

Instruction Guides

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Update contact info

LOGIN OR REGISTER FOR ACCOUNT
Sign In

Username:

Password:

[Reset Account](#) [Create Account](#) [Login](#)

STEP 1: login to your account

Go to my.blackhawkchurch.org and login to your account.

Don't remember your login info? Click **Reset Account**.

Still having trouble? Request assistance by emailing portal@blackhawkchurch.org.

MY ACCOUNT
Contact Information

Contact Record:

[Add Family Member](#)

[Choose File](#) No file chosen

[Upload Selected File](#)



Update Contact Record

Prefix: *First: Middle: *Last: Suffix:

Nickname: Date of Birth: Gender: Marital Status:

Text Messages: Do not send me text messages

Email: Unlisted

Mobile Phone: Unlisted

Work Phone:

Home Phone: Unlisted

Worship Site:

*Country:

Address Line 1: Unlisted

Address Line 2:

City, State, Postal Code:

Update User Record [Save Contact Record](#)

STEP 2: click My User Account & update your contact info

On the My User Account page, you can update any of the information listed for you and then click **Save Contact Record**.

STEP 3: update the contact info for your family members

On the My User Account page, you can update the contact info for people in your family by choosing the appropriate name in the dropdown menu. Once you've made the changes, click **Save Contact Record**.

Update username and password

LOGIN OR REGISTER FOR ACCOUNT
Sign In

Username:

Password:

[Reset Account](#) [Create Account](#) [Login](#)

STEP 1: login to your account

Go to my.blackhawkchurch.org and login to your account.

Don't remember your login info? Click **Reset Account**.

Still having trouble? Request assistance by emailing portal@blackhawkchurch.org.

> MY BLACKHAWK

- > My User Account ←
- > My Profile
- > My Purchase History
- > My Groups
- > My Events
- > My Subscriptions
- > My Giving
- > My Year-End Giving Summary
- > My Internship / My GO Team Trip

STEP 2: click My User Account

Update User Record

User Name:

New Password:

Confirm Password:

[Save User Record](#)

STEP 3: scroll down to the Update User Record section

Indicate your desired username and password. When done, click **Save User Record**.

*Note: if you receive an error when you click Save, [clear your cache](#) and then try again.

Register for events

EVENT REGISTRATION

[Back to Event Detail](#) Experience Local Impact on Saturday, February 20, 2016 @ 8:30 AM

Price: 0.00

Pre-fill Form: -- Blank Form --

*Attendee's First Name:

*Attendee's Last Name:

*Attendee's Email Address:

*Attendee's Phone Number:

Country: United States

Address Line 1:

Address Line 2:

City, State Zip: WI

Ready to finalize your registration? Click "**Complete**". Want to register another person? Click "**Next**".

Complete

Next

STEP 1: enter attendee info

The event attendee should fill in their contact info and answer any questions.

Required fields are indicated with a red asterisk.

If the attendee doesn't have an email address, a general *home@blackhawkchurch.org* email address can be used.

To finalize registration, click **Complete**.
To register another person, click **Next**.

FINAL STEP: COMPLETE TRANSACTION

Please provide your billing information and press the 'Complete Transaction' button below. Note: Although your total amount due is \$0.00, you are still required to complete this form in order to finalize the transaction.

Your Information

Pre-fill Form: The Frog, Kermie

*First Name: Kermie

*Last Name: The Frog

*Country: United States

*Address Line 1: 123 Easy Street

Address Line 2:

*City, State, Postal Code: Madison WI 53719

*Email Address: kermi@bad-blackhawkchurch

*Phone Number: 608-555-1234

Total: \$.00 USD

Show Summary (2)

Check Out

STEP 2: pay, if needed

The info of the responsible party should be entered on this page; whoever is entered here receives email confirmation of the registration. If payment is needed, payment information will be requested on this page.

Regardless of whether the individual is logged into their Portal account, the user has the option to **Pre-Fill the Form** with the info of an attendee. Just click the drop-down arrow and select the appropriate attendee. If none of the attendees are the responsible party, simply leave the drop-down at "Blank Form."

Click **Check Out** when done.

Manage email subscriptions

LOGIN OR REGISTER FOR ACCOUNT
Sign In

Username:

Password:

[Reset Account](#) [Create Account](#) [Login](#)

STEP 1: login to your account

Go to my.blackhawkchurch.org and login to your account.

Don't remember your login info? Click **Reset Account**.

Still having trouble? Request assistance by emailing portal@blackhawkchurch.org.

> MY BLACKHAWK

- > My User Account
- > My Profile
- > My Purchase History
- > My Groups
- > My Events
- > My Subscriptions
- > My Giving
- > My Year-End Giving Summary
- > My Internship / My GO Team Trip

STEP 2: click My Subscriptions

Office Volunteer Lend a hand to the administrative staff with various detailed projects that include copying, collating, data entry and assembling. Commitment is flexible.
Opportunities
Email List

Facility Volunteer Help out with event- or project-based Facilities needs. Commitment is flexible.
Opportunities
Email List

[Update Subscriptions](#)

OPT OUT

Would you like to opt out of all e-mails?

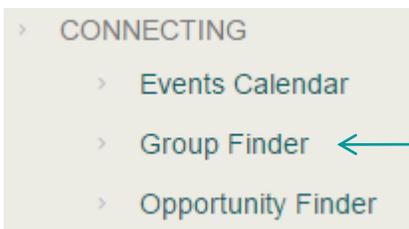
[Update Opt Out Status](#)

STEP 3: indicate which email lists you want to be subscribed to

Check or uncheck the "Subscribed" box and then click **Update Subscriptions**.

If you want to opt out of all emails, check the box and click **Update Opt Out Status**.

Find a Life Group



STEP 1: go to the Portal & click Group Finder

Access the Portal at my.blackhawkchurch.org and click Group Finder.

Worship Site: Any Worship Site

Neighborhood: All Neighborhood

City or Postal Code:

Key Word:

Group Focus: All Group Focuses

Life Stage: All Life Stages

Meeting Days: Su M T W Th F Sa

Meeting Times: Morning Lunchtime Afternoon Evening

Search

STEP 2: indicate group criteria

Indicate your desired group criteria and click **Search**. Try to keep your search criteria relatively broad so that you have as many group choices as possible.

1 Groups Found

Group Name	Life Stage	Campus	Ministry	Meeting Day & Time	Location
Sample Life Group		Downtown	Life Groups		

STEP 3: click on the name of the group you would like to join

REQUEST TO JOIN THIS GROUP

First Name:

Last Name:

Email:

Phone:

Message:

[Back to Group Search](#) [Contact This Group](#)

STEP 4: request to join the group

Fill out the request form and then click **Submit Request**. You will be notified when your request has been reviewed.

Give online

Worship Site:

Designation:

Amount:

Frequency: One-time Weekly Monthly

[Next](#)

STEP 1: go to [Give Now](#)

Indicate a worship site and desired designation, amount and frequency. Click **Next**.

Item Type	Item Description	Amount Due
One-time Donation	1.00 one-time gift to General Fund	1.00 remove
Total Amount Due:		1.00

[Add Another Donation](#) [Complete](#)

STEP 2: review your transaction summary

If needed, edit or add another gift. Click **Complete**.

FINAL STEP: COMPLETE TRANSACTION
Please provide your billing information and press the 'Complete Transaction' button below.

Your Information

*First Name:

*Last Name:

*Country:

*Address Line 1:

Address Line 2:

*City, State, Postal Code:

*Email Address:

*Phone Number:

Total: \$ 1.00 USD

Payment Information

Please note: Blackhawk pays a 2-4% surcharge on debit and credit cards. We do not encourage incurring credit card debt to give.

Payment Type: Debit/Credit Card Online Check

*Bank Name:

*Account Type:

*Account Number:
[what's this?](#)

*Routing/ABA Code:
[what's this?](#)

[Show Summary \(1\)](#) [Check Out](#)

STEP 3: enter your payment info

The name and address info you input should match whatever is associated with your payment method (e.g., if paying by credit card, the address you list should match the address that is on file for your credit card). Click **Check Out**. You will receive an email confirmation after successful submission.

Thank you for your generosity!

Every dollar makes a difference in accomplishing our mission.

Have questions? Need assistance? Please email accounting@blackhawkchurch.org.

Change a recurring gift

LOGIN OR REGISTER FOR ACCOUNT
Sign In

Username:

Password:

[Reset Account](#) [Create Account](#) [Login](#)

STEP 1: login to your account

Go to my.blackhawkchurch.org and login to your account.

Don't remember your login info? Click **Reset Account**.

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MY RECURRING GIFTS

Subscription	Designation	Next Donation	Cancel
	250.00 USD To General Fund (From Spouse) Repeat on day 1 of every month effective 6/5/2014 until 6/4/2019. (40 more)	03/01/2016	Cancel

STEP 2: click [My Giving](#) and cancel your existing gift

This process will end the current gift you have setup, allowing you to create a new recurring online gift.

- > CONNECTING
 - > Events Calendar
 - > Group Finder
 - > Opportunity Finder
- > ONLINE GIVING
 - > Give Now
 - > Intern Program / GO Team Trip Giving

STEP 3: click [Give Now](#) and setup a new recurring gift

Setup your new gift with the desired amount and frequency.

Thank you for your generosity!

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