# Welcome to the St Ebbe's Church Family website!

The St Ebbe's Church Family website uses a platform called Churchbuilder, so you may hear the site referred to as that too.

This is a private website, with most of the content secure, and different levels of access to different content depending upon the individual. This means that you need to pass through a security procedure to first log in and then you need to log in each time you wish to access the secure content.

You can access the site via:
- St Ebbe's Main Website – stebbes.org through the 'Church Family Area' link in the black bar at the bottom of the website homepage.
- Through https://stebbes.churchbuilder.org.uk/ which goes directly to the site.

You may find it helpful to add one of these links to your Bookmarks so that you can easily access it in future.

## First Log-in

Although you have never used the site before, the system will be expecting you because the office team will have already completed a few of your details in response to your request to access the site. However, you will still need to go through a security procedure to ensure you are who you say you are:

- Click on **Login** under the Admin Tab
- Then, click on "**Help! I can't get in**"
- You will be asked to identify yourself by a mobile number or email address.  Please use the email address or phone number that you gave to the office team when you registered.
- Assuming the site recognises you (and it should) it will send you an email (or text) containing a confirmation code, which you can then use to access the site for the first time.
- Follow the instructions to set up a user name and also a password to use in the future.

## What to do when you have logged in

### Profile

The first thing you should do is to check your Profile (click on **Profile** under the **Admin tab**).  It contains all the personal details the site holds for you.
- Please check the information. We will be use this information to contact you so it is important.
- Update anything that need updating. Amending things is fairly self-explanatory, but you can access help videos through the  icon in the top right of your screen.
- Set your 'Publish Options' to control who is able to see your details (see below).
- Add a photo – it is really helpful for others to be able to see your picture.

If you have other members of your family, living at the same address, you can also see if they are registered via the Other Family Members section, and access/amend their details too.

Please do keep your profile up-to-date. It really helps us to organise the church and aid members to keep in touch with each other (and perhaps send invites for Sunday lunch!).

**Publish Options:** The site will not disclose certain bits of information to other church members if you do not wish this to happen. You have options to select for phone, mobile, email addresses and postal address.  Please note authorised church staff will still be able to access all such details held on the system.

To see what information is available to all registered users, why not compare Andy Menary's full profile (see page 4), with that available for most other members to see. You can search for Andy in the 'Search for People' box (at the top right of your screen or at the bottom of your profile page).

If you have any concerns about any other information being made available across all church family members, please contact us in the office.

**Other Family Members:** If your own family members are not registered on the site, please register them by emailing the office with names and contact details (and ages, if children). Alternatively, they can register themselves.

**Privacy and consent settings:** We hold personal information (mostly contact details etc.) in order to allow us to organise (e.g. rotas) and to keep in touch with you about the groups or congregations you are a member of.  Your privacy is important to us and we will treat the personal data you give us in line with UK data protection law. We never share your personal data with anyone and it is kept securely. You can find out more about how we use your data from our Privacy Notice which is available on our website. On your profile is a link to your privacy and consent settings where you can opt in to various mailing lists. We try not to overload you and may send things by mail, email or text.

## Searching
You can use the website to search for other members details:
- There is a Search box marked "Search People" at the top right of each webpage.
- You will find a similar box at the bottom of your Profile Page.

Just type in part of the name and you will get a listing with summary details of those who match.
- Click on a name to get more details
- Click on their postcode to be taken to a map of their location
- Click on their email address and it will start an email in your email client if it is open.

## Calendar
This is our main detailed listing of everything happening at St Ebbe's. It is more detailed than our main website (i.e. not just the 'big' events) and you are able to download it to your own calendar if you wish.

## Rota Manager
Rota Manager enables us to manage our rotas on the system (welcoming, prayers, reading, music etc) and then allow people to swap if they can't make a specific date. It can also remind you when your slot on the rota is coming up.

## Events
Under the What's On menu, you will be able to find out more details and buy tickets for some of our events.

## Our main website
Our main website at www.stebbes.org is still the first place to go to for people seeking out St Ebbe's Church and information about us. For the latest news why not follow our Twitter account @StEbbesChurch or 'Like' us on Facebook www.facebook.com/stebbesoxford. There are lots of different ways to keep in touch.

## Support
Do let us know how you get on with the church family website. If you get stuck, contact the Church Office for help. And please encourage others to join up - the more people who sign up the more useful it will be!

# St Ebbe's Church Family

Public Website    About    What's On    Resources    Admin

## Profile

**Title:** Mr
**First name:** Andrew
**Usual name:** Andy
**Surname:** Menary

**Username:** andy.menary
**Mailbox name:** [unset]
**Mailbox aliases:** [unset]

> Username set when you first log on. Mailbox does not apply.

**Telephone:** 01865 701950
**Publish telephone:** No
**Mobile:** 07802 726131 [SMS]
**Publish mobile:** Yes
**Work Phone:** 01865 240438

> Say No if you don't want to make this information available to all Church Family members

**Usual email:** amenary@stebbes.org.uk
**Publish email:** Yes
**Other email:** andy.menary@ntlworld.com
**Preferred email:** Usual only

**Email Reminders:** Yes
**Text Reminders:** No
*[Text reminders not enabled for this user]*

> When you are on a rota, would you like us to remind you? By email, text or both

**Address 1:** 46 Rowland Hill Court
**Address 2:** Osney Lane
**Address 3:** Oxford
**Address 4:** [unset]
**Postal Code:** OX1 1LF

**Occupation:** Church Manager
**Website:** www.stebbes.org.uk

> A picture really helps! (however poor)

Mugshot

**Family Reference:** men46r
**Family Position:** 1

**Adult:** Yes
**Gender:** Male
**Date of Birth:** 25th May 1959
**School Year Adjust:** 0

**Allergies:** Chocolate & Cheese
**Notes:** [unset]

**Added on:** 18th Oct 2013
**Added by:** unknown

> This section is completed by our administrator and is a way of linking your family together. Do tell us if family members are missing but have registered.

*These are the details Church Family holds for me. Now find my details on the site (through Search People box) and see what other members of Church Family can see about me.*