



WELCOME TO THE CITY

Your Guide to Building Community



The
City

WELCOME!

We're so glad you're joining The City and we would love to give you a quick introduction to what you can do in The City.

Why is it called The City?

The name, The City, comes from the Bible's book of Matthew, where Jesus tells his followers, "You are the light of the world. A city on a hill cannot be hidden" (Matthew 5:14). So, it's not just a catchy name, it's a reminder of who God's people are and what we are called to do.

What is there to do in The City?

Plenty! We'll walk through some of the basics like customizing your personal settings, getting connected to other people, and joining groups, then you'll be ready to dive deeper as you explore The City for yourself!

Why join The City?

The people and groups in The City are the people and groups who make up our church. Every part of The City is designed to lead our church into deeper community with tools that build connection and encourage growth as we share the light of Jesus with each other and the world.

1 Complete your settings

The City is all about real relationships, not anonymity. When you complete your profile, you make it easier for others to find you, communicate with you, and get to know you better.

Be sure to upload a picture of your very own face so that people can recognize you in the real world.

2 Connect with people.

Old friend or new acquaintance, The City can help you find and connect to people in our church.

Send private emails to people you need to communicate with directly. Simply click **write a message**, then type in the name of the person.

People you add as **friends** in The City can see and respond to your **status** updates, and you can see and respond to theirs. You can even push your City status updates to Facebook and Twitter, and pull your tweets into The City by using **#tc**.

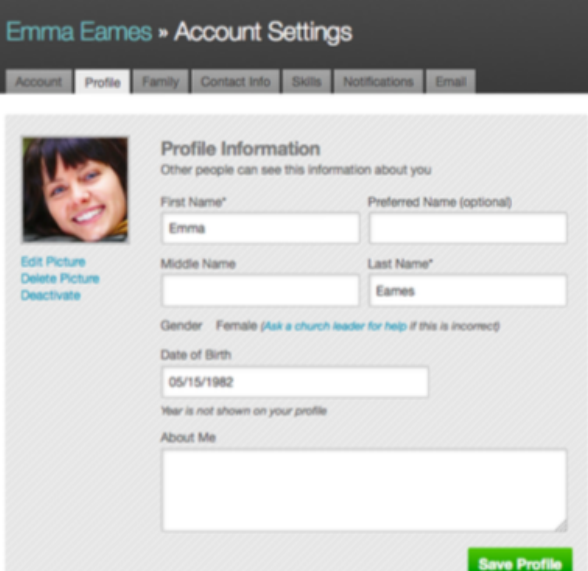
3 Join groups.

Groups in The City help you stay connected to the daily life of our church, grow deeper in community, and be more effective in the mission.

You can use **search** to find a group, check out groups your friends are in, or ask a leader at church for help finding a group to join!

4 Dive deeper

- Use the Growth tools to grow spiritually
From **journal** to **stories** to finding opportunities to serve others, The City's Growth menu gives you several personal tools to help you grow in relationship to God. While these tools are largely private, you can choose to share some things publicly as an encouragement to others.
- Gather in prayer with others, at any time
When you or someone else in your group posts a prayer request, everyone in the group will be notified, encouraging prayerful response in real time. And when you



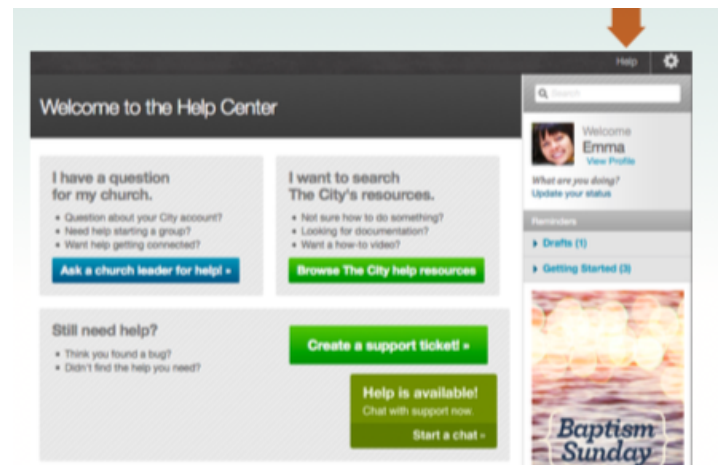
The screenshot shows the 'Account Settings' page for Emma Eames. The page has a navigation bar with tabs for 'Account', 'Profile', 'Family', 'Contact Info', 'Skills', 'Notifications', and 'Email'. The 'Profile Information' section is active, showing a profile picture of Emma Eames and a list of fields for personal information. The fields are: First Name* (Emma), Preferred Name (optional) (empty), Middle Name (empty), Last Name* (Eames), Gender (Female), Date of Birth (05/15/1982), and About Me (empty). There are links for 'Edit Picture', 'Delete Picture', and 'Deactivate' next to the profile picture. A green 'Save Profile' button is at the bottom right.

respond to a prayer, it will be added to your personal **prayer list**, so you can keep up to date with all the requests you're praying over.

- Organize help to meet a need
When someone you know is in need, The City makes it easy for you to organize help. Just post a need in your group to let everyone know what they can do to help out. When people respond, they can update the need to indicate which part they will play.
- Plan an event and invite people
Bible study? Housewarming? Birthday party? Use The City to plan events and invite everyone in your group. You can even share events with other groups or publish them to the Plaza so that people outside our City can RSVP using their Facebook credentials.
- Stay connected throughout the week
 - Use status updates to let all your friends know what's happening in your life. You can even push your City status updates to Facebook and Twitter, and pull your tweets into The City by using **#tc**.
Post a topic to extend group discussion beyond weekly meetings.
Use The City App when you're on the go.
- Keep in the loop through email
The City lets you customize the email settings for your groups, so you never have to miss out on what's happening. You can even respond directly to City posts from your email account.

Need help?

If you're ever unsure of how to do something in The City, you can click the **Help** link (in the upper-right of every page of The City). For questions specific to our church, just click **Ask a church leader for help!** to begin a message with one of our leaders. If you have a more technical question, click **browse The City help resource** where you can search The City's knowledge base.



YOU ARE HERE

Your Guide to Navigating The City

YOUR CITY INFORMATION

URL: LOXLEYCHURCH.ONTHECITY.ORG

LOGIN:

PASSWORD:

The screenshot shows the 'The City' website interface. On the left is a navigation menu with items: News (1), Messages (2), Calendar (3), Groups (4), Growth, and Friends (5). The main content area features a 'Start a New Post' button and a feed of posts. The first post is 'Please Pray for Tornado Victims' by Israel Jennings (APRIL 25). The second is 'Night of Worship' by Emma Eames (APRIL 25). The third is 'Meals for the Downings' by Emma Eames (APRIL 23), which includes replies from 'You' and 'Victoria Rasputin'. The fourth is 'It's Seattle Sounders Time!' by Eton Trainer (APRIL 23). On the right, there is a user profile for Emma, a search bar (7), and a 'Reminders' section (8) with 'Drafts (1)' and 'Getting Started (3)'. A sticky note graphic at the bottom right says 'Share what God is doing in your life!' and 'Click here to add your story to The Story Center'. A 'Help' link and a settings gear icon are in the top right corner. A status bar at the top indicates 'There are approximately 3 people online.' Numbered callouts 6 and 7 point to the settings gear and search bar respectively.

1 **News Feed** Right in the middle of your home page is your News Feed, which gives you all the news from the groups you belong to and the people you're connected to. Select one of the tabs to filter your News Feed.

2 **Messages** Don't know someone's email address? No problem. Just write them a message in The City, and they'll get an email. You can add multiple people to the same message, too, and The City will keep the whole conversation organized for you on your Messages page.

3 **Calendar** There are all sorts of great things going on around the church. To stay in the loop and get involved, keep an eye on your calendar tab. The blue circle will show you how many upcoming events you haven't responded to, and you can click the tab to view event details and RSVP. The City will even send you a reminder before each event you're planning to attend.

4 **Groups** So much of church life happens in the context of groups, and the groups menu gives you quick access to all the groups you're in. When you want to plan a group event, start a discussion, organize help for someone in need, call people to prayer, or share some pictures, you can do it all right in The City.

5 **Friends** The City makes it easy for you to keep up with what's going on in the lives of your friends. Just use the Search tool to find people you know and request they add you as a friend. When they accept, they'll be added to your friends page, and you'll see their status updates in your News Feed (and they'll see yours).

6 **Account Settings** Click account settings to update your Account and Profile information, add your Family relationships, update your Contact Information, or select Skills you possess. You can also configure all your personal and group Notification settings here, too.

7 **Search** If you're looking for anything in The City, this is the place to go. Just type in what you're looking for—names of people you know, groups you're interested in, that amazing potato salad recipe someone posted last summer, anything—and The City will help you find it.

8 **Reminders** The reminders panel is always waiting for you with important notifications, like invitations to join a group or a friend request.

