

Welcome to the City Church Online Community

What is It?

The City Church Online Community is a website that allows you to

- Update Your Church Profile
- Give Online
- Print Out Contribution Statements ([see reverse](#))
- Join C-Groups
- View the Church Calendar
- Join a Serving Team
- And Much More!

How Do I Sign In?

1. Go to www.rvacity.org and click the “Community” link or you can access directly by going to www.rvacity.org/community
2. Click the “**Sign Up**” link (shown below)
3. Select Your primary campus (East (Oakleys Lane) or Swift Creek)
4. Enter your name, phone number and email. Your email address needs to be the one that the church has on file for you.



Username

Password

Keep me logged in for 30 days

Login

[Forgot username or password?](#)

[Sign Up | Mobile Preview](#)

 CITY
HURCH

Welcome to the City Church Online Giving and Community Portal. If you have not yet created your login, please click the signup link and follow the instructions.

- **If the system locates your profile**, it will automatically send you an email from “City Church” titled “**New Login Created**”. Click the **green “Activate Login” button** in the email and it open a window to let you to set your username and password. Then you can use that to login to the site
- **If the system doesn’t recognize you**, or you have no email on file, a church representative will manually find your profile and send you an activation link within the next 3 days.
- **If you receive no response**, visit the church and fill out a **Family Update Form** at the front desk, and your information will be entered and trigger an activation email to be sent to you within a week.

Once you login, the main page will have a list of links to take you to various sections of the community site. If you get lost, you can always click the “Home” button to take you back to the beginning.

Printing Your Yearly Contribution Statement

One of the most frequently asked questions is how to use the online community system to print your contribution statement. This is very straight forward. After logging in, follow these simple instructions

- 1) Click the **Give (\$)** link on the left hand side
- 2) At the top of the giving page, click the **“Schedules / History”** link
- 3) Click the **“Giving Statement”** button in the upper right hand corner.

You will be presented with a box that will give you a few options on how to print your statement. Use these options to get a statement for the previous year for tax deduction purposes.

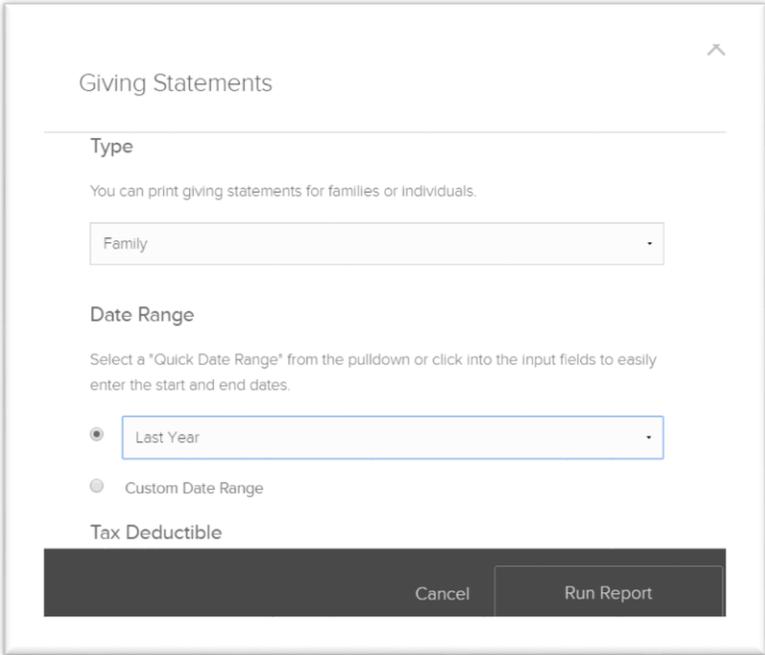
Type – Family (giving from your entire family, selected by default)

Date Range – Under “Quick Date Range” drop down choose “Last Year”

Tax Deductible – Select “Deductible Only” this will exclude any items that aren’t tax deductible that you can’t claim

Leave the pledge information checkbox unchecked.

Once you click “Run Report” your statement is generated as a PDF document which almost every computer can read. Depending on your computer and browser you may be asked to download the document or it may just open automatically and allow you to print from there.



The screenshot shows a dialog box titled "Giving Statements" with a close button in the top right corner. The dialog is divided into three sections: "Type", "Date Range", and "Tax Deductible".

- Type:** A dropdown menu is set to "Family". Below it is the text: "You can print giving statements for families or individuals."
- Date Range:** A radio button is selected for "Last Year". Below it is the text: "Select a *Quick Date Range* from the pulldown or click into the input fields to easily enter the start and end dates."
- Tax Deductible:** This section is currently empty.

At the bottom of the dialog are two buttons: "Cancel" and "Run Report".