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Face the Future with Confidence

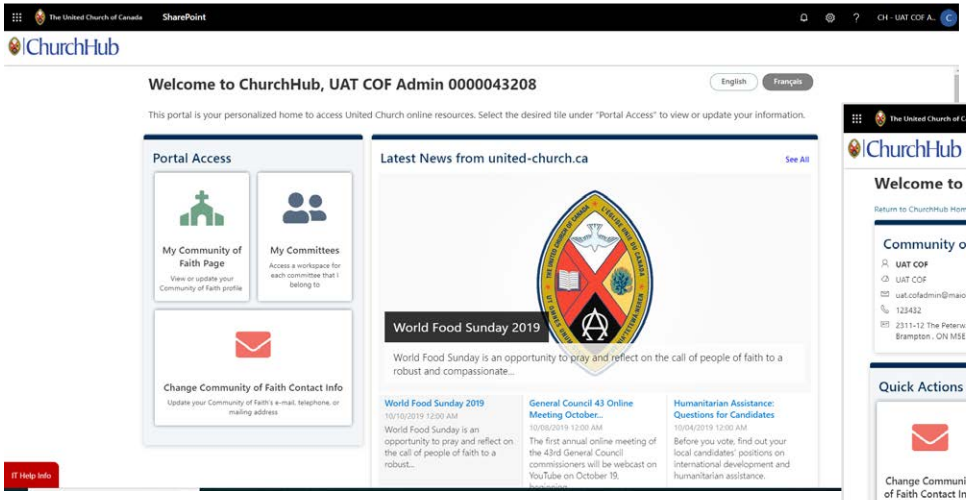
UNITED CHURCH OF CANADA

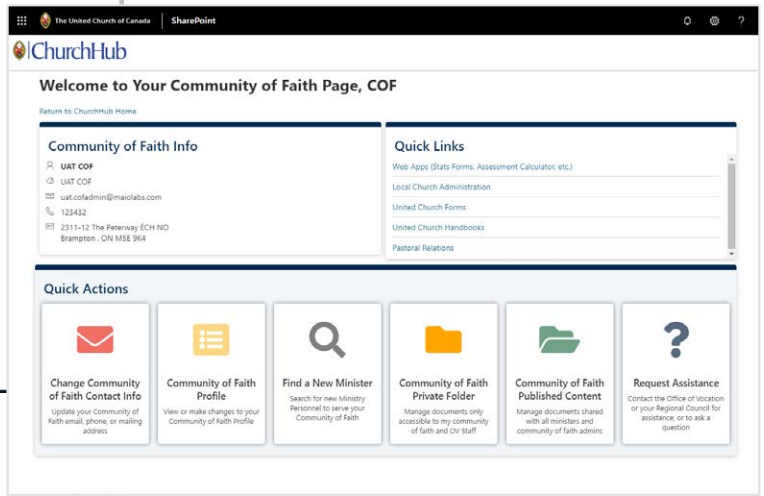
COF Admins - How to Use ChurchHub Public and Private Folders

October 2019

CHURCHHUB

ChurchHub provides Communities of Faiths within the United Church with an engaging online portal that helps them interact and exchange information with the Office of Vocation, with their Regional Council and with each other.





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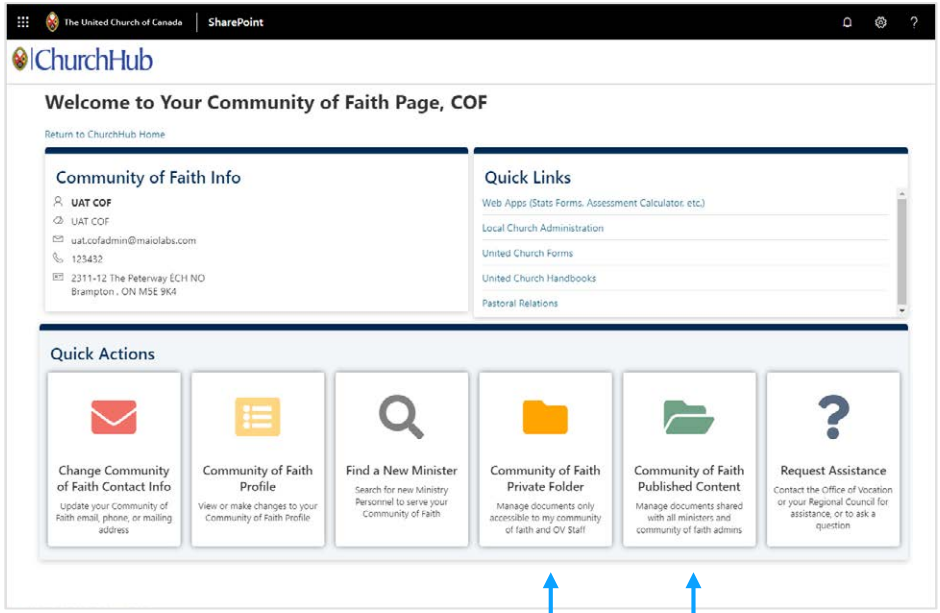
COMMUNITY OF FAITH FOLDERS

Each Community of Faith that logs into ChurchHub has their own dedicated public and private folders on the **My Community of Faith Page**. A Community of Faith Admin can use these folders to either store documents privately or easily share documents with everyone in ChurchHub.



Community of Faith Private Folder

Select **this tile** to access a folder where you can store documents privately.

Only you can upload documents here, and only you and the Office of Vocation may see documents that are stored here.

Community of Faith Published Content

Select **this tile** to access a folder where you easily share documents with everyone in ChurchHub.

Only you can upload documents here, but all ministers and community of faith admins that access ChurchHub, and the Office of Vocation, may see them (If you share the documents with them – see slide 10 for how to share).

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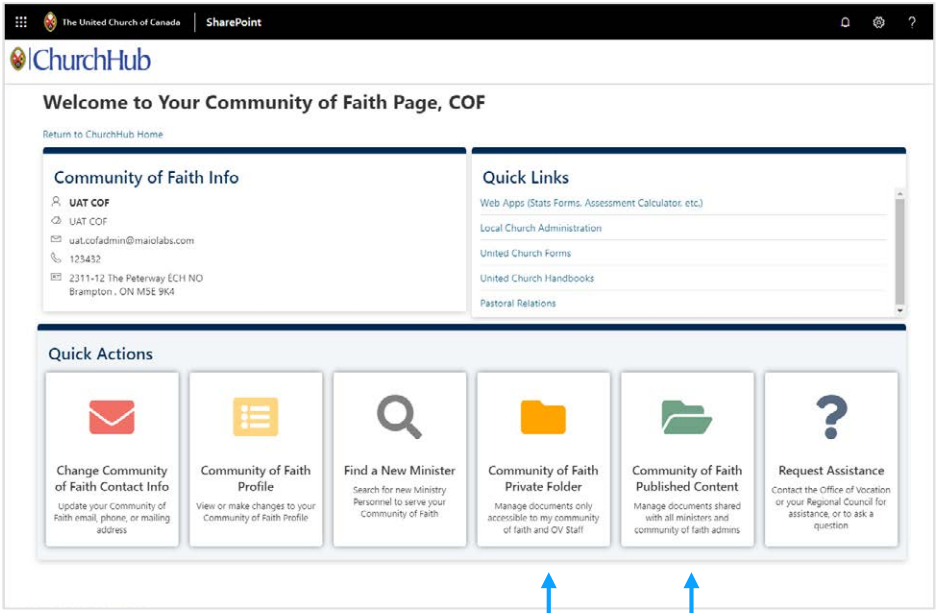
DOCUMENTS IN YOUR COMMUNITY OF FAITH FOLDERS

There are various types of documents that you may store in either of your Community of Faith folders, depending on if you need to store them privately or share them with other ChurchHub users.



Community of Faith Private Folder

Documents you might store in your private folder are:

- Community of Faith financial document
- Completed forms
- Documentation you need to share with the General Council Office

Community of Faith Published Content

Documents you might store in your public folder are:

- Your Living Faith Story
- Stories about the work done in your Community of Faith
- Photos of Church events you wish to share with others
- Annual Report

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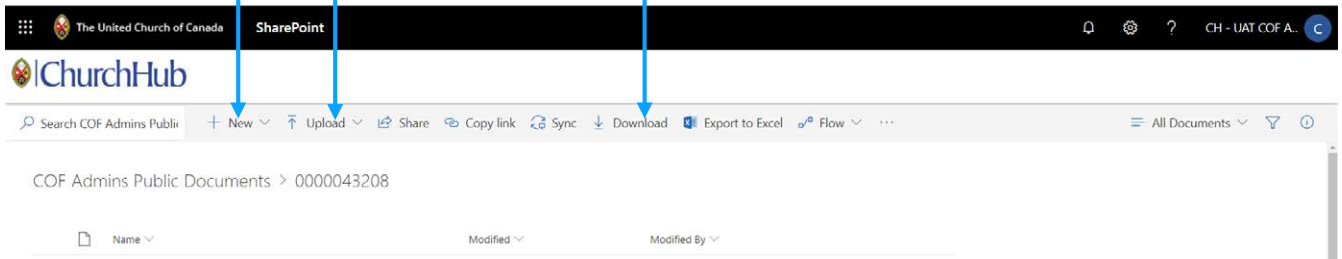
WORKING WITH FOLDERS & DOCUMENTS

When you click on a folder you get several actions that you can use to upload, download and manage your document.

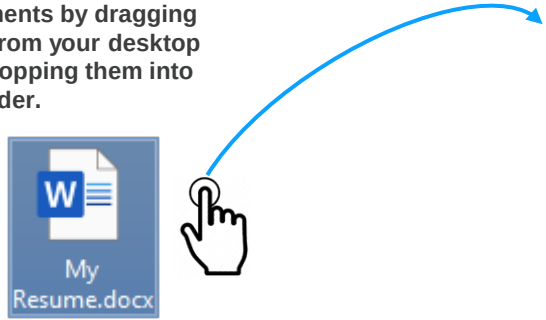
Click +New to create a new document or subfolder

Click Upload to upload a document

Click Download to download a copy of a document



You can also upload documents by dragging them from your desktop and dropping them into the folder.



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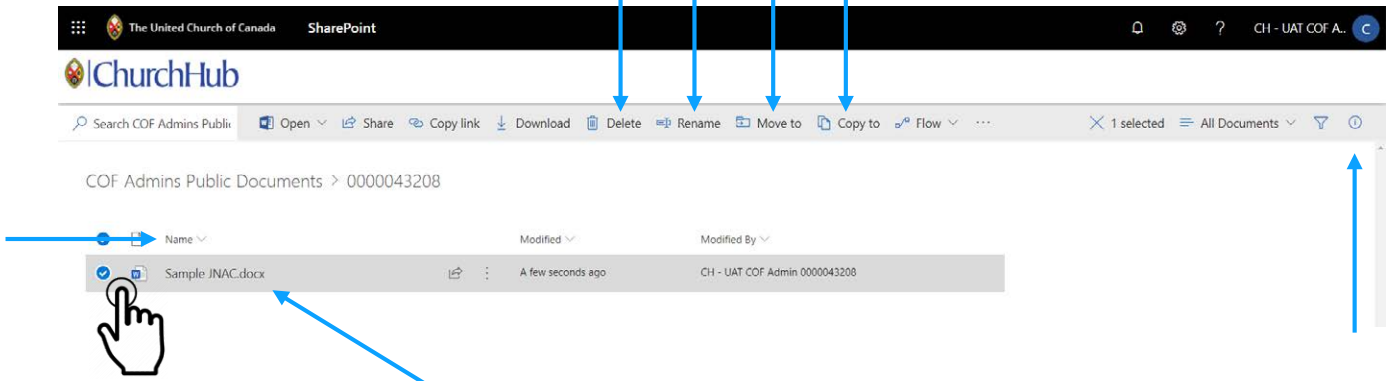
WORKING WITH FOLDERS & DOCUMENTS

When you click on a folder you get several actions that you can use to upload, download and manage your document.

Delete, Rename, Move and Copy documents



Click the column headers to help you sort and filter the documents in your folder according to their properties.

When you hover over a document, you can click it to select it. You can select one or more documents at a time.

Once selected, additional actions appear in the toolbar at the top to help you manage your documents.

Click a document's filename to open it and view its contents

Once a document is selected, you can click the i button to see more info about the document.

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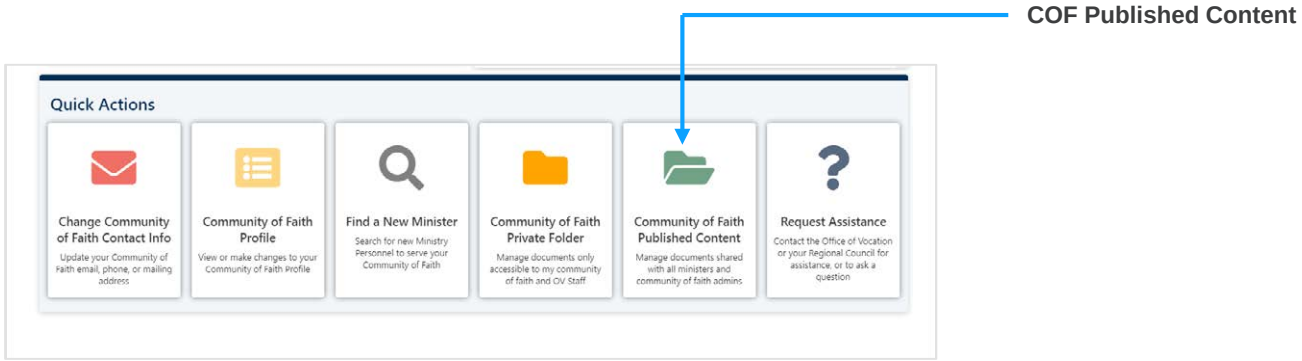
UPLOADING & SHARING FILES IN FOLDERS

For Community of Faiths:

To upload your JNAC/MPSor other large files such as photos/videos – here are some instructions which may be helpful.

1. Select the "Published Content" tile on your Community of Faith page in ChurchHub
2. Then in the next screen select the "Upload" button in the ribbon bar and select the JNAC or other file to upload.
3. Once uploaded, select the circle just to the left of the filename to select it (it appears when you hover over the filename)
4. Select "Copy Link" in the ribbon bar (you now have a link to your uploaded document)
5. Then in the "Position Summary" box on your profile page, add some text that says “Please see our JNAC which is available here: “ and paste the link to the file.



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REMINDERS ABOUT YOUR CHURCHHUB FOLDERS

Each Community of Faith admin that logs into ChurchHub has their own dedicated public and private folders on the My Community of Faith page. You can use these folders to either:

- Store documents privately and only share them with the Office of Vocation
- Easily share documents with other people that are accessing ChurchHub

Community of Faith Private Folder

Select **this tile** to access a folder where you can store documents privately.

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