




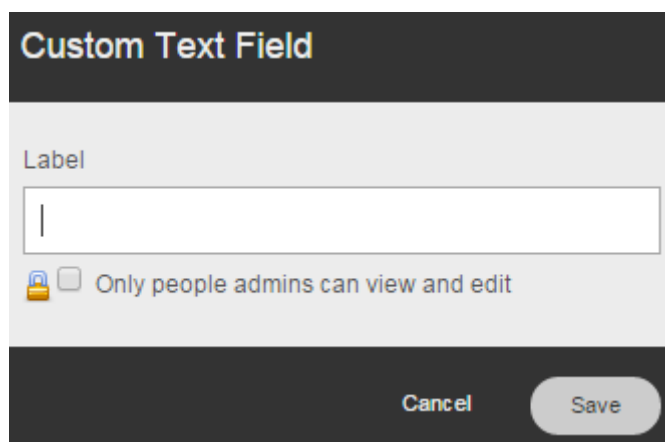
PART 1: Church Community Builder Integration Instructions

AssessME.org provides automatic integration with *Church Community Builder* (CCB), a leading web-based church management software. What follows are one-time set up instructions to enable your AssessME.org ministry account to integrate with your ministry's *Church Community Builder* account.

IMPORTANT: *Before beginning these steps, sign into your ministry's Church Community Builder administrative account. Next, open a new internet browser tab and log into your ministry's AssessME.org administrative account. Both software systems should be open simultaneously in separate internet browser tabs. Both software systems must be operating in Administrative mode.*



1. Setup a Custom Field in Church Community Builder

- a. Locate and select the gear icon  (i.e. System Settings) to the far right and top of the Church Community Builder Administration interface.
- b. Select the sub-menu item "Customizable Fields".
- c. Under the sub-header: "Other Custom Label Fields", select: "**Add another text field**".



- d. Type "**AssessME**" within the Label field (NOTE: Use exact spelling and case).
- e. Place a check in the checkbox entitled: "**Only people admins can view and edit**"; the checkbox is located immediately below the custom label field.
- f. Select "Save".

2. Create an API user in CCB

- a. Locate and select the gear icon  (i.e. System Settings) to the far right and top of the Church Community Builder Administration interface.
- b. Select the sub-menu item: “  **API**”.
- c. Highlight and copy to your computer’s clipboard, the address displayed in **Your API URL** field. (Ctrl+C, or right-click on highlighted field and select “Copy”). You will need this address in step 3.

| Summary | Users |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Organization API Information | |
| Your API URL | https://multisite.ccbchurch.com/api.php |
| <i>This URL represents the root portion of what you must supply when making API Service calls.</i> | |
| Active Logins | 119 |
| Disabled Logins | 0 |
| Documentation | API Services List & Descriptions |
| Organization Service Information | |
| Services | 201 |

Cancel or

- d. Select the gray button below the “Actions” sub-header entitled: “**Add a new API User**”.

- e. The “API User” form now displays. Enter the information into the form as displayed in the graphic on page 3.

You must now create a unique password that will be entered here, within this form, as well as entered within your AssessME.org ministry account when completing this integration setup. Please do not use personal passwords. Please write down this password and retain it in a safe place for use in a later stage of this setup process.

User Services

API User Information

Name

Username

Password

Re-Type Password ✓

Password Strength:

Primary Organization Contact Information

Organization Name

Contact Name

Contact Phone

Contact Email

Cancel or Save

- f. Select the **“Services”** tab within the blue header of this form, and then select the following services from among the service listings. (NOTE: Do not check the “Select All” checkbox.)
- ability_insert
 - ability_list
 - custom_field_labels
 - gift_insert
 - gift_list
 - individual_profile_from_id
 - individual_search
 - passion_insert
 - passion_list
 - style_insert
 - style_list
 - update_individual
 - update_individual_fit
- g. When completed, select **“Save”** to complete the **“API User”** configuration.

PART 2: Set Up CCB Integration within AssessME.org

STEP 1: Log into your ministry's AssessME.org administration account, locate the “**My Account**” quadrant on the main page, then locate and select “**Integrations**”.

STEP 2: The Church Community Builder configuration page will display. Select the “**Enabled**” **checkbox**. Then locate the API URL identified in **STEP 2, sub-section c** (pg. 2) of the *Church Community Builder* setup instructions, and copy/paste the URL into the “**Enter your API URL**” field.

STEP 3: Enter your API Username found on **STEP 2, sub-section e** (pg. 3) of the *Church Community Builder* API setup instructions. The user name should read: “**assessme**”.

STEP 4: Enter your API Password found on **STEP 2, sub-section e** (pg. 3) of the *Church Community Builder* API setup instructions.

STEP 5: Select the “**Validate**” button to ensure all settings are correct.

STEP 6: Select the “**Synchronize Users**” button to initiate your first linking of AssessME.org users with *Church Community Builder* individuals. Note: this may take several minutes or more depending on the number of users in the system.

Church Community Builder

Allows access to each user's profile directly from your Church Community Builder system.

Enabled

Enter your API URL

Enter your API Username

Enter your API Password

A Note about Linking

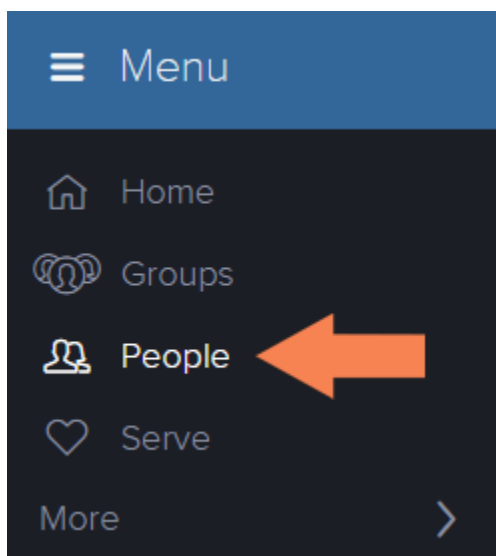
Linking CCB individuals to AssessME users is automatic. Under normal circumstances, you do not need to manually initiate linking with the Synchronize Users button. While AssessME makes every effort to match users with individuals in CCB, there may be circumstances where matching users is not possible. If “Validate” or “Synchronize” is selected, actions will run in the background of the software, no progress bar or hourglass will display.

Viewing Candidate Profiles in Church Community Builder

To view AssessME.org candidate profiles within *Church Community Builder*:

STEP 1: Open an internet browser, go to <https://www.assessme.org/login.aspx>, and log into your ministry account. If you do not complete this step now, you will be asked to login when trying to view candidate profiles within *Church Community Builder*.

STEP 2: Select “People” from the sidebar menu, then initiate a search for the desired candidate (See graphic below).



STEP 3: Within the selected candidate’s profile page, identify and select the “**INFO**” tab in the sub-menu below the candidate’s photo (See graphic, page 6). Then, scroll down to the **My Fit** and **Custom Fields** section.

JAMES WIERSMA







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United States
[View Map](#)

ACTIVITY FAMILY NOTES **INFO** INVOLVEMENT FINANCIAL SERVING

STEP 4: Each individual's profile types will display within the *Church Community Builder My Fit* table. Unfortunately, *Church Community Builder* decided not to use the AssessME.org assessment labels consistently. As a result, the AssessME.org report types display as depicted below.

| My Fit | |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Spiritual Gifts: | Administration, Leadership, Exhortation →  |
| Passions: | Strategic →  |
| Abilities: | Underwater Basketweaving →  |
| Personality Style: | Analyzer →  |

STEP 5: Within the Custom Fields area, locate the AssessME custom field, and select the “**View Profile**” link to view the full reports associated with the individual's profile types. NOTE: This step requires that the AssessME.org Admin account for your ministry be active.

| Custom Fields | Custom Fields |
|-------------------------------------------------|----------------------------------------------|
| AssessME: View Profile ← | Secure Search: Access |
| Campus: | BGCK Completed: |
| TShirt Size: | BGCK Completed: |
| Do u believe me: | Secure Search: Access |
| Directory-Y/N: | BGCK Completed: |
| DMS_PplPIdown: | CW Last Update: |

Then a report page similar to the one on the next page will open....



Candidate Profile - James Wiersma

8 June 2015

[Contact Information](#) | [ePersonality](#) | [graceGifts](#) | [Leadership Style](#) | [Interests](#)

Contact Information

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Analyzer



No graceGifts assessment exists.



Strategic
