PRESBYTERIAN CHURCH OF FALLING SPRING

PCFS GUIDE TO BECOMING A CHURCH CENTER EXPERT!

Church Center (CC) might not brew your morning coffee, but it will help you stay up to date and connected at Falling Spring.

Part 1: CC on a computer

Part 2: CC app on mobile and tablets

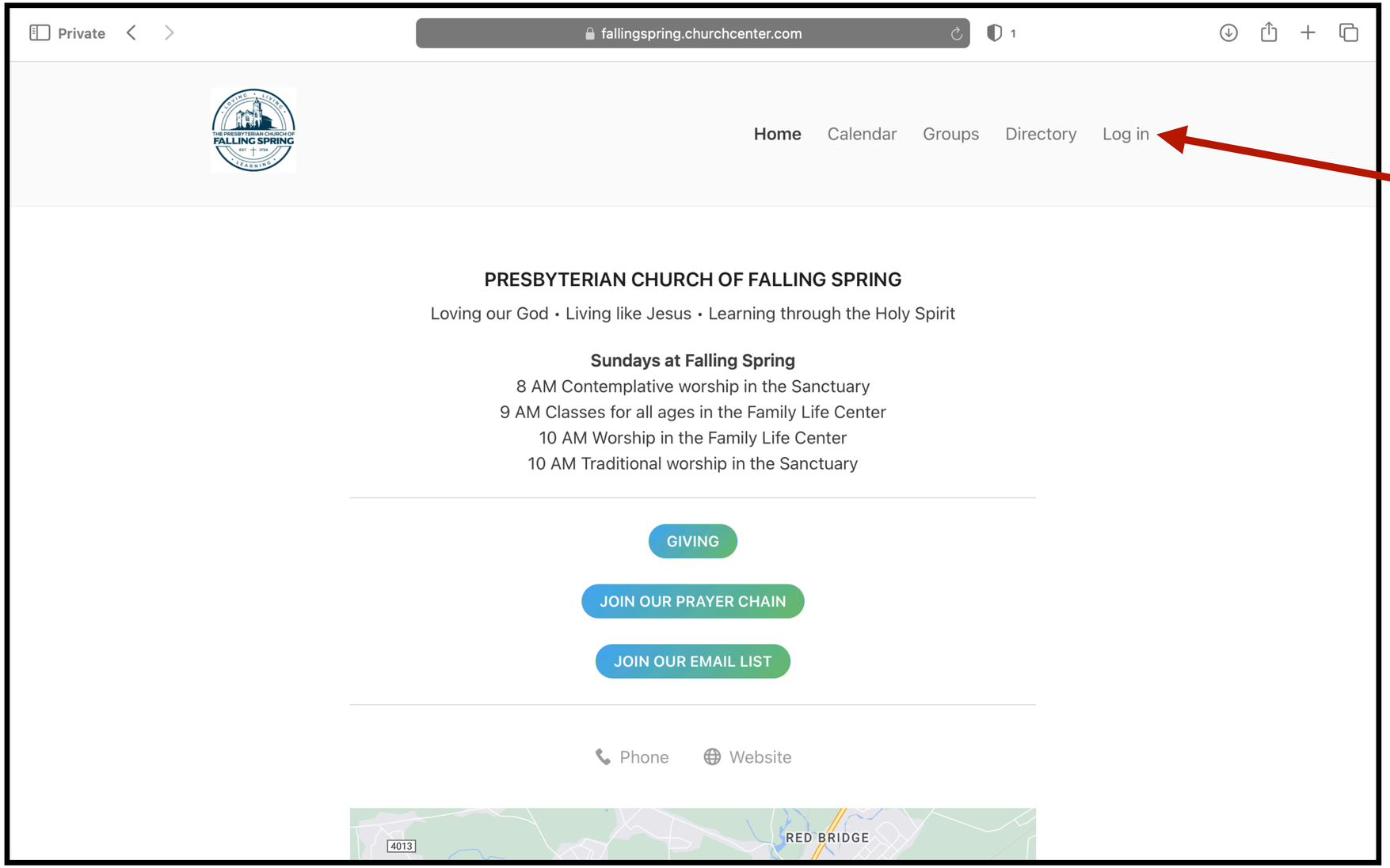
church center

Part 1: CC on a computer: GETTING STARTED

Open a web browser and navigate to:

https://fallingspring.churchcenter.com

Part 1: CC on a computer: SIGNING IN



Click “Log in”

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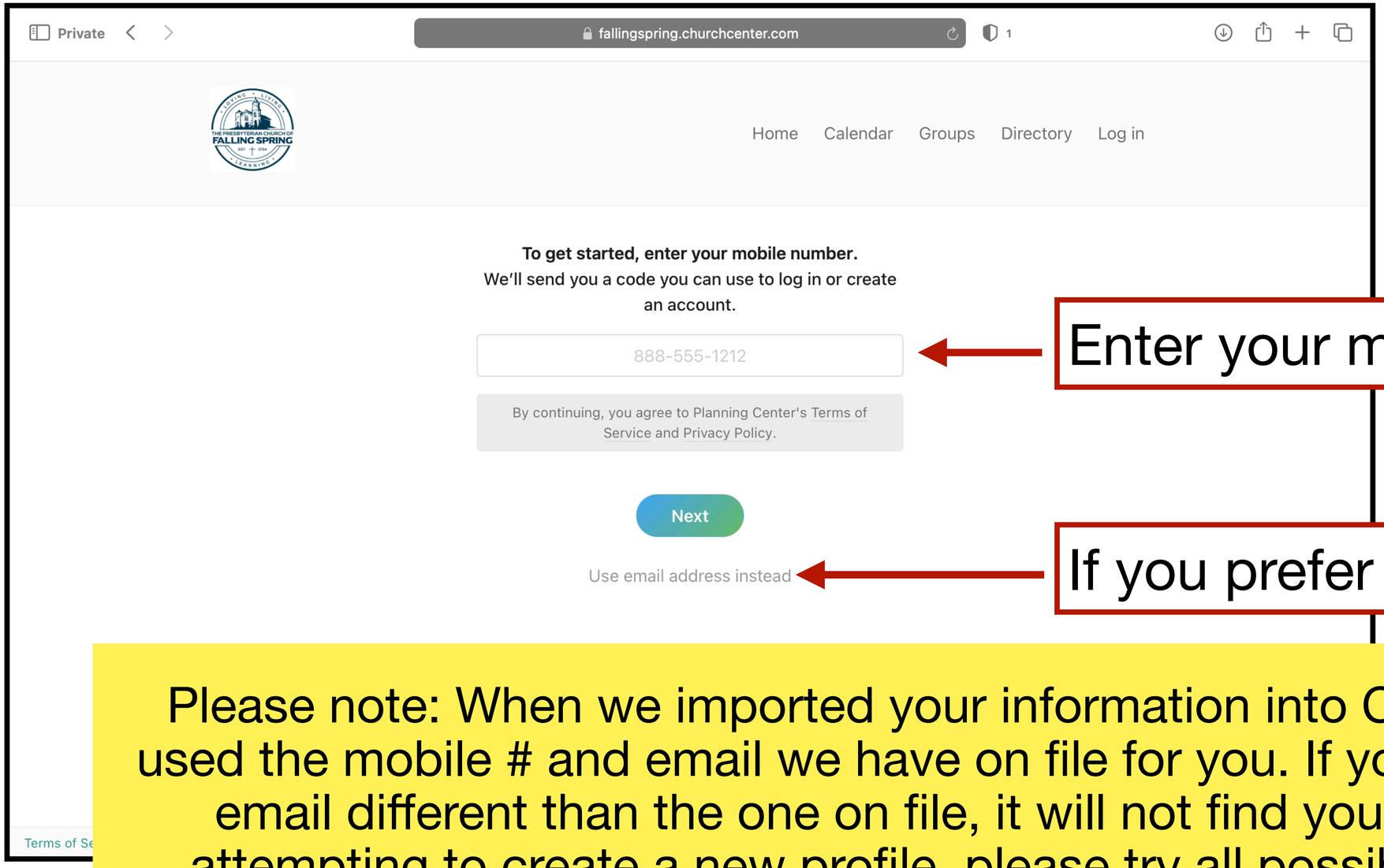

Enter your mobile # and click next

If you prefer email, click here

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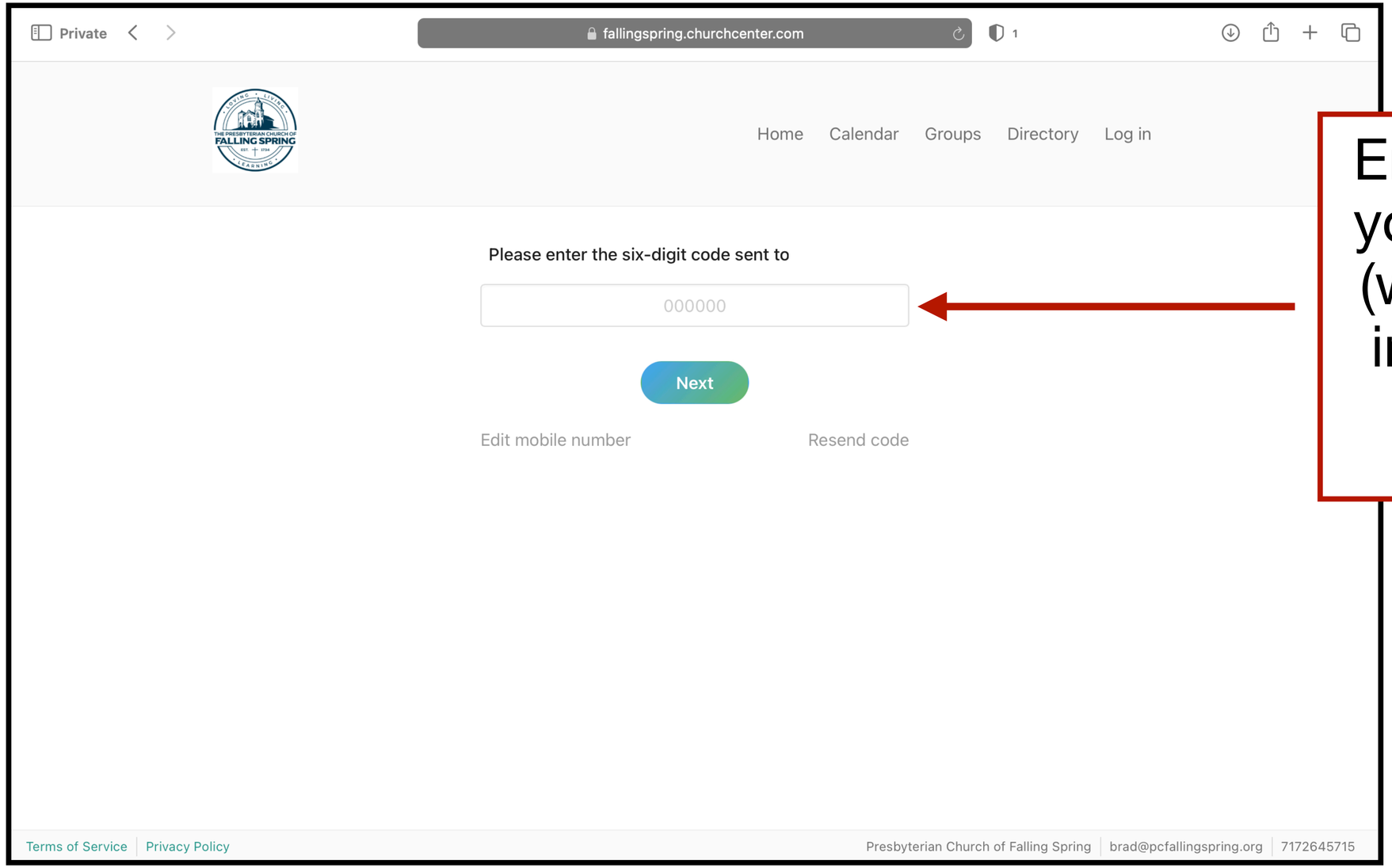
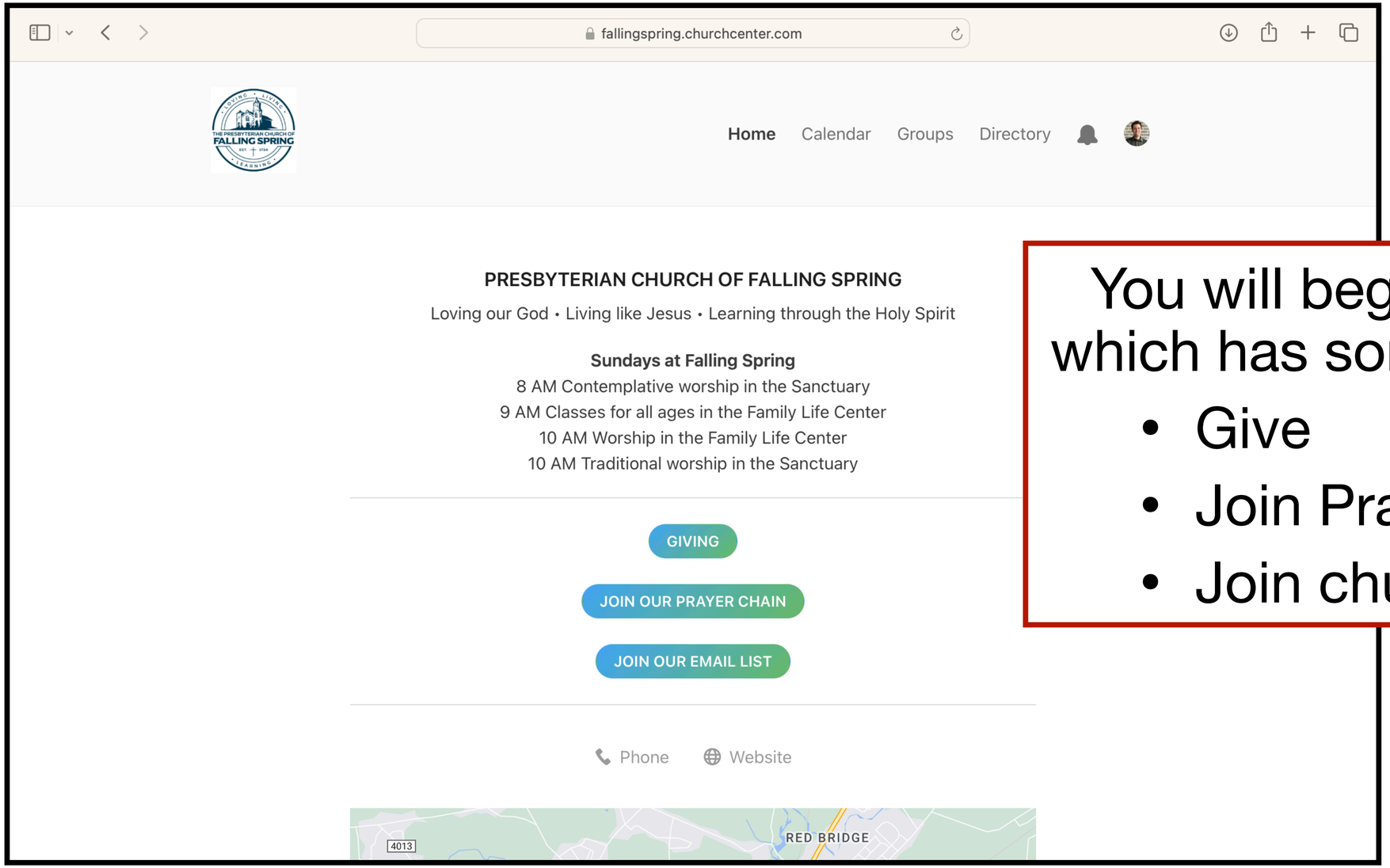


Enter the code sent to your mobile # or email (whichever you chose in the previous step).

Click Next.

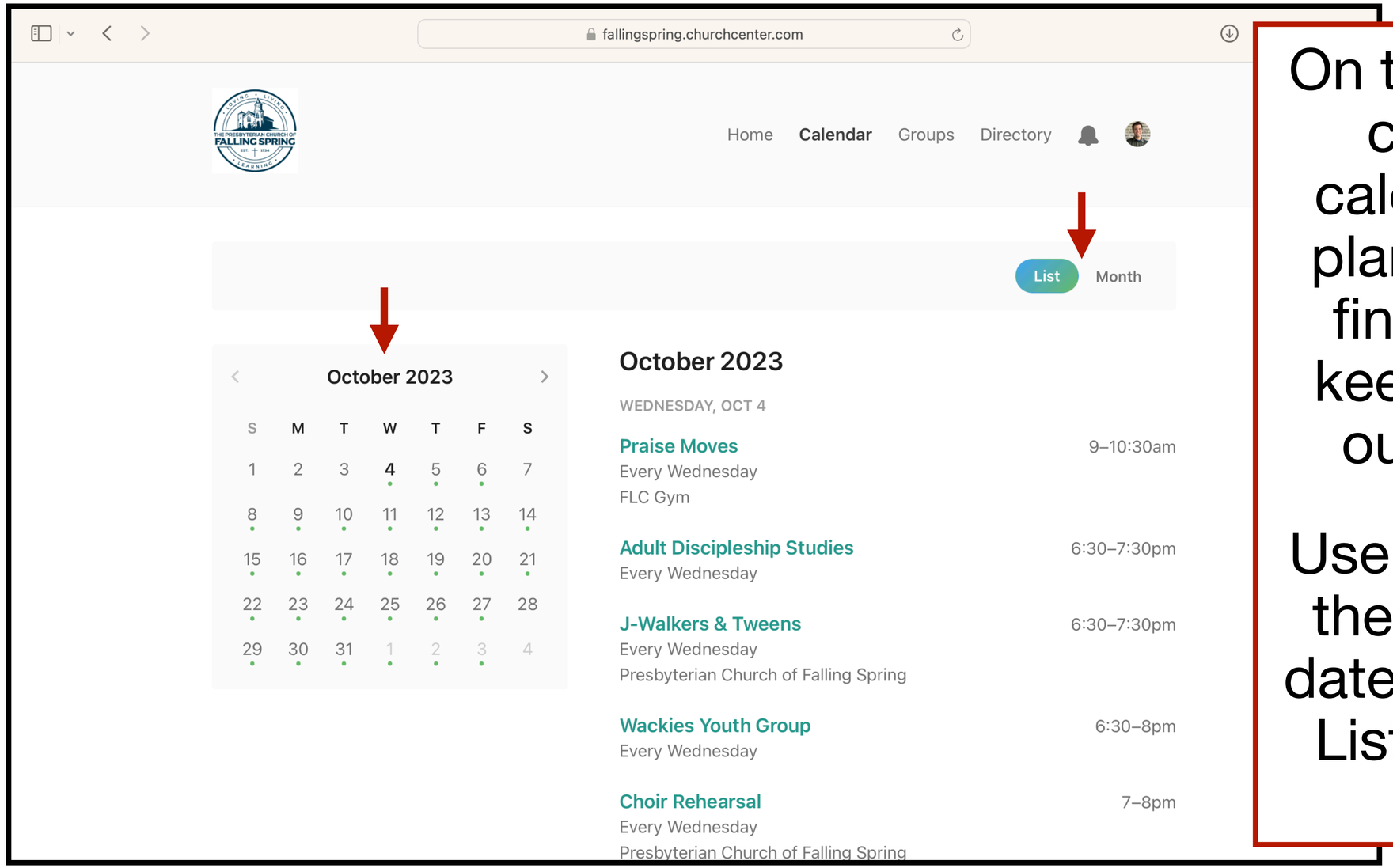
Part 1: CC on a computer: HOME TAB



You will begin on the Home tab, which has some info and links to…

- Give
- Join Prayer Chain email list.
- Join church email list

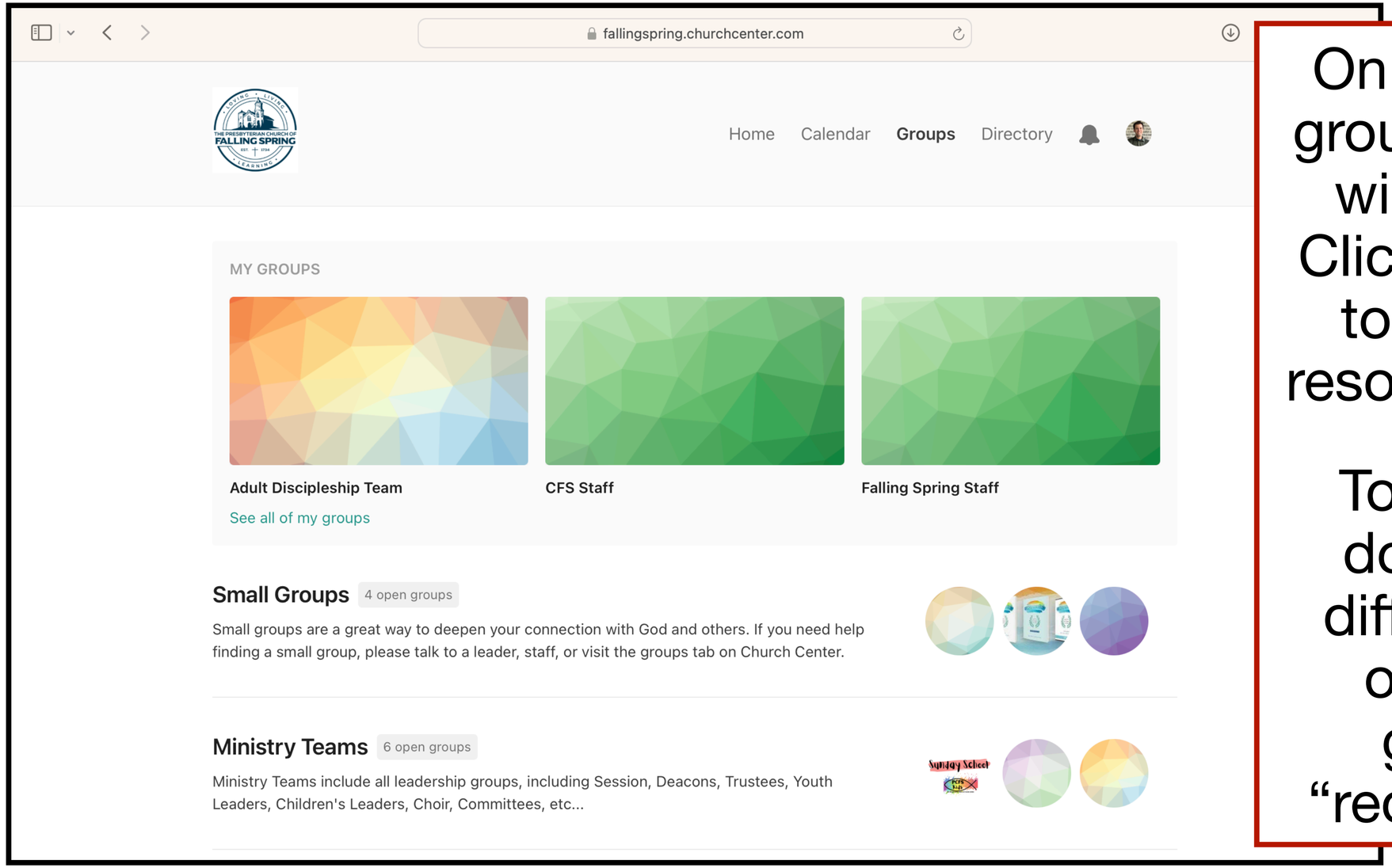
Part 1: CC on a computer: CALENDAR TAB



On the Calendar tab, you can see the church calendar. While it won't plan your date-night (or find you a date), it will keep you up to date on our church schedule.

Use the mini-calendar on the left to quickly find a date, and toggle between List and Month view as you prefer.

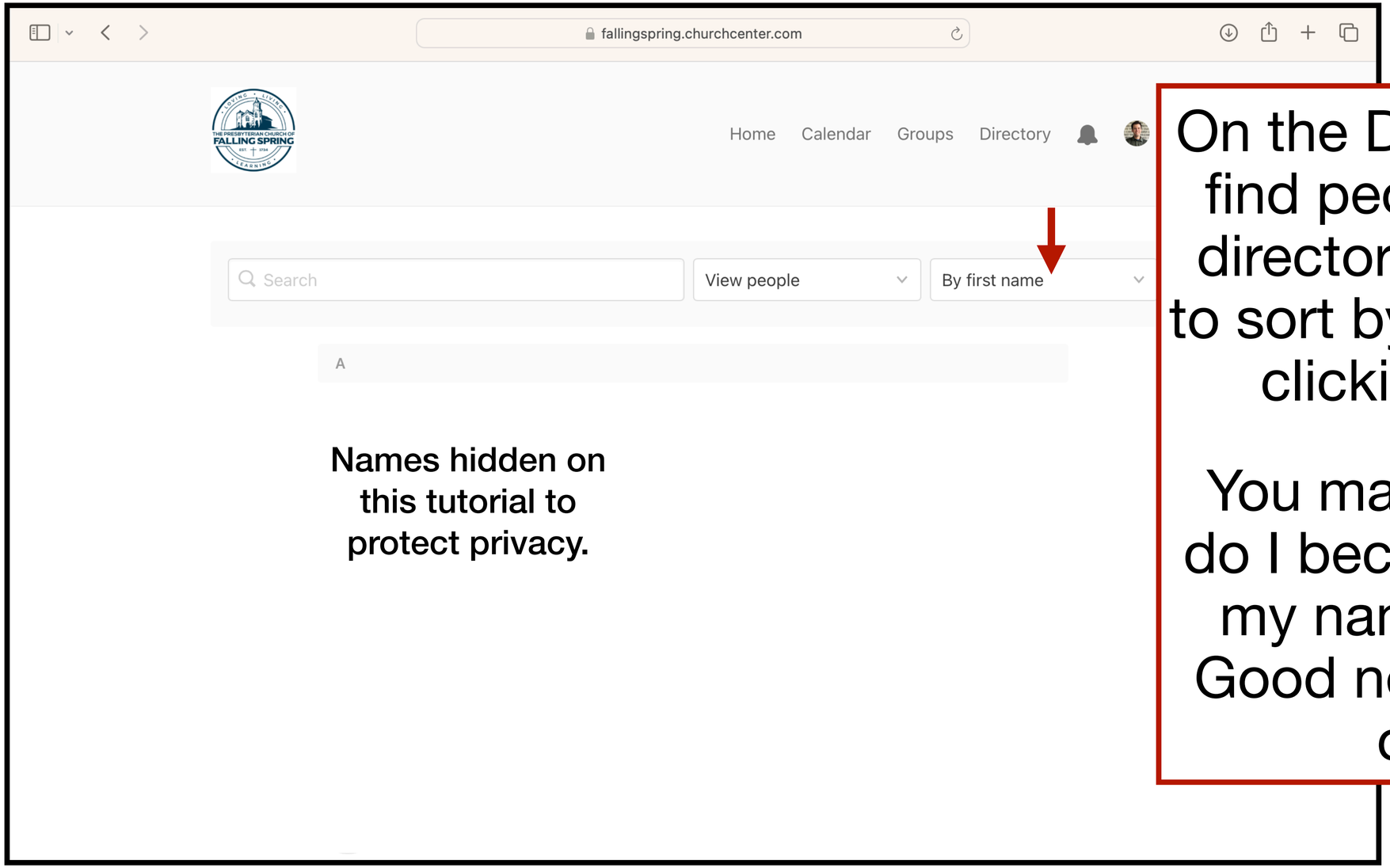
Part 1: CC on a computer: GROUPS TAB



On the Groups tab, any groups you joined on CC will appear at the top. Click one of your groups to view the schedule, resources, and members.

To join a group, scroll down and search the different categories for open groups. Open groups will have a “request to join” option.

Part 1: CC on a computer: DIRECTORY TAB



On the Directory tab, you can find people listed in the CC directory. There is an option to sort by first or last name by clicking the dropdown.

You may be thinking, “How do I become famous and get my name in the directory? Good news - you can! Read on, my friend.

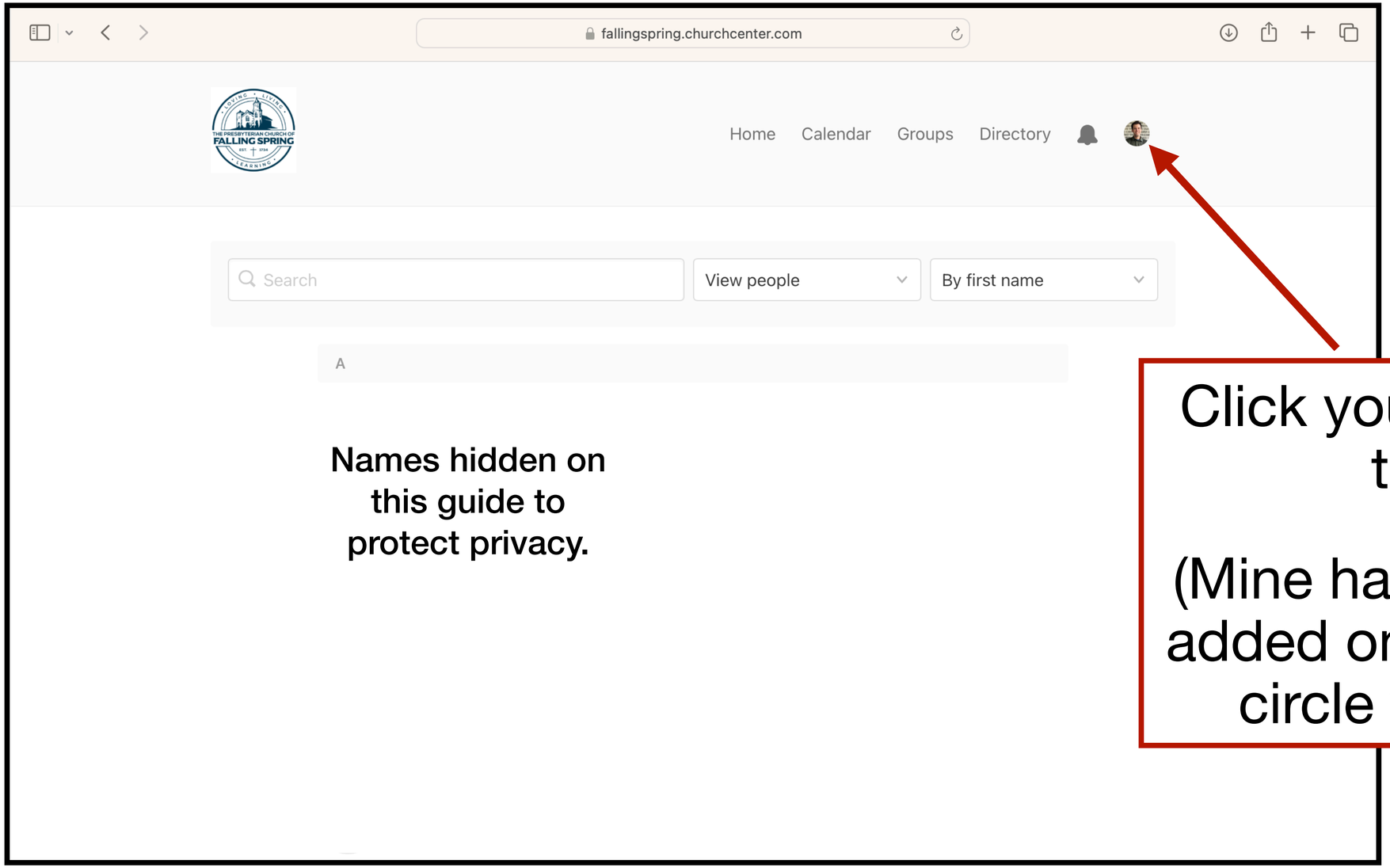
Part 1: CC on a computer: SETTING YOUR DIRECTORY PROFILE

PLEASE NOTE:

Although we invited the whole church family to view the directory, each person is responsible for making themselves visible in the directory. In other words, you will not be listed in Falling Spring's CC directory until you set your profile's visibility. We cannot do this for you in the office, but good news - it is as easy as eating a piece of chocolate. (Not the cheap chocolate, but the good stuff!)

Read on for the details

Part 1: CC on a computer: SETTING YOUR DIRECTORY PROFILE



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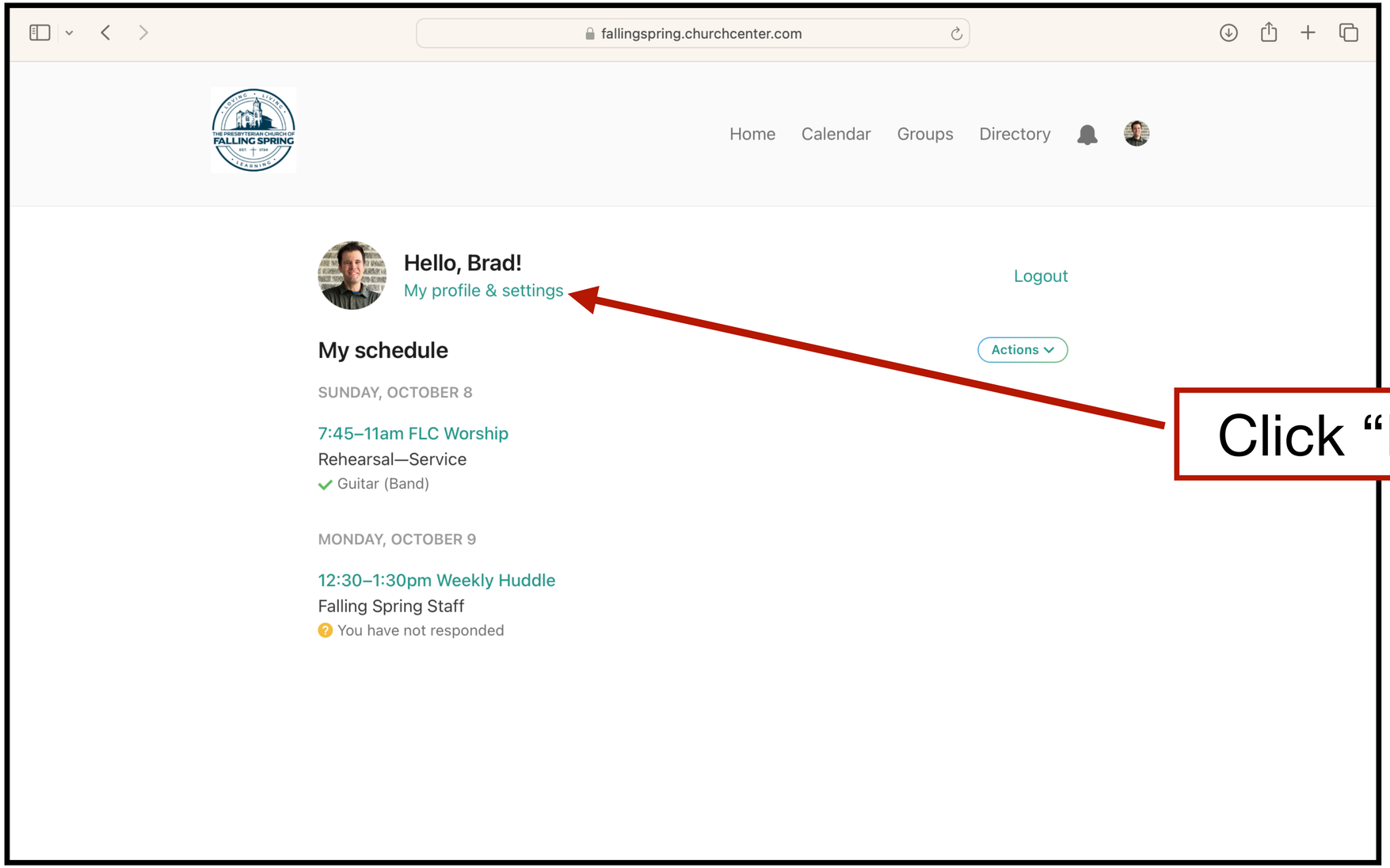

Click “My profile & settings.

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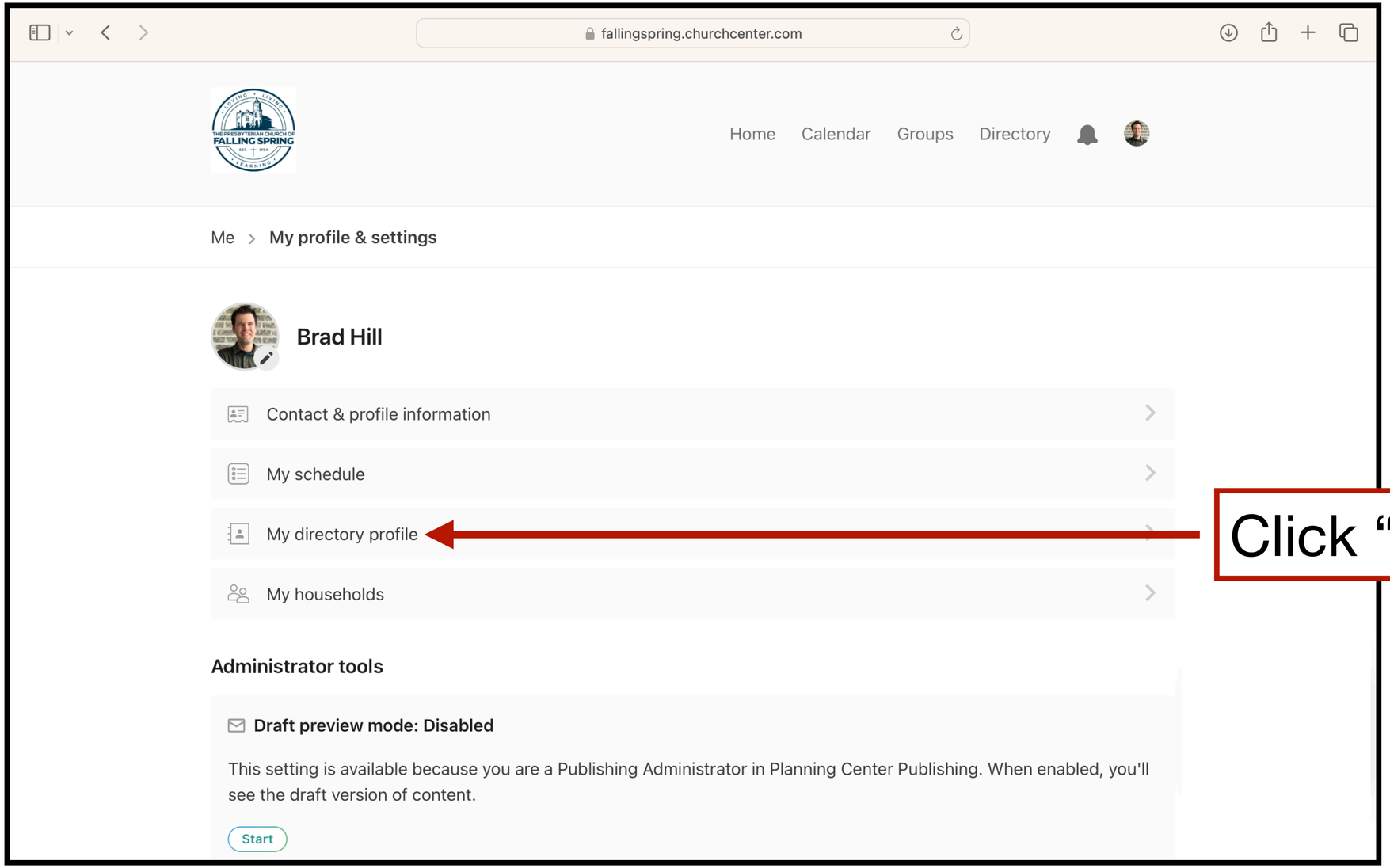

Click “My directory profile”

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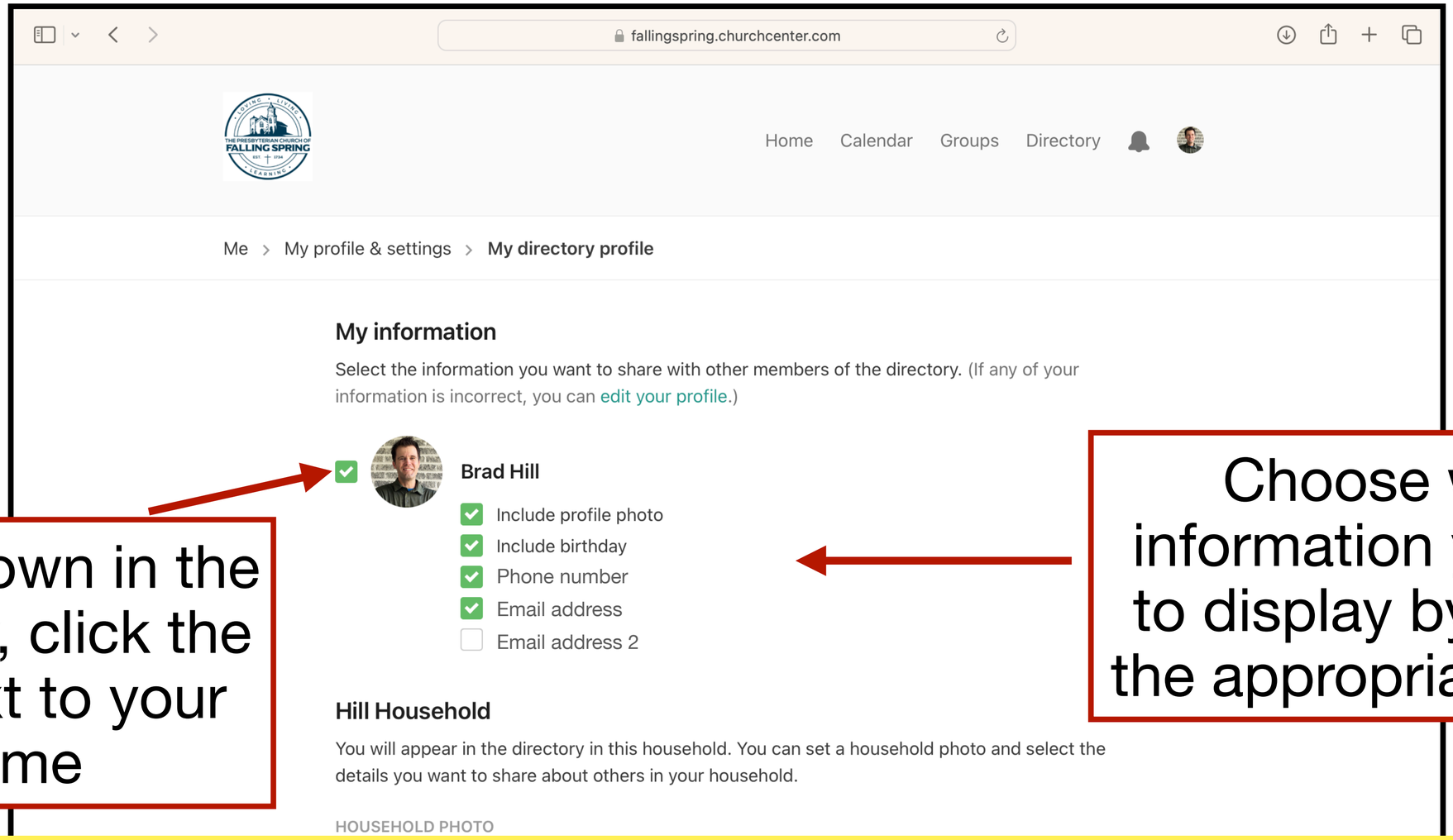
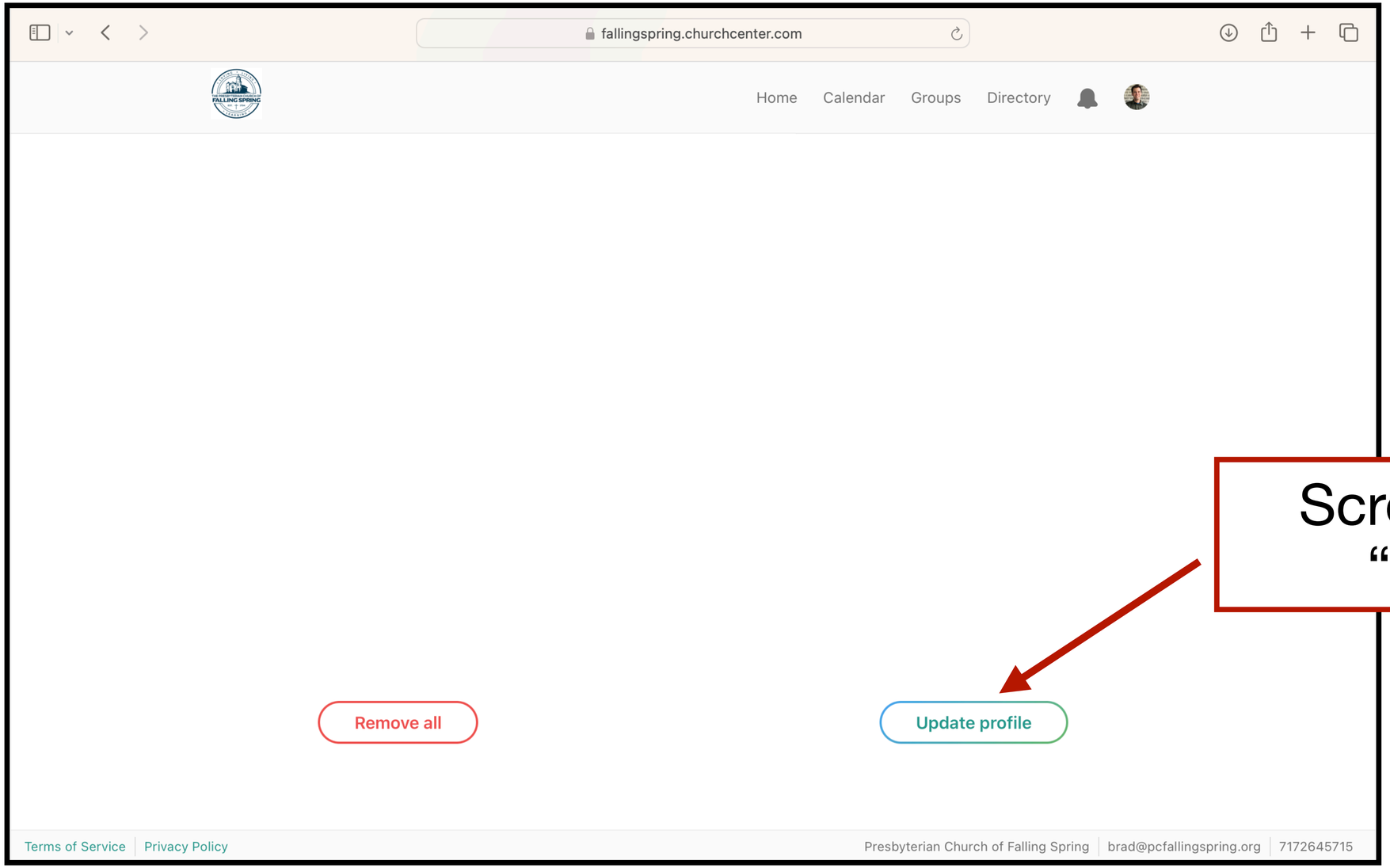


To be shown in the directory, click the box next to your name

Choose which information you want to display by clicking the appropriate boxes.

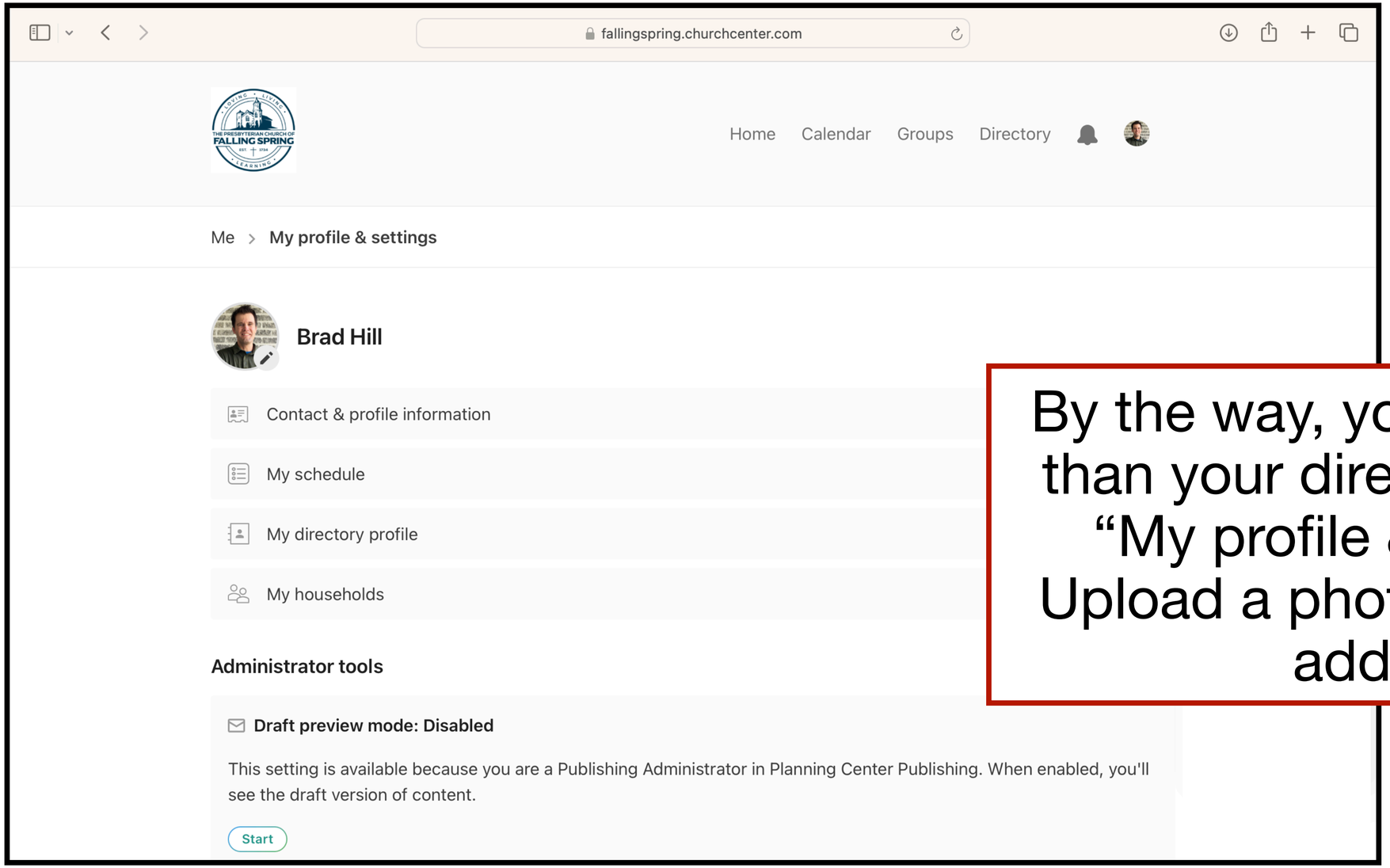
THERE IS ONE MORE IMPORTANT STEP ON NEXT PG.

Part 1: CC on a computer: SETTING YOUR DIRECTORY PROFILE



Scroll down and click “Update profile”

Part 1: CC on a computer: UPDATING YOUR PROFILE



By the way, you can update more than your directory profile on the “My profile & settings” page. Upload a photo, update an email address, etc.

Part 2: Using the CC app

The CC app is only available for mobile devices (phones and tablets). When using a computer, simply follow the instructions in Part 1 of this guide (there is no app for computers - only mobile). Using the website (computer) and app (mobile) will give you access to the same information. Feel free to use one or both.

Part 2: Using the CC app: GETTING STARTED

Go to the app store, Google Play, or wherever you go to download apps for your device. You can also click the following link:

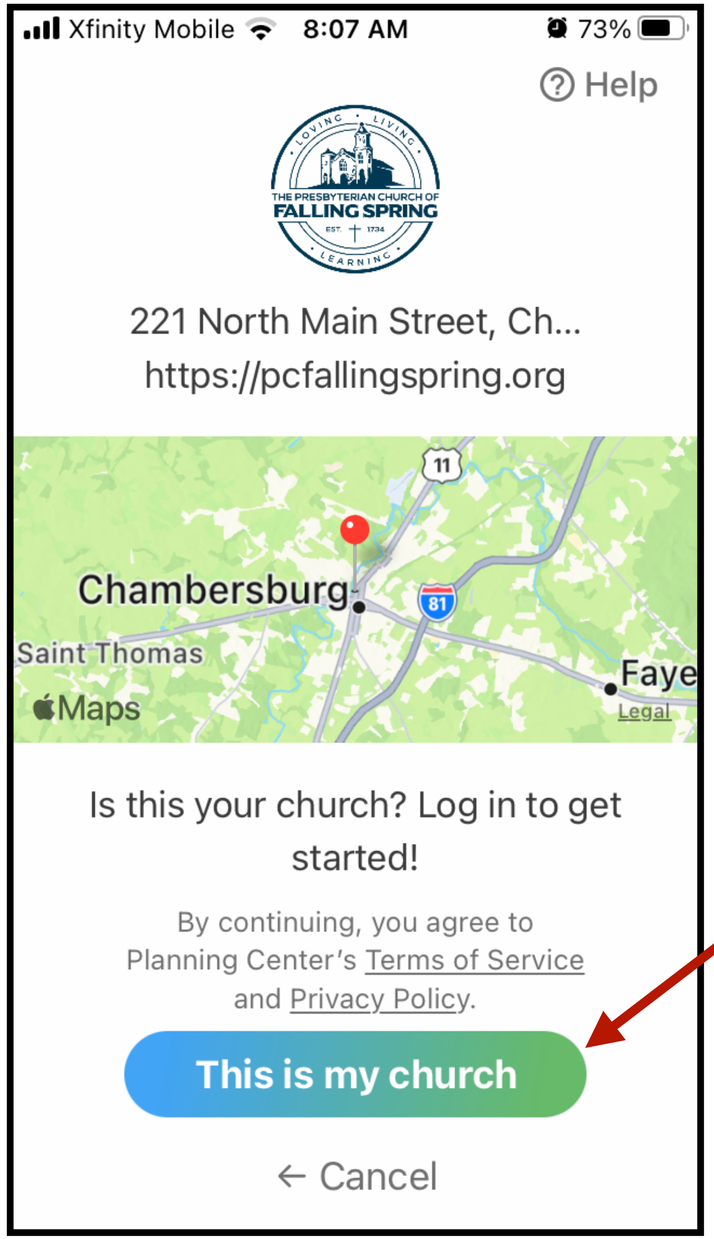
https://fallingspring.churchcenter.com/setup

Part 2: Using the CC app: FINDING PCFS

Find our church by searching “Presbyterian Church of Falling Spring” or using your location.

When found, click our church.

Part 2: Using the CC app: FINDING PCFS



After clicking on our church (previous page), your screen should look similar to this.

Click “This is my church.”

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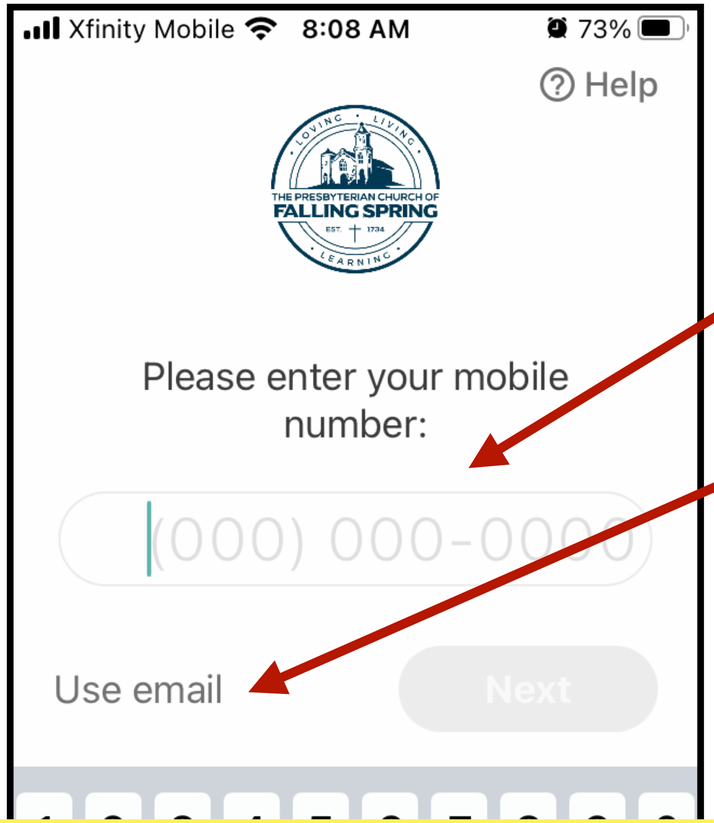

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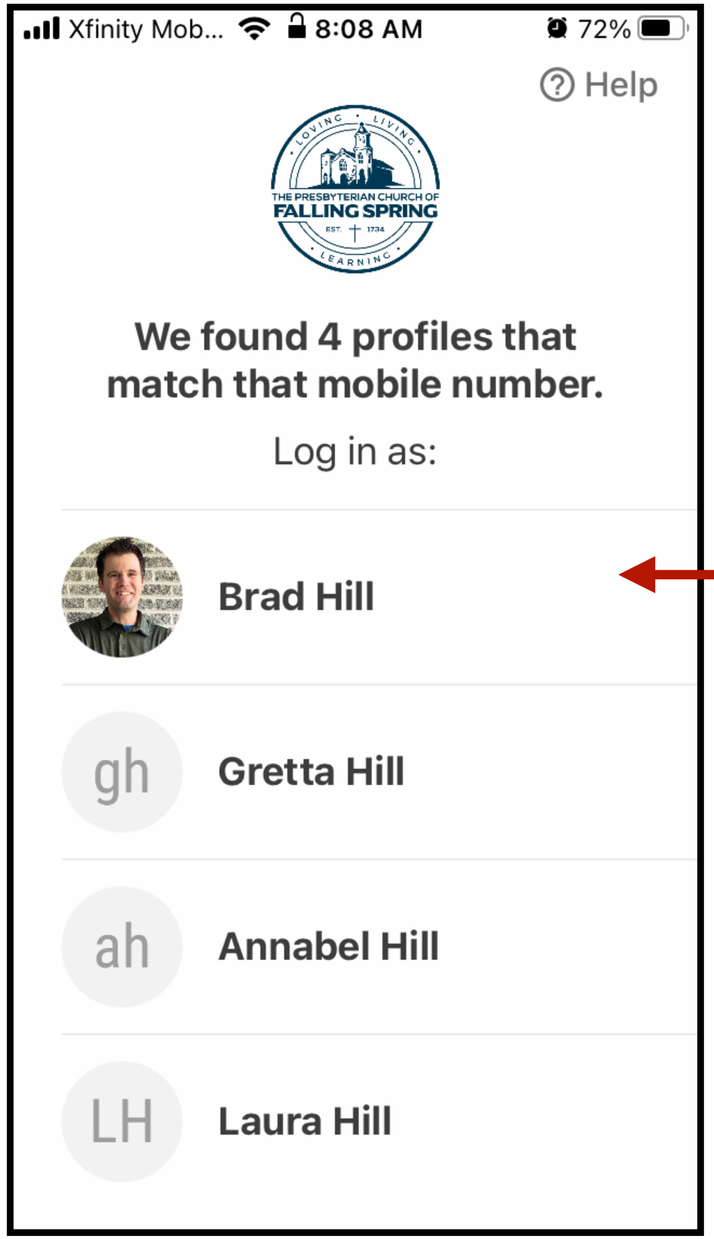

Click your name.

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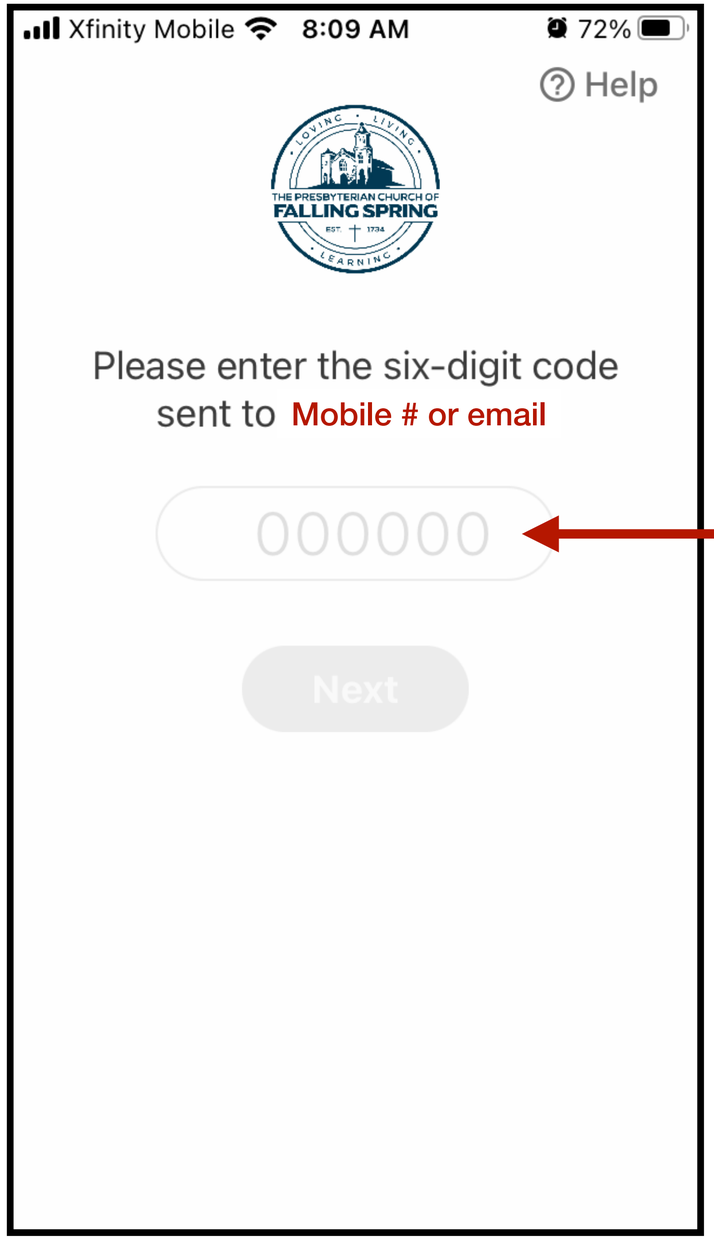

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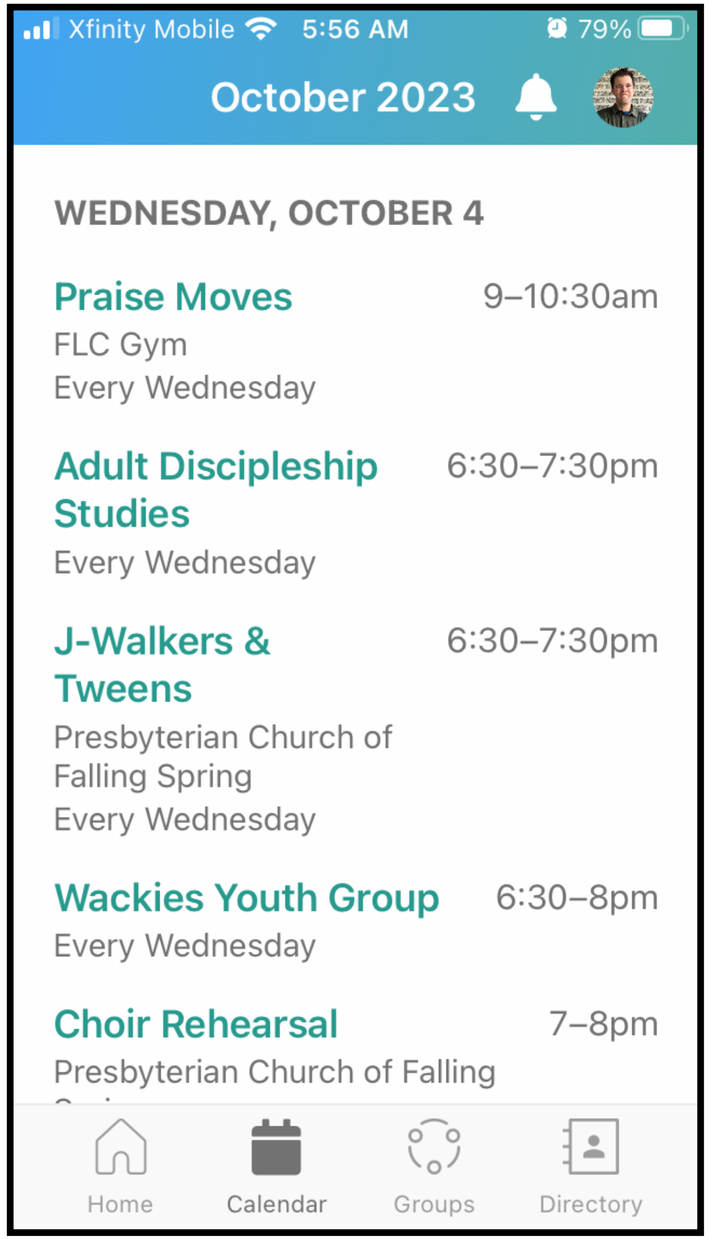

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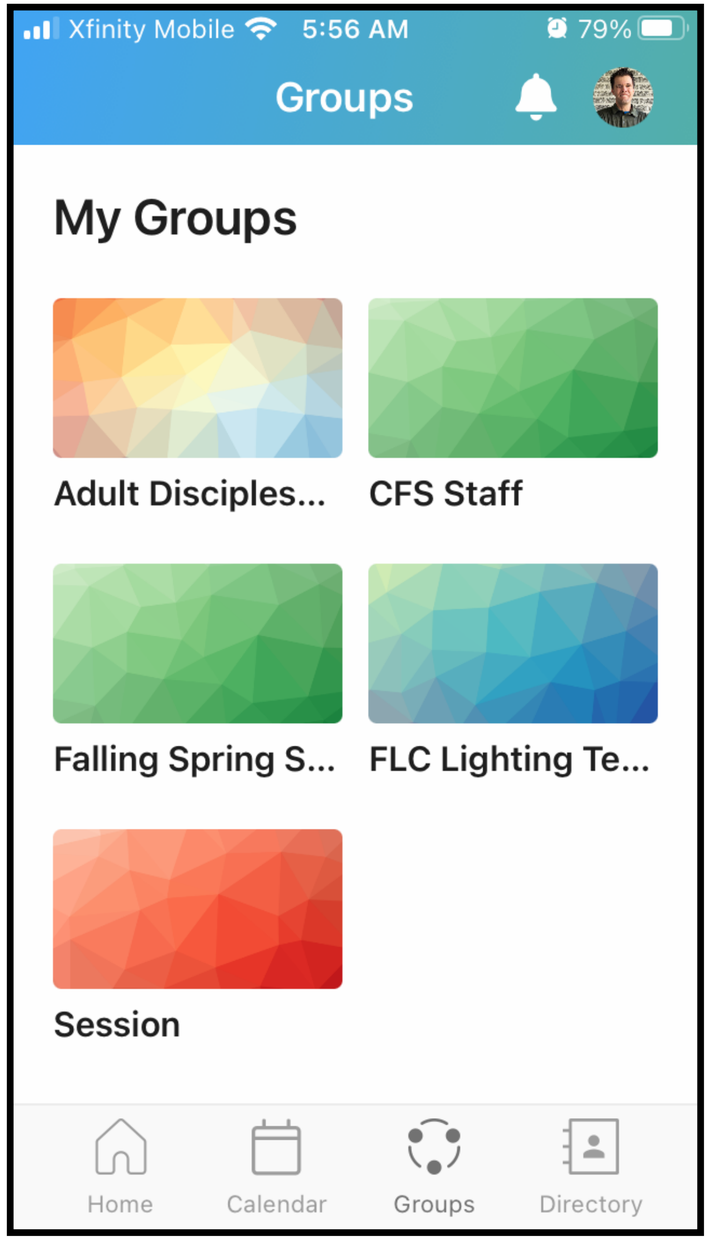

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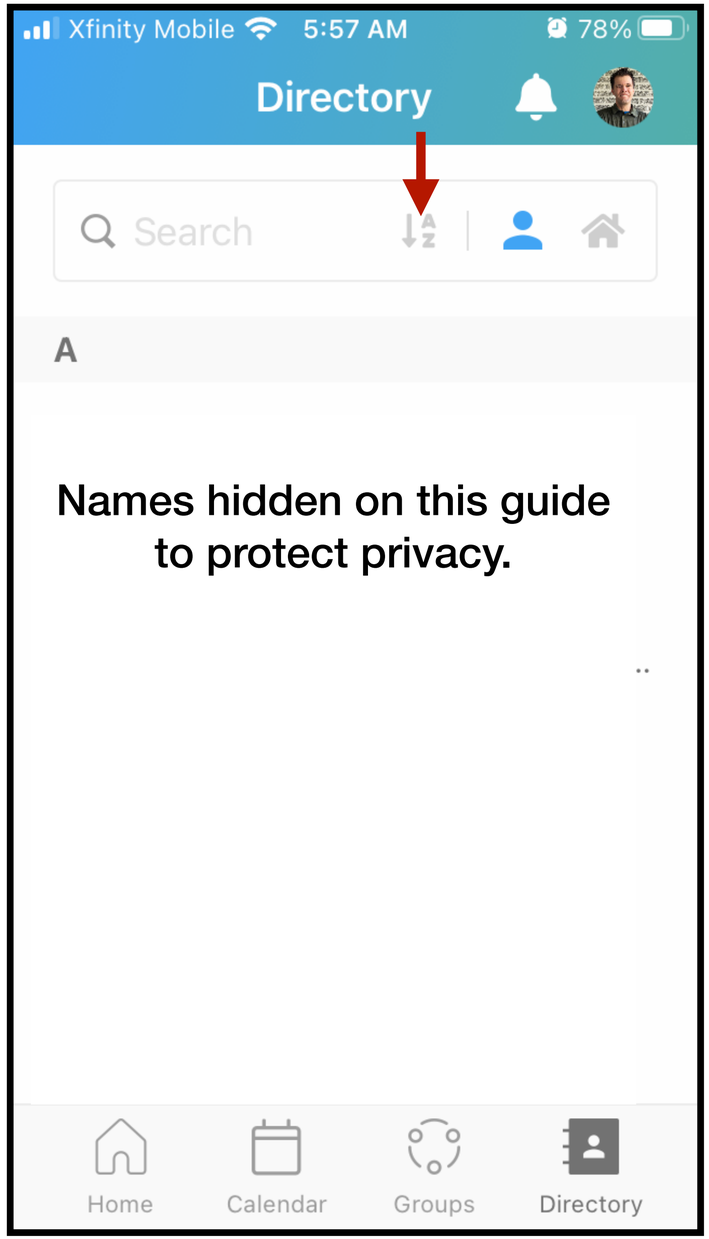

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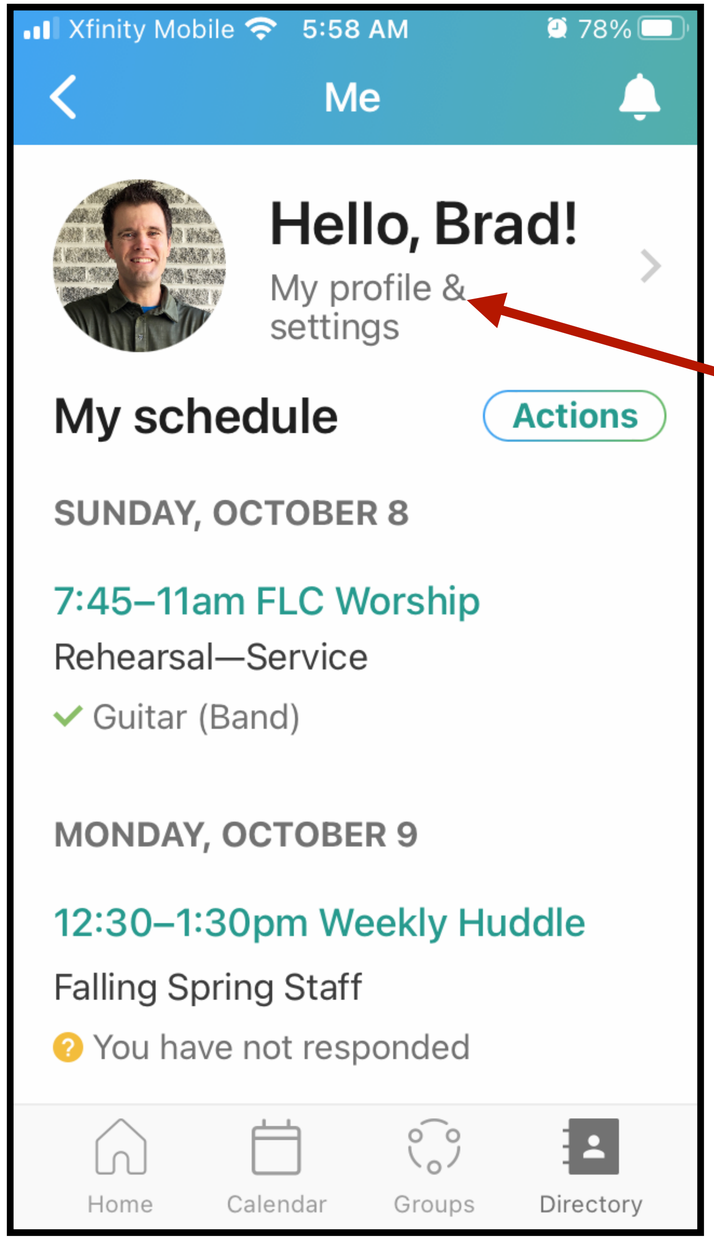

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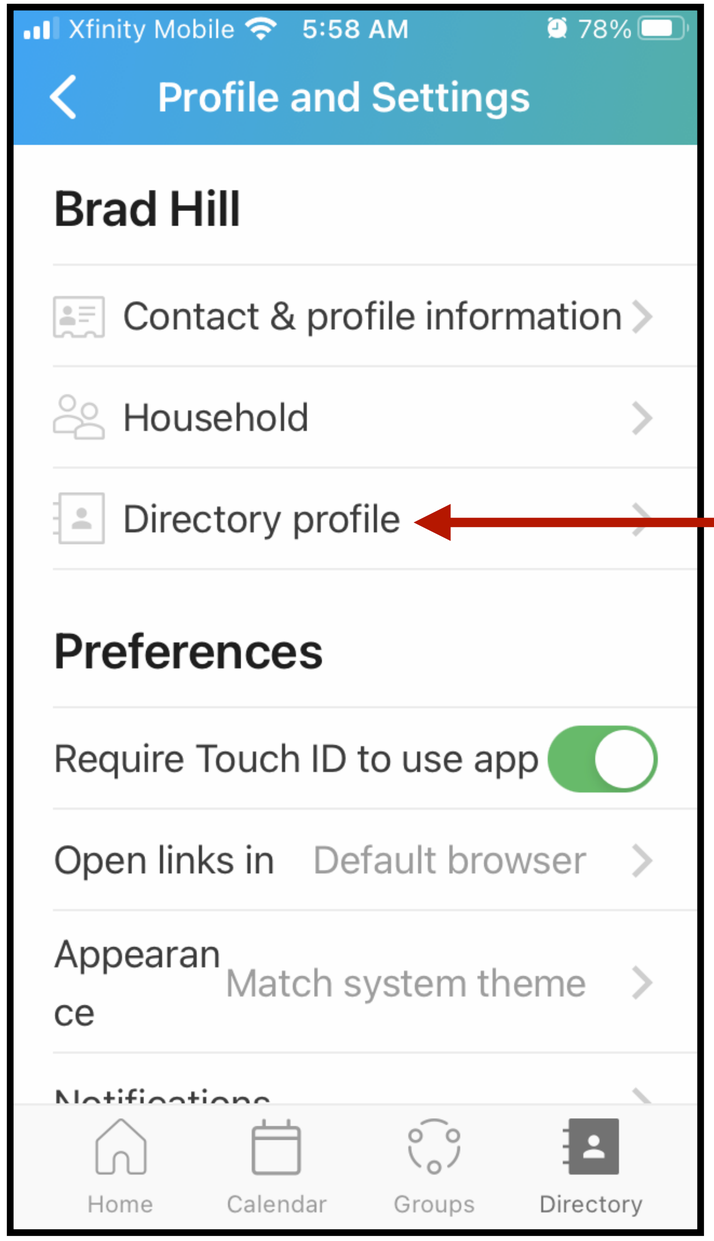

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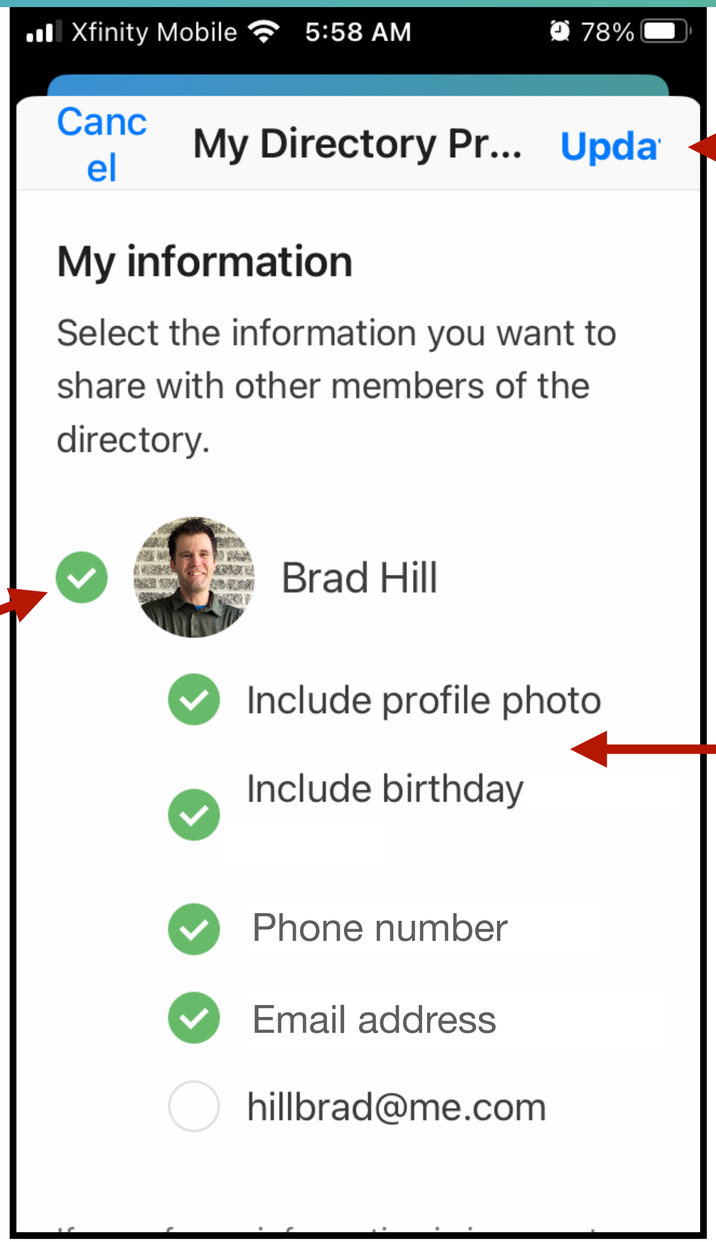

Be sure to click “Update” when finished

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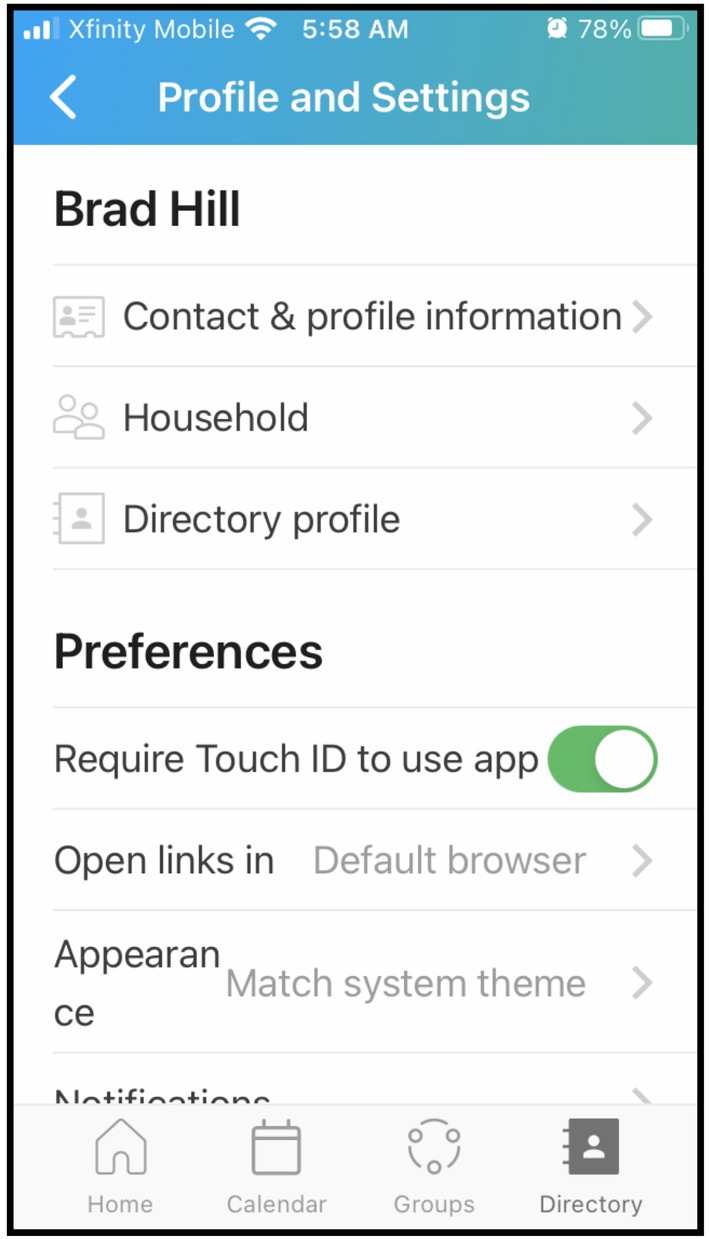

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Part 1: CC on a computer: QUESTIONS

CONGRATULATIONS! YOU ARE NOW A CHURCH CENTER EXPERT!

If you have any questions, please contact Kory at the church office.