How to Update Individual Communication Settings in First Focus

1. Log In, and click on your profile image or initials at the top right
2. Click the **Actions** button
3. Choose **Communication Preferences**
4. Set your communications to your preference

First Section

Make your choices in the top section of the page. Listed here will be all the non-administrative groups to which you belong, the administrative groups you lead, and four communication options (the columns).

Groups I am in	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.* *Mobile Carrier* AT&T *Mobile Phone* (469) 765-4321 *Standard text messaging rates from your carrier may apply.*
	`Recommended`	`Optional`	`Recommended`	`Recommended`
Our Community	☑	☐	☐	☑
ADL:SS:Rooted Young Adults	☑	☐	☐	☑
TRG:Serving:Worship Care Leaders	☑	☐	☐	☑

- The **first column** allows direct correspondence from Group Leaders or members, such as email notifications of new group messages, event invitations, group emails, and position or needs information. Check these boxes if you wish to receive this type of correspondence from a group. *This setting is recommended.*
- The **second column** determines whether or not you wish to receive an email when a member of the group posts a comment to a message. Check the boxes next to the groups whose comments you want to see. *This setting is considered optional.*
- The **third column** determines whether or not you wish to receive a weekly summary of any changes made to the group, including new events, comments, files, needs, or positions. Check the boxes next to the groups for which you want to receive this weekly summary. *This is a recommended setting.*
- The **final column** allows you to indicate which groups from which you want to receive text messages. Choose your mobile phone carrier from the pulldown menu, verify or add your mobile phone number, and check the boxes for the groups you wish to enable. Remember, standard text messaging rates from your carrier may apply. *This setting is recommended.* The mobile carrier and number are required. If you have a smaller local carrier you will need to find out the major carrier the smaller provider is using and add that carrier from the pull-down menu.

Note -

- o Text Messages can only be sent by Group Leaders and the message is sent to the entire group.
- o Text messages are sent as SMS messages. (Check your phone settings to enable)
- o The message does not allow for replies

Second Section
This section allows you to determine the communication settings for future groups you are added to or join. Your three options are:

- Use Group Defaults
- Send to Me
- Don't Send to Me

Note -

- o You may change these choices for each of your own groups individually in the top section of this page.

Future Group Defaults
You can decide what your communication settings will be when you are added to a group in the future.

	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
Future groups I am added to	Use group default ∨	Use group default ∨	Use group default ∨	Use group default ∨

Scheduling Communication
These scheduling notifications are usually sent by church leadership or staff.

☑ **Recommended** I'd like to receive email notifications for scheduling.
☑ **Recommended** I'd like to receive text notifications for scheduling.

General Church Communication
These emails are usually sent by church leadership or staff.

☑ **Recommended** I'd like to receive important campus and church-wide emails.

Email Address
You can update your email address.

roscogmrs@aol.com   (Example: you@ccbchurch.com)

If you no longer wish to receive emails from First Baptist Church Garland, you can remove your email address. As a result, no one will be able to contact you via email. If you'd like us to have your email address for contact purposes, do not remove your email.

☐ **NOT Recommended** Completely remove my email address from First Baptist Church Garland.

Cancel or [Save Settings]

Third Section
The last section includes an option for Scheduling Communication. We are currently not using schedules, so this setting should not be changed. There is also an option to receive General Church Communication. General Church Communication emails are primarily quick emails and mail merges, but also include email invitations to join a group. *This setting is recommended.* The last section also includes the ability to:

- Quickly update your email address
- Completely remove your email address from the database

Once the changes have been made, click **Save Settings**.