

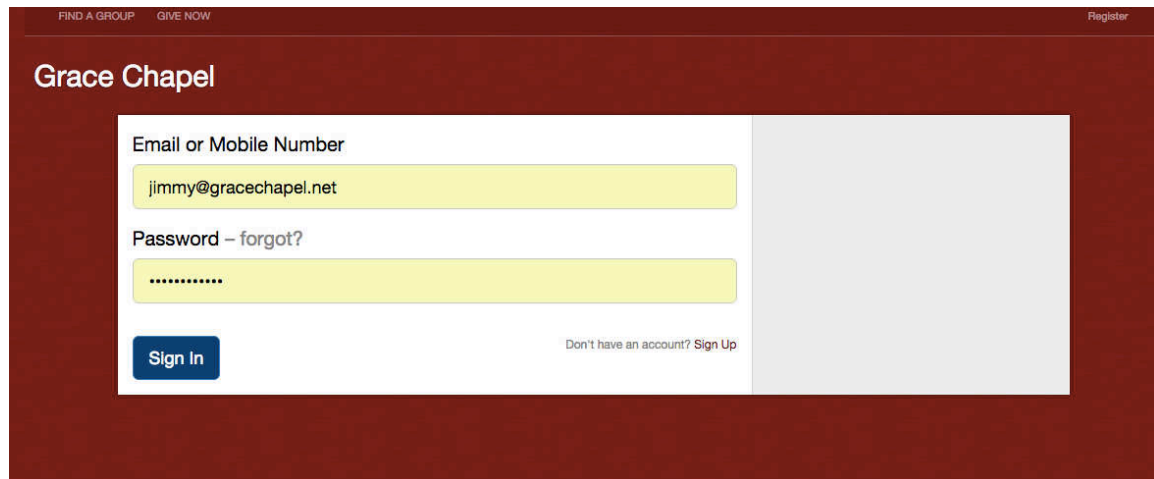
Quick Steps to Update Your Group

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

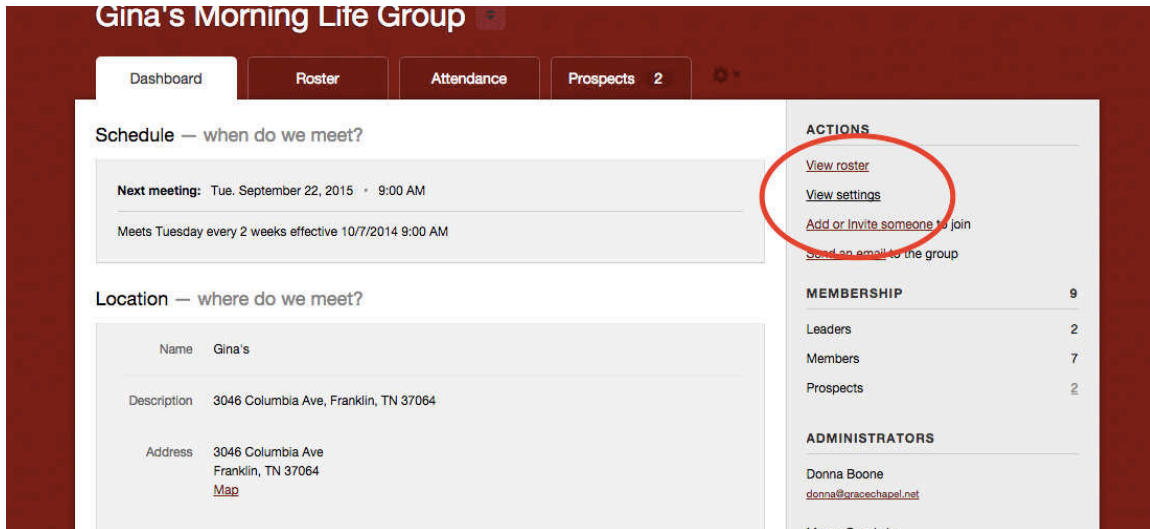
Managing Your Group

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



The screenshot shows the Grace Chapel login page. At the top, there are links for "FIND A GROUP" and "GIVE NOW" on the left, and "Register" on the right. The main heading is "Grace Chapel". Below this, there is a login form with two input fields: "Email or Mobile Number" containing "jimmy@gracechapel.net" and "Password - forgot?" with masked characters. A "Sign In" button is located below the password field. To the right of the password field, there is a link that says "Don't have an account? Sign Up".

Your Dashboard looks like this – This is your Small Group



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
David Cloud	flightfiresold@aol...	615-207-0143	
David Tao	dtao12@gmail.com	6104168218	
Gina Stellino	my3gr8kidz@gmail.com	561-756-1310	
Ian Gilchrist	ian@gracechapel.net	615-498-1941	
Mary Tao	vinebranch01@gmal...	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
615-689-8648
- Joe Stellino**
my3gr8kidz@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 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

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

The screenshot shows the 'Gina's Morning Life Group' interface. At the top, there are navigation links: HOME, GROUPS, FIND A GROUP, and GIVING. On the right, there are links for Account, Contact us, and Help. Below the group name, there are tabs for Dashboard, Roster, Attendance, and Prospects (which is selected and shows a count of 2). The main content area displays '2 prospects' and a table with the following data:

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

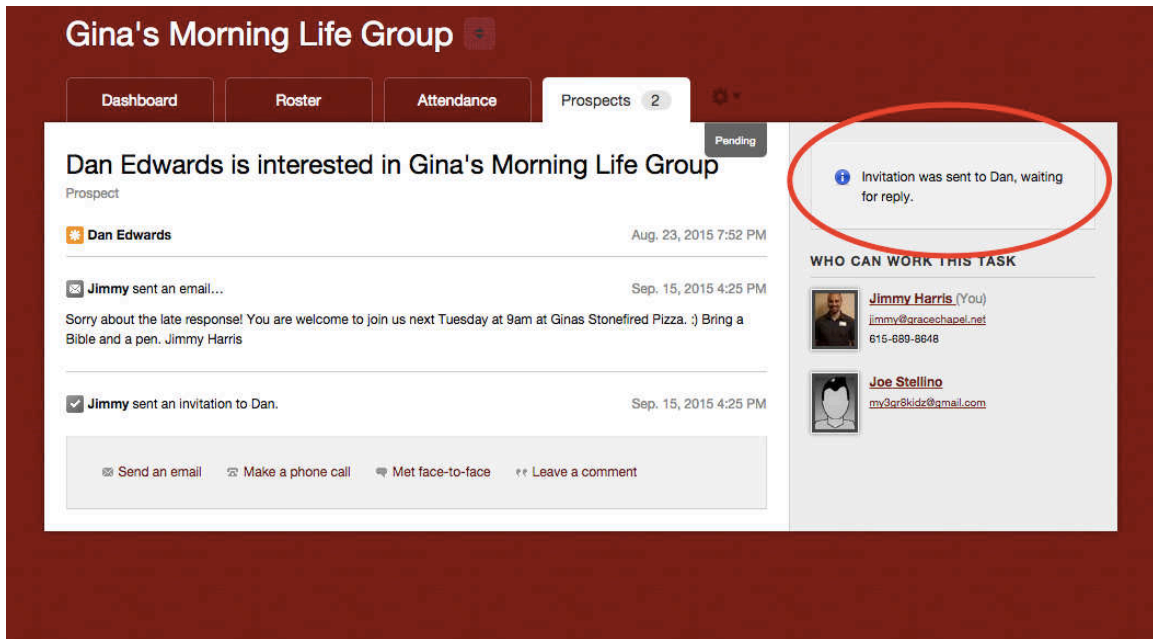
Below the table is a link: [Show closed prospects...](#)

On the right side, under the heading 'LEADERS', there are two entries:

- Jimmy Harris (You)**
jimmy@gracechapel...
615-689-8648
- Joe Stellino**
my3gr8kidz@gmail.com

8. Click on the Prospects tab.

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



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.