First
Baptist
Church
RICHMOND, KY

FIRST Link

Website User's Guide

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FIRST Link Overview

FIRST Link is a web-based on-line church management system that we are excited to share with the church family of FBC Richmond. Our goal is to provide our staff, lay leadership and church attendees the ability to self-manage their personal information as well as provide on-line directories and register for events on-line. We also want to provide tools that will ease the collective administrative burden of keeping this information current. This guide is designed to help you do just that.

How to Register/Log In

The website can be accessed from the home page at http://www.firstbaptistnet.com via a link on the right panel titled FIRST Link:
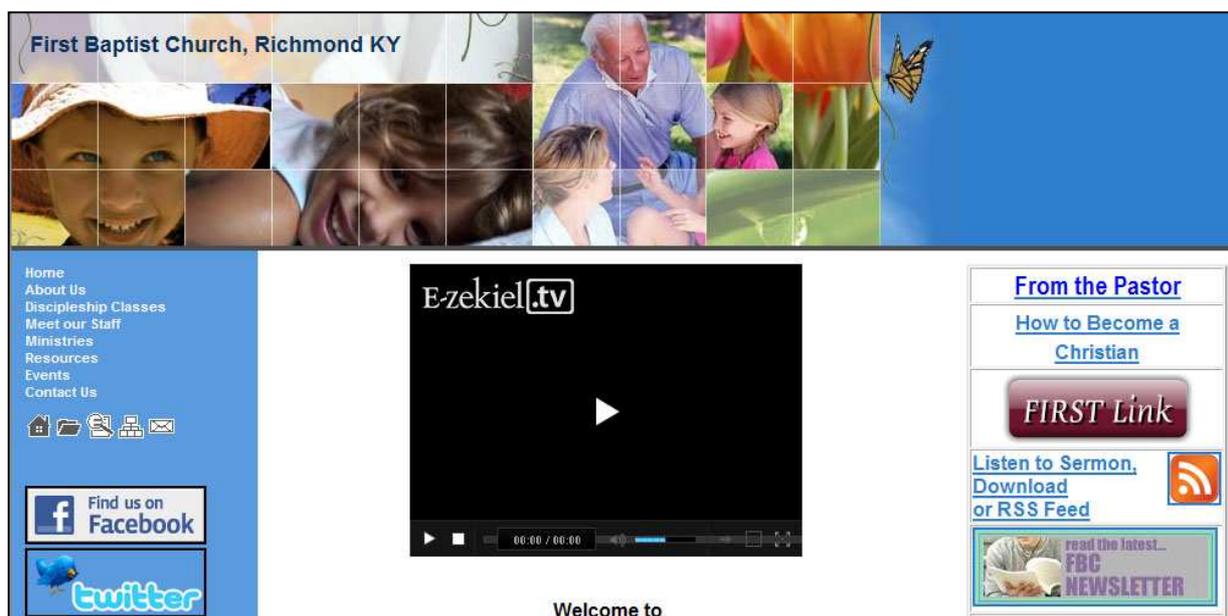
Clicking on this link will take you to the following secure website address:
https://secure.accessacs.com/access/memberlogin.aspx?sn=93941.

When you access FIRST Link for the first time you will need to a login. Select **Need a Login? Click Here**.

After entering the required information into the registration form click on **Find Me**.

IMPORTANT NOTE: Your E-mail Address, First Name and Last Name MUST match with our database or you will not automatically be given an account. If you do not have an e-mail address on file, then you will need to e-mail your first/last name and e-mail address to marsha.elliott@firstbaptistnet.com. As soon as possible, you will receive an e-mail with your user name and password. Upon receiving this information, you can go back to our website, enter your user name and password in the FIRST Link login screen and click **Sign In**. After your first successful log-in, you will be asked to change your password. (If you do not receive this e-mail, check your spam or junk mail folder.)

When creating your new password, follow these guidelines to make your password as secure as possible:
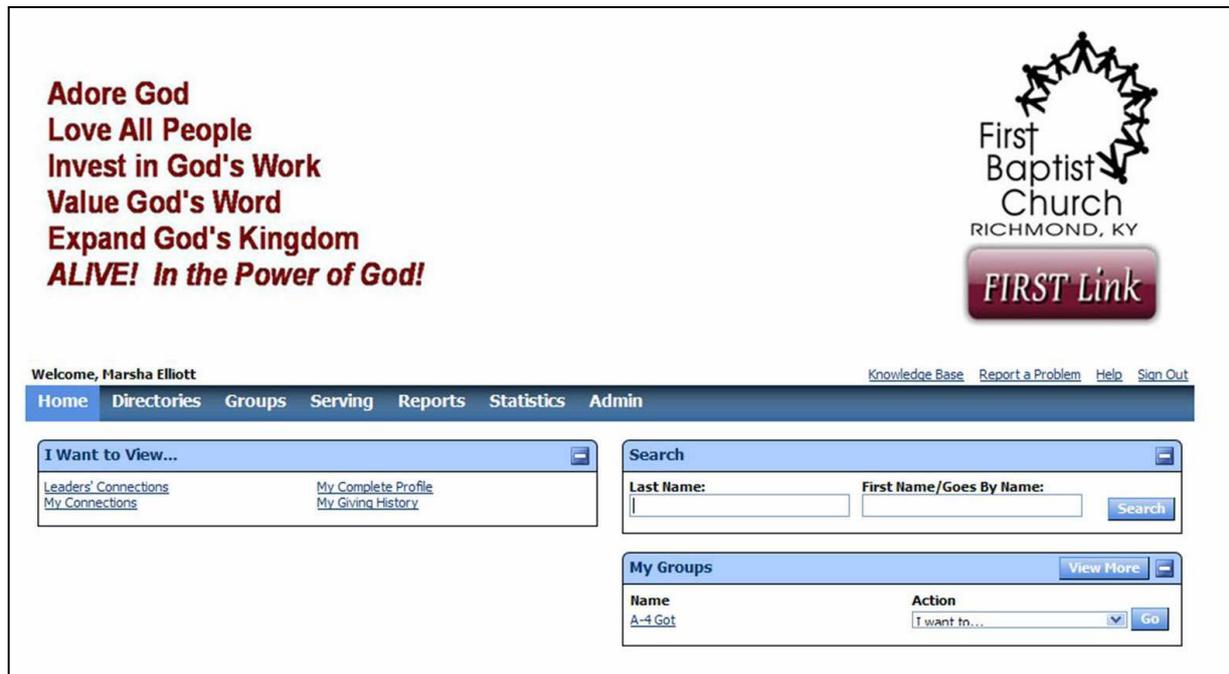   · It should not contain your user name or e-mail,
   · It should not include any of the following characters: < & > / \ ; % or a [space],
   · It should contain two or more numbers,
   · It should contain both lower and upper case characters,
   · It should be over 8 characters long.

It is very important that you not share your password with anyone.

If you forget your password or user name, click on the appropriate option under the **Sign In** button. Follow the directions and it will be sent to you via e-mail.

The Overview Screen
Once you have logged into FIRST Link, the following screen appears:

This Overview screen shows the various features that you may access. Each word in the menu bar across the top has drop-down menu items associated with it.

The items in the **I Want to View** box provide direct links to various small groups, opportunities, and upcoming events. The options can be different based on what security level you have (staff, lay leader, member, etc.)

For context-sensitive help about any particular screen, click **Help** in the upper right corner of the screen. (The Knowledge Base is primarily to assist the system administrator.)

If the system performs in an unexpected manner, please use the **Report a Problem** link in the upper right corner of the screen.

Four Things to Do When You Login

1. Update your information

You can manage your personal information, such as your address and phone number. When you are changing your information, the changes are not immediately applied to the records, but you are submitting a request to change information. After the request is approved by a FIRST Link administrator, the information will be updated in our database and on the website. (Change requests are normally approved within 24-36 hours of when they are made.)

To view or update your information, click the **My Profile** tab under the Home menu in the top navigation bar.

Your primary/family address, phone number and E-mail address are displayed on the top of the page. A list of your family members is on the top, right of the information page. You will then notice five tabs: Contact Info, Personal Info, Serving, Groups and Events.

Contact Info: This displays and allows you to edit your phone, e-mail and address info. It also allows you to select your contact preference (phone, e-mail or mail).

Personal Info: Displays personal information. Note that many of the fields are blank. These are fields that we have available in our database but we do not record that information. If you would like to update this information and keep it current, we encourage you to do so. Remember that this information is only available for viewing by yourself and the church staff when needed. The only information that can be seen publicly is your name, address, phone and
e-mail address; and again, it is only seen by those who log into FIRST Link.

Serving: This information is not currently used but will be in the future. **We are asking that you do NOT complete any information on this tab until we are ready to use it as the fields will change and your information will be lost.**

Groups: This shows any small groups that you may be involved in (Sunday School or Discipleship classes).

Events: This shows any events that you have registered for.

To edit any of this information, you will see a "pencil icon"; this represents the edit feature. There are "add" buttons available where you can add additional information.

To update your personal information, click the **Edit** button at the top right of the page. Enter changes to your personal information directly in the form and click the **Submit** button in the bottom right corner. When in edit mode, you can click on an existing address to change it. This will open a form with the address information. After entering the correct information click on the **Submit** button in the lower, right corner. (You can do the same for phone number and E-mail address). To add an additional address click on the **Add** buttonand enter all required information into the form followed by clicking the **Submit** button. (You can do the same for phone number and E-mail address).

When in edit mode, you can directly enter data into or select from a drop-down menu for other fields such as Date Baptized or Employment. After entering the correct information, click on the **Submit** button in the lower or top right corner to submit your request to make changes to your information.

Note: In addition to the **My Profile** tab, you will see a **My Giving History** and **My Pledge History** tab. This is for your viewing information only. It is not accessible by anyone but you and our Finance Manager.

2. *Change Password*

If at anytime you'd like to change your password (or your e-mail address), from the Home Tab, select **My Account, Account Settings**.

3. *Set your personal privacy preferences*

You can choose what information is displayed when others search on your name. Your choices determine if others who access FIRST Link will be able to find you in church, class or group directories, in small groups or other FBC activities you might participate in. (Note the only pieces of information that are available to be viewed are name, address, phone(s) and E-mail address(es)). To do so click on the **My Account** tab in the top navigation bar and select the link **Personal Preferences**. Unselect the appropriate boxes if you do not want you information available to other users and click the **Save** button.

4. Upload your family and individual pictures for our directory

You can upload your individual and/or family pictures through FIRST Link. After you click the **Edit** button on the **My Profile** tab, click on the **Picture** button to add an individual picture or on the **Family** button to add a family picture. (You will need to then click on the **Family Picture** button to upload the picture.) In both cases click the **Browse** button and select the picture you would like to upload, click **Open** followed by the **Save** button. Depending on the size of the picture, this step can take a while. **Important Note:** The IDEAL picture size is only about 180x150 pixels. Please pre-crop the picture using a picture editor to those dimensions to prevent distorting when you upload it.

Print Directory

To view or print a directory, select the **Directories** option under the **Directories** menu tab. You can choose between two Directory types: individual and family. The individual directory has an entry for each individual family member, whereas the family has only one entry for the entire family. In the Directory Selection you can choose between Online Directory, which shows the primary address, phone number and E-mail address, and Pictorial Directory, which additionally includes pictures uploaded into our system (this option does not list E-mail addresses). After you select the type and kind of directory click the **Preview** button, this will open the page in an Adobe Acrobat Reader screen. You can choose Print from the menu bar of this screen to print the generated directory or select **Save** to save it to a desired location (computer, thumb drive, etc.)
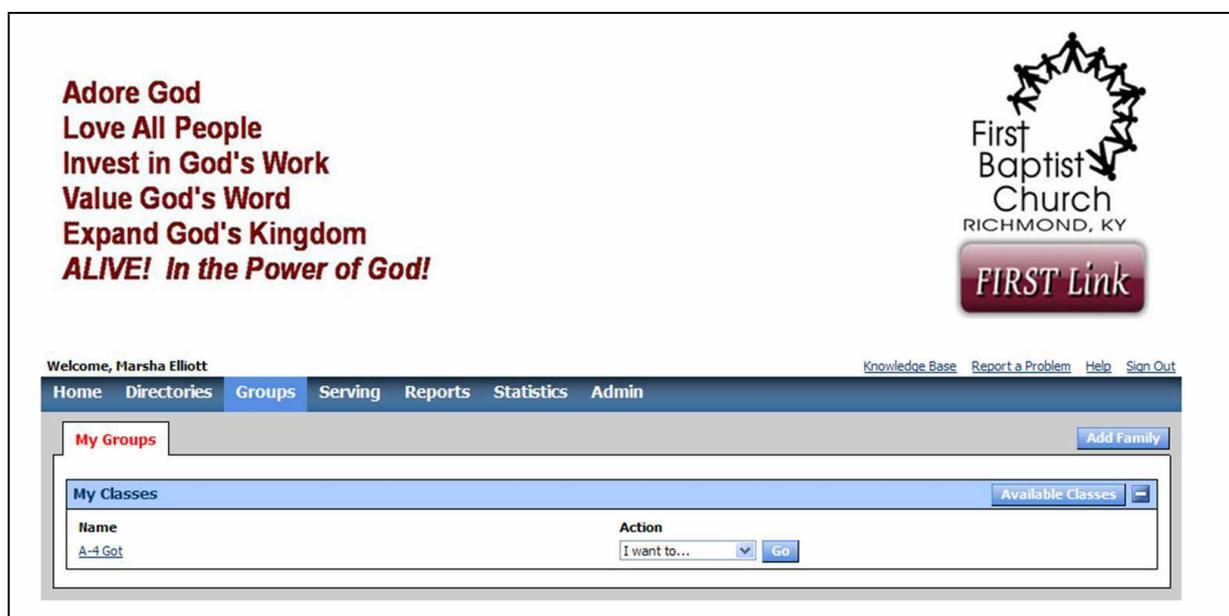
Groups

Groups are the areas of the church in which you participate. Groups include everything from Sunday School classes to discipleship studies, to music ensembles or missions, care or support groups.

We are constantly updating the participation lists. If you participate in a ministry and do not see the group listed, please email marsha.elliott@firstbaptistnet.com. Likewise, if you see that you are listed as a ministry participant but no longer participate in that group, let us know that as well.

In the coming months, you will see and be able to see and sign-up for of the available discipleship groups in the church.

You can see your groups from the **Overview** screen or by clicking on the **Groups** tab. (Each persons Overview screen will be different.)

By clicking on the name of the group, you will see the group roster including telephone numbers and email addresses of other members. This will help you keep in touch with the other members of classes, teams, or other groups.

By clicking on the **I want to…** drop-down menu, you can send emails or print directories for your group(s).

Serving (UNDER CONSTRUCTION)

The Serving module of FIRST Link is still under construction; it will be more fully available during the coming months. Through the Serving module, you will be able to match your spiritual gift attributes with the many serving opportunities available in the life of our church.

Sign Out

From any screen, click the **Sign Out** button in the top right corner. You will be returned to the Login screen.