
LUTHERAN CHURCH-CANADA
SERVANT LEADER NETWORK



2. GETTING STARTED

Profile & Settings

Your profile is accessed by clicking on the right-most icon in the top-right menu bar – it will be a circle with a person icon, or if you'd uploaded a picture of yourself in your profile, you'll see that picture inside the circle. A drop-down menu will appear. You can view your profile by choosing "My profile" and edit the information in your profile by choosing "Edit profile" near the bottom of the menu.

To edit your web site account info, choose "Settings" in this drop-down menu. That's where you can edit info like your email address, password, email notification settings, etc.

In the account settings, please be sure to set the time zone. Because we cross multiple time zones in LCC, displaying date and time information in the correct time zone will be essential for things like events.

Groups

The site is based around the idea of "Groups". Every piece of content (except for Stream posts) will be assigned to a Group. Groups are either Open, Closed, or Private.

The Types of Groups

Open Groups - Open Groups may be created by any member of the community. They may be joined by any member of the community. Content is visible to the whole community. Open Groups appear in the list of "All Groups" in the "Explore" link in the main menu, and the list of members is also visible to the whole community. Non-members can view the content, but cannot post content unless they join the group.

Open Groups are ideal for informal groups such as topical or interest-based groups that don't need to keep content private to the group.

Closed Groups - Closed Groups may be created by any member of the community. People can only join by invitation. Content is private to the group. Closed Groups appear in the list of "All Groups" in the "Explore" link in the main menu. Anyone in the community can see the

name and description of the group, as well as the members, though the content is private to the Group.

Closed Groups are a good choice for most of our formal groups within LCC. This allows the content to be private, but for people to see who is a part of the groups, which is a good connecting point.

Some Closed Groups accept new members from the community. To request membership in a Closed Group, contact a Group Manager by private message. You can find out who the Group Managers are on the Group's "Members" page.

Private Groups - Private Groups are just like Closed Groups, except that they are essentially invisible to anyone not in the Group. The list of members and the Group itself are private, as well as the content. A Group Manager adds members manually to the group; users of the site can't find the group on their own.

Private Groups can be created by any member of the site, and may be used by formal or informal groups as needed (e.g. an ad-hoc task force, a congregational council, etc.)

The Stream

The Stream is like a news feed on social media. It's a compilation of all the site content that's relevant to you, including Posts, which are like a chat between all members of the community or of a Group.