

# Christ The Rock Community Church

## GIVING ONLINE

To get started in creating an account in MyCTR.ccbchurch.com. From the Login screen, click on [Create account](#)

Choose the campus that you are a part of, click on Continue. Then enter the requested information and click Submit. If you have already received an activation email, this will take you to the Login screen shown below.

If you haven't yet received an activation email one will be sent to you within 1-3 business days.

Enter the Username which is the email address that the activation code was sent to. (note that after you have created your account, you can change your username to be something other than your email address)

Enter a Password and Confirm Password. Click on Submit

Christ The Rock Community Church

Calendar Find a Group Forms Give Online

**Set Password**

Enter and confirm your new password in the fields to the left. Once your password is set, you will be able to log in with your username ctrmapping@gmail.com.

Username  
Enter your email address

Password  
Enter a password of your choice  
*Must have both letters & numbers and be at least six characters*

Confirm Password  
Enter your password again

Submit **Click Submit**

Go to Login page

Sign Up | Mobile login

This will take you to the Login Screen

Christ The Rock Community Church • Login

**Christ The Rock Community Church**

Username  
Enter your email address

Password  
Enter your password

Keep me logged in for 30 days

**LOGIN** **Click LOGIN**

Create account Forgot password?

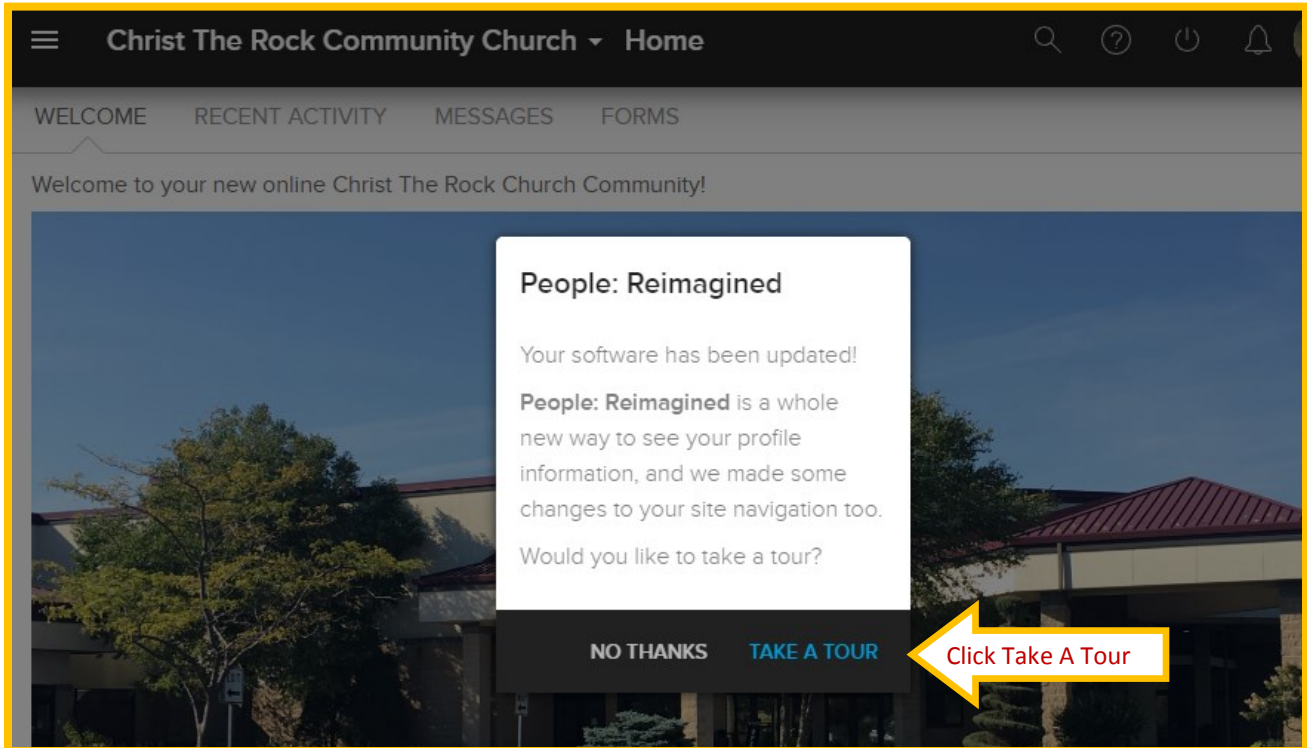
**Welcome to Christ The Rock Community Church**

If you do not yet have a login and would like to participate in this community, you can sign up by clicking 'Sign Up' under the login box to the left. An email will be sent with a link to activate your login shortly.

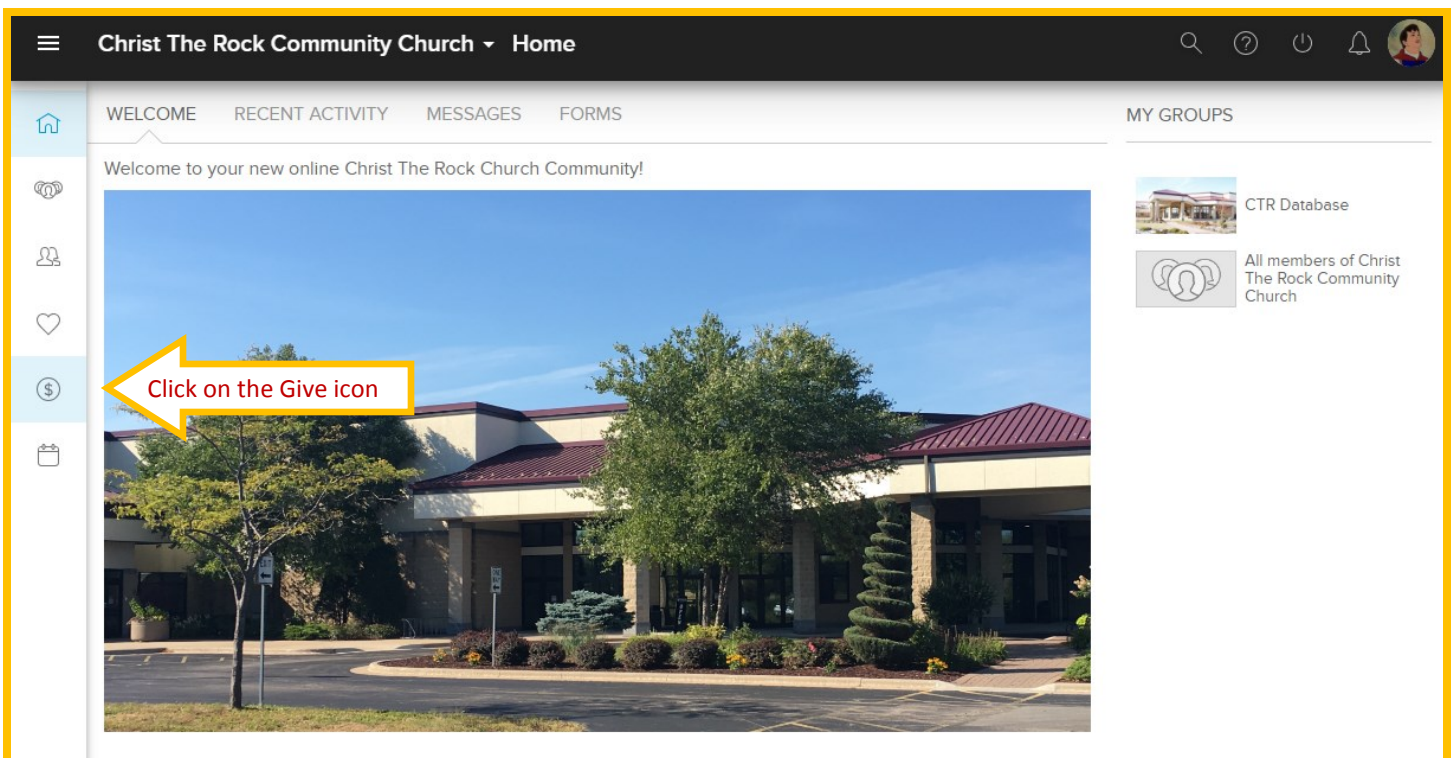
Once you log in, make sure you update your profile. This will begin to personalize the recommendations and opportunities presented to you. Participation in the online community is optional, but we encourage you to do so. Take a look at recent activity, find an interesting group to join or look for an opportunity to serve.

We hope you enjoy your online community!

Once you are logged in, you will have an opportunity to take a tour of the site. This 4 minute video gives you an overview of features available to you. If you prefer to take the tour at another time, simple enter the link below in our web browser <https://player.vimeo.com/video/15908005>



From the Home page, click on the **Give** button on the left menu bar



From here click on the Give tab on the top menu bar and fill in the boxes.

### For a **One time gift**:

The screenshot shows the 'Give' page for Christ The Rock Community Church. The top navigation bar includes 'GIVE', 'STORY', and 'PLEDGES'. The 'GIVE' tab is highlighted. Below the navigation bar, there are radio buttons for 'One time gift' (selected) and 'Repeating gift'. The 'Gift Amount' section includes a dropdown menu for 'General Offerings', a text input field containing '\$10.00', and a 'Giving Amount' label. Below this is an 'Add another' link. At the bottom, there are 'Cancel' and 'Continue' buttons. Annotations with yellow arrows point to the 'GIVE' tab, the 'One time gift' radio button, the fund dropdown, the '\$10.00' input, the 'Continue' button, and the 'Add another' link.

Click GIVE

For a One time gift

Choose the Fund from the drop down list

Enter the amount

Click Continue

### For a **Repeating gift**:

The screenshot shows the 'Give' page for Christ The Rock Community Church, specifically the 'SCHEDULES / HISTORY' section. The 'Repeating gift' radio button is selected. The 'Gift Amount' section is identical to the one-time gift page, with 'General Offerings' selected and '\$100.00' entered. The 'Schedule Details' section includes a dropdown menu for 'Monthly', a text input field containing '10/05/2018', and a 'Starting Date' label. Below this is an 'Add another' link. The 'Continue Until' section has two options: 'I stop this repeating gift' (radio button) and '1 gifts have been made' (radio button with a text input field containing '1'). A note explains that the top option repeats the gift until the user chooses to end it, while the bottom option allows setting the number of gifts. At the bottom, there are 'Cancel' and 'Continue' buttons. Annotations with yellow arrows point to the 'Repeating gift' radio button, the fund dropdown, the '\$100.00' input, the 'Continue' button, the 'Add another' link, the frequency dropdown, the 'Starting Date' input, the 'Continue Until' options, and the 'Continue' button.

For a Repeating gift

Choose the Fund from the drop down list

Enter the amount

Enter the starting date

Choose the frequency from the drop down list

The top option will repeating the gift until you choose to end it, the bottom allows you to set the number of gifts

Click Continue

To split your gift between two funds, click on the **Add another** option.

The screenshot shows a donation form with two rows of fund selection. The first row is for 'General Offerings' with a giving amount of '\$10.00'. The second row is for 'General Missions' with a giving amount of '\$10.00'. To the right of the second row is an 'Add another' link. Below the rows are 'Cancel' and 'Continue' buttons. A yellow callout box with an arrow points to the 'Add another' link with the text 'To split your gift between two funds, click Add another'. Another yellow callout box with an arrow points to the 'Continue' button with the text 'Click to Continue'.

**Note on Fund Options:**

If the fund that you want to give to is not on the drop down list, choose the **Other** fund option and continue with processing your donation.

When you have confirmed your gift, send an email to Kathy at [khansen@christtherock.org](mailto:khansen@christtherock.org) and let her know how the donation should be allocated.

On the next page you will enter your payment information

First choose your **Payment Type**.

There are two options when giving online. To maximize your gift, we recommend that you give through your Checking Account (also known as ACH or e-check). Your contribution will be securely deducted from your checking or savings account. The other option is to give by credit or debit card (VISA, MasterCard or Discover). When giving by credit or debit card 2.5%-4% of your donation goes to cover processing fees. To maximize your donation consider adding a % to your gift to help offset the processing fees.

The screenshot shows the 'Payment Information' section of the donation page. At the top, it says 'Give' and 'Christ The Rock Community Church' with a user profile for 'Prince Charming'. Below this is a summary table:

General Offerings	\$10.00
<b>Gift Amount</b>	<b>Total: \$10.00</b>

Below the table is the 'Payment Information' section. Under 'Payment Type', there is a dropdown menu with three options: 'Checking Account' (highlighted in blue), 'Checking Account', and 'Debit/Credit Card'. A yellow callout box with an arrow points to the dropdown menu with the text 'Choose Checking Account or Debit/ Credit Card from the drop down list'.

To give from your **Checking Account:**

PAY TO THE ORDER OF \$

Routing Number Account Number Check Number

Routing Number 123456789 Enter your Routing Number Account Number 1234567890 Enter your Account Number

Confirm Routing Number 123456789 Enter your Routing Number again Confirm Account Number 1234567890 Enter your Account Number again

Save payment information for future use.  
 I authorize Christ The Rock Community Church to debit my account for the amount indicated above. I understand that I can cancel any future automatic payments myself by going to the Financial tab in my profile.

Check the boxes desired

Back Continue Click Continue

To give by **Debit/Credit Card:**

Card Number 123456789012345 Enter your card number

Use drop down to choose the card expiration month Use drop down to choose the card expiration Year

Month October (10) Year 2018 Security Code 123 Enter card Security Code located on the back

Save payment information for future use. Check box to save payment information

Back Continue Click Continue

Confirm Gift Info

Amount: \$10.00  
From: Prince Charming  
W6254 US Hwy 10 114  
Menasha, WI 54952  
Account ending in 1234

CANCEL CONFIRM Click Confirm to process your donation

After your donation is confirmed you will receive a confirmation email. It may take 3-5 business days for your online donation to appear in your giving history.

If you have any questions about setting up your online giving or your giving information, you can contact the church office (920-730-8383) and ask for a member of the accounting department:

Kathy Hansen, Bookkeeper - 920-840-6818 khansen@christtherock.org

Gloria Fochs, Operations Director - 920-840-6801 gfochs@christtherock.org

Debbie Sorenson, Assist. Bookkeeper - 920-840-6810 dsorenson@christtherock.org

**Thank you for being a supporter of Christ The Rock and the ministries here.  
Your generosity is making a difference in the lives of others.**