

MyVC brings together a church directory, check-in system, email and texting system, meeting planner, file-sharing tool, and much more. It allows you to securely communicate with others in the church family and provide them with your most current information so that we can better stay in touch with one another.



Accessing the online community

WELCOME TO MyVC!

We have provided this tool to help you get better connected within our church. You'll be able to find groups to get involved in, see events you might want to attend, participate in discussions, meet the needs of others in our church community, and find volunteer opportunities based on your passions and gifts.

After requesting a login, or being assigned one, you will receive an email containing your login information. Use the link in the email to access your online community.

TIP

Bookmark the login page and save your login information so you can quickly access MyVC in the future.

Login

Username

Password

LOGIN

Resources
Coming soon...

[Forgot Password?](#)
[Sign Up](#)

New user sign up here

One person likes this.

Your Personal Home Page

Once you log into MyVC, you will land on your personal homepage. This page contains information specific to you including:

- Your name and picture (if one is uploaded). Your system settings are in the pulldown menu. (Check your name to access)
- Easy access Menu to your **Groups, People, Serving** and **Giving**
- Activity tabs that let you view **Recent Activity, Messages, Calendars** (My Calendar and Campus-wide calendar) and sign-up **Forms**
- A list of your groups

The screenshot displays the MyVC personal homepage. On the left is a dark sidebar menu with icons for Home, Groups, People, Serve, and Give. An orange callout box labeled 'Easy access Menu' points to this sidebar. At the top right, a user profile for 'Aluv Miveasy' is shown with an orange callout box labeled 'Your profile'. Below the profile is a search bar and a notification icon. The main content area features a navigation bar with tabs for 'WELCOME', 'RECENT ACTIVITY', 'MESSAGES', and 'CALENDAR'. An orange callout box labeled 'Activity Tabs' points to these tabs. Below the navigation bar is a welcome message: 'Welcome to MyVC! It is our prayer that MyVC will bring you closer to the church, other members, and assist you in being involved through the calendar, groups, serving opportunities and more.' A large photograph of a modern church building is displayed below the text. On the right side, there is a 'MY GROUPS' section with an orange callout box labeled 'Your Groups' pointing to it. This section lists several groups with small icons: 'Our Church', 'VC - Glendale', 'Bulletin Stuffing Ministry', 'Dave's Fun Club', and 'Don's Fun Club'.

Viewing Your Profile

Click on your name on the upper right corner to view information in your profile.

Contact Info

Your phone number(s), address(es) and email address will be located here. Only you and appropriate church staff will see your contact information. All others will see is your name, picture, and campus you attend. Your email address will not be visible, but an email can be sent to you through to the MyVC system.

Profile Tabs

View information on the **Activity, Family, Info, Involvement, Financial** and **Serving Availability** tabs.

Info Tab

This is where the majority of information about you will be located. Review the information to determine if anything needs to be added or edited.

The screenshot displays the MyVC profile page for Aluv Miveacy. On the left is a dark navigation menu with options: Home, Groups, People, Serve, and Give. The top right shows the user's name 'Aluv Miveacy' and a settings gear icon. The main content area features a profile card with a photo, phone number '(623) 934-4000', email 'welcomesmyvc@gmail.com', and address '6250 W. Peoria Ave, Glendale, AZ 85302'. Below the card are tabs for ACTIVITY, FAMILY, INFO, INVOLVEMENT, FINANCIAL, and SERVING. The 'INFO' tab is active, showing fields for Birthday (May 4), Gender (Female), Marital Status (Single), and Allergies (None). It also lists 'Other Addresses' for Home, Work, and Other. A 'My Fit' section includes Spiritual Gifts, Passions, Abilities, and Personality Style. A 'Plugged In' section shows Commitment Date, Service(s) Attend, School, School Grade, and Military status. A 'Family' section is also visible with 'Aluv (Primary Contact)'. An orange arrow points to the 'Profile' option in the top right user menu.

This close-up shows the user menu for Aluv Miveacy. It includes a search icon, a mail icon, the user's name 'Aluv Miveacy', and a settings gear icon. A dropdown menu is open, listing options: Profile (highlighted with an orange arrow and the text 'Click to access profile'), Communication Settings, Edit Profile, Availability To Serve, Username / Password, Privacy Settings, and Logout. Below these are sections for 'Actions' (Send an email, Fill out a form..., Download contact card), 'Profile Settings' (Edit profile, Set communication pre, Change username/pas, Update privacy), and 'Family' (Edit family profile).

Updating Your Profile

Under the Actions Menu, select **Edit Profile** to begin editing your profile. Profile information is broken into six sections. Name fields will be visible no matter which tab you are viewing.

Basic

Photo, gender, birthday, marital status, phone numbers, email addresses, emergency contact, and other general categories.

Address

Mailing address fields shown with 'more addresses option' available to add your home, work and other addresses.

MyFit

Spiritual gifts, passions, abilities, and personal style. *(Not sure what yours are? Take the next S.H.A.P.E class and find out.)*

Social

Social networks you use

Custom Fields

Any field created by our church to track additional information.

Plugged In

Service you usually attend, organizations you are part of (military, school, etc.), and your faith journey.

Save

Always click **Save** to retain any changes you have made to your Profile.

TIP

The contact phone number field allows you to indicate your preferred phone number. This field was used by default when your profile was created and will likely match one of the other numbers (i.e. home, work, etc.).

The screenshot shows the profile editing interface for 'ALUV MIVEACY' at 'VC - Glendale'. The interface is divided into several sections: 'Basic', 'Address', 'My Fit', 'Social', 'Custom Fields', and 'Plugged In'. The 'Basic' section is currently active and contains the following fields:

- Name:** Aluv Miveacy (with a 'More name fields...' link)
- Photo:** Choose File (no file selected) and Delete Photo
- My Campus:** VC - Glendale
- Family Position:** Primary Contact
- Gender:** Female
- Date of Birth:** May 4, 1968 (with a 'Why the year?' link)
- Marital Status:** Single
- Anniversary:** Month, Day, Year
- Allergies/Special Instructions:** (used by Check-In system) with a checkbox for 'Confirmed person has no allergies'

The 'Contact' section contains the following fields:

- Email:** welcome2myvc@gmail.com
- Contact Phone:** (623) 934-4000 (highlighted as the 'Main phone number')
- Home Phone:** (used for check-in)
- Mobile Phone:**
- Mobile Carrier:** Turned off... (with a 'More contact fields...' link)

Callouts in the image indicate: 'Click to edit profile' pointing to the profile picture, 'Click to access' pointing to the 'Basic' tab, 'Main phone number' pointing to the 'Contact Phone' field, and 'Click Save' pointing to the 'Save' button.

Updating Your Settings

Click on your name in the upper right corner, to access your username and password, communication, and privacy settings. Click any of the icons in the drop-down menu to update your settings.

Communication Settings

Determine the groups from which you wish to receive communication and what type of communication you would like to receive. Options include regular email correspondence, comments posted to your groups' message boards, text messaging, and/or a weekly summary of your groups' activities.

Availability to Serve

Set and make adjustments to your serving preferences for each position you fill. You also have access to your availability from the **Serve** option in the main Menu.

Username/Password

Change your login information from this page.

Privacy Settings (shown at right)

Here you may select what information appears in your profile and who may see it. Using the 'Friends and My Groups Members' option will allow maximum contact between group members while providing privacy across the congregation.

The screenshot shows the 'PRIVACY SETTINGS' page for a user named 'Aluv Miveocy'. The page is divided into several sections:

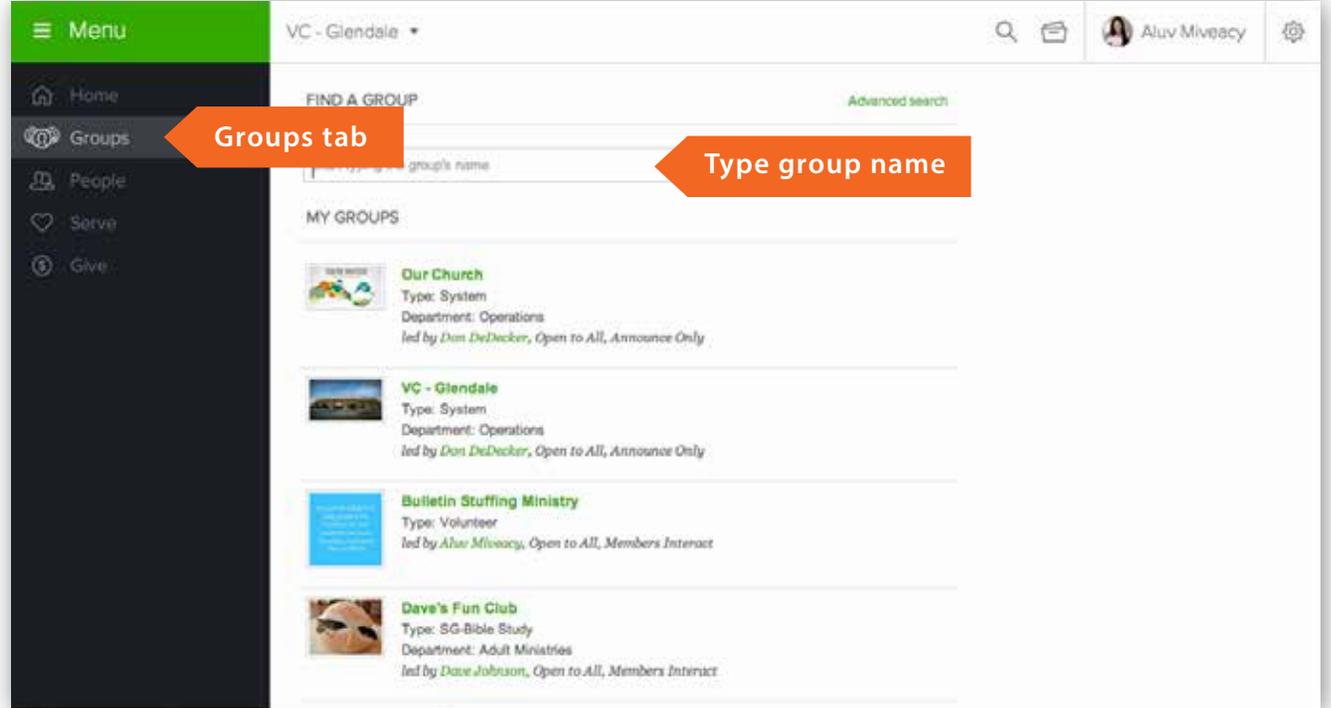
- About the Settings:** A warning message about sharing information on the Online Community.
- * Profile / Listed:** A section explaining the 'Profile / Listed' setting, which is currently set to 'Listed'.
- Everybody:** A section explaining the 'Everybody' setting, which is currently set to 'Everybody'.
- Friends & My Groups Members:** A section explaining the 'Friends & My Groups Members' setting, which is currently set to 'Friends Only'.
- Friends Only:** A section explaining the 'Friends Only' setting, which is currently set to 'Friends Only'.
- Church Leadership Only:** A section explaining the 'Church Leadership Only' setting, which is currently set to 'Church Leadership Only'.
- Profile:** A section with radio buttons for 'Listed' (selected) and 'Unlisted'.
- Main:** A section with dropdown menus for 'Birthday Month & Day', 'Gender', 'Marital Status', 'Anniversary', 'Allergies', and 'Custom Fields', all set to 'Friends Only'.
- Contact - Phones:** A section with dropdown menus for 'Contact Phone', 'Home Phone', and 'Work Phone', all set to 'Friends Only'.

An orange arrow points to the 'Serve' option in the left-hand menu. Another orange arrow points to the 'Privacy Settings' option in the user profile dropdown menu in the top right corner.

Groups

Groups are the backbone of our online community. Events, volunteer opportunities, message boards, and most emails are generated by the groups you belong to. You will see the groups that you currently belong to on your personal home page and also by clicking the **Groups** tab on the left-side of the page. Once you click on one of the groups you belong to, you will be able to see info, messages, calendar, files, needs, positions, schedules, and participants of that group.

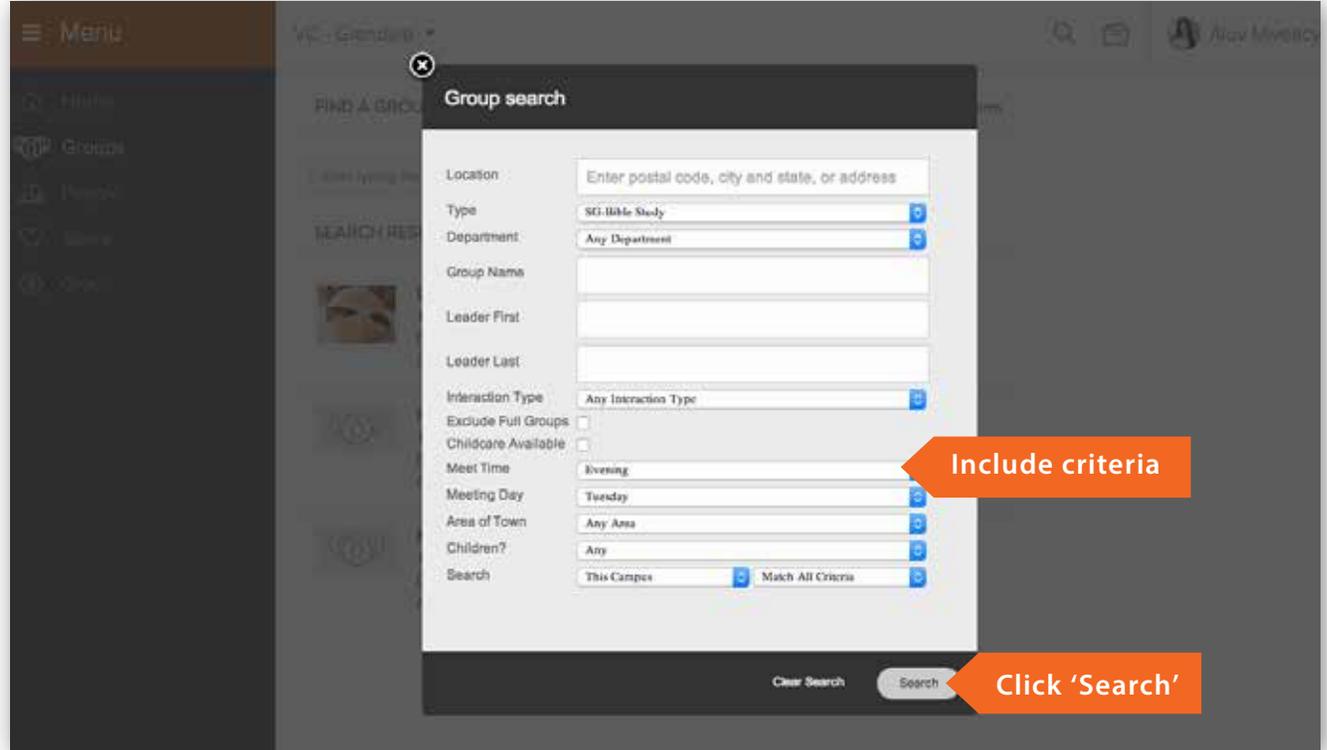
To find other groups you may wish to join, click on the **Groups** tab and type the group name into the search field. Groups that are **Open to All** will have more information visible to you than groups that are **Invitation or Request Required**.



Groups (continued)

To find a specific group or kind of group use the **Advanced Search** option found to the right of the groups list. In the example to the right, we are searching for a Bible Study group that meets on Tuesday evenings. You may search by area of town, type, department, group name, leader, and more.

When you have found a group you would like to join, click the **'Join Group'** or **'Request to Join'** button. An email will be sent to the group leader notifying them of your interest.

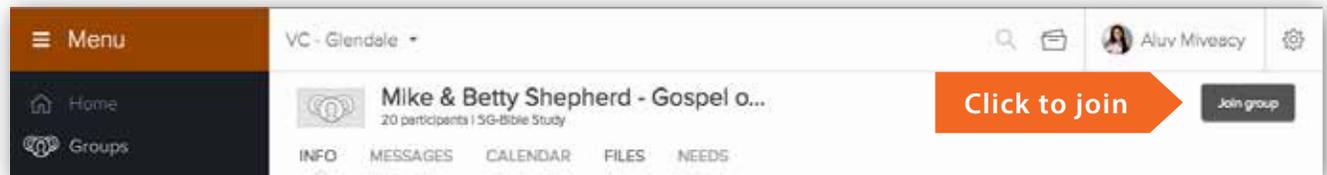


The screenshot shows a 'Group search' modal window with the following fields and options:

- Location: Enter postal code, city and state, or address
- Type: SG Bible Study
- Department: Any Department
- Group Name: (empty)
- Leader First: (empty)
- Leader Last: (empty)
- Interaction Type: Any Interaction Type
- Exclude Full Groups:
- Childcare Available:
- Meet Time: Evening
- Meeting Day: Tuesday
- Area of Town: Any Area
- Children?: Any
- Search: This Campus
- Match All Criteria:

Callouts:

- An orange arrow points to the 'Evening' dropdown under 'Meet Time' with the text 'Include criteria'.
- An orange arrow points to the 'Search' button with the text 'Click 'Search''.



The screenshot shows a group profile for 'Mike & Betty Shepherd - Gospel o...' with 20 participants in a SG-Bible Study. The page includes a 'Join group' button. An orange arrow points to this button with the text 'Click to join'.

Viewing other profiles

To view a profile for another person in **MyVC**, first click the People tab on the left side of the page. After clicking People, begin typing a name in the search box. You may type the first name, last name, or a combination of both. As you type, the system will narrow your results and generate a list of people who meet your criteria. Click the name of a person to access their profile. You will only be able to find people who are listed in **MyVC**.

On each of the tabs, you will be able to see whatever information the individual has chosen to share with the **MyVC** community. Anything not shared will be blank or show a message reading, "not enough privileges to view," meaning administrative rights are required to view the information.

The screenshot shows the MyVC interface. The top navigation bar includes a search icon, a mail icon, and the user's name 'Aluv Miveacy'. The left sidebar has a 'Menu' tab selected, with options for Home, Groups, People, Serve, and Give. The main content area shows the 'PEOPLE SEARCH' section with a search box containing 'Start typing the person's name'. Below the search box is a 'MY FRIENDS (0)' section. A note states: 'NOTE: To add friends, go to a person's profile and select Add to my friends list from the Actions bar.' The profile for 'DAKINI BEECH' is displayed, featuring a profile picture, a phone number '(623) 934-4000', and contact information. The profile is categorized as 'Family' and 'Primary Contact'. The 'Actions' bar includes 'Send an email' and 'Remove from my friends list'. The 'Contact Info' section shows the address: '6250 W. Peoria Ave, Glendale, AZ 85302' and a 'View Map' link. The 'Other Addresses' section also lists the same address.

TIP

Adding an individual to your Friends list will allow those individuals to view information in your profile with privacy settings of friends only or friends and my groups members. In addition, it will give you easy access to those profiles if you wish to email them.

FAQs: Access and Privacy

1. Can the public see my profile on the internet?

No! Your MyVC information can only be viewed within MyVC. MyVC is a “closed to the public” system.

2. What information will people see?

People logged into MyVC will see the following information on individuals in the database who are 18 years of age and older: name, picture, campus and family position. Email addresses cannot be seen, but an email can be sent.

3. Can name and address be displayed, but not phone number?

Through privacy settings you may choose whether or not to display your contact information. We recommend you keep your address, phone number, and email visible to friends and group members so you may easily connect with them and others.

4. Who can see my children’s names and ages?

No one except system administrators can see information on children if they are under the age of 18. The only exception is if they are on a serving team. If your child volunteers in an area such as the coffee bar, bookstore, Vineyard Kids or Foodbank – the group leader will be able to add them to their group for scheduling purposes. Your child will still be invisible to the rest of the group members.

5. If an individual wants his/her under-age-eighteen child’s information to be displayed, can it be?

No.

6. At what age can children gain access to MyVC?

Children may request a login at age 18.

7. What is the definition of friend?

You can designate anyone in the system as a friend. This allows him/her to see any of *your* information that is marked Friend or Group member in your privacy settings.

8. Can individuals inactivate (remove) their own profile or that of their family?

No.

9. Can individuals make themselves unlisted?

Through privacy settings a person may choose to be unlisted in MyVC. We do not recommend this.

10. Would we ever revoke a user’s ID?

If an individual is found to be using the system for inappropriate purposes and continues to do so even after being asked to stop, their user ID will be revoked.

11. Can individuals create a church directory from MyVC?

No, but MyVC is the church directory.

12. Can a user send an email to the whole church?

No one except system administrators can send emails to the entire church group.

13. Can people send an email to everyone in a group they are a member of?

Yes, if group settings allow it.

14. Is every group listed able to be seen?

No. Groups that are designated as unlisted cannot be viewed by people in MyVC.

15. What types of calendars are in MyVC?

There are four types of calendars in MyVC. *My calendar* shows any scheduled events that you are involved in. The *Group calendar* shows events specific to the groups you are a part of. The *Campus-wide calendar* shows events held on campus. The *Public calendar* shows events that are for the general public and are shown on our Vineyard website.

16. Will contribution information be visible?

Contribution information will be visible on the financial tab of your profile. Only you will be able to see your own, or spouse’s, giving.