

# FINDING YOUR WAY AROUND OUR ONLINE COMMUNITY: A TUTORIAL

## 1) ACCESSING MYMAOG

You'll find your access to MYMAOG in the top right corner of our web site. Click 'MYMAOG.' You will be taken to a page with directions, and a login link. Our members and regular attendees should have already received an invitation email if you don't receive one. you can simply click 'sign up' to receive credentials. Once you log in, you'll be able to change your user name and set a password.

TIP: Bookmark the church website (MillersburgAG.org) so you can easily access it in the future!



## 2) YOUR PERSONAL HOME PAGE

Once you log in, this is where you'll land. You'll find six main features:

- 1) A menu with links to assist you in navigating your page.
- 2) A welcome message from the church (This area will sometimes be used to feature specific events and announcements).
- 3) Below that, you'll see a list of upcoming church-wide events
- 4) Below that is a thread of activity in groups you belong to. (Coming soon)
- 5) Below the profile you'll see a list of your groups for easy access. (Coming soon)
- 6) In the top right you'll see your profile pic and access to your profile.

Millersburg Assembly of God

Welcome to your personal admin area!

Here, you are able to update your profile information in areas such as ministry participation levels, giving records, connection with friends, and much, much more!

Be sure to take time to visit your profile page, and edit the information there. Check your birth and anniversary dates (if applicable), as well as any other information you would like us to keep track of.

Upcoming

Sunday School Event  
Jun 7, 2015 at 9:30 AM, Entire Church Group

Sunday School Event  
Jun 7, 2015 at 9:30 AM, Entire Church Group

Sunday School Event  
Jun 7, 2015 at 9:30 AM, Entire Church Group

Worship Service Event  
Jun 7, 2015 at 10:30 AM, Entire Church Group

My Groups (1)

Entire Church Group

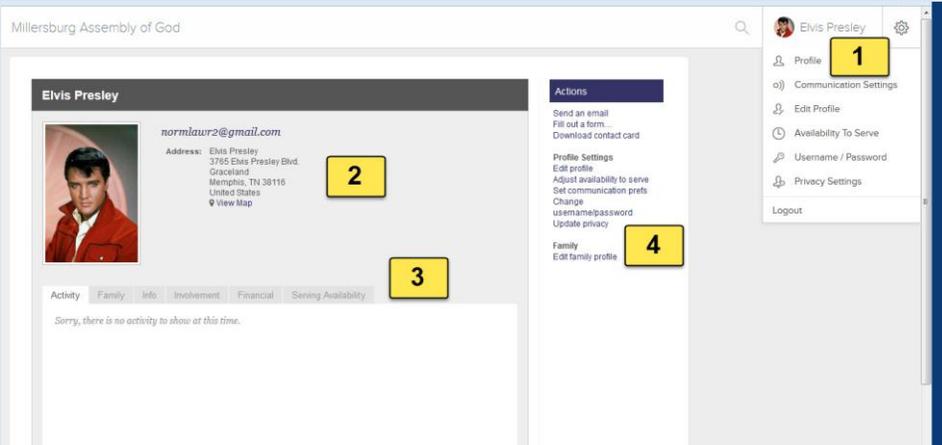
June 2015

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

My Groups' Activity

### 3) VIEWING YOUR PROFILE

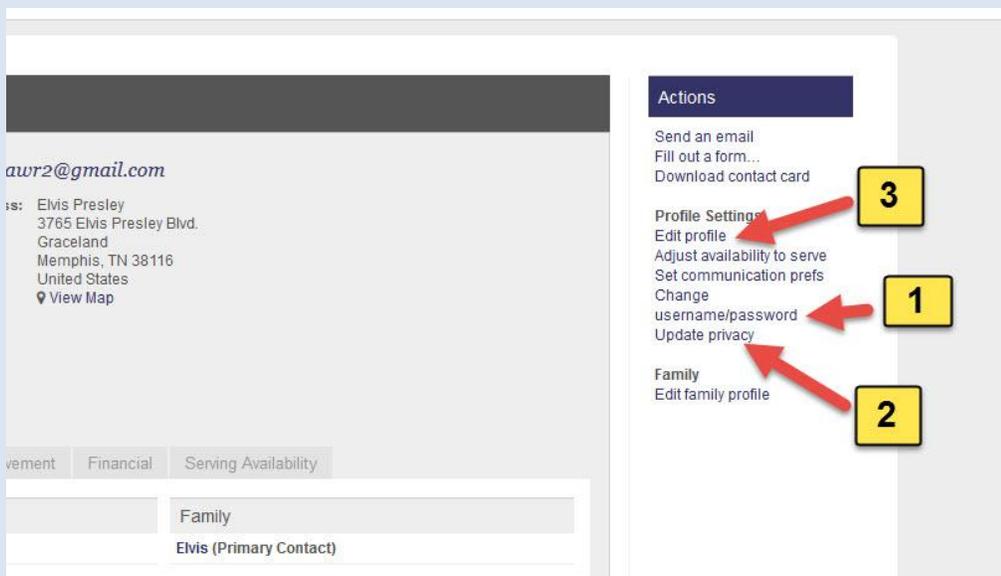
- 1) In the right upper corner hover over the link, and click “PROFILE” to view profile info.
- 2) At the top, you’ll see your contact info. Your phone numbers, mailing address, and e-mail address will be located here. Only you and appropriate church leadership and staff will see your e-mail address (all others will see ‘Send an e-mail’ link instead, which allows them to e-mail you without ever seeing your address).
- 3) Below the contact info, you’ll see six tabs: Activity, Family, Info, Involvement, Financial, and Serving Availability. The info tab is where the majority of the information about you will be stored.



### 4) EDITING YOUR PROFILE

You can edit your profile and prefs via the actions link in the right margin, or the “settings” link at top right of screen when you click your picture. Or if picture has not been uploaded yet, the link.

- 1) You can easily change your password and username. The username is your e-mail address by default, but you can change it to whatever you want.
- 2) You also have the ability to update your privacy settings, determining what items you want others to see within our church. PLEASE NOTE: We have set default settings that we believe ensure a high degree of privacy, and we don’t recommend changing them unless there’s something you need to edit.
- 3) Next, let’s edit your actual profile. Click the “Edit Profile” link and you’ll be taken to another screen.



## 4) EDITING YOUR PROFILE (Continued)

Your profile information is broken into six sections (the name field appears at the top of each one)

**TREAD CAREFULLY HERE!** This information doubles as our church database. The benefit is that if you ever change address, e-mail, phone, etc., you can simply edit your info here without worrying about contacting the church. The drawback of course, is that if you change data inadvertently, the church loses it too!

**A) BASIC:** This includes general info like your birthday and your contact info. Please include a picture of yourself, but keep the size small (less than 20k)... larger pictures create long load times on the site. If you need help, just ask! Your “family photo” will already be uploaded if you have already supplied a photo, or had your photo in our most recent directory. You can upload an individual photo in your profile, and a family photo in the family profile.

TIP: The “contact phone number” allows you to indicate your preferred phone number.

### **B) ADDRESS:**

- 1) When filling this out, feel free to ignore the “Area of Town” and “Carrier Route” fields for now.
- 2) You will also see a link where you can put more addresses in if you choose.

**C) MY FIT:** The “My Fit” Section is an incredible way for us to connect people with opportunities, experiences, ministries, and each other! Scroll through the four sections and let us know about your passions, interests, abilities and gifting. NOTE: To select or deselect multiple choices, hold down the following keys when clicking: “Cmd + Click” on a Mac or “Ctrl +Click” in Windows.

This tool is very important! It will allow us to match people with needs in the church via a “positions search” and will allow you to see the services needs you’re best matched for. This is all developing, so we appreciate your patience as this grows, however, please help us by populating these fields!

**D) SOCIAL:** The next tab is very obvious as you can link your social media sites such as Facebook, Twitter, Google+, LinkedIn, etc. These links will appear on top of your profile and allow others to find you. Just fill in what you may want, and leave blank what you don’t want.

**E) CUSTOM FIELDS:** Just keep an eye on this area as we add custom fields for further information.

Personal

Photo  No file selected.  Delete Photo

Family Position

Gender

Date of Birth    Why the year?

Marital Status

Anniversary

Allergies/  
Special Instructions  (used by Check-In system)

Confirmed person has no allergies

Area of Town

Street

City

State

Postal Code

Country

Carrier Route

[More addresses \(work, home, other\)...](#)

Spiritual Gifts

Administration  
Apostleship  
Craftsmanship  
Creative Communication  
Discernment  
Encouragement  
Evangelism

Passions

People - Infants  
People - Children  
People - Youth  
People - Teen Moms  
People - Single Parents  
People - College  
People - Divorced

Abilities

Pro - Mental Health  
Pro - Social Work  
Pro - Financial  
Pro - Dental  
Pro - Medical  
Pro - Chiropractic  
Pro - Legal

Other

## 4) EDITING YOUR PROFILE (Continued)

### F) PLUGGED IN:

Here's a few more helpful fields. You can let us know which service(s) you usually attend, if you've served in the military, what level of school you've attended, and even a bit about your testimony and what God is doing in your life. You don't NEED to fill these out, but it's there if you want to.

When you're done with all your updates, don't forget to hit "SAVE" at the bottom. (Clicking "SAVE" will save the changes from all six sections, not just the section you're currently on.

The screenshot shows a form titled "Service(s) You Usually Attend" with a dropdown menu containing "Sunday AM Worship Service", "Sunday PM Worship Service", and "Wednesday Bible Study". Below this is the "Organizations" section with dropdowns for "Military" (Select...), "School" (Choose...), and a text field for "School Grade". The "Faith Journey" section includes a "Commitment Date" with dropdowns for "Month", "Day", and "Year", a "Commitment Story" text area, and a "Current Story" text area. At the bottom right are "Cancel" and "Save" buttons.

## 5) EDITING YOUR FAMILY PROFILE

You can also edit general data regarding your family, address, etc. You have the option to make your data unlisted, but we highly recommend you keep your data listed, and simply manage your privacy settings to control what people see.

As mentioned previously, the picture in this Family Profile is the one we will use in our Pictorial Directory.

When you're done with updates, don't forget to hit the "SAVE" button at the bottom.

Note that you also have the capacity to add and edit data for each of your family members. On your profile, simply click the "Family" tab, select the family member, and click "Edit Profile" in the same way you edited your own.

The screenshot shows a menu with two main sections: "Actions" and "Profile Settings". Under "Actions" are "Send an email", "Fill out a form...", and "Download contact card". Under "Profile Settings" are "Edit profile", "Adjust availability to serve", "Set communication prefs", "Change username/password", and "Update privacy". The "Family" section is circled in yellow and contains "Family" and "Edit family profile".

## 6) THE FINANCIAL TAB

Within your profile you can access your contributions and even print customized contribution statements. Click on the Financial tab to access a list of recent individual or family transactions, or click on "Giving Statement" to run a report.

NOTE: We do not at this time use the "Pledge Statement".

ALSO NOTE: Sadly, it appears Elvis has not yet contributed... Seems he left the building...

The screenshot shows a user profile for "theking@gmail.com" with a photo of Elvis Presley and address: "3765 Elvis Presley Blvd, Graceland, Memphis, TN 38116, United States". Below the profile is a navigation bar with tabs: "Activity", "Family", "Info", "Involvement", "Financial", and "Serving Availability". The "Financial" tab is active, showing sub-tabs for "Individual" and "Family". Under "Recent Transactions" and "Pledges" are empty sections. On the right, there are "Printable Statements" for "Giving Statement" and "Pledge Statement". A "Give" button is at the bottom.

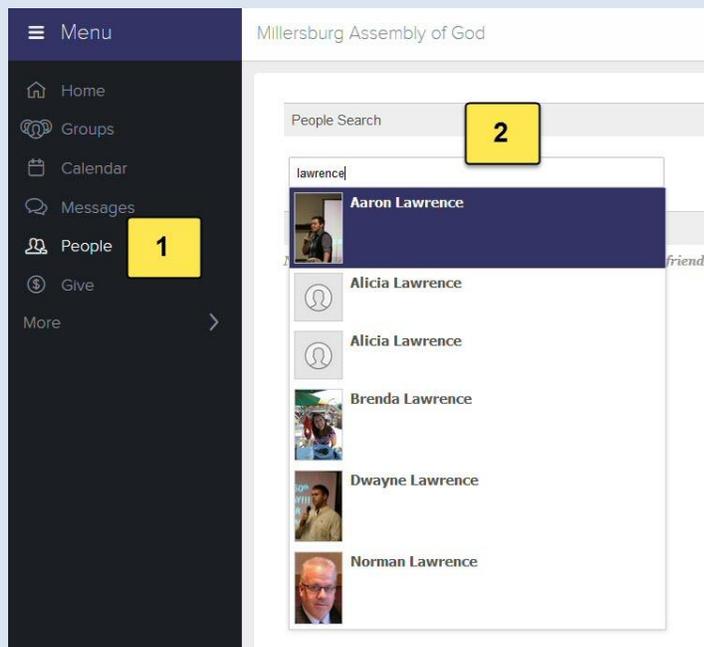
## 7) VIEWING OTHER PROFILES

To find a profile, click on the “People” link at the left of your page 1) and start typing a name in the search box 2) You can type first name or last, or even the first couple letters of both (like Ri Ha for Rick Harper).

NOTE: If you do not see a “People” tab, you are a limited-access user, and will not be able to see any people data beyond yours and your family. Anyone who is not a member or regular attendee of Millersburg AG is a limited access user. If you start to attend, please contact the church to be upgraded to Basic user.

You’ll be able to see limited data based on the privacy settings. You will likely be able to see more data if the person is a member of one of the groups you’re in. You can also add them to your “friends list” via the Actions menu 3) Adding people to this list will allow these people to view more of YOUR data based on your privacy settings (“friends only” or “friends and my group members”) but it will not allow you any additional access to their profile unless they add you to their list).

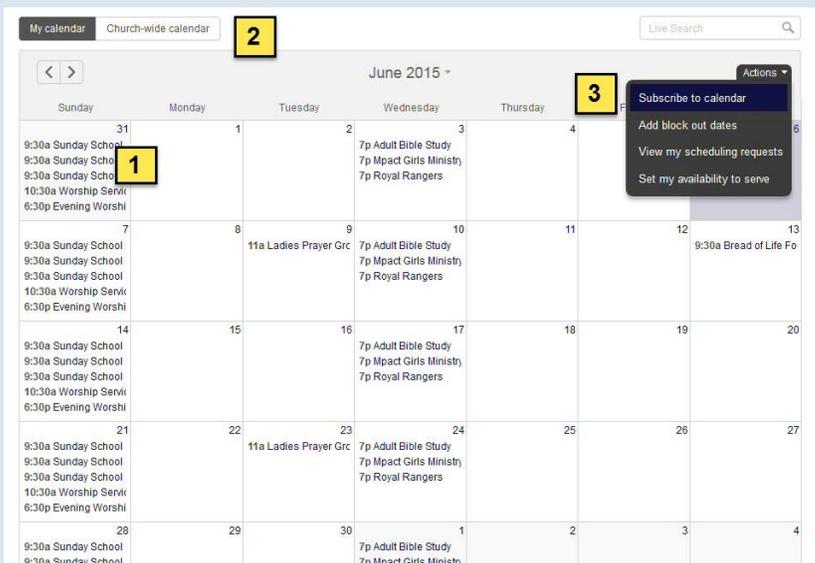
You can e-mail a person via Actions menu 4) even if their e-mail address is not visible.



## 8) THE CALENDAR FEATURE

When you log in, you will see a small calendar on your home page, and it’s custom made for groups or church-wide events. In other words, your calendar will be different, depending on which groups you are part of.

The calendar feature goes beyond a typical calendar, allowing you to RSVP for events and see who else is coming. 1) Simply click on an event for the basic details, and click on “More Info” to get details and RSVP. 2) You can view “My Calendar” or full “Church Calendar”. You can also subscribe to your calendar to have it available in your personal calendar on your mobile device. 3) Click on “Actions”, and select “Subscribe to Calendar”. **NOTE: SOME FEATURES OF THE CALENDAR MAY NOT BE ACTIVE YET.**



## 9) GROUPS

When you see the word “Groups”, this includes any Small Groups that may be taking place, as well as various Ministries such as Sunday School Classes, Celebrate Recovery, etc. A “Group” is any specified set of people, including the entire church membership and attendees.

You may note that you’ve already been added to a group or two and at least the “Entire Church Group”. You can see this by simply clicking on the “Groups” link. You can search for a specific group in the search window. Or you can “Discover a new group” to narrow your search using specific criteria.

***Feel free to explore, and again, please know this is always under constant development, but if you have any questions, please don't hesitate to ask by calling the church office at 717-692-3904.***

My Groups (15)

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**Entire Church Group**  
Type: Church  
*led by Norman Lawrence, Open to All, Announce Only*

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**Baptism Interest**  
Type: Care / Small Group  
*led by Norman Lawrence, Invitation or Request Required, Members Interact*

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**CCB Implementation Team**  
Type: Task / Action  
Department: Ministry Team  
*led by Norman Lawrence, Invitation or Request Required, Members Interact*

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**Choir**  
Type: Care / Small Group  
*led by Justin Gruber, Invitation or Request Required, Announce Only*

Discover a new group

Location

Type

Department

Group Name

Leader First

Leader Last

Interaction Type

Exclude Full Groups

Childcare Available

Meet Time

Meeting Day

Area of Town

Public Search

Inactive

untitled

untitled

untitled

untitled

untitled

Public Search

Inactive

untitled

untitled

Clear Search Search