

## Quick Steps to Update Your Group

### Creating a Grace Chapel Account

1. On the Grace Chapel website, Go to the Life Groups page, and you will find a link for leaders to log in. **Or you can [Click here](#)** to set up your In Fellowship Account. Once you **“CLICK HERE”** you will be navigated to the login page. Notice on the bottom right side, **“Sign up”** click there to create your account.
2. When you receive a confirmation email go to step 2

### Managing Your Group

1. [If you already have an account you can go ahead and sign in.](#)

FIND A GROUP GIVE NOW Register

## Grace Chapel

Email or Mobile Number  
jimmy@gracechapel.net

Password - forgot?  
.....

Sign In Don't have an account? Sign Up

## Your Dashboard looks like this – This is your Small Group

The screenshot shows a dashboard for a group named "Gina's Morning Life Group". At the top, there are navigation tabs: "Dashboard", "Roster", "Attendance", and "Prospects 2". The main content area is divided into three sections: "Schedule", "Location", and "ACTIONS".

**Schedule — when do we meet?**

**Next meeting:** Tue, September 22, 2015 • 9:00 AM

Meets Tuesday every 2 weeks effective 10/7/2014 9:00 AM

**Location — where do we meet?**

Name: Gina's

Description: 3046 Columbia Ave, Franklin, TN 37064

Address: 3046 Columbia Ave  
Franklin, TN 37064  
[Map](#)

**ACTIONS**

- [View roster](#)
- [View settings](#)
- [Add or invite someone to join](#)
- [Send an email to the group](#)

**MEMBERSHIP** 9

- Leaders: 2
- Members: 7
- Prospects: 2

**ADMINISTRATORS**

- Donna Boone  
[donna@gracechapel.net](mailto:donna@gracechapel.net)

1. Click on view setting under the Actions on the right, this is where you can
2. Update bulletin board
3. Edit your details – you can edit your group info – just click on the – “edit” link, make changes and then save
4. Change your group description – Study title first (“Shark Week”) in this format according to what your group is doing.
5. Edit your group schedule
6. Edit location
7. Add or invite someone to join
8. Send an e–mail to your group

## Your Roster – These are your group members

HOME GROUPS FIND A GROUP GIVING Account Contact us Help Sign out

### Gina's Morning Life Group

Dashboard Roster Attendance Prospects 2

9 people in this group

To search, type name and hit enter...

Members (7)	Email	Phone	Social
<a href="#">David Cloud</a>	<a href="mailto:dfightfirescid@aol.com">dfightfirescid@aol...</a>	615-207-0143	
<a href="#">David Tao</a>	<a href="mailto:dtao12@gmail.com">dtao12@gmail.com</a>	6104168218	
<a href="#">Gina Stellino</a>	<a href="mailto:my3qr8kidz@gmail.com">my3qr8kidz@gmail.com</a>	561-756-1310	
<a href="#">Ian Gilchrist</a>	<a href="mailto:ian@gracechapel.net">ian@gracechapel.net</a>	615-498-1941	
<a href="#">Mary Tao</a>	<a href="mailto:vinebranch01@gmail.com">vinebranch01@gmal...</a>	615 905 5562	

**ACTIONS**

[View prospects](#)

[Add or Invite someone to join](#)

[Send an email to the group](#)

[Download CSV](#)

[Download PDF](#)

**LEADERS** 2

[Jimmy Harris \(You\)](#)  
[jimmy@gracechapel.net](mailto:jimmy@gracechapel.net)  
615-689-8648

[Joe Stellino](#)  
[my3qr8kidz@gmail.com](mailto:my3qr8kidz@gmail.com)

1. To Add or Invite – click on the link on the right side under **Actions**
2. Enter first name and last name. To narrow your search, enter an email and/or phone number if you have it.
3. Choose the correct name & click “add to group.”
4. If they do not pull up in our database send [jimmy@gracechapel.net](mailto:jimmy@gracechapel.net) an e-mail, he will add them to the data base and your roster.
5. Continue to add members to your group.
6. When you are done adding members, click “cancel” on the page where you add first and last name.
7. To delete a member, click on the name, and chose “remove from your group” on the right side of the page under **Actions**

Posting Attendance – Please post attendance after you meet.

**Grace Chapel**

Post attendance for group meeting on...

Tuesday, September 08, 2015 at 9:00 AM

Did Meet

Did Not Meet

Members		Leader	Member
<input checked="" type="checkbox"/>	 <b>Tonye Adler</b> Tonyeadlerolesign@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	 <b>David Cloud</b> ifightfrescid@aol.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	 <b>Michelle Cloud</b> chellecloudis@aol.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	 <b>Ian Gilchrist</b> ian@gracechapel.net	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	 <b>Jimmy Harris</b> jimmy@gracechapel.net	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	 <b>Gina Stellino</b> my3gr8kidz@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	 <b>Joe Stellino</b> my3gr8kidz@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1. Click on Attendance at the top.
2. Click on Enter Attendance.
3. Use the drop down box to select your date of meeting
4. If you post attendance the day after you meet, click on “add your new event.”
5. Use today’s date (even if your group met on a different date) and time of your group.
6. Click on the box of the members that attended.
7. Click save attendance

## Checking Your Prospects!

Please be sure to click on Prospects on the top each week. This is extremely important. These are the people who want to attend your group. Please make sure to reach out to them and then add them to your group (if they attend) or close your prospect. If your group is FULL edit the name of your group to include (FULL)

HOME GROUPS FIND A GROUP GIVING Account Contact us Help

### Gina's Morning Life Group

Dashboard Roster Attendance Prospects 2

#### 2 prospects

Name	Last contacted	Open	Status	
<a href="#">Dan Edwards</a>	6 days ago	8/23/2015 at 7:52 PM	Invited	<a href="#">Resend invite</a>
<a href="#">Kathryn Beckman</a>	6 days ago	8/30/2015 at 11:06 AM	Invited	<a href="#">Resend invite</a>

[Show closed prospects...](#)

#### LEADERS

 **Jimmy Harris** (You)  
[jimmy@gracechapel...](mailto:jimmy@gracechapel...)  
615-689-8648

 **Joe Stellingo**  
[my3gr8kidz@gmail.com](mailto:my3gr8kidz@gmail.com)

8. Click on the Prospects tab.

9. Click on the name of the person interested in joining your group – see below

**Gina's Morning Life Group**

Dashboard Roster Attendance Prospects 2

**Dan Edwards is interested in Gina's Morning Life Group**  
Prospect

**Dan Edwards** Aug. 23, 2015 7:52 PM

**Jimmy sent an email...** Sep. 15, 2015 4:25 PM  
Sorry about the late response! You are welcome to join us next Tuesday at 9am at Ginas Stonefired Pizza. :) Bring a Bible and a pen. Jimmy Harris

**Jimmy sent an invitation to Dan.** Sep. 15, 2015 4:25 PM

Send an email Make a phone call Met face-to-face Leave a comment

**WHO CAN WORK THIS TASK**

**Jimmy Harris** (You)  
jimmy@gracechapel.net  
615-689-8648

**Joe Stellino**  
mj3gr5kidz@gmail.com

10. Click “allow” this will then send them an invitation to join your group, the prospect will then “accept” and they will be added to your roster.

11. If a prospect does not “accept” please explain the process or just add them to your group and make a note.

12. Please try 3 times, e-mail, e-mail, and phone call. If you get no response make a note and leave it as is, the system will delete it after a couple of weeks.

13. Notice the other links, “Send an e-mail” “make a phone call”, etc. – Here’s where you indicate that you did communicate with the prospect.