Church Center

Foothill Bible Church

Church Center is our central location for events and church life here at FBC.

Use the links below to download the mobile app (recommended) or bookmark the web version accessible through your web browser.

- **Recommended:** download the mobile app **CLICK HERE** (iOS & Android)
- Bookmark the webpage **CLICK HERE**

How To Use This Guide

- Click on the outline icon on the right side to jump to a topic 🗒.
- Most topics have a video tutorial. Look for the camera icon 🎥.
- Got questions? Contact admin@foothillbible.church.
- *Please note: this is a live document so changes may be made.*

Login

🎥 *Click here for video tutorial*

On the Mobile App

On first launch of the app:

1. Allow notifications.
2. Tap *get started.*
3. You can use location or search manually.
   a. For manual search enter *Foothill* and zip code *91786.*
   b. Tap search.

4. Find and tap *Foothill Bible Church.*
5. Tap *This is my church.*

Login to the app:
1. Enter your phone number.
   a. *Or tap "use email" in bottom right then enter your email.*
2. Enter the code that was sent in a text message to your phone.
   a. *Check your email for the code if you entered your email address.*
   b. *If there are multiple profiles which share the same phone number or email select the one you want to login with after you've entered the code.*
● Enable face or touch ID if phone allows it.
   ○ *If you choose not to use face or touch ID you will be sent a code each time you login.*

On the Web

Login on the website:
1. Go to https://foothillbible.churchcenter.com
2. Enter your phone number .
   a. *Or click "use email address instead" then enter your email.*
3. Enter the code that was sent in a text message to your phone.
   a. *Check your email for the code if you entered your email address.*
   b. *If there are multiple profiles which share the same phone number or email, select the one you want to login with after you've entered the code.*

Profile

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1. Access your profile through the top right icon (your initials or profile photo).
   a. Mobile: tap the top right icon.
   b. Web: click the top right icon then click profile.
2. You can add or update the following items for yourself and your household if you are the primary contact.
   a. Individual photos*
   b. Phone numbers
   c. Email addresses**
   d. Physical addresses

>> i. *You can also choose the primary address for all of the above if you have more than one.*
>
> e. Gender
> f. Marital status
> g. Anniversary
> h. Medical notes

3. The system **does not allow** names or birthdays to be updated through Church Center. Contact the office if a name or birthday needs to be updated.

Update Profile on Web

1. Update Information:
   a. Scroll down to contact information and click "edit" if you need to make changes.
   b. *You can also set your primary email and phone number if you have multiple.*
   c. Click "Save changes" to confirm any changes you made.
2. Update Photo:
   a. Click on the pencil by your name.
   b. Select Upload photo.
3. Update Household Profiles:
   a. Scroll down to "My Households" and click on the arrow to the right of your family profile images.
   b. Click on the individual you want to make changes to.
   c. Make any changes as above.
   d. Click "Save changes" to confirm any changes you made.
   e. Repeat for household members.

Update Profile on Mobile App

1. Update Information:
   a. Tap on your name to make changes.
   b. *You can also set your primary email and phone number if you have multiple.*
   c. Tap "Update" in the top right to confirm any changes you made.
2. Update Photo:
   a. Tap on your photo to take a new photo or choose one from your photo library.
3. Update Household Profiles:
   a. Scroll down to "My Household" and tap on the arrow to the right of your family profile images.
   b. Tap on the individual you want to make changes to.
   c. Make any changes as above.
   d. Tap "Update" in the top right to confirm any changes you made.

e. Repeat for household members.

Household Directory photo can only be updated within your Directory settings.
** All emails on your profile will receive emails. We recommend only putting the best contact email on your profile to avoid duplicate emails.

Home Page

The home page is a central menu which will be updated as needed with key links and information.

Menu

- Mobile: The navigation bar is found along the bottom of the app.
- Web: The navigation menu is found along the top banner of the home page.
- Menu items:
  - Home
  - Directory
  - Groups
  - Give
  - Events

Livestream

- Click the link on the home page to open the youtube livestream.

Full Church Calendar

- Public facing calendar of life and events at FBC.
  - Selecting a regular event will show you more information and allow you to bookmark the event.
  - Selecting a sign-up event will show you more information and allow you to register for that event.
- Events you have bookmarked and registered for can be found in your profile in the top right corner.

This Week's Songs

- We update playlists of the songs which will be sung on the coming Sunday.
  - Platforms: Spotify, Apple Music, and Youtube.

Events

- This link will take you to the Events tab (*also accessible in the top menu on web or bottom menu on mobile*).
- The Event page highlights upcoming events and can be filtered by category.

Groups

🎥 *Click here for video tutorial*

Events

🎥 *Click here for video tutorial*

Directory

🎥 *Click here for video tutorial*

Privacy: *The Directory is not publicly accessible. An admin has to allow a user access to the directory and users must be logged in before they can see it.*

Opt-in to Directory

- on Mobile
  - Login, then tap on Directory in the bottom menu.
  - Tap on "Share now" in the bottom right.

- - Check the circle by your name and those of your family.
    - Select the details of each person you would like visible in the Directory.
    - *We recommend sharing profile photos and at least one form of contact for adults.*
- on Web
    - Login, then click on Directory in the top menu.
    - Click on "Share it now" in the top banner.
    - Check the box by your name and those of your family.
    - Select the details of each person you would like visible in the Directory.
    - *We recommend sharing profile photos and at least one form of contact for adults.*

Change Directory Settings

- Navigate to your profile *(top right on Mobile and Web)*
- Select "My Directory Settings"
    - You can change what information is visible about you and your household members.
    - You can also update your household photo.
- If you make changes
    - Mobile: tap "Share" in the top right.
    - Web: click "Update Profile" in the bottom right.

Giving

🎥 *[Click here for video tutorial](#)*

General Fund vs Earmarked

- The **General Fund** is our default fund.
    - We encourage you to use this fund for your regular giving to FBC.
    - These funds are used across all ministries and are the basis for setting and forecasting our annual budget.
- All **other funds or earmarked gifts** should be viewed as *additional to* regular giving.
    - These would include ministry specific gifts and scholarships.

ACH vs Debit Card

- **ACH** gifts are charged 30 cents per transaction ($100 gift means FBC receives $99.70).
- **Debit Cards** are charged 2.15% + 30 cents per transaction ($100 gift means FBC receives $97.55).

➔ *If you choose to cover the cost of a $100 gift, it requires an additional $2.45 if using Debit Card but only an additional 30 cents if using ACH.*

How to Give

1. Login using your phone number or email. *(Click here to jump to login instructions)*
2. Tap on "Give"
   a. Mobile app: in the bottom menu.
   b. Web: in the top menu.
3. Enter the amount you want to cheerfully give (2 Corinthians 9:7)
4. Select the fund you want to give to
   a. Web only: click "+ Add Donation" to give additional amount to another fund on the same payment.
5. Choose how often you'd like to give this amount to the selected fund/s (one-time or recurring weekly, monthly, custom)
6. "My Information" should be filled in if you logged in already.
7. Select Payment Method:
   a. **ACH** payments have a 25 cent per transaction fee which is deducted from your gift if you choose not to cover it.
   b. *Debit Card giving is possible but discouraged as it has much higher fees. This means more of your gift goes to the bank instead of FBC.*
8. **Add Bank Account:**
   a. It will ask you to verify your account.
      i. **Stripe setup**
         1. This is an industry trusted company used for bank verification. They will ask for your bank and then walk you through the process of logging in to your online banking. You then select the accounts you want connected so you can give.
         2. **We recommend selecting your checking account only.**
         3. Once the process is complete it will take you back to the Giving page to complete the process.
      ii. **Manual setup**
         1. Enter your Account and Routing info and PCO will charge your account 2 or 3 small transactions within a few days.
         2. When they appear in your account come back into the Give tab and verify the amounts charged.
9. **If you used Stripe** the payment will process in the timeframe you chose.
10. **If you used manual setup** it will require a few days to verify before gifts can be processed.