

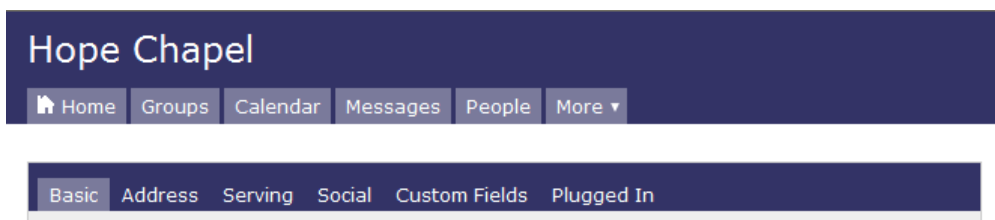
Updating Your Profile

One of the first things you will want to do when you log into CCB is edit your profile.

Your profile is an online record of information about you. We take privacy very seriously at Hope Chapel and have taken care to ensure that the only profile information visible to *logged in CCB* users is what we have published in the church directory.



Click the Edit Profile link under Settings or under Actions on your 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.



By editing your profile, you are able to make sure your information is correct and up to date. You can click on the various tabs to edit:

- **Basic**– The basic tab covers things such as your birthday, anniversary (if married), your email and contact phones, chat names and web sites
- **Address** – Your mailing address plus extra fields if desired for home & work.
- **Serving** – Your spiritual gifts, passions, and abilities
- **Social** – your favorites (activities, music, quote) plus school & grade and your faith journey story.
- **Custom Fields** –Any field created by our church to track additional information