



# the Pathway Group MEMBER Guide June 2016

## Table of Contents:

Accessing the Pathway .....2

General Navigation .....2

Groups: Messages .....3

Groups: Calendar .....4

Communication Settings .....5

Privacy Settings .....6

Friends .....7

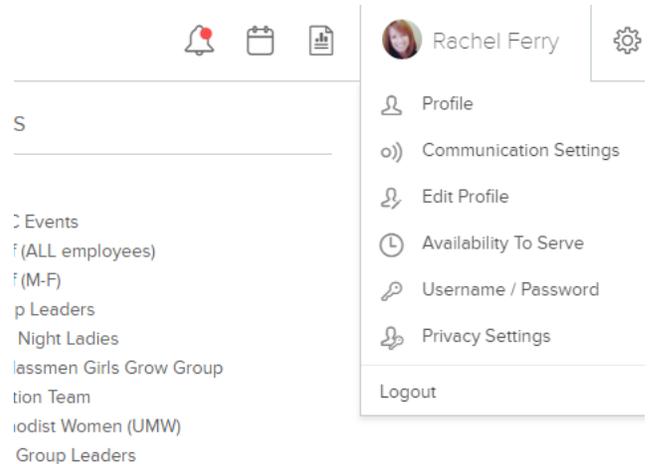
Additional Group Uses: Needs and Participants .....7

Questions? .....8

## Getting Started

To get started and get the most out of the Pathway as a tool for connecting with others at Carmel United Methodist Church, we recommend you take 10 minutes to do the following basic things:

1. Verify your personal info under your profile by selecting your name in the upper right corner of the screen and edit any info that is inaccurate. Make sure you indicate your mobile carrier if you want to receive text messages from any groups you belong to, including serving teams or the Children’s Ministry if you have children that are in the Children’s Ministry.
2. Set up your communication preferences (page 5)
3. Set up your privacy settings (page 6)
4. Upload a photo of yourself, each family member and a family photo to your profile under “edit profile”
5. Go to “People” on the far right and search for friends and “add to my friends list” (page 7)





## Accessing the Pathway

You can access the Pathway at [carmelumc.org/pathway](http://carmelumc.org/pathway). If you have never logged in, you can hit “Sign Up” and request access to the Pathway. If your email is in the system, you will immediately get a login activation email. If your email does not match the one in our system, the administrator will send you an activation link.

Login

Username

Password

Login

[Forgot username or password?](#)

[Sign Up | Mobile login](#)

Welcome to your  
online community  
Carmel United Methodist  
Church

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## General Navigation

After logging in, all the groups you are a part of are listed down the right side of the screen. Serving teams that you or others in your family belong to are considered “groups” in the system along with Grow Groups, Sunday School Classes, Bible Studies, and Sports and Rec teams. If you belong to a group and it is not listed, search for the group, and “request to be added”. The leader of that group will receive an email to confirm your request. Once in a group, you can choose the group to see message boards, files, and events for that group.

When you are in a group, there are 6 menu items across the top (\*described further in next pages):

1. Info: General group information, including address where group meets.
2. Messages: Send messages to and view messages from group members.\*
3. Calendar: Events for the group.\*
4. Files: Files the group leader(s) have uploaded.
5. Needs: Needs that the group leaders have posted for your group.\*
6. Participants: others in your group.\*

Menu Carmel United Methodist Church

WELCOME RECENT ACTIVITY MESSAGES FORMS

MY GROUPS

Welcome to the  
Carmel United Methodist Church  
online community

the **PATHWAY**

Our Church



## Groups: Messages

You can view messages leaders/members have sent to the group and you can send a message to the group or group leaders without obtaining emails from group members. Later we will explain privacy settings where you choose what contact information you want to share with others.

Menu

Home

Groups

People

Serve

Give

More

Carmel United Methodist Church

 **Our Church** Member  
4455 participants | Administrative

INFO MESSAGES CALENDAR FILES NEEDS

 **Kevin Sweeney** Featured  
May 12, 2016 · Our Church

Serve CARMEL UMC



 **Kevin Sweeney** Featured  
May 6, 2016 · Our Church

SERVE Carmel UMC





## Groups: Calendar

There are 3 different calendars you can view in the Pathway:

1. Groups Calendar (for each group you are a member) – access it after choosing the group and choosing Calendar.
2. My Calendar (reflects events for all groups you belong to in one calendar) – access it from the homepage.
3. Church Calendar (reflects all events at your campus) – access it from the home page.

Events on the calendar: To find out more information about an event, simply click the event on the calendar for more information.

The screenshot shows the website interface for Carmel United Methodist Church, specifically the United Methodist Women (UMW) group page. The page title is "United Methodist Women (UMW)" with a "Member" tag and "101 participants | Serving". The navigation menu includes INFO, MESSAGES, CALENDAR (selected), FILES, NEEDS, POSITIONS, SCHEDULES, and PARTICIPANTS. A "Live Search" box is present. The calendar is for June 2016, showing events on Sunday, Tuesday, and Friday. The events listed are:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
29 8a Connect/Grow/Serve Table	30	31 12:30p Prayer Shawl Ministry	1	2 9:30a Quilters	3
5	6	7 12:30p Prayer Shawl Ministry 6p Lydia Circle	8	9 9:30a Quilters	10
12	13	14 12:30p Prayer Shawl Ministry	15	16 9:30a Quilters	17
19	20	21 12:30p Prayer Shawl Ministry	22	23 9:30a Quilters	24
26	27	28 12:30p Prayer Shawl Ministry	29 Add event	30 9:30a Quilters	1



## Communication Settings:

Set communication preferences to customize how often you want to receive communications from your groups: Click your name in the upper right corner from any screen and choose “Communication Settings.” Choose your preferences separately for each group you belong to and for future groups. You can choose to get all emails, to get a weekly summary, and/or to receive text messages from the group. Or you could opt not to receive communications, but instead go out and retrieve information by viewing the message page.

☰ Menu

- 🏠 Home
- 👥 Groups
- 👤 People
- ❤️ Serve
- 💰 Give
- More >

Carmel United Methodist Church

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COMMUNICATION SETTINGS FOR RACHEL FERRY

	Send me emails from group participants	Send comments to me Immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
<p><i>Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.</i></p>		<p><i>Participate in online conversations as they happen.</i></p>	<p><i>Receive a single email generated by the system for all your groups' activities (events, comments, needs, positions and files) for the week.</i></p>	<p><i>Even with a mobile phone number, text messages will only be sent if a carrier is selected.</i></p> <p>Mobile Carrier  <input type="text" value="Sprint"/></p> <p>Mobile Phone  <input type="text" value="317-555-1212"/></p> <p><i>Standard text messaging rates from your carrier may apply.</i></p>
<b>Groups I am in</b>	<b>Recommended</b>	<b>Optional</b>	<b>Recommended</b>	<b>Recommended</b>
Our Church	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carmel UMC Events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Church Staff (ALL employees)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Church Staff (M-F)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CUMC Group Leaders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GG: Sunday Night Ladies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GG: Underclassmen Girls Grow Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Implementation Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
United Methodist Women (UMW)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Youth Grow Group Leaders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Future Group Defaults**  
You can decide what your communication settings will be when you are added to a group in the future.

	Send me emails from group participants	Send comments to me Immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
Future groups I am added to	<input type="text" value="Send to me"/>	<input type="text" value="Send to me"/>	<input type="text" value="Use group default"/>	<input type="text" value="Send to me"/>

**General Church Communication**  
These emails are usually sent by church leadership or staff.

**Recommended** I'd like to receive important campus- and church-wide emails.



## Privacy Settings

Under your name in the upper right, choose “Privacy Settings.” Select which contact and personal information you want to share and with whom. Options are explained down the right hand side of the screen.

Friends Only: These are people you have specified as friends. See more about Friends on the next page.

Menu

- Home
- Groups
- People
- Serve
- Give
- More >

Carmel United Methodist Church

Profile \*

Listed  Listed  Unlisted  
*This determines whether the name and picture can be seen by people with a username and password to the system when they do not have administration privileges.*

Main

Birthday Month & Day:

Gender:

Marital Status:

Anniversary:

Allergies:

Custom Fields:

Contact - Phones

Contact Phone:

Home Phone:

Work Phone:

Mobile Phone:

Pager Phone:

Fax Phone:

Emergency Phone:

Contact - Email

Email:

Contact - Address

Mailing Address:

Work Address:

Home Address:

Other Address:

Other

My Fit Info:

Plugged In Info:

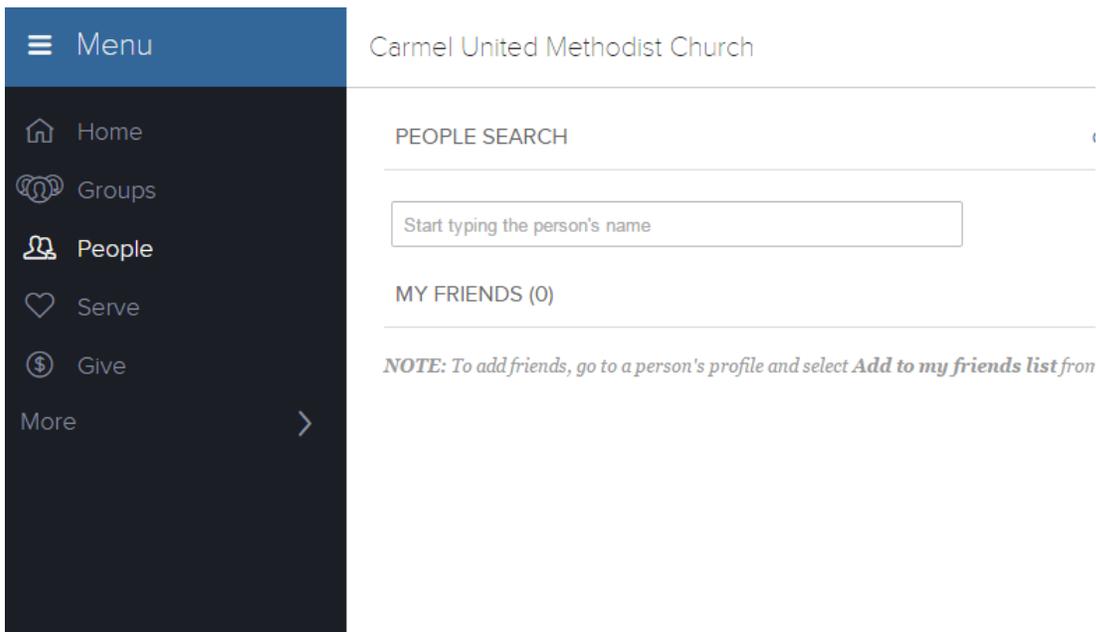
Cancel or



## Friends:

Specifying someone as a friend gives them access to the info you have chosen to share with friends. It does NOT send them a request or give you access to their info.

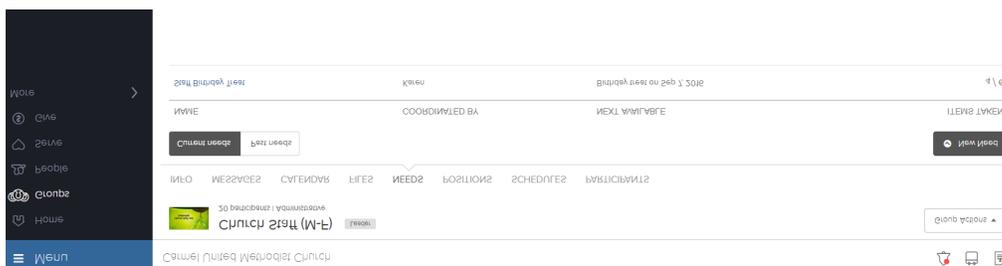
1. Choose “People” from the menu on the left of your screen.
2. Type in the name of your friend in the “People Search”
3. When their profile pops up, select “Add to my friends list” under Actions on the right.



## Additional Group Uses:

### A. Needs

Your group leader can utilize the Needs page to set up needs of group members such as meals, babysitting while someone is in the hospital, gathering supplies for a care package etc. People in your group can volunteer to take care of needs and everyone will be able to see which needs are still not met. This could also be used for a party and assigning things to bring. It helps eliminate extra emails back and forth to communicate outstanding needs and avoids multiple people offering to take care of the same need since everyone can see the status as needs are met.





## B. Participants

When you are on your connection group page, you can click the “Participants” menu item and view others that are in your group. You can also email them, even if they have chosen to keep their email private. Other contact info they have chosen to share may be visible by clicking on their name.

The screenshot shows the Pathway app interface for Carmel United Methodist Church. On the left is a dark navigation menu with options: Home, Groups, People, Serve, Give, and More. The main content area is titled 'Carmel United Methodist Church' and features a 'Church Staff (M-F)' group card with a 'Leader' tag and '20 participants | Administrative'. Below this is a horizontal menu with 'PARTICIPANTS' selected. A list of staff members follows, each with a profile picture, name, and phone number:

- Kevin Andrews, Phone: (317) 519-3596
- Mike Collins, Phone: (317) 727-5145
- Art Enlow, Phone: (317) 616-8060
- Marian Fales, Phone: (317) 844-1958
- Rachel Ferry, Phone: (317) 797-6115 (Leader)

## Questions?

We love questions about the Pathway as it means you are using it!!!! For questions about additional uses and functionality in the Pathway you can email [info@carmelumc.org](mailto:info@carmelumc.org) or call the office at 317-844-7275