

# King of Kings Lutheran Church - "iBelieve" Online Community

*Stay Informed and Connected through "iBelieve"!*

## What is "iBelieve"?

*iBelieve* is the name of King of Kings' computer database system, which has additional features that allow members to access it in a secure environment and connect with each other in ministry and fellowship. This computer system serves as our church's administrative database, plus provides our staff, leaders, and members with various tools to facilitate communication and manage activities within our church family. We encourage members (age 12 and up) to log into *iBelieve* and try it out. You can use it to:

- Explore new ministries & volunteer opportunities
- Communicate with staff & other church members
- Update your contact information & serving availability
- Connect with your ministry groups or activities
- Stay informed about upcoming events
- Access your financial records

## How does "iBelieve" work?

Your *iBelieve* connection starts within a "Group", which is a private online community of members who are linked together in a common ministry, activity, or organization. Everyone may belong to multiple groups, which are dependent on your specific involvement at King of Kings. Information is primarily communicated to group members through email. Short notices may be communicated via text. Since *iBelieve* is accessible online, a personal user-ID and password are required to log into this secure system. As an *iBelieve* member, you may log-in to view information associated with your specific groups and activities, plus request to join new groups or volunteer for serving positions. You may also use *iBelieve* to send emails to church staff, group leaders, and other members. You can even create your own friend list for sharing personal information on a more limited basis.

## What can I find in "iBelieve"?

- Ministry/Activity Descriptions
- Key Documents & Files
- Group Messages
- Financial Transactions & Statements
- Contact Information & Email Links
- Volunteer Opportunities
- Ministry Needs & Sign-up Lists
- Serving Schedules
- Serving Availability/Preferences
- Special Skills & Interests
- Calendar of Events
- Event RSVPs
- Attendance Records
- Online Forms
- Member Photos

## What about data privacy and management?

At King of Kings, we value your privacy and treat your information with the utmost care. As an *iBelieve* member, you have control over who can see your contact information and other profile data. Since *iBelieve* is our church database, your profile information is accessible to church leadership/administrators. Through your privacy settings, you may reveal your contact information to: your selected friends, your group members, or the entire congregation, if desired. The default privacy settings conceal your email address plus limit access to most of your contact information. Profile information for children under the age of 12 is not displayed at all (except to church leadership). Access to financial data is limited only to you and the KOK financial administrator. All *iBelieve* members can update their profile, modify their username and password, plus tailor their privacy and communication settings.

## How do I access "iBelieve"?

Direct log-in access to *iBelieve*: <https://koklcms.ccbchurch.com>

*iBelieve* access through the KOK website: <http://www.koklcms.org> - Click on *iBelieve* Login link

My Username: \_\_\_\_\_

My Password: \_\_\_\_\_

Type in Username and Password to log in. If you don't have a Username, click on the Sign-Up link and you will be sent an activation email. Menus on the log-in page are accessible without logging in.

King of Kings Lutheran Church

Calendar Find a Group Forms

Welcome to your King of Kings online community!

We hope you will use this online community, called *iBelieve*, to stay informed and connected to your church family. When you log in, check out the Home page for some basic instructions. Then look for groups that may be of interest to you and join one! Use the communication tools to share ideas and information with other group members. Find a place to use your gifts by looking at our volunteer positions. You can navigate to most items from the Home page, which lists all your groups, activities, and upcoming events. Take a moment to update your profile information, privacy settings, and communication preferences by clicking on the Settings link located in the upper right corner of the page. Also, be sure to fill in some of the My Fit information, like your passions and abilities, so others can get to know you better. We hope you enjoy our *iBelieve* online community!

Username

Password

Login

Forgot username or password?

Sign Up Mobile login

# King of Kings Lutheran Church - "iBelieve" Online Community

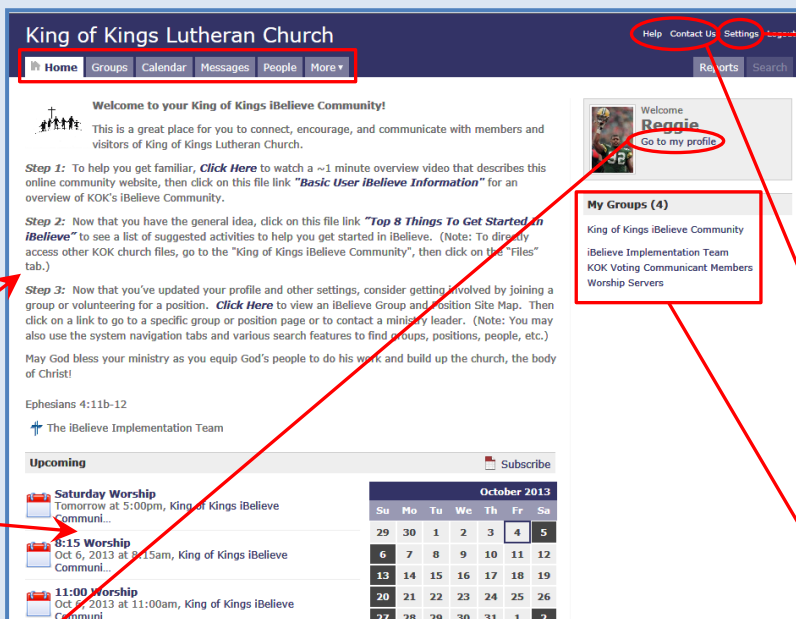
How do I navigate within "iBelieve"? (for members with basic user privileges)

After logging into *iBelieve*, you can start with the **Home Page** and navigate to most items from here.

These "clickable" Tabs help you quickly search for: **Groups, Calendars, Messages, People, Files, Forms, Needs, Positions, Schedules**, etc.

These **3 Easy Steps** will help you get started.

Your **Calendar** and **Upcoming Events** are displayed here.



Click on **Settings** to **Edit Profile** data; plus update **Privacy, Communication**, or **Username/Password** selections; and set your **Availability to Serve**.

Click on **Help** to search for specific topics. Click on **Contact Us** to email the KOK *iBelieve* Administrators.

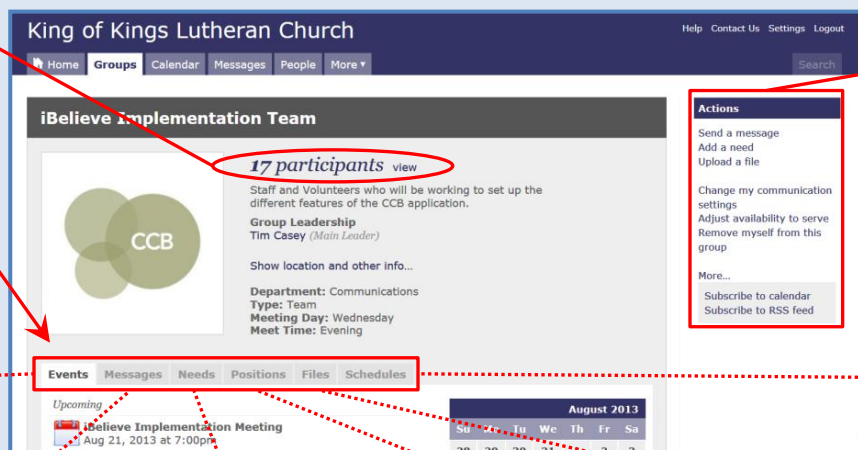
Your **Groups** are displayed here. Click on a group name to go to the **Group Page**.

Click here to view your **Profile Summary Page** which includes your Personal & Family Info, KOK Involvement, Financial Transactions, and Serving Availability. You may also Edit your Profile & Settings from here.

Stay informed and connected to your specific ministry, activity, or organization through it's *iBelieve* **Group Page**.

Click here to see **Group Members** and **Contact** them through **Email**.

These "clickable" Tabs help you quickly find Key Group Items.



Allowable **Actions** are listed on the right-hand side.

**"Events"** Group Calendar

**"Messages"** Group E-mails and Comments

**"Needs"** Sign-up Sheets for Ministry Needs or Group Activities

**"Positions"** Ways to Serve or Volunteer

**"Files"** Group Documents

**"Schedules"** Volunteer Position Serving Schedules

How do I find out more about using "iBelieve"?

You may: 1) Contact the KOK *iBelieve* Administrators for assistance through the "Contact Us" link; 2) Look at the documents posted under the "King of Kings *iBelieve* Community" Group; 3) Click on the "Help" link to find self-training documents and videos developed by Community Church Builder (CCB) or search for information on a specific topic; or 4) Try clicking on items to explore the various features and options.