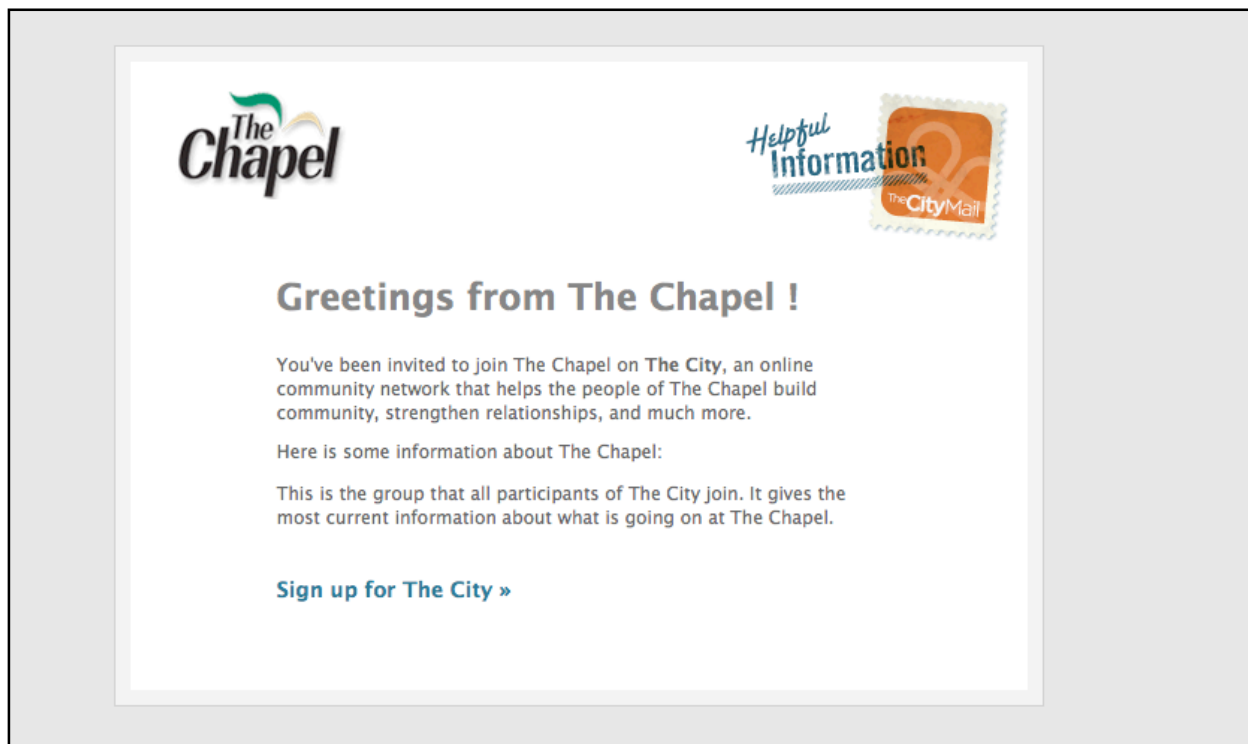


Using The City

The Chapel is working a new software platform called The City (thechapelbr.onthecity.org). This platform allows for our church to put almost all of our ministries on the same platform. As one who is involved in Chapel ministry in some way, getting on The City is going to be important. It is not “another social network” but a ministry tool that does three things very well.

- **Organization:** The City organizes your ministry life into groups. Every group is accessible from the same main page. So your leadership team, community group and service team are all at your fingertips.
- **Communication:** The City allows for easy communication within groups as well as targeted communication to specific demographics of our church. But the communication is two-way so that better community can be built between members.
- **Deployment:** The City makes engaging in ministry easier because it becomes a platform for sharing life and ministry needs, as well as getting involved in active service.

When you get invited to The City for the first time (before you have a City account) you will get a welcome email. This email is important because The City links an account to an email address. The email should look like this:



The welcome email is attached to a specific email address within The City. When you click “Sign up For The City” from your welcome email, it will bring you to a page where you create your profile. What you choose at this part is important.

The Chapel

Welcome to The Chapel on The City!

The City is web-based software that helps build real-life community.

I need to create a new City account.

I have a City account with another organization.

Already have an account with The Chapel? [Sign in here.](#)

Choose one of three options (explained below)

Login

Password

Confirm Password

Email **hans.googer@thechapelnet.com**
(You can change this later)

First Name

Last Name

Gender **Male** ▾

Date of Birth **July** ▾ **27** ▾ **2011** ▾
Year is never made public.

Location **Campus Location** ▾

Create my account

- **I need to create a new City account:** Select this if this is the first time you have signed up for The City. By entering just a little information you can set up your account and begin engaging within your ministry groups.
- **I have a City account with another organization:** If you have been at a previous church that uses The City then select this option and use your previous login info.
- **Already have an account with The Chapel?:** If you have already joined The City with The Chapel and got another invite that brought you this screen then select this option to use your already-created Chapel login info.

A few notes about setting up your profile via your account settings:

- Do not add your spouse (under “Account Settings”) until they are on The City. This will save you some trouble later down the line.
- Set your email notifications for “New Things” so that you get information promptly.

After you have moved past the registration step you will see the main page. While your front page news feed will look different depending upon what groups you are a part of, the general look and feel is the same. The below is a general idea of what the front page looks like.

While there is a lot here, the front page is pretty easy to navigate. Explanations of the parts of the



front page are listed below:

1. **News:** This will give you all of the news from all of your groups.
2. **Messages:** Messages allow you to contact people within The City whose email address you may not know. Your messages get emailed to you.
3. **Calendar:** The calendar tab shows the events that have been created within the groups you are a part of.
4. **Groups:** Expand this tab to see all the groups that you are a part of. Selecting a specific group lets you communicate within that group and that group only.
5. **Friends:** This will list all the people who are you “friends” on The City.
6. **Account Settings:** *This is an important* tab. This is where you will update your profile information, change family info, contact info, and configure your email and notification settings. A few notes about this tab and what you will see.
 - *Contact Info* keeps us up to date on how to get in touch with you (you have the ability to set *who* can see your contact info).
 - *Family* is important because you can link profiles with your spouse. But remember: *don't add your spouse until he/she has joined The City.*
 - *Skills* are important because then the church can see who might be able to better meet a need within the body.
 - *Notifications* allows for you to set up how to get emails and friend requests. If you don't want friend request email just set your option to “accept all”.
 - *Email* is important because you will want to get the right information for your groups. It is best to set your notifications to “*New Things*” for your group so that you can stay up-to-date on current information. This also gives you the option of replying by email to topics and prayer requests.
7. **Search:** Looking for a specific person or group? Search for it. The City will help you find it.
8. **Reminders:** This will keep you reminded of events and unfinished tasks within The City. You can also set your own reminders.
9. **Suggestions:** This will be showing you people you might know in The City.

Questions About The City

Who sees my posts and information?

You set the privacy of your contact information. And from within any group (which you'd select from the "groups" tab on the left) you can select the option to "start something" and this will create something only within the group so that *only group members see what you post in your group*.

Is my information secure?

Absolutely. Your profile isn't searchable online and only people who are a part of The Chapel's City can find you within The City itself.

Is this just Christian Facebook?

No. We know there is a great use to Facebook and The City doesn't replace it. This allows for more targeted communication within our church body, as well as the ability to build community and get people living out the Great Commission together.

Do I have time for this?

Once you're on The City then it is easy to use it. If you have your email options for your groups set to "new things" then you will get an email when something within your group has happened. The great thing is you can then reply by email and it will get put in the group thread. Also, if you are ever involved in a group then it's a great way to share with them what's going on without tracking down email addresses and other contact info.

What do I do if I'm confused?

Email Luanne.cotten@thechapelbr.com or corey.oquin@thechapelbr.com for questions or concerns. You can also use the help desk as a great resource (helpdesk.onthecity.org).

We look forward to seeing you on The City!

The Chapel Staff