



St. Benedict the Abbot Church McMurray, PA

Starting Procedures for *The City*

Overview

For those who would like to follow a detailed step-by-step guide, go to St. Benedict's website at www.sbapeters.org/. Download and print the 12-page document "Getting Started with The City". You can also view our [City 101 Introductory Video](#) and other help videos listed on our website.

How to Sign Up to Join *The City*

There will be sign-up sessions after masses in the next few months or you can invite yourself if you:

Scan this code to get invited to *The City*



OR Go to: stbens.onthecity.org/kiosk

Initial Sign-in Procedures for St. Benedict's *The City*

1. Once you receive your email invitation, open it, click on **Sign Up for The City** at the bottom.
2. On the new screen that opens, create a login name and password (**write them down** for future reference).
3. Click Create my account.
4. A screen with *The City* page will open.
5. Enter your login name and password and click Log In.
6. The Terms of Use document will appear the first time you log in.
 - a. At the bottom, click the check box to accept the "Terms of Use for the City"
 - b. Click **I Agree**.
7. You can now set up your profile and join ministries or groups.

How to Set Up Your Profile

In upper right corner of any *City* page, hover over the , click Account Settings. You will see 7 tabs.

1. **Account Tab:** Here you can change your login name, password or email address.
2. **Profile Tab:** Fill out info including a close-up picture. If you allow sharing of contact information, only people who your "friend" will be able to see contact info. Click Save Profile button.
3. **Family Tab:** List as much or as little as you wish. You can choose to hide children on profile. Click Save Family.
4. **Contact Info Tab:** You can add phone numbers and addresses. They are visible to church administrators and people you allow. You can choose to share by checking my friends, members of groups you join, everyone, or no one. Click Save Contact Info.
5. **Skills Tab:** You can select your God-given skills from the provided list. Click Save Skills button.
6. **Notifications Tab:** You can check "receive emails from Messages" without your actual email address being shown. If you want emails *only* from your selected **friends** on *The City*, check "Only allow friends to start conversations". Click Save Notifications

7. **Email Tab:** You can choose how much OR how little email you wish to receive from **each** group you are in:
- **Everything:** Choose this setting and you are alerted every time anything happens in a group.
 - **New Things:** Whenever a new topic, event, prayer, need, or album is posted, you are alerted via email, but nothing is sent regarding the item or its responses after that point.
 - **Daily Digest:** Every afternoon you are sent one email that lists everything that happened in your groups over the last 24 hours. This one email compiles new and updated content for all groups you have at this setting.
 - **Nothing:** You receive no email notifications for anything that happens in this group.

Joining Groups on *The City*

Unlike social networks, *The City* is about joining **Groups or Ministries** within the church. You are ALWAYS in a group when on a *City* screen.

1. To find a Group you want to join, click on Groups on the left-hand side of the screen.
2. Click Search for Groups and scroll down the list. Or type in a key word regarding a Group at top of screen and click Search.
3. Click on the Group name. You will see a description of the group. Click the **“Ask to join this group”** button to send a request to the Group Leader.
4. When the Leader accepts you, you will see the Group name on the left hand side of your home page.
5. Select how you want to receive emails via the Notifications Tab (Everything, New Things, Daily Digest or Nothing).

Getting HELP on *The City*

To learn how to use any software, you need to use it. You have four main ways to get help.

Option 1: Ask your Group Leader or one of his/her Go-To people for assistance; every Group should have a minimum of two Go-To people.

Option 2: Click the **Help** button in the upper right corner of your screen and then select **“Browse the City Help Resources”**. *The City* provides a very strong search engine. For example, if you type in “videos”, you will locate several dozen how-to videos walking you through how to use many of the features on *The City*. You can get smart quickly!

Option 3: Click the **“Help”** button in the upper right corner of your screen. Then select **“Create a support ticket”**. Type your question in the top box; give additional detail in the second box and click Submit. During working hours (M-F, 9 AM to 5 PM), you can conduct a “chat session”; during working hours this could be your first option. This option allows you to text or chat with a live person (i.e., communicate via typed questions and answers).

Option 4: Click the **Help** button in the upper right corner of your screen then select **Ask a church leader for help**.

Option 5: Go to St. Benedict’s website, www.sbapeters.org/, to see our “Frequently Asked Questions” document. You can also view our “City 101 Introductory Video” and other help videos listed on our website.