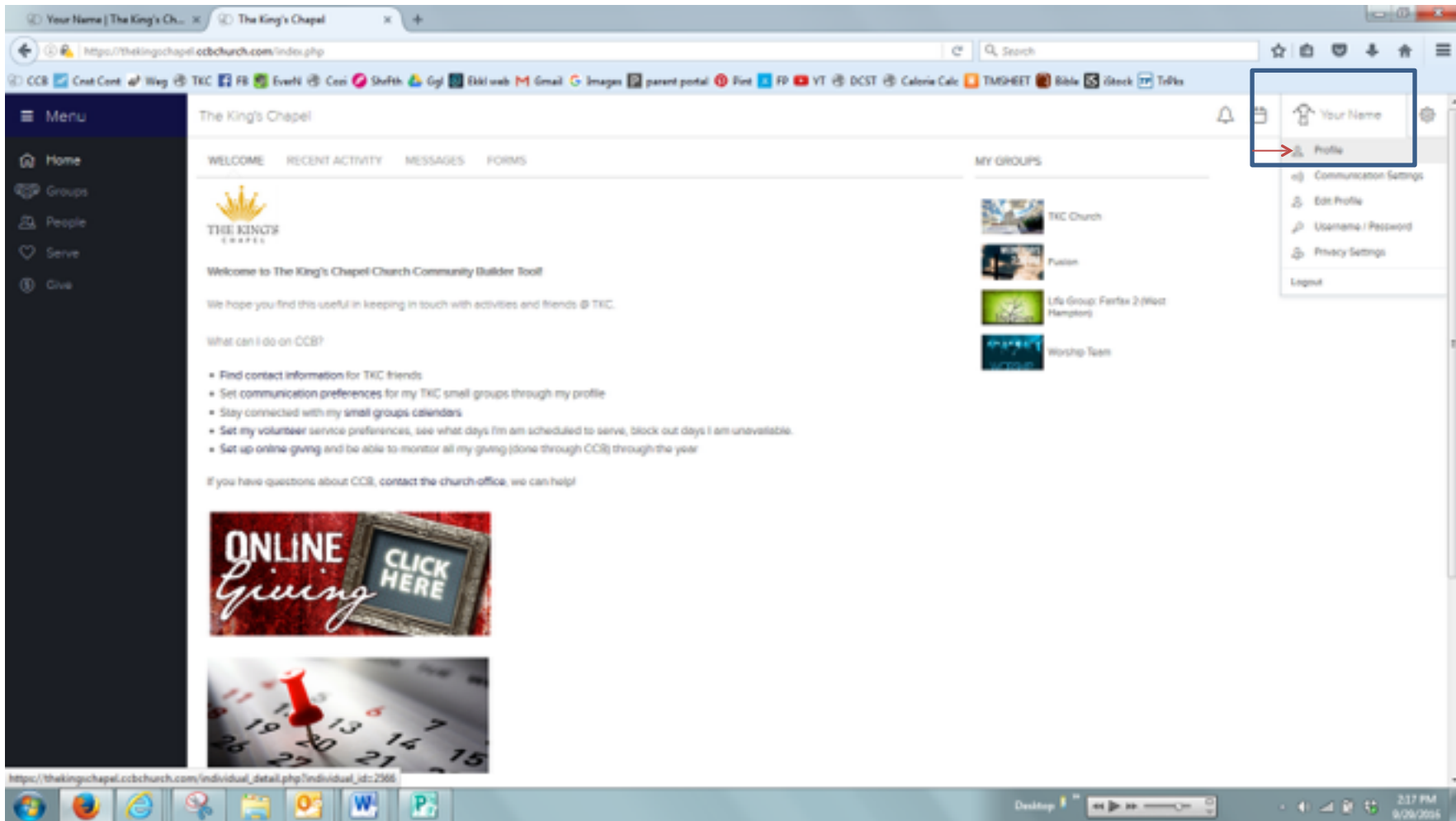


## HOW TO UPDATE YOUR CCB PROFILE PICTURE:

### 1. LOG INTO CCB

Don't have a CCB account? Email [info@thekingschapel.org](mailto:info@thekingschapel.org) to get one!

### 2. Click on your "profile" under "YOUR NAME"



The screenshot shows a web browser window displaying the user interface of The King's Chapel Church Community Builder (CCB). The browser's address bar shows the URL <https://thekingschapel.ccbchurch.com/index.php>. The page features a dark blue navigation menu on the left with options like Home, Groups, People, Serve, and Give. The main content area includes a welcome message, a list of "MY GROUPS" (TIC Church, Fusion, Life Group: Fairfax 2 (West Hampton), and Worship Team), and a section for "ONLINE Giving" with a "CLICK HERE" button. A red arrow points to the "Profile" option in the user's dropdown menu, which is highlighted by a blue box. The dropdown menu also includes options for Communication Settings, Edit Profile, Username / Password, Privacy Settings, and Logout. The Windows taskbar at the bottom shows the system tray with the time 2:17 PM and date 9/29/2016.

3. Click "Edit Profile"


The image shows a web application interface for 'The King's Chapel'. On the left is a dark sidebar menu with icons and labels for 'Home', 'Groups', 'People', 'Serve', and 'Give'. The main content area displays a user profile for 'YOUR NAME'. The profile includes a placeholder stick figure icon, contact information (phone: 555-1212, email: myaddress@email.com), and an address field (Your Name) with a 'View Map' link. Below the profile are tabs for 'ACTIVITY', 'FAMILY', 'INFO', 'INVOLVEMENT', and 'FINANCIAL', with 'FAMILY' selected. The 'Family Info' section shows a family icon and contact details (Phone: 555-1212, Address, Email: Send Email). The 'Family Members' section lists 'Your Name' as the 'Primary Contact, Listed' with their own contact details. On the right, a dark 'Actions' dropdown menu is open, listing options such as 'Send an email', 'Profile Settings', and 'Edit profile', which is highlighted in yellow.

**Menu**

- Home
- Groups
- People
- Serve
- Give


The King's Chapel

YOUR NAME


 **555-1212**  
myaddress@email.com  
Address: Your Name  
[View Map](#)

ACTIVITY FAMILY INFO INVOLVEMENT FINANCIAL

**Family Info**

 Phone: 555-1212  
Address:  
Email: [Send Email](#)

**Family Members**

 **Your Name**  
Phone: 555-1212  
Email: [Send Email](#)  
*Primary Contact, Listed*

**Actions**

- Send an email
- Fill out a form...
- Download contact card
- Profile Settings**
- Edit profile**
- Availability to serve
- Set communication prefs
- Change username/password
- Update privacy
- Family
- Edit family profile

4. Click “Browse” for photo.
5. Choose a photo of yourself from your computer
6. DONE!

The King's Chapel

Basic Address My Fit Social Custom Fields Plugged In

Your  Name [More name fields...](#)

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

Contact

Email

Contact Phone

Home Phone

Mobile Phone

Mobile Carrier

[More contact fields...](#)

MOBILE INSTRUCTIONS:

