

1. Log into CCB and search for yourself to change settings.
2. Click the **Action** button.
3. Select **Communication Settings**.
4. In the **Send me text messages from group leaders** column (see example image below), select your carrier from the pulldown menu and verify or add your mobile number.
5. Select the Groups from which you wish to receive text messages.
 - Specifically, select the “Members” group to receive informational church-wide text messages.
 1. Please email Candace Kurtz (candacemkurtz@gmail.com) if you do not see “Members” listed as a group.
 - You may also choose whether to receive text messages from new Groups you join or are added to in the **Future Group Defaults** section.
6. Once you have selected all your Groups click **Save Settings**.

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
	Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.	Participate in online conversations as they happen.	Receive a single email generated by the system for all your groups' activities (events, comments, needs, positions and files) for the week.	Even with a mobile phone number, text messages will only be sent if a carrier is selected. <div style="border: 1px solid blue; border-radius: 10px; padding: 5px; margin: 5px 0;"> Mobile Carrier <input type="text" value="AT&T"/> </div> <div style="border: 1px solid blue; border-radius: 10px; padding: 5px; margin: 5px 0;"> Mobile Phone <input type="text" value="(719) 555-1212"/> </div> Standard text messaging rates from your carrier may apply.
Groups I am in	Recommended	Optional	Recommended	Recommended
Everyone at Central Church	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All members of Central - South	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cafe Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Childcare Coordinators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's Ministry Volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless Ministry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Host Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jones Small Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Women's Ministry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>