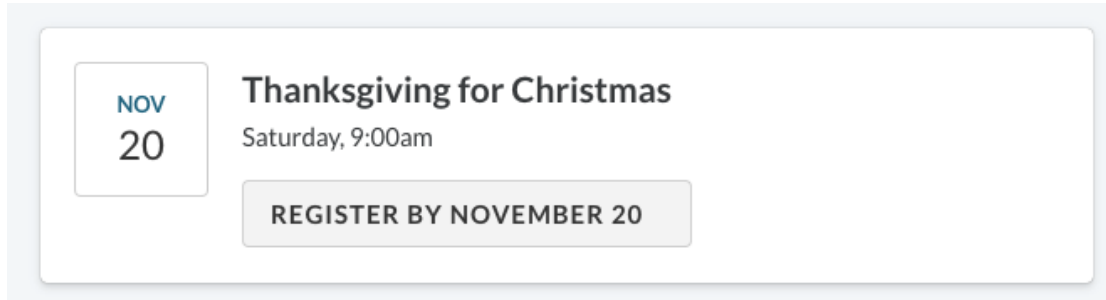


3. Click one of those results to see more contact details
4. If there are a large number of search results, you may click **“More”** to see a full list of matching names. The full list will include available email addresses and phone numbers.
5. Click any of those names in your search results to see more contact details

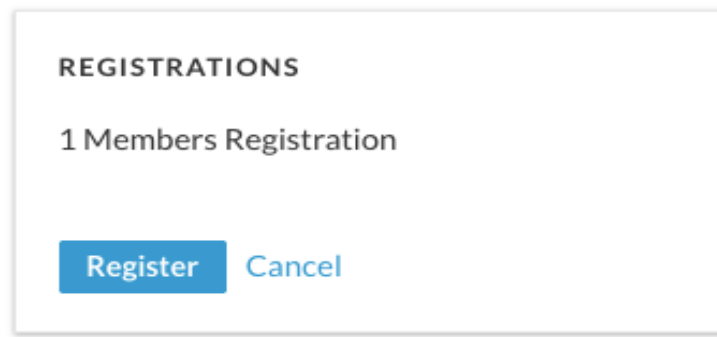
Register for an event

You can register for a church event inside Cross View Connect or at a kiosk at the Connection Center at church.

1. In the main menu of Cross View Connect on the left side of any page, click “**Events.**”
2. A list of upcoming events will be displayed.
3. Click one of those events to see more details.
4. To register, click the button that says “REGISTER BY (DATE)”



5. Select the people you want to register for the event on the right side of the page.
6. Select “**Next**”
7. Fill out the drop-down options on the next page and select “**Next**” – again.
8. **IMPORTANT: YOU ARE NOT YET REGISTERED.**
9. You must still confirm registration by clicking “**Register**” on the far right side of the page.
10. Look for the blue button shown below.



- If you have any questions, email connect@crossview.net or call the church office