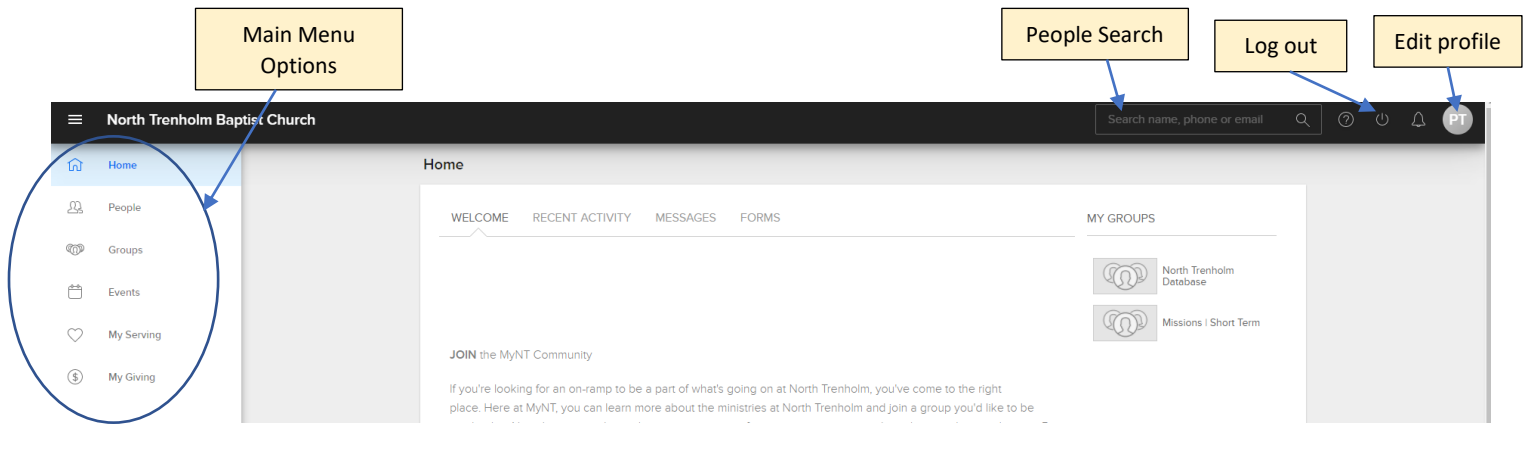


## Welcome to the MyNT! MyNT User Guide

This reference guide will provide you key functionality that we believe will be most useful to you. Let's start with 'What is MyNT?' MyNT is our brand name at North Trenholm for the church management software we use from Church Community Builder (CCB), making the terms CCB and MyNT interchangeable for any training videos or documents. We in the church office use CCB/MyNT to manage information about people, events, activities, and communicate to individuals and groups. We hope that you too make use of this tool to enhance your communication and engagement.

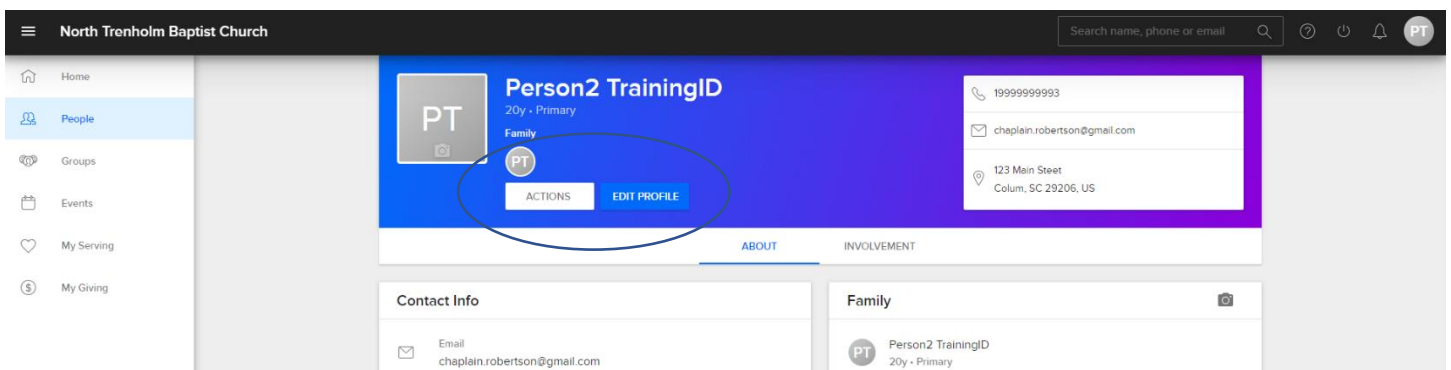
Once you login there are some important housekeeping tasks that, if you have not already done so, we ask you to do immediately. First, confirm your profile information and second, set your communication and privacy preferences.



### Updating your PROFILE (click on initials or photo in the upper right corner)

This is where you go to manage your personal information:

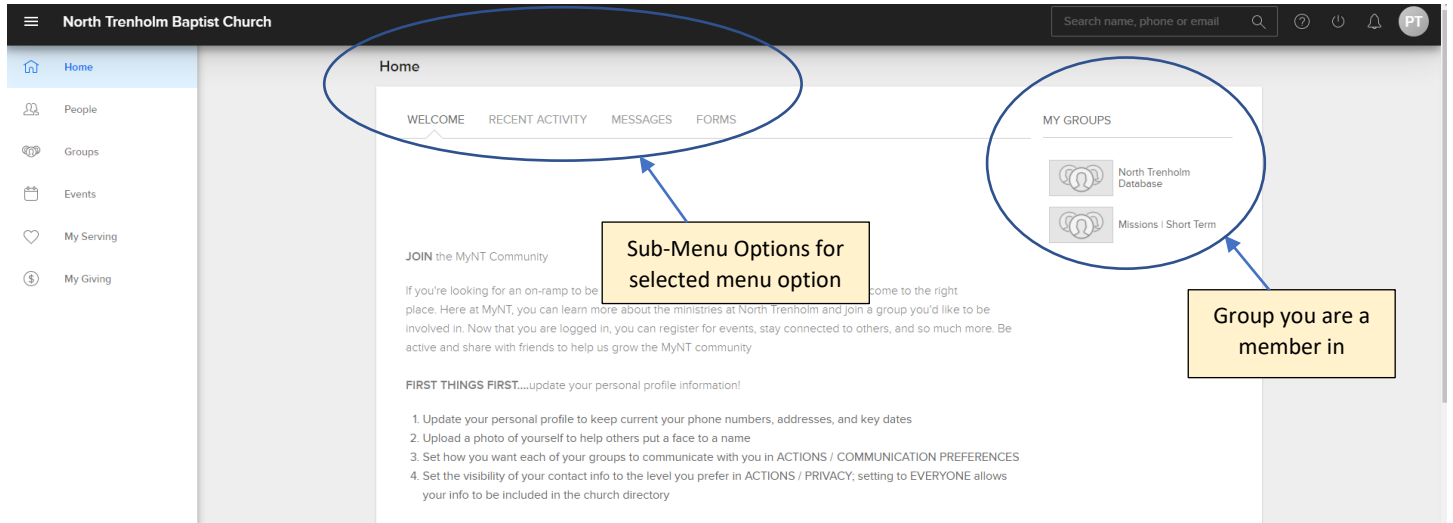
- If your contact or personal information needs to be changed then click EDIT PROFILE, update and click SAVE.
- To set your preferences of how your groups will communicate to you, click on ACTIONS then click on COMMUNICATION PREFERENCES to view and then change your settings.
- By default, others in our church can see your name, home phone, mobile phone, address, birthday (not year), and anniversary (not year). Those in your groups can also see your email address. To change your privacy settings click on ACTIONS then click on PRIVACY.



## MAIN MENU options:

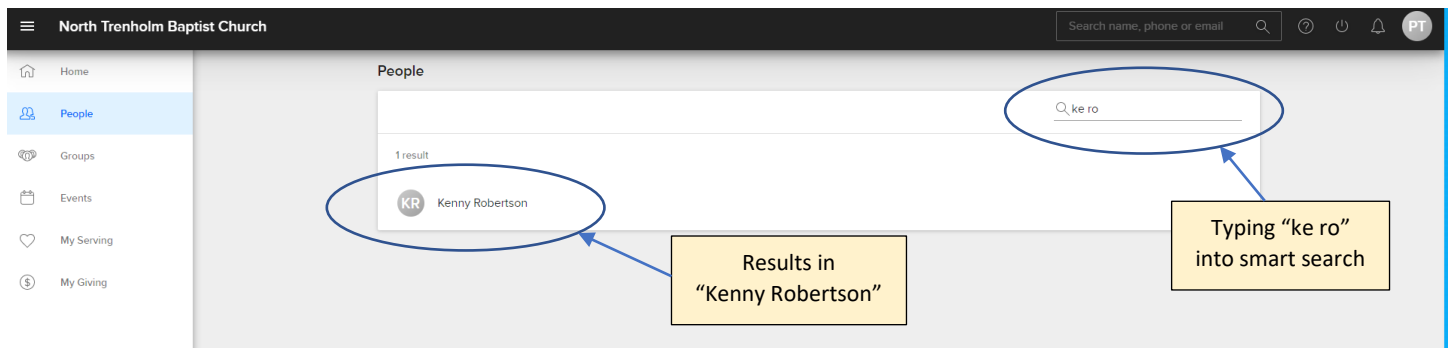
### Home

- WELCOME contains general info and instructions.
- RECENT ACTIVITY contains a list of your recent activity.
- MESSAGES contain any messages from members in the various groups where you are a member.
- FORMS is a list of forms available to you. A form is a page created for some type of input, generally some type of event registration.
- MY GROUPS is on the far-right side of the page and contains a list of all the groups of which you are a member. You can click on one of the groups to open that group's page.



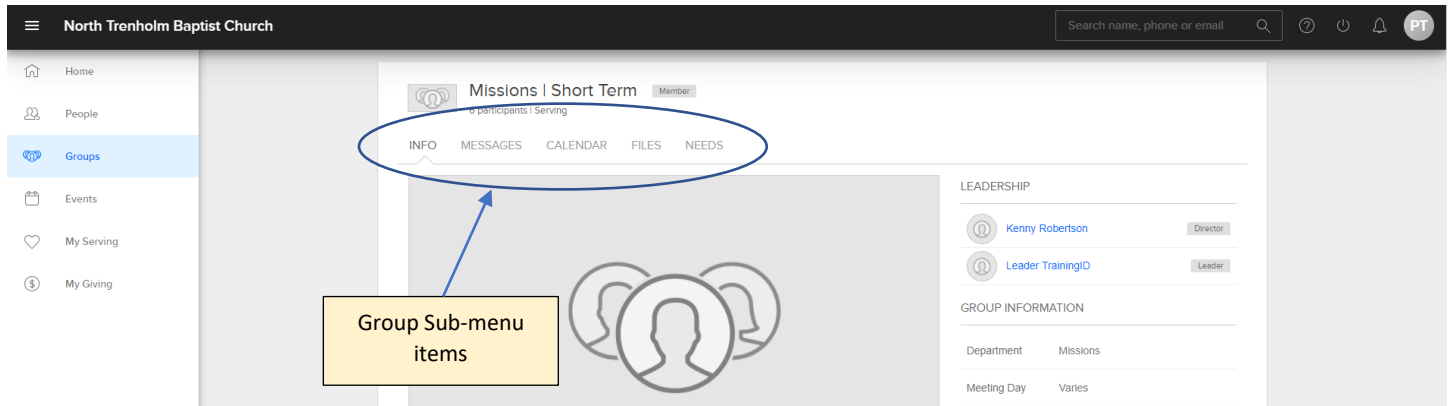
### People

- With Smart Searches you can type the starting letters of first and last name to pull up a list of people



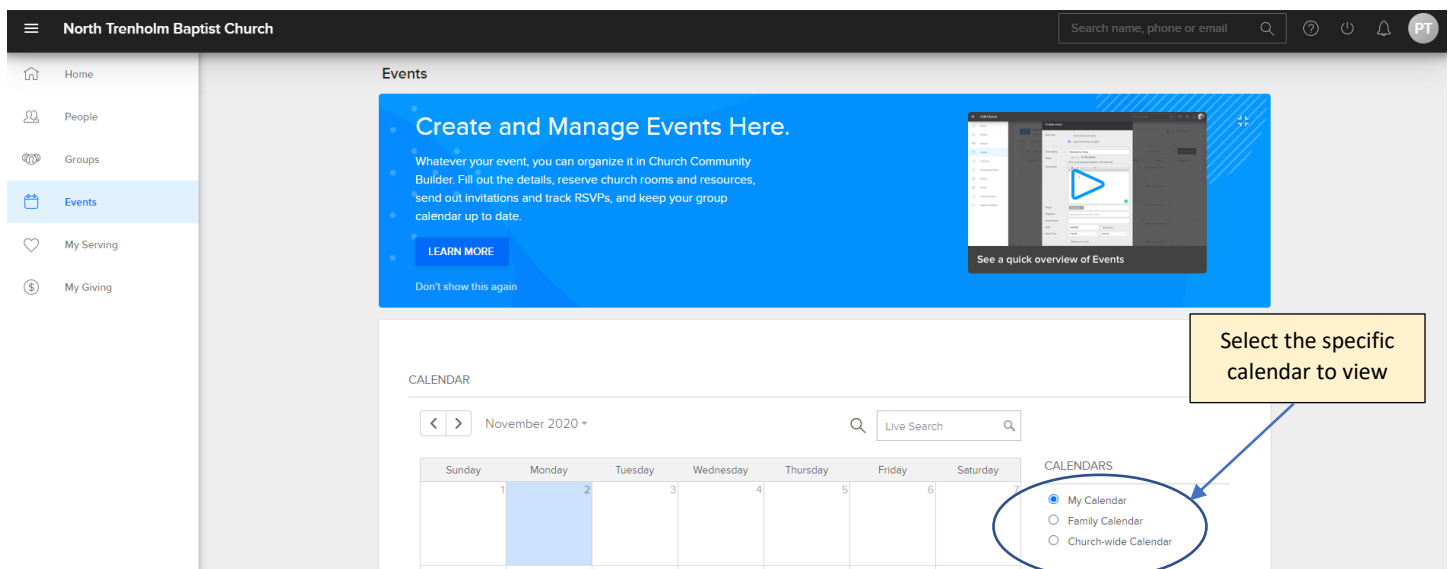
## Groups

- After group pages opens, start by clicking on one of your groups, this opens that specific group's information.
- Sub-Menu options for a group are INFO, MESSAGES, CALENDAR, FILES, NEEDS, PARTICIPANTS.
- Click INFO and you will see general info if posted under the menu options and, on the right side, a list of all the individuals in the group and their role.
- Click MESSAGES to see messages specific to this group.
- Click CALENDAR to see events specific to this group.
- Click NEEDS to see needs specific to this group.
- Click PARTICIPANTS to see the other individuals in your group. From there you can click on their name and see their information as per their privacy policy.



## Events

- This option allows you to view the events for a selected calendar. To the right of the calendar you can select the specific calendar to view events filtered to either your groups, your family's groups, or church-wide.



## My Serving

- Click this option to view serving options and to view where you are currently serving.

## My Giving

- Click this option to see giving history and print your personal giving statement.