

# Adding and Removing Small Group Members

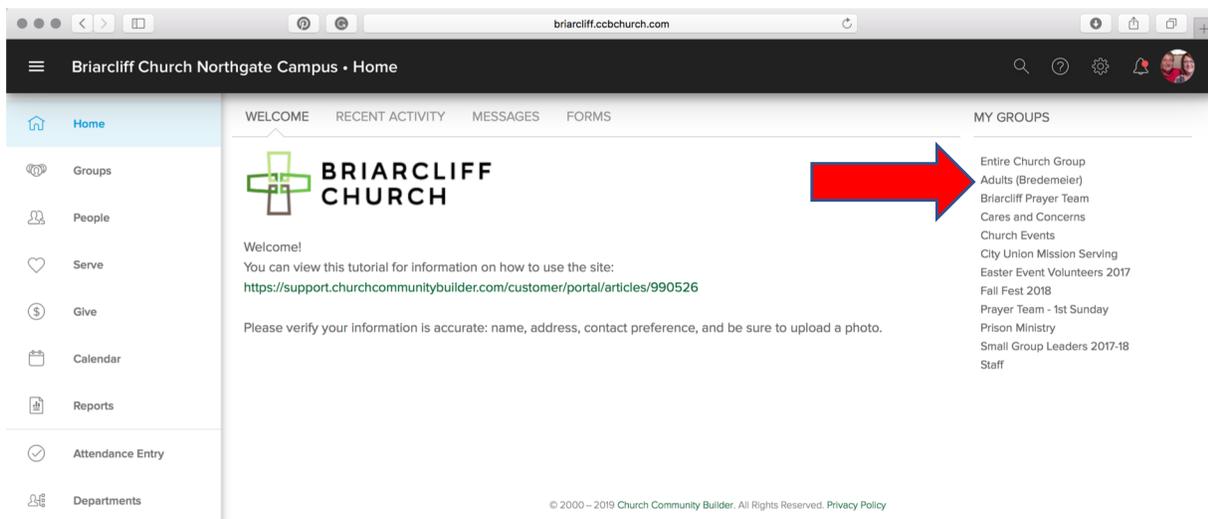
## Church Community Builder (CCB) Website

Church Community Builder is our online database. There are two ways to access your CCB account page on the internet:

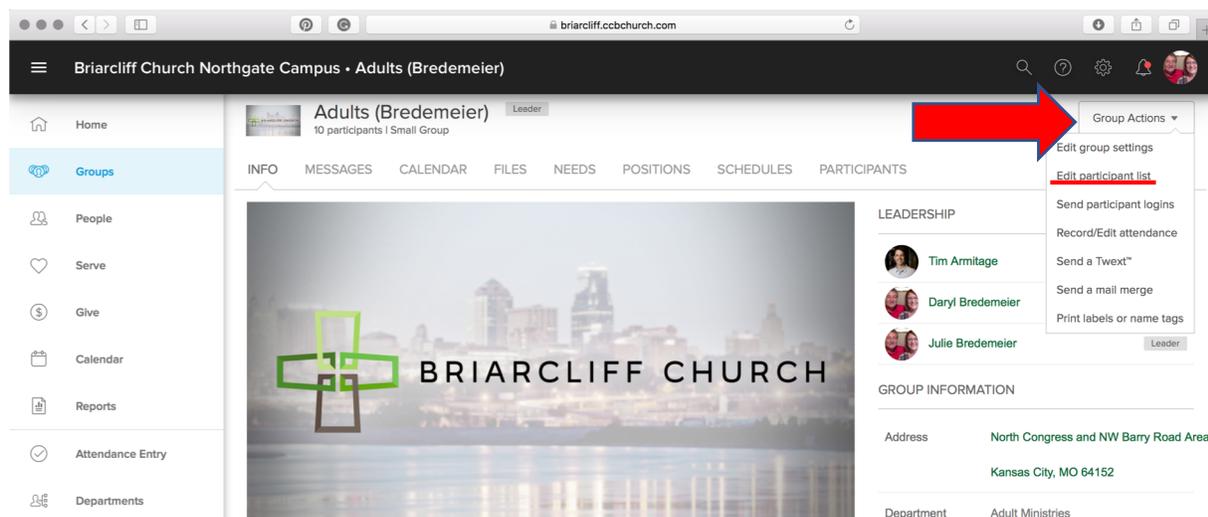
1. Go directly to the site <https://briarcliff.ccbchurch.com>
2. Go to [www.briarcliff.church](http://www.briarcliff.church), click on “Connect,” click on “Church Community Builder.”

To update your group roster, follow the directions below after logging in:

This is what your home screen will look like. Locate the name of your small group in the “My Groups” listing on the right side of the page. Click on your small group.



This is what your group page will look like. Click on the “Group Actions” drop down menu. Click on “Edit participant list.”



Check the box in front of the name(s) you want to remove from your roster.

Briarcliff Church Northgate Campus • Adults (Bredemeier)

ADULTS (BREDEMEIER) < back to group

Tim Armitage Director  
Phone: (770) 865-6825  
Email: [Send Email](#)

All participants Leaders Open invitations Membership requests

If checked, set group status to...  OK NOTE: a Limited Access User (LAU) cannot be set to "Assistant Leader".

<input type="checkbox"/>	Name	Status	Communication Settings
<input type="checkbox"/>	Daryl Bredemeier	Main Group Leader	
<input type="checkbox"/>	Julie Bredemeier	Assistant Leader	
<input checked="" type="checkbox"/>	Bob Cox	Group Member	
<input type="checkbox"/>	Rosemary Cox	Group Member	
<input type="checkbox"/>	Hila Foster	Group Member	
<input type="checkbox"/>	Gregg Protenic	Group Member	
<input type="checkbox"/>	Pam Protenic	Group Member	
<input type="checkbox"/>	Deb Simmons	Group Member	
<input type="checkbox"/>	Dave Smith	Group Member	

Actions

- Add or invite new people
- Change the main leader...
- Change the coach...
- Change the director...
- Remove the director

LEGEND

- Receives messages
- Receives comments
- Receives weekly summary
- No email address
- Receives Twext™
- Own comm. settings

Once all names are selected, change the “If check, set group status to...” “Remove from group.” Then click “OK” for your updated participant list.

Briarcliff Church Northgate Campus • Adults (Bredemeier)

ADULTS (BREDEMEIER) < back to group

Tim Armitage Director  
Phone: (770) 865-6825  
Email: [Send Email](#)

All participants Leaders Open invitations Membership requests

If checked, set group status to...  OK NOTE: a Limited Access User (LAU) cannot be set to "Assistant Leader".

<input type="checkbox"/>	Name	Status	Communication Settings
<input type="checkbox"/>	Julie Bredemeier	Assistant Leader	
<input checked="" type="checkbox"/>	Bob Cox	Group Member	
<input type="checkbox"/>	Rosemary Cox	Group Member	
<input type="checkbox"/>	Hila Foster	Group Member	
<input type="checkbox"/>	Gregg Protenic	Group Member	
<input type="checkbox"/>	Pam Protenic	Group Member	
<input type="checkbox"/>	Deb Simmons	Group Member	

Actions

- Add or invite new people
- Change the main leader...
- Change the coach...
- Change the director...
- Remove the director

LEGEND

- Receives messages
- Receives comments
- Receives weekly summary
- No email address
- Receives Twext™
- Own comm. settings

To add people to your roster, click on “Add or invite new people” under the Actions menu.

Briarcliff Church Northgate Campus • Adults (Bredemeier)

ADULTS (BREDEMEIER) < back to group

Tim Armitage Director  
Phone: (770) 865-6825  
Email: [Send Email](#)

All participants Leaders Open invitations Membership requests

If checked, set group status to...  OK NOTE: a Limited Access User (LAU) cannot be set to "Assistant Leader".

<input type="checkbox"/>	Name	Status	Communication Settings
<input type="checkbox"/>	Daryl Bredemeier	Main Group Leader	
<input type="checkbox"/>	Julie Bredemeier	Assistant Leader	
<input type="checkbox"/>	Bob Cox	Group Member	
<input type="checkbox"/>	Rosemary Cox	Group Member	
<input type="checkbox"/>	Hila Foster	Group Member	
<input type="checkbox"/>	Gregg Protenic	Group Member	
<input type="checkbox"/>	Pam Protenic	Group Member	
<input type="checkbox"/>	Deb Simmons	Group Member	

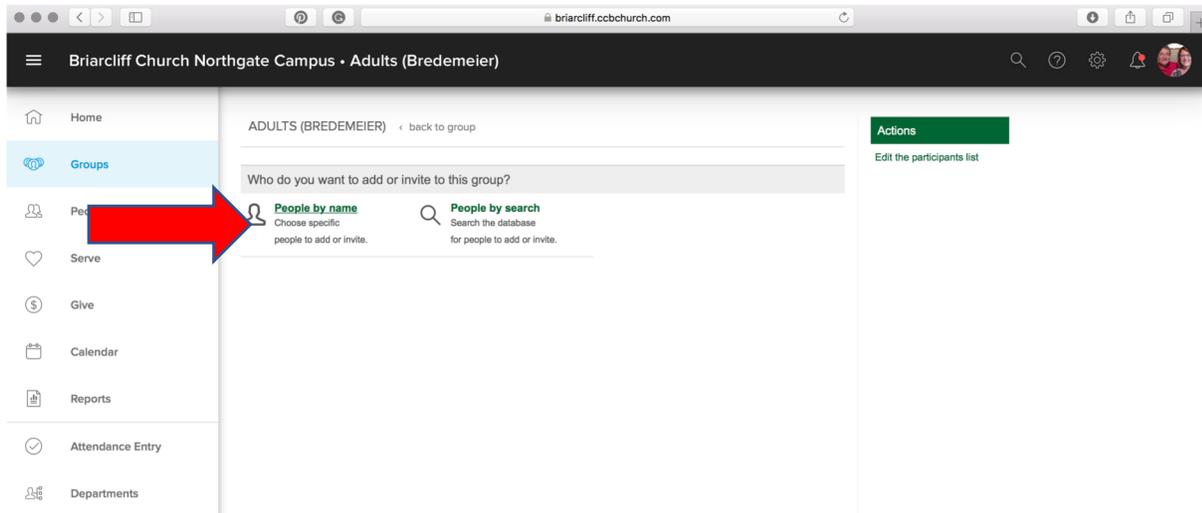
Actions

- Add or invite new people
- Change the main leader...
- Change the coach...
- Change the director...
- Remove the director

LEGEND

- Receives messages
- Receives comments
- Receives weekly summary
- No email address
- Receives Twext™
- Own comm. settings

Click on “People by name.”



Begin typing the name of the person you want to add. If the person has a CCB account, their name will pop up. Click on the name to add that person. You may add more new members on this screen if needed. Once all new members are listed, click “Add now.”

\*Please note, if the person’s name does not appear, try an alternate first name (i.e. Robert, Bob), try typing in just their last name, or double-check your spelling. If their name still does not appear, they may not be in the system. They will need to go to

<https://briarcliff.ccbchurch.com> and create a profile before they can be added to a group.

