



Carmel Community is a secure site with contact information available to Carmel Baptist Church members and attenders. It is an online version of the old church directory - much improved. This is the place you can find the names (first AND last) of the people in your Discipleship Community as well as contact information. With Carmel Community it's easy for you to update your phone number, email address or family photo! In addition to serving as an online directory, Carmel Community also provides event registration and online giving options. It is a one-stop-shop!

Here's how to get started in Carmel Community

1. At the top of any page on our website, carmelbaptist.org, in the upper right corner you will see the word 'Login'. The word is small to be discreet; this login is for Carmel Family members only. Click on 'Login'.

2. This will take you to a page where you login to Carmel Community. If you don't have a login password, look below the white box for "Need a login? Click Here". If we have your correct email address in the church database, then you will quickly receive a temporary password for Carmel Community. IMPORTANT – we will not be able to create a Carmel Community password and account for you if our database records do not match the information you are submitting (i.e., email address, first name and last name)

a. What happens if we do not have your correct email address? Send an email to our System Admin at joym@carmelbaptist.org. Please include your correct email address. Your email address will be updated and a Carmel Community account generated.

b. What happens if you forget your User Name or Password? Click on the "Forgot your password or user name?" link in the white box.

Here's how to find contact info for a member of the Carmel Family

Use the SEARCH box on the Home Page to look up contact information for Carmel Family members. You can search by Last Name, First Name or parts of the name, i.e. "Spe" will return a search of all last names starting with SPE

Here's how to edit your Carmel Community profile page

To access your personal data, click on "Home" in the top menu bar and click "My Profile" from the drop down menu.

If updates need to be made, you can submit a 'change request' which is verified by the administrator before the updated information can be viewed in Carmel Community. To submit a change request, click on the pencil icon next to the data you wish to change. Once you have made the changes, click submit.



To add a picture to your profile, click on the pencil icon by your name (top left box on the screen). From there you can choose to add a family photo by clicking on “Family Info” or you can add a personal photo by clicking “Personal Photo.” The system will allow you to upload both. Click on “Personal Photo” and then select “Choose File”. You can then preview your picture before saving. Typically head shots, from the shoulder up, make the best profile pictures. Please choose a photo with modest dress.

Here's an overview of the Carmel Community Home Page

The Main Menu Bar includes the following options:

Directories – From here you can select from 4 different types of print directories

Groups – From here you will see the different church groups to which you are assigned, i.e. your Discipleship Community, a Bible Study, the Deacon Fellowship. You can also select to send a message to a particular group or print a directory for that specific group of people.

Giving – From here you can give online and even schedule your monthly giving to happen automatically at the same time each month. Select “Give Now” for a one-time payment. Select “Manage Scheduled Giving” to set up recurring payments.

Home Page Feature Boxes*:

I Want to View – This box provides you with a general summary of all Carmel Community Data and Features. You can click on “Available Small Groups” or “Available Registrations” to find church events and Bible Studies; “My Complete Profile” to see your personal data; or “My Giving History” to track your online giving or make a payment.

My Giving Summary – This box provides a quick view of your Year to Date Giving, as well as links to Give Now or to view your giving history.

Search – Use this box to look up contact information for Carmel Family members. You can search by Last Name, First Name or parts of the name, i.e. “Spe” will return a search of all last names starting with SPE.

My Groups – In this box you will see the different church groups you are assigned, i.e. your Discipleship Community, a Bible Study, and the Deacon Fellowship. You can also select to send a message to a particular group or print a directory for that specific group of people.

My Registrations – You will find a listing of all church events you are currently registered to attend. In addition you can see a listing of events for guests you have registered (this may include your family members, other church members or



non-church members you have signed up). NOTE: You will only see this box if you are registered for an upcoming event or have used the registration feature in the past.

* **NOTE:** Depending upon your individual group assignments in our church database, you may see additional boxes on your home page. For example, if you are a Deacon or DC Leader you may see the “My Leaders’ Outreach Connections” box.

Registration and Payment via Carmel Community

By clicking on “Available Registrations” in the **I Want to View** box, you can see upcoming church events for registration.

After clicking on “Available Registrations,” a list will appear for each event. You can find the event you wish to sign up for and click on the “REGISTER” button. You will then see an event details page – click next. From the next screen you can select the event from the drop down menu to complete your registration. Depending on the specific event, you may be asked to provide additional information at this point – this may include t-shirt size, roommate requests and/or payment.

Carmel Community FAQ

What is Carmel Community?

Carmel Community is a secure site available on our church website (www.carmelbaptist.org) containing Carmel member/attender contact information, event registration, and online giving. Due to the nature of the information on Carmel Community, a username and password are required.

Is Carmel Community secure?

Yes! When you login with your unique username and password you are logging into a secure AccessACS database. Only Carmel Members and regular attenders with a username and password are able to access Carmel Community.

Who can see my contact information?

Only Carmel Family members and regular attenders! A username and password are required and can only be created for those with established records in our database system.



How much information can other members see about me and my family through Carmel Community?

Only as much information as you wish to share! Privacy and security are very important. To review and update your privacy settings, go to "HOME" on the menu bar and click on "My Account." From there, click on "Personal Preferences."

Is my financial information available or displayed through Carmel Community?

No! We never share financial information via Carmel Community. The only information that can be viewed by Carmel Family members is your contact information, family relationships, and member directories.

What makes a good photo for Carmel Community?

Typically head shots, from the shoulder up, make the best profile pictures. Think of your driver's license photo, work ID photo or school photo. Please also use a photo with modest dress.

Who do I contact with questions about Carmel Community?

If you have any questions or problems using Carmel Community, send an email to our System Administrator at joym@carmelbaptist.org.

What if I forget my password or username?

Click on the "Forgot your password or user name?" link in the white box. You can also send an email to our System Administrator at joym@carmelbaptist.org.

What if I do not want my contact information to be available?

You are able to hide your contact information by updating your personal preferences. Once logged in, go to "My Account" (under HOME) and then click on "Personal Preferences." You are able to update what is visible in your profile, including contact information.

How do I change my password?

Once logged in, go to "My Account" (under HOME). This will take you to the Account Settings page. Click "change" by Password. Your change should take effect immediately.