

You can log into The Square by going to our website:

<https://noblesvillefirst.ccbchurch.com/goto/login>

+ Noblesville First UMC

Username
awalker@noblesvillefirst.com

Password
.....

Keep me logged in for 30 days

LOGIN

Request Account Forgot Password?

Or

Login as Pushpay admin

Powered by CHURCH COMMUNITY BUILDER

Connect with us

Forms Find a Group

Events

THE SQUARE
the online community of ...

- Most of you already have profile in The Square.
- Login with your email address.
- If you have forgotten your password, click **“Forgot Password”**
- If you do not have a login, click **“Request Account”**

Login Request Form

Looking to make an account in The Square? Great! Go ahead and fill out this form to get started!

First Name*

Last Name*

Email*

Mobile Phone*

Mobile Carrier

CANCEL


SUBMIT

- You will be directed to a form asking for you to complete a profile. Your email address must match what is on your profile record.
- Please be sure to add your mobile carrier like AT&T or Verizon.
- This enables us to send you text messages

Home Phone

Street*

City* State* Postal Code*

Birthday  Gender ▼

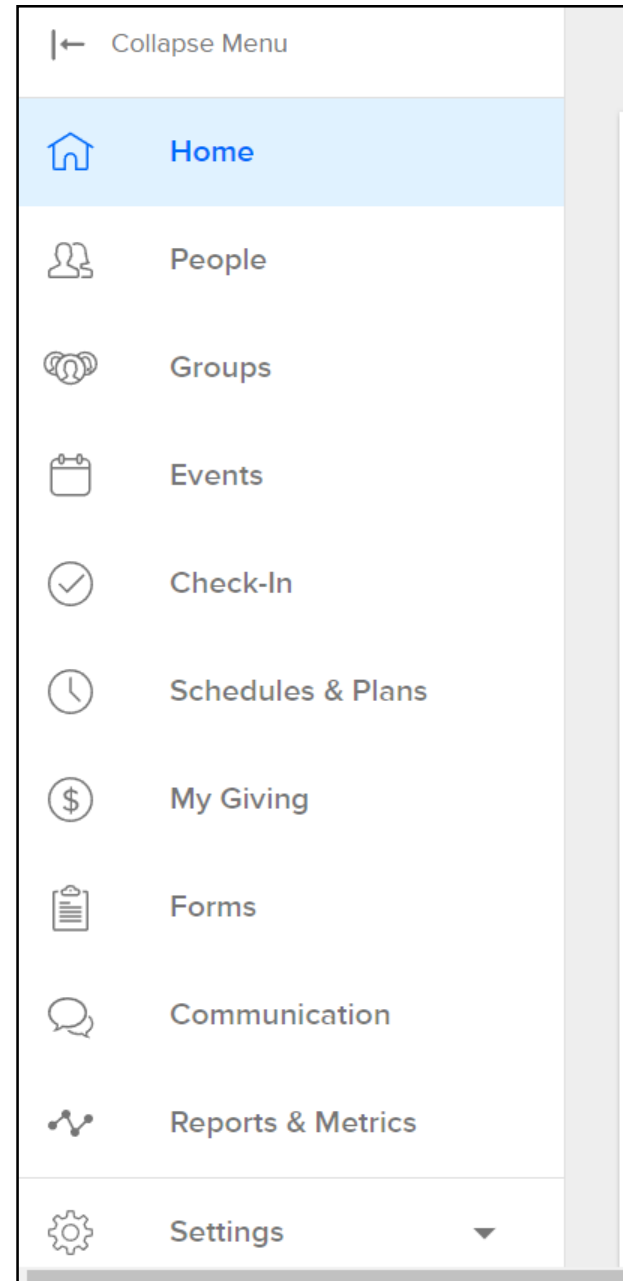
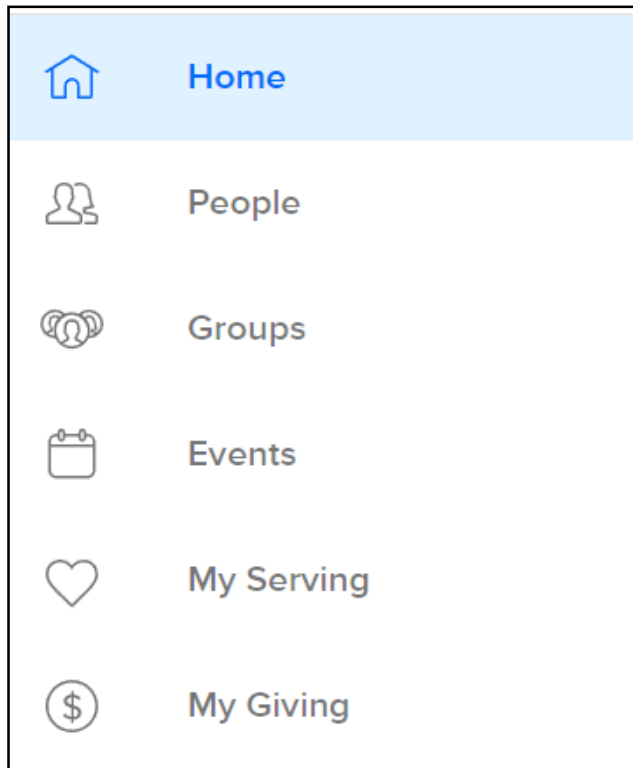
What is your relationship with Noblesville First?*

Choose... ▼

- Complete the form by adding your address and what your relationship is with Noblesville First.
- If you choose to add your birthday, your year of birth will not be visible to anyone outside church leadership and staff.

Once you log in, view the options you have available to you in the menu on left.

A non-leader will have fewer items in the menu.

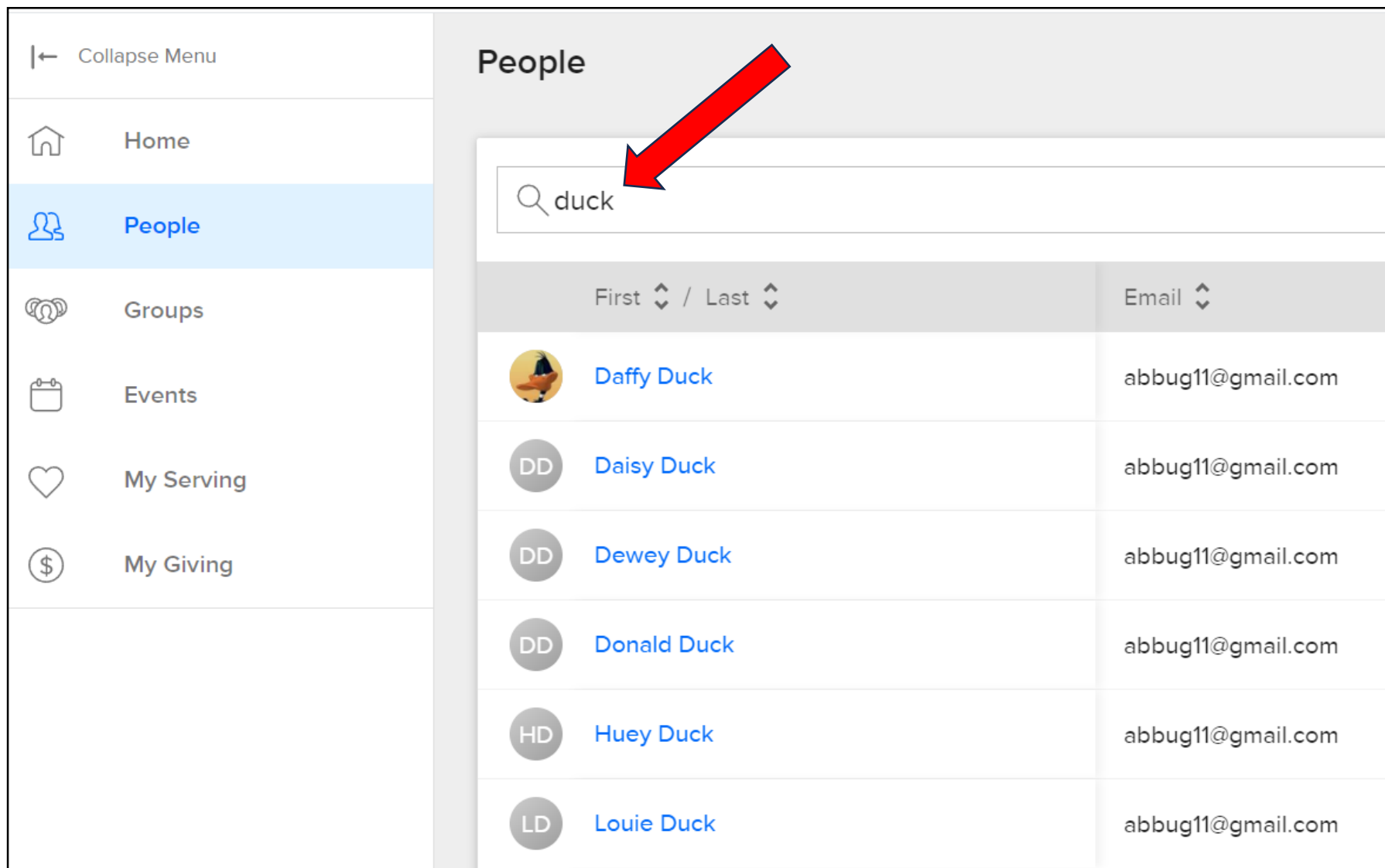


A leader will have more options available.







After you log in, your screen may default to the “**HOME**” screen, if so, let’s choose “**PEOPLE**” by double-clicking on it.

The screenshot displays a web application interface for a church community builder. On the left is a vertical navigation menu with a 'Collapse Menu' button at the top. The menu items are: Home (with a house icon), People (with a person icon), Groups (with a group icon), Events (with a calendar icon), My Serving (with a heart icon), and My Giving (with a dollar sign icon). A large red arrow points to the 'People' option. The main content area is titled 'Home' and features a navigation bar with 'WELCOME', 'RECENT ACTIVITY', 'MESSAGES', and 'FORMS'. Below this, there is a welcome message: 'Welcome to The Square ... Noblesville First's online church community. [Click here](#) for a video tutorial on uploading your profile picture.' A video player is embedded below the message with the text 'Watch the video below to get an overview of the software.' To the right of the main content is a 'MY GROUPS' section listing three groups: 'Our Church' (with a church building image), 'Test Circle Group' (with a group of people image), and 'Test Kids group' (with a group of children image). At the bottom of the main content area is a large blue banner with the text 'Get an overview of Church Community Builder in under 2 minutes.' and an illustration of a smartphone displaying a church service schedule. The smartphone screen shows a 'Connected Church' header, a date '5, 2019', and a list of services: 'Ephesians' (9:00a - 9:00a) and 'Forgiveness' (9:05a - 9:05a). A '9:20a - 9:24a' service titled 'Overcome' is also visible at the bottom of the phone screen.

Type the name of someone next to the magnifying glass.



The screenshot shows a mobile application interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes options: Home, People (highlighted), Groups, Events, My Serving, and My Giving. The main content area is titled 'People' and features a search bar with a magnifying glass icon and the text 'duck'. A red arrow points to the search bar. Below the search bar is a table with columns for 'First / Last' and 'Email'. The table lists several duck profiles:

First / Last	Email
 Daffy Duck	abbug11@gmail.com
 DD Daisy Duck	abbug11@gmail.com
 DD Dewey Duck	abbug11@gmail.com
 DD Donald Duck	abbug11@gmail.com
 HD Huey Duck	abbug11@gmail.com
 LD Louie Duck	abbug11@gmail.com

If you type in a name multiple people have, you can choose which person is the one you are looking for, like “**DUCK**” brings up multiple people.

In the next slide, I typed in “**TEST**” and it shows one profile for Test Walker.

The image shows a user profile for 'Test Walker' with the status 'Primary'. The profile picture is a cartoon of a woman with a yellow sign over her eyes that says 'TEST USER'. The 'ACTIONS' dropdown menu is open, listing several options: 'Add A File', 'Add Family Member', 'Check-In Message', 'Communication Preferences', 'View Change Log', 'Download Contact Card', 'My Fit', 'Privacy' (highlighted with a red circle), 'Profile Report', and 'Username/Password'. Below the profile, the 'Contact Info' section is visible, containing email, mobile, and mailing address information.

Test Walker
Primary

ACTIONS ▾ **EDIT PROFILE**

- Add A File
- Add Family Member
- Check-In Message
- Communication Preferences
- View Change Log
- Download Contact Card
- My Fit
- Privacy**
- Profile Report
- Username/Password

Contact Info

Email
abbug11@gmail.com

Mobile
(317) 374-3101
Verizon

Mailing
14442 Banister Dr
Noblesville, IN 46060

In order to make our database work like a church directory, you need to edit your privacy settings.

- Click on the “**ACTIONS**” tab
- Select “**Privacy**” settings
- Choosing EVERYONE as your selection for your personal information will allow anyone with a login to our church database to see your information.
- You can also choose “Group Members” which would allow members of your groups to see your information.

Personal Information

Everyone
Any Profile Within Your Church

Groups Members
Groups I Am A Part Of

Church Leadership Only
Admin Permissions Only

Only Allow Church Leadership To View Profile Information (Unlisted)

Mobile Phone Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Home Phone Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work Phone Number	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Address	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Email Address	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Birthdate (Month & Day Only)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anniversary (Month & Day Only)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

All other profile fields are only visible to individuals with appropriate administrative permissions. Examples include: Gender, Marital Status, Emergency Phone, Allergies, and other church defined fields.

You can see someone's address, phone number and birthday, but not the year of their birth.

The screenshot shows a contact profile for 'Test Walker' in a mobile application. The profile header features a blue background with a profile picture of a woman with blonde hair wearing a yellow sign that says 'TEST USER'. To the right of the picture, the name 'Test Walker' is displayed in white, with 'Primary' underneath. An 'ACTIONS' button with a dropdown arrow is also present. On the right side of the header, there are two white boxes containing contact information: a phone number '(317) 374-3101' and an email address 'abbug11@gmail.com'. Below the header, there are three main sections: 'Contact Info', 'Family', and 'Personal Information'. The 'Contact Info' section lists an email address 'abbug11@gmail.com' and a mobile phone number '(317) 374-3101' on Verizon. The 'Family' section shows a small circular profile picture and the name 'Test Walker' with 'Primary' below it. The 'Personal Information' section shows a birthday of 'January 1'.

← Collapse Menu

- Home
- People**
- Groups
- Events
- My Serving
- My Giving

Test Walker

Primary

ACTIONS ▾

(317) 374-3101

abbug11@gmail.com

Contact Info

Email
abbug11@gmail.com

Mobile
(317) 374-3101
Verizon

Family

Test Walker
Primary

Personal Information

January 1

Let's click on "**MY GIVING.**" You can see how to make a one-time gift or set up a repeating gift.

The screenshot shows a mobile application interface for "My Giving". On the left is a sidebar menu with a "Collapse Menu" icon at the top. The menu items are: Home (house icon), People (two people icon), Groups (three people icon), Events (calendar icon), Check-In (checkmark icon), Schedules & Plans (clock icon), and My Giving (dollar sign icon, which is highlighted in blue). The main content area is titled "My Giving" and has three tabs: "GIVE" (active), "SCHEDULES / HISTORY", and "PLEDGES". Under the "GIVE" tab, there are two radio button options: "One time gift" (selected) and "Repeating gift". Below these is a "Gift Amount" section with a dropdown menu showing "23 Current Operating" and a text input field labeled "Giving Amount". At the bottom right, there are two buttons: "Cancel" and "Continue".

It is easy to set up a repeating gift.

GIVE SCHEDULES / HISTORY PLEDGES

One time gift Repeating gift

Gift Amount

23 Current Operating Giving Amount

Schedule Details

Monthly Starting Date

Continue Until

I stop this repeating gift

gifts have been made

Cancel Continue

Choose one of several specific areas

- Choir/Music Ministry
- Choose Designation
- Study Books/Material
- Guatemala Mission Trip
- Huff, Megan
- 23 Current Operating
- 23 Mortgage Reduction
- Altar Flowers
- UMYF - General
- Choir/Music Ministry**
- 23 Mission Outreach
- Easter Flowers
- 200 Envelopes
- Teter Donations
- Sunday coffee & doughnuts
- Christmas Decoration Fund

Choose “**SCHEDULES / HISTORY**” to see your giving. You can see the date, how your money was designated, type of transaction and the amount.

The screenshot shows a web interface for a church's giving system. At the top left, it says "t UMC" and "United Methodist Church". To the right of the header are a notification bell icon, a help icon, a search bar with the text "Search name, phone or email", and a user profile picture labeled "TEST USER". Below the header is a "My Giving" section with three tabs: "GIVE", "SCHEDULES / HISTORY" (which is selected), and "PLEDGES". A "Giving Statement" button is located on the right side of the "SCHEDULES / HISTORY" tab. Below the tabs, there is a section titled "REPEATING GIFT SCHEDULES" with a message: "Looks like you haven't setup a repeating gift." Below that is a section titled "GIVING HISTORY" which contains a table with the following data:

Date	Designation	Type	Amount
Jun 23, 2023*	23 Current Operating	Online	\$1.00

Click **“PLEDGES”** to see your pledge status.

The screenshot shows a web interface for 'My Giving'. At the top left, the text 'My Giving' is displayed in a dark font. Below this, there is a horizontal navigation bar with three items: 'GIVE', 'SCHEDULES / HISTORY', and 'PLEDGES'. The 'PLEDGES' item is highlighted with a small upward-pointing triangle underneath it. To the right of the navigation bar, there is a dark grey button with the text 'Pledge Statement'. In the center of the page, there is a large dashed rectangular box containing the text 'PLEDGES' and 'Looks like you don't have any pledges.' below it.


Click on “**GROUPS**” to find your groups. If some are missing, let your leader or Anita Walker know.

← Collapse Menu


- Home
- People
- Groups**
- Events
- My Serving
- My Giving

FIND A GROUP


MY GROUPS



Our Church
Type: System
Department: Care/Support
led by [Nicole Caldwell-Gross](#) , Open to All, Announce Only




Test Circle Group
Type: Serving
led by [Tom Cat](#) , Invitation or Request Required, Announce Only




Test Kids group
Type: Education
led by [Wilma Flintstone](#) , Invitation or Request Required, Announce Only

A member of a group can see the leaders, not the members of the group. Click on the leader's name to send an email.



 **Test Circle Group** Member
11 participants | Serving


[INFO](#) [MESSAGES](#) [CALENDAR](#) [FILES](#) [NEEDS](#)



Test group for training

LEADERSHIP

-  [Tom Cat](#) Leader
-  [Daisy Duck](#) Leader



If you are a leader, you can see a list of participants of the group. Click to send an individual an email or click “**Group Actions**” to see other options available.

The screenshot displays a web interface for a group named "Test Bible Study". At the top left, there is a profile picture of a book and the group name "Test Bible Study" with a "Leader" tag and "11 participants | Education". A "Group Actions" dropdown menu is visible in the top right. Below this, a navigation bar includes "INFO", "MESSAGES", "CALENDAR", "FILES", "NEEDS", and "PARTICIPANTS". The "PARTICIPANTS" section features a search bar labeled "Search Participants" and a "+ New Member" button. A list of participants is shown, each with a profile picture, name, phone number, and email address with a "Send Email" link. The participants listed are Tweety Bird, Bugs Bunny, Big Dogg, Little Dogg, Daisy Duck, and Donald Duck (marked as a Leader). A red arrow points from the "Group Actions" dropdown in the top right to a larger, expanded version of the "Group Actions" dropdown on the right side of the image. This expanded menu lists the following options: "Edit group settings", "Edit participant list", "Send participant logins", "Record/Edit attendance", "Send a Twext™", "Send a mail merge", and "Print labels or name tags".

Test Bible Study Leader
11 participants | Education

INFO MESSAGES CALENDAR FILES NEEDS PARTICIPANTS

Search Participants + New Member

- Tweety Bird**
Phone: (317) 374-3101 | Email: [Send Email](#)
- Bugs Bunny**
Phone: (317) 374-3101 | Email: [Send Email](#)
- Big Dogg**
Phone: (317) 374-3101 | Email: [Send Email](#)
- Little Dogg**
Phone: (317) 374-3101 | Email: [Send Email](#)
- Daisy Duck**
Phone: (317) 374-3101 | Email: [Send Email](#)
- Donald Duck** Leader
Phone: (317) 374-3101 | Email: [Send Email](#)

Group Actions

- Edit group settings
- Edit participant list
- Send participant logins
- Record/Edit attendance
- Send a Twext™
- Send a mail merge
- Print labels or name tags

Send a text or “**TWEXT**” to your group. All members of this group can receive emails and Twext messages as you can see the .























▼ Group Actions ▼

- Edit group settings
- Edit participant list
- Send participant logins
- Record/Edit attendance
- Send a Twext™ ←
- Send a mail merge
- Print labels or name tags

TEST BIBLE STUDY < back to group

All participants Leaders Open invitations Membership requests

If checked, set group status to... OK NOTE: Limited Access Users (LAU) cannot be set to "Assistant Leader".

<input type="checkbox"/>	Name	Status	Communication Settings	
<input type="checkbox"/>	Tweety Bird	Group Member		
<input type="checkbox"/>	Bugs Bunny	Group Member		
<input type="checkbox"/>	Big Dogg	Group Member		
<input type="checkbox"/>	Little Dogg	Group Member		
<input type="checkbox"/>	Daisy Duck	Group Member		
<input type="checkbox"/>	Donald Duck	Assistant Leader		
<input type="checkbox"/>	Bat Man	Group Member		
<input type="checkbox"/>	Super Man	Group Member		
<input type="checkbox"/>	Mickey Mouse	Assistant Leader		
<input type="checkbox"/>	Minnie Mouse	Group Member		
<input type="checkbox"/>	Test Walker	Main Group Leader		





Send an individual an email, OR

Send an email

To:
Tweety Bird

Subject

Email Body:

B | *I* |  |  |  | 

Also send a copy of this email to me.

[Attach files to this email...](#)


[Cancel](#) or

If you choose “Mail Merge” you can send the entire group an email.

Send a mail merge

Create a new mail merge

Use an existing mail merge



Step 1 Compose **Step 2** Choose recipients **Step 3** Send

Reoccurring message to test group

EMAIL VERSION PRINT VERSION

New training dates

B | **I** | | | Add a field... | | | Source

I wanted to let you know there are new dates for training.

See you then.

Test User

Attachments
[Add an attachment...](#)

Cancel or **Save**

Step 1 : Compose

- Name your reoccurring message
- Fill in the subject line
- Write your message
- Save
- Click “Choose Recipients”

Messages

Add Recipients

- From a group
- Individually by name
- From a position
- Registered for an event
- Helping with a need
- From a process queue

Test Bible Study x

Start typing a group name

Include group participants with a status of:

- Member (8)
- Leader (3)
- Invited (0)
- Requesting (0)
- Director (0)
- Coach (0)

Recipient choices:

- Selected group participants
- Primary contact (*of their family*)
- Spouse (*of their family*)

Cancel Add Recipients

If you choose “**Mail Merge**” you can send the entire group an email.

You can also send the email to specific selected people, primary contacts, spouses, etc.

Step 2: Select recipients individually or check the box next to “**Recipient**” to select all.

Step 1 Compose Step 2 Choose recipients Step 3 Send

Actions
Share this letter


i No recipients were added. All 11 were already in the list.

RECIPIENTS OF "REOCCURRING MESSAGE TO TEST GROUP"

Remove selected recipients Add more...

<input type="checkbox"/>	Recipient	Gets Email
<input type="checkbox"/>	Tweety Bird	
<input checked="" type="checkbox"/>	Bugs Bunny	
<input checked="" type="checkbox"/>	Big Dogg	
<input type="checkbox"/>	Little Dogg	
<input checked="" type="checkbox"/>	Daisy Duck	
<input type="checkbox"/>	Donald Duck	
<input type="checkbox"/>	Bat Man	
<input checked="" type="checkbox"/>	Super Man	
<input type="checkbox"/>	Mickey Mouse	
<input type="checkbox"/>	Minnie Mouse	
<input checked="" type="checkbox"/>	Test Walker	


First Previous 1 Next Last





Step 3 Send : You can create an **email** version, **print** version and a **spreadsheet** that contains the recipients. Click “SEND” when you have made your selections.


Step 1 Compose Step 2 Choose recipients Step 3 Send

SEND "REOCCURRING MESSAGE TO TEST GROUP"

 **Email Version** YES
Subject: New training dates
 Follow recipient's General Church Communication settings
Send email to 11 recipients

 **Print Version** [Sorting and label options...](#) [Compose print version](#)
 Only for recipients to whom the email will not be sent
Create letters for 0 recipients

 **Export (CSV) version** NO
Export recipient list to use in another program
File will contain 11 recipients

Send 

Actions
[Share this letter](#)

Click on “EVENTS” to view some of the church events. Unfortunately, the calendar on Square doesn't show all meetings scheduled.

Visit <https://www.noblesvillefirst.com/events> to view most of our events or call the office.

The screenshot shows a web interface for a church calendar. On the left is a sidebar menu with options: Home, People, Groups, Events (highlighted in blue), My Serving, and My Giving. The main area is titled 'CALENDAR' and shows a grid for July 2023. Navigation arrows and 'July 2023' are at the top left of the grid. A search box labeled 'Live Search' is at the top right. The calendar grid has columns for days of the week and rows for dates. Events are listed in each date cell. On the right side, there is a 'CALENDARS' section with three radio button options: 'My Calendar', 'Family Calendar', and 'Church-wide Calendar' (which is selected).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 8:15a NFK Sund 8:15a NFK Sund 8:15a NFK Sund	26 7a Lunch Bunch 9:30a Monday M 11:30a Prayer Ge	27 1p BBB	28	29 9a Momma's Go 10a Elderberries 1:30p Square Tr	30	1
2 8:15a NFK Sund 8:15a NFK Sund 8:15a NFK Sund	3 7a Lunch Bunch 9:30a Monday M 11:30a Prayer Ge	4 1p BBB	5 10a Staff Meetin 10a UMW Board	6 9a Momma's Go 10a Elderberries	7	8
9 8:15a NFK Sund 8:15a NFK Sund 8:15a NFK Sund	10 7a Lunch Bunch 9:30a Monday M 11:30a Prayer Ge	11 1p BBB 7p Admin Board	12	13 9a Momma's Go 10a Elderberries	14	15
16 8:15a NFK Sund 8:15a NFK Sund	17 7a Lunch Bunch 9:30a Monday M	18 1p BBB	19 10a Staff Meetin 7p Boy Scout Tr	20 9a Momma's Go 10a Elderberries	21	22

Questions?

Email Anita Walker at
awalker@noblesvillefirst.com