

How to update the needs list in CCB

1. Login to CCB.
2. Under my groups on the right side of the screen click on your kid's small group - i.e. RBfK Small Group - Grade 3.
3. On the group homepage you will find in the middle of the big gray box tabs that say - events, messages, needs, positions, files, and schedules. You need to click on the NEEDS tab.
4. Click on the need list that says snack sign ups.
5. On the right side of the screen under the heading actions, click on assign/un-assign items.
6. You will notice that all the empty dates that still need to be filled will now be filled with click here to assign.
7. Click on the date that you need to sign up a child for snacks and then type in their name. It will automatically sign them up and send reminders.
8. If you need to remove a child from bringing snacks, click on assign/un-assign items and then find the checkbox for that date and click on it. It will remove the checkmark from the box. It will also send a notice of the change to the parents.

Sending a mass email to all parents using CCB

1. Login to CCB.
2. Under my groups on the right side of the screen click on your kid's small group - i.e. RBfK Small Group - Grade 3.
3. Under actions on the right side of the screen, click on send a message.
4. Then fill out the message you want to send. I would recommend clicking the box at the bottom stating - expose my email address by allowing responses directly to me. otherwise everyone will be able to view all responses.
5. Then hit send and it will send it to all the kid's parents.