



# Signing Up, Signing In, & Creating a Profile in The City

The City is a social network designed to help our beloved community stay connected throughout the week. You'll be able to connect with the congregation, listen to sermons, learn about service opportunities, and much more. It's a way to stay plugged in to everything happening at UUCA!

This guide will help you take the first steps to accept your invitation, create your profile, and get started with all the City has to offer!

## **Step 1: Sign Up & Sign In**

Since The City is a secure place, the first thing you need to do is create a City account.

1. Go to your email, find the invitation sent to you from UUCA, and click **Sign up for The City »**.
2. On the next screen, enter your desired **Login**.
3. Enter a **Password**, then **Confirm Password**.
4. Enter your **First Name**.
5. Enter your **Last Name**.
6. Select your **Gender**.
7. Select your **Date of Birth**.
8. Select your **Campus**.
9. Click **Create my account**.

Congratulations, you are now #OnTheCity! To log in, visit your UUCA's City URL ([uuca.onthecity.org](http://uuca.onthecity.org)), then enter your login and password.

## **Step 2: Personalizing Your Profile Photo**

Now that you have your own profile, it's time to make it a little more personal. To start, add a photo of yourself!

If you have The City app on your phone, just grab your phone and click a picture of yourself and save it. From The City app menu, choose Settings, then Profile, then click on edit under the blank silhouette and choose a photo to upload. It's that easy!

Not a smart phone user? Just make sure you have a photo stored on your computer and log into The City.

1. Hover over the gear icon  in the top right corner.
2. Click on Account Settings, then click the Profile tab.
3. Underneath the blank silhouette, choose Edit Picture, then Choose File.
4. Choose any photo stored locally on your computer and click Create.

## **Step 3 – About Me, My Family, and my Talents**

While you're on your Profile tab, you can also add a preferred name and some personal information in the About Me field. Once you complete that, click Save Profile.

Another important part of your life is your family, so we want you to proudly show them off. If the person you're adding already has a City account, you can include them in your family.

If the person you're adding already has an online City account, you can include them in your family.

### **Step 3 – About Me, My Family, and my Talents (cont.)**

If the person you're adding already has an online City account, you can include them in your family.

1. Hover over the  in the top right corner of any City page and click **Account Settings**.
2. Click the **Family** tab.
3. Click **+ Add a Family Member**.
4. Select **In The City**.
5. Begin entering the family member's name, and then choose them from the drop-down list.
6. Select **Spouse** or **Child**.
7. Click **Save Family**.

Since this person is a City user, they will be notified that you listed them as a family member, and must verify the relationship before it becomes public. Once that's done, the family relationship is attached to both profiles.

If the person you want to add to your family is not currently a City user, there are a couple of additional steps.

1. Hover over the  in the top right corner of any City page and click **Account Settings**.
2. Click the **Family** tab.
3. Click **+ Add a Family Member**.
4. Select **Not In The City**.
5. Enter the person's **First** and **Last** names.
6. Add his/her **Birthdate** and **Gender**.
7. Select either **Spouse** or **Child** from the drop-down list.
8. Click **Save Family**.

Next, fill out the **Contact Info** tab. This information is only visible to administrators and the people you allow to see it, so you don't have to worry about sharing your information with everyone in The City. After you add a phone number and address, click **Save Contact Info**.

Now give yourself some skills! We want to know all about your talents. The City helps UUCA's volunteer and social justice groups match needs with the people who have the right skills to fill them. Adding skills to your profile ensures you get the message when the church is looking for someone with your talents.

To add skills:

1. In the upper-right of any City page, hover over  and click **Account Settings**.
2. Select the **Skills** tab.
3. Select all the skills that you want the church to know about.
4. To save, click **Save Skills** at the bottom of the page.

### **Step 5: Set Up Your Email Settings**

And finally, configure your email settings. This determines when and how often you want to receive email alerts for things that happen in your groups. Choosing the right settings helps you stay on top of all the latest happenings in the circles you're most intimately connected to.

These are the four options:

**Everything:** Choose this setting and you are alerted every time anything happens in a group.

**New Things:** Whenever a new topic, event, 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 the group 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.

Once you've done all this, you're all set and ready to get to know the City!