



## **5 Values of VistaConnect**

### **1. All-Church Directory**

- Find and contact anyone in the church by viewing their phone number or sending them a message (others will only be able to view your phone number and send you a message – no other personal information will be shared)

### **2. Finances Management**

- Track your giving – whether in the basket or online. Print giving statements anytime.

### **3. Ministry Scheduling**

- Connect and collaborate with Vista ministry teams you serve with, and avoid being double-booked

### **4. Church-Wide Communication**

- Receive Weekly Update e-newsletter and all important church communication

### **5. Lifegroup, Kids Classes & Ministry Teams Communication**

- Catch the latest meeting info, updates and team instructions

*Need Assistance?*

Contact Jan Bowman ([jan.bowman@vistacc.org](mailto:jan.bowman@vistacc.org))

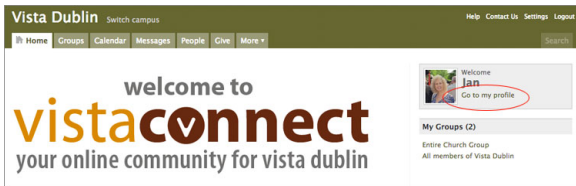
# 3 Steps to Get Started with VistaConnect

## BEFORE YOU GET STARTED...

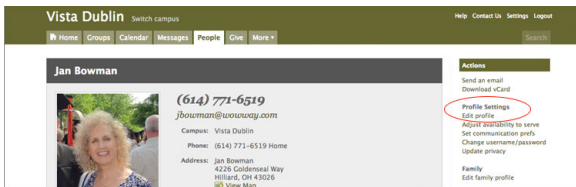
You may receive an e-mail today prompting you to create a username and password on VistaConnect. If you did not receive an e-mail, you can request a log-in by clicking "Sign Up" from the VistaConnect homepage. Also, please make sure you are using Firefox, Chrome, or Safari (not Internet Explorer) as your browser. VistaConnect works best with these!



## 1. UPDATE YOUR PROFILE INFO



From the home page, click GO TO MY PROFILE in the blue box in the upper right hand corner of the page. Click EDIT PROFILE in the list of actions on the right hand side of the screen.



Please update your information under the following tabs:

- Basic (address, DOB, contact information)
- Picture (under basic tab)
- My Fit (spiritual gifts, passions, and abilities)
- Social (link to your social networks) **Make sure you hit SAVE after entering all this information!**

## 2. UPDATE YOUR PRIVACY SETTINGS

Click UPDATE PRIVACY in the list of actions on the right hand side of the screen. We value your privacy and treat your

information with the utmost care. It's easy to select the information you want (and don't want) to share with others in VistaConnect. We encourage you to leave your profile **listed**. If you are not listed, only church staff will be able to see your profile. This diminishes the community aspect of VistaConnect. There is also an age protection, so if any child is under 12 years old, they can only be viewed by church staff or the adults in their Kids Community classroom.

For specific information in your profile, you can pick from the following choices:

- **Everybody** – everyone with a log-in will be able to view this information
- **Friends & My Groups Members** – people that you select as your friends or that you are in a group with will be able to view this information
- **Friends Only** – only people that you select as your friend will be able to view this information (A friend is someone who you are allowing to view your information. Your friends list is only for your benefit. It is not like Facebook where everyone can see who is on your friends list – only you can see who is on your friends list.)
- **Church Leadership Only** – only people with administrative privilege will be able to view this information

## 3. UPDATE YOUR COMMUNICATION PREFERENCES

Click SET COMMUNICATION PREFS on the actions menu on the right hand side of your profile.

You have the option of choosing how people in your group communicate with you. Choose to receive text messages, a weekly summary of group activity and emails from other members in your groups. Your choices are:

- **Send me e-mails from group participants** – we recommend that you check this box for each group, so you are in the know
- **Send comments to me immediately** – if you select this box, you will receive an e-mail immediately when anyone comments on a previous message (similar to a reply-all feature on e-mail).
- **Send me a weekly summary of group activity** – uncheck this box – not beneficial
- **Send me text messages from group leaders** – please enter your mobile carrier and mobile phone number if you want to receive a text message from your group leader.

## Need Assistance?

Contact Jan Bowman (jan.bowman@vistachurches.org)