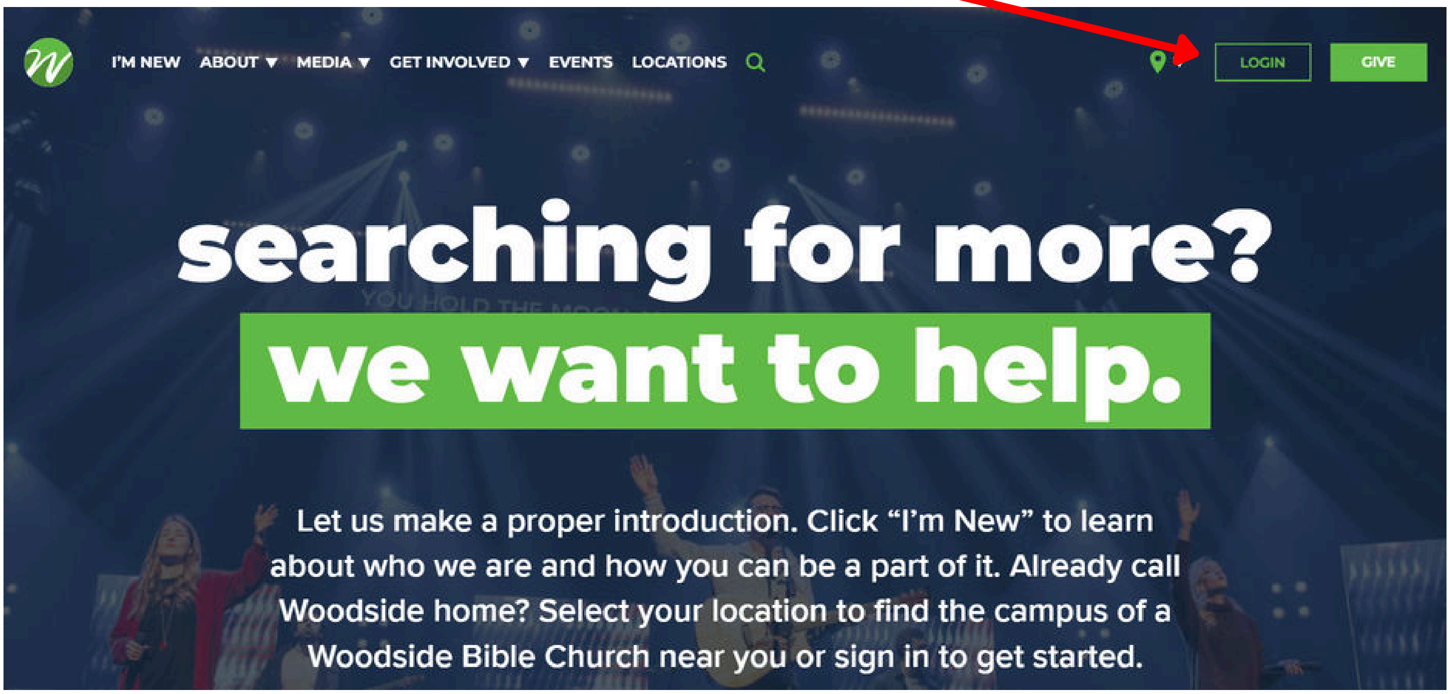
Accessing Group Life

From The Woodsidebible.org homepage click "login" at the top right-hand corner of the page.

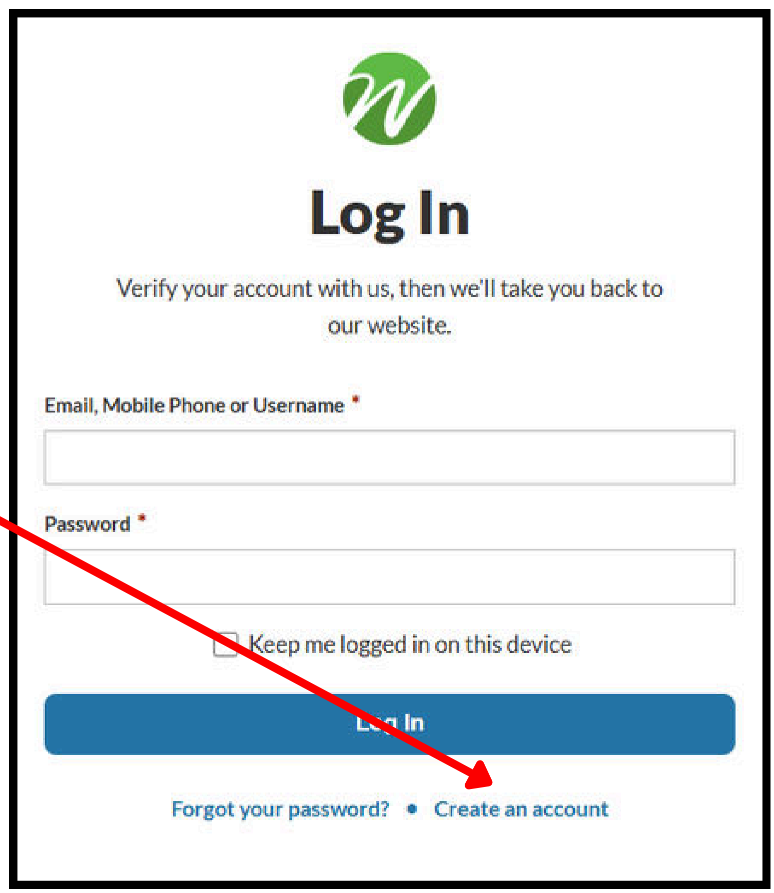


Login with your username and password*.

*Your username should be the email address where you are already receiving communication from the church and is the same login information you use to sign up for events or give online

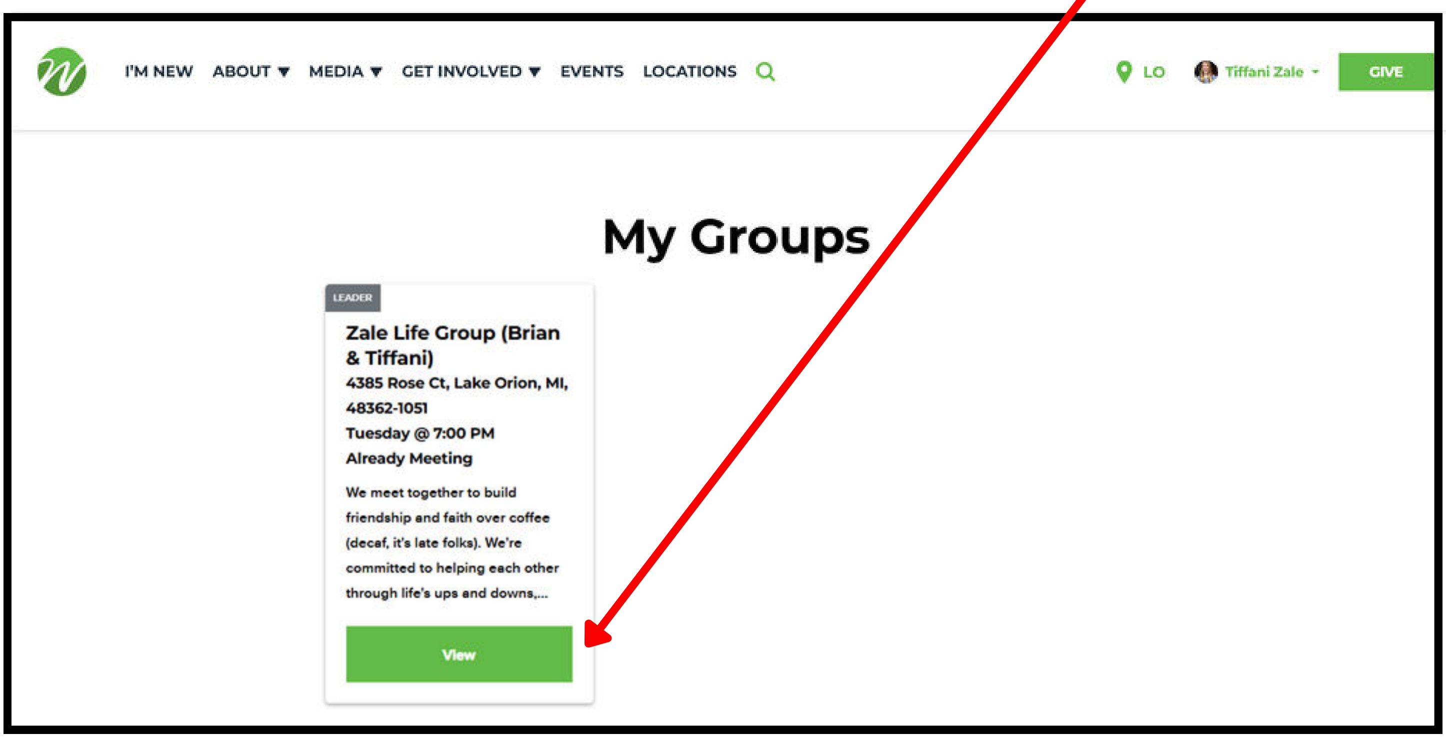
If this is your first time logging in, click "Create an account" below the login button and follow the prompts to set up your account*.

*Please be sure to use the email address where you area already receiving communication from the church as your username.



Once logged in, your name will appear where the "login" button was on the homepage. Click your name to reveal a dropdown menu. Then click "My Groups" to access your "Group Life" page.

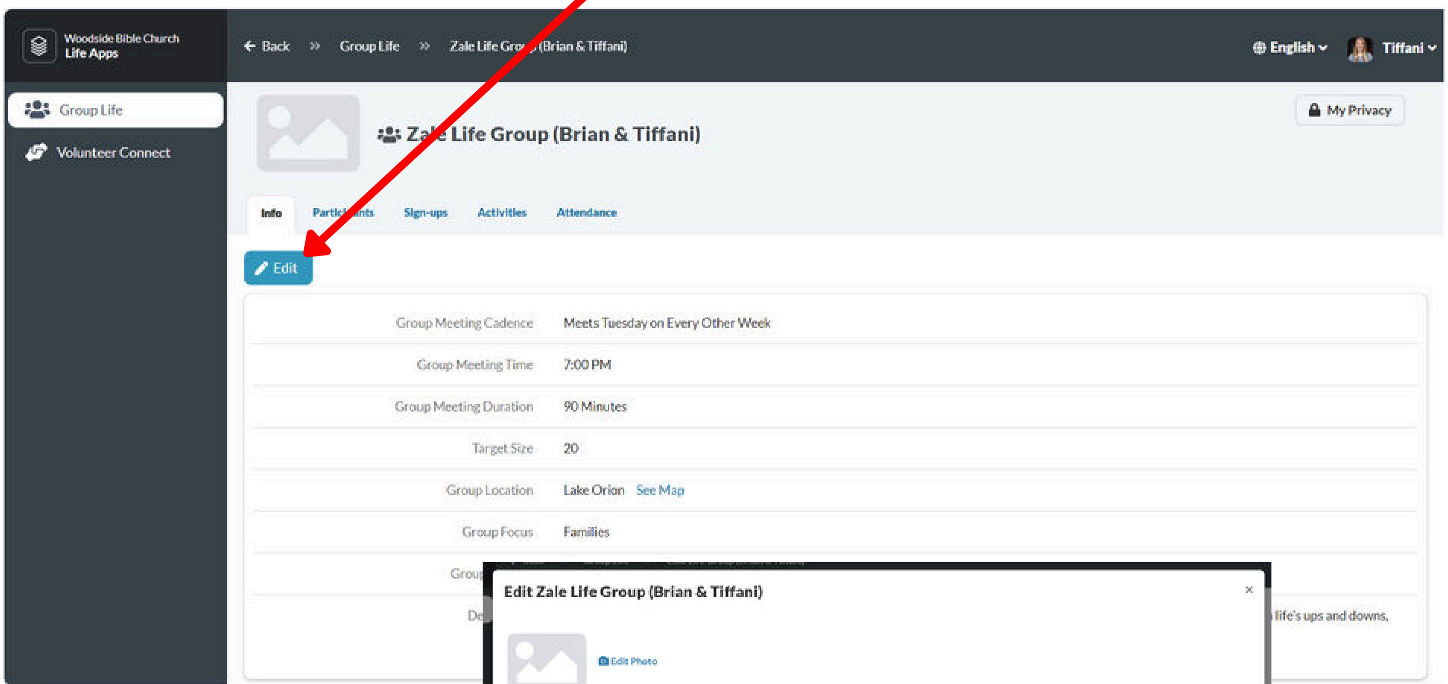
From the "My Groups" homepage you will see your Life Group listed. Click on "view" to access your "Group Life" account.



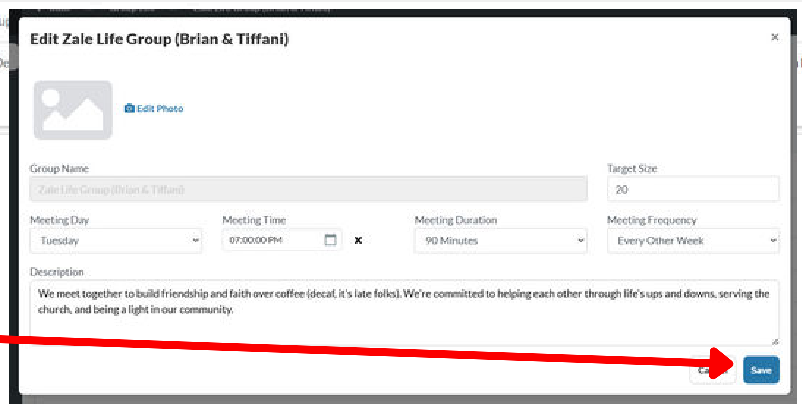
Navigating Group Life

Editing Group Information:

From the homepage of Group Life, <u>click the edit button</u> to update your group meeting information and description.

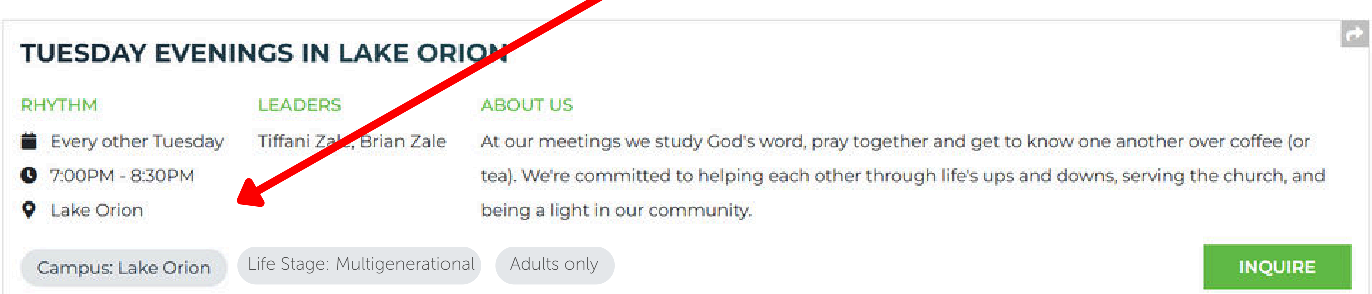


Once you've updated your group information, <u>click "save"</u> to finalize your changes.



Life Group Description Guidelines:

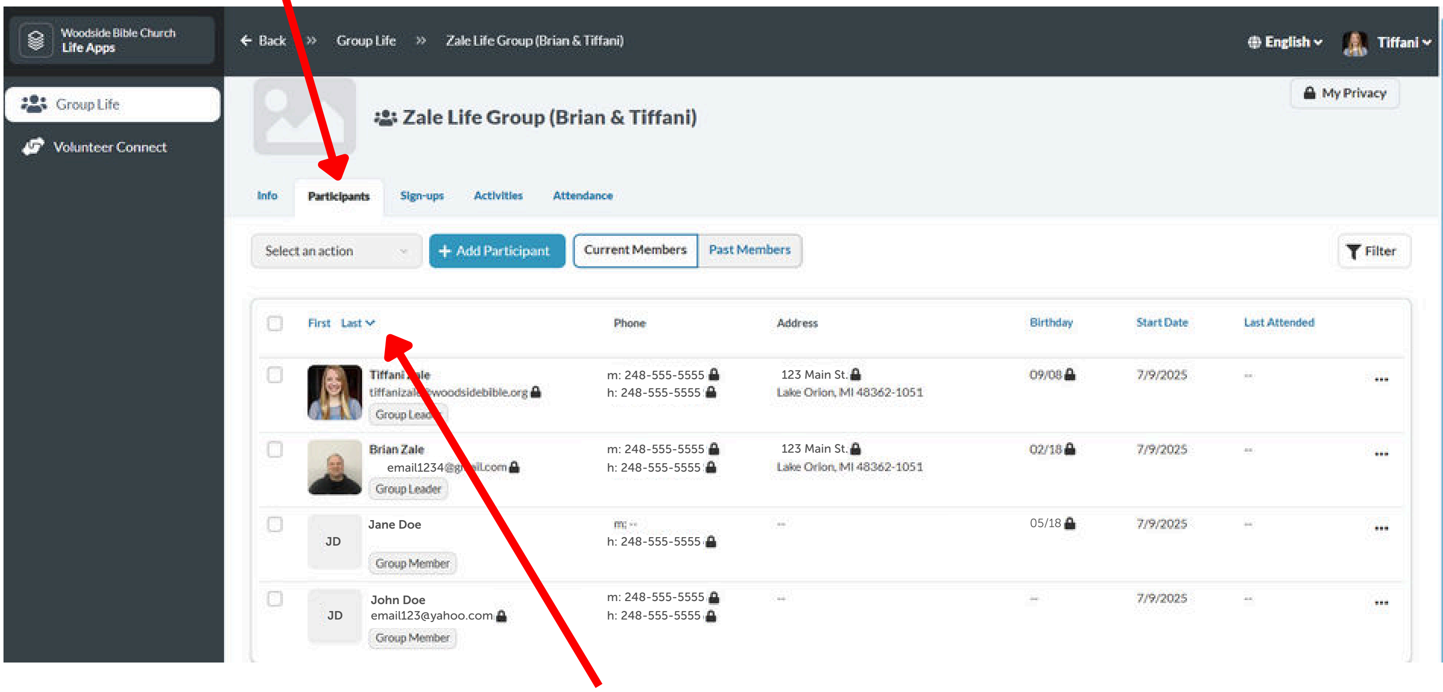
Your Life Group description is what members of the congregation will see under "About Us" when they are searching for a group on the website's Group Finder. Your description should be brief and give the reader a snapshot of what your group is like when you meet. The finder will automatically populate your group's general information like meeting rhythm, location, and demographic, so you do not need to include those details in your description.



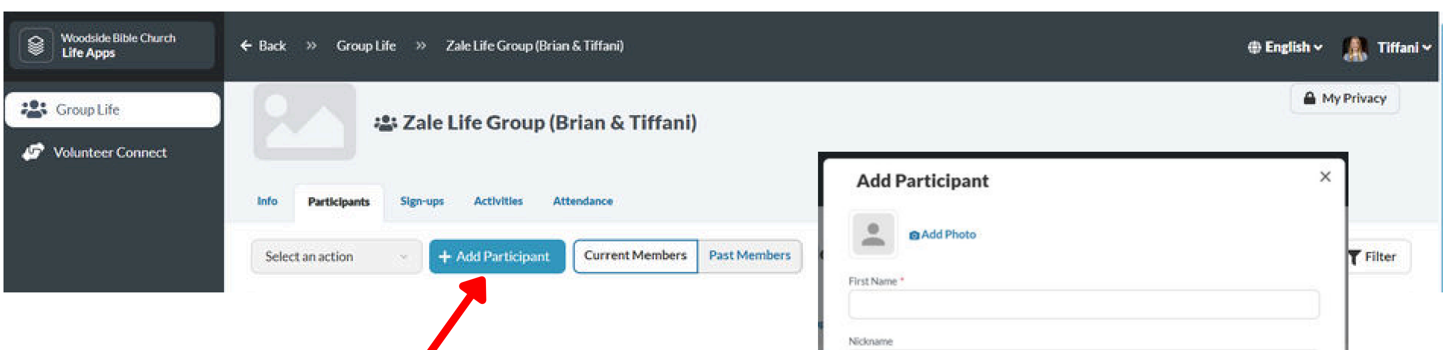
*The above image is taken from the Group Finder

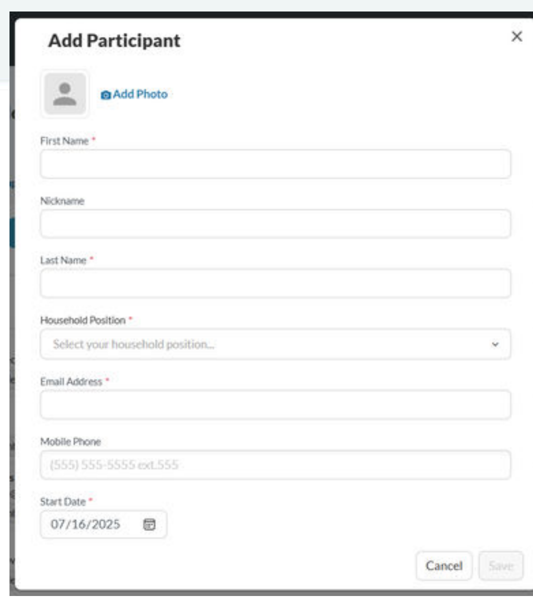
Managing Participants:

<u>Click on the “Participants” tab</u> to view the members of your Life Group.



You can sort the participant list by first or last name by clicking “first” or “last.” From this page you can see each of your participants contact information. You will see a lock icon next to each email, phone number, home address and birthday. As the leader, you can not edit participants personal information. If a participant needs to change their personal information they can do so on their MyWoodside account from the My Profile page (see page 2).

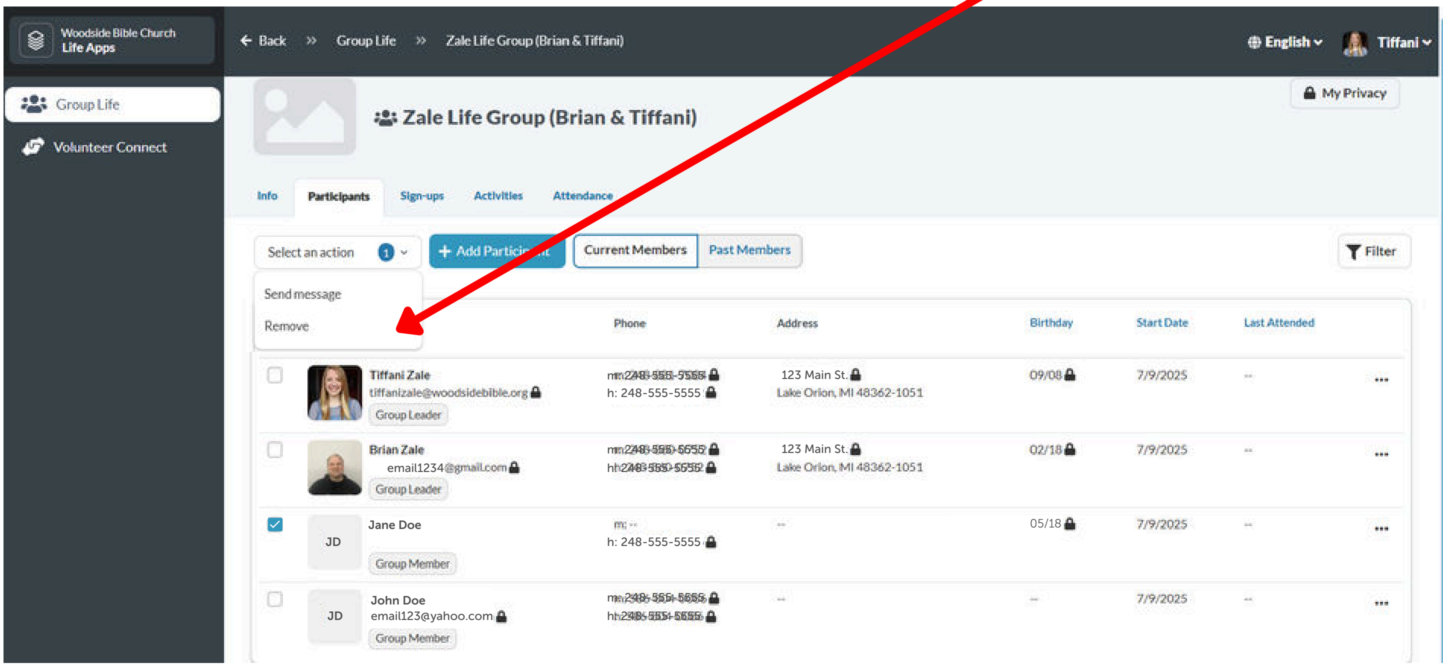




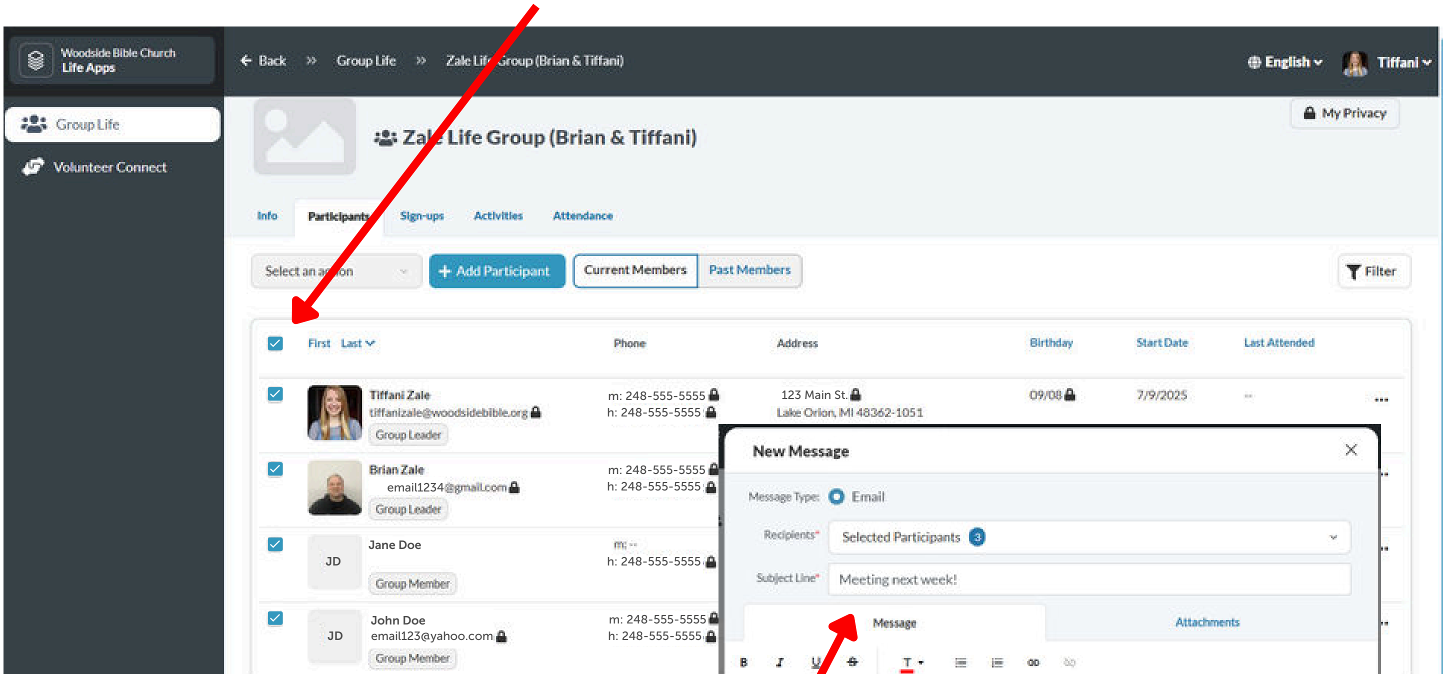
To add a new participant <u>click “Add Participant</u>” and fill out the Add Participant form with the new participant’s information. If the participant is in our database already our system will automatically connect their account to

Note: For “Household Position” adults should be entered as “Head of Household” and kids should be entered as “Minor Child.”

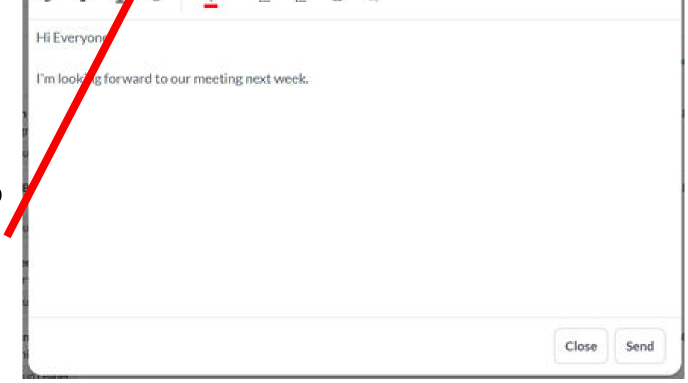
To remove a member check the box next their their name and choose "remove" from the action menu.



You can also send a message to your group from the action menu. Choose all participants of your group at once by checking the box at the top of the list.

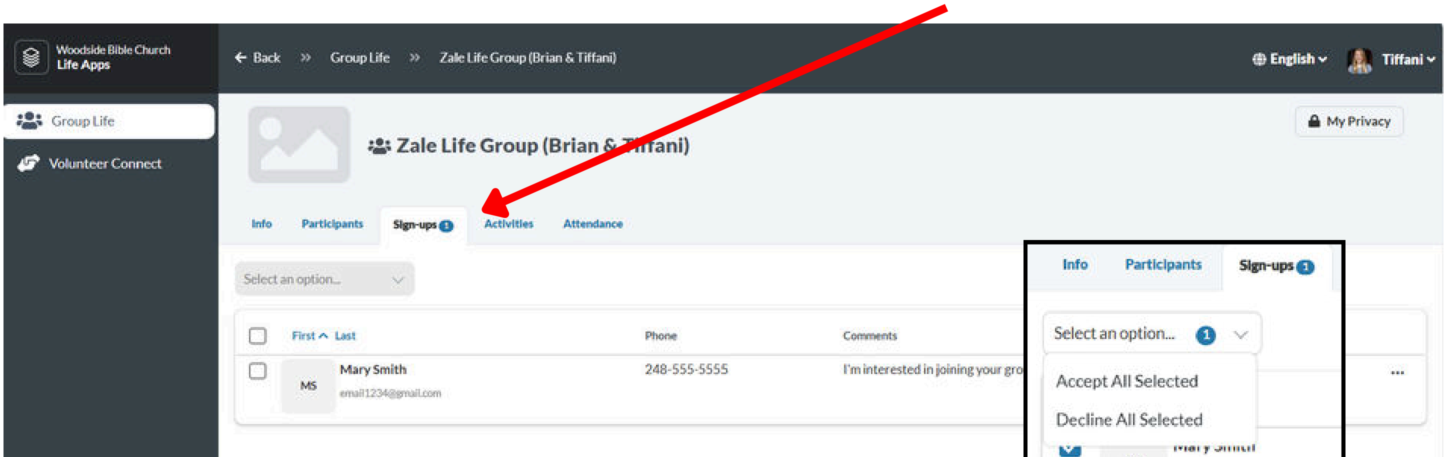


Once you've chosen everyone you'd like to message, choose "Send message" from the action menu and use the "New Message" box to compose an email and send it to your group participants. Don't forget to fill out the Subject Line at the top of the box.



Managing Group Sign-ups:

When someone signs up for your Life Group on the website through our Group Finder, you will be notified via email and you will also receive a notification in the sign-ups tab on Group Life.

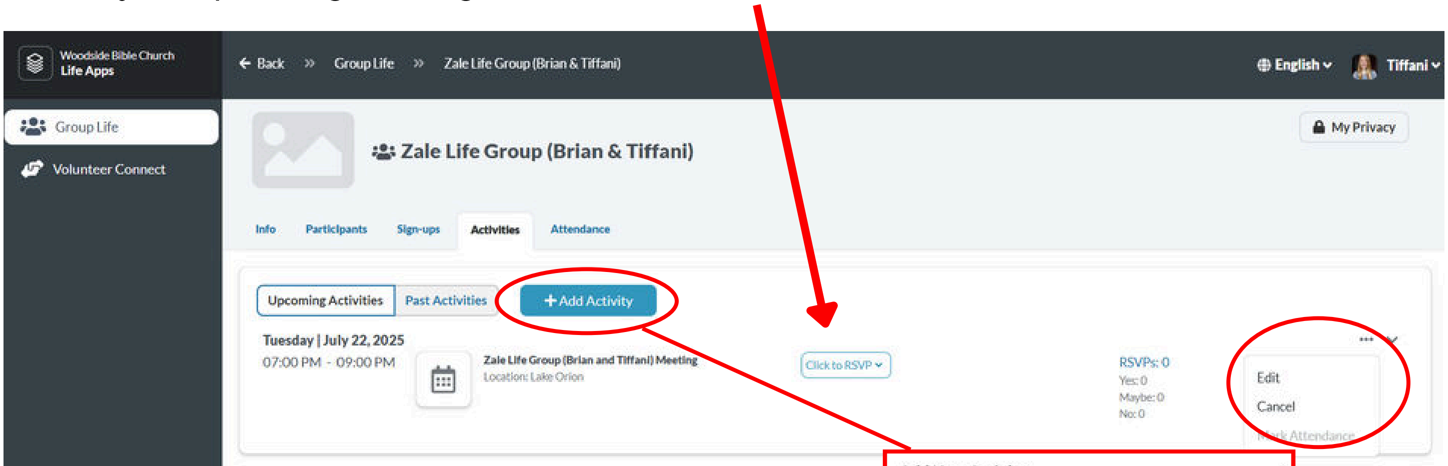


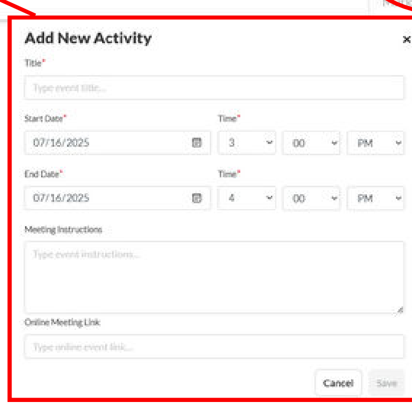
Please do your best to contact inquiries within 24 to 48 hours of receiving their request and provide them with more information about your Life Group.

If an inquirer ends up permanently joining your group you can move them from the “Sign-ups” tab to the “Participants” list by checking the box next to their name and choosing “Accept All Selected” from the dropdown menu. If they decide the group is not right for them, you can remove them from your Group Life page by checking the box next to their name and choosing “Decline All Selected” from the dropdown menu.

Managing Group Activities:

Life Group meetings can be found under the “Activities” tab. Your Life Group participants are able to view your upcoming meetings here and even RSVP.

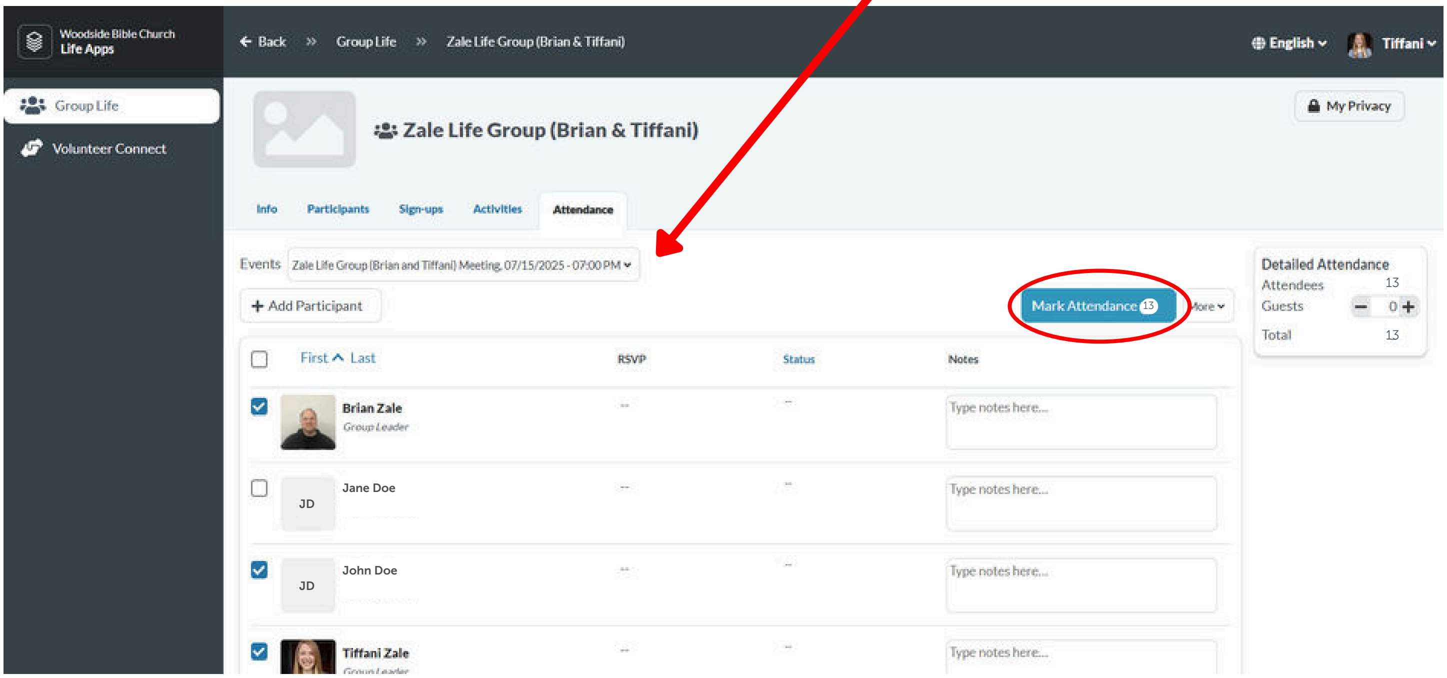




Your campus’ Life Group director can set your meetings to automatically populate based on your meeting rhythms, but you can also add a new meeting by clicking “Add Activity.” Additionally, you can make changes to an existing meeting by clicking the ellipses in the upper right-hand corner of the meeting and choosing “Edit” from the drop-down menu. You can cancel a meeting completely by choosing “Cancel” from that same menu.

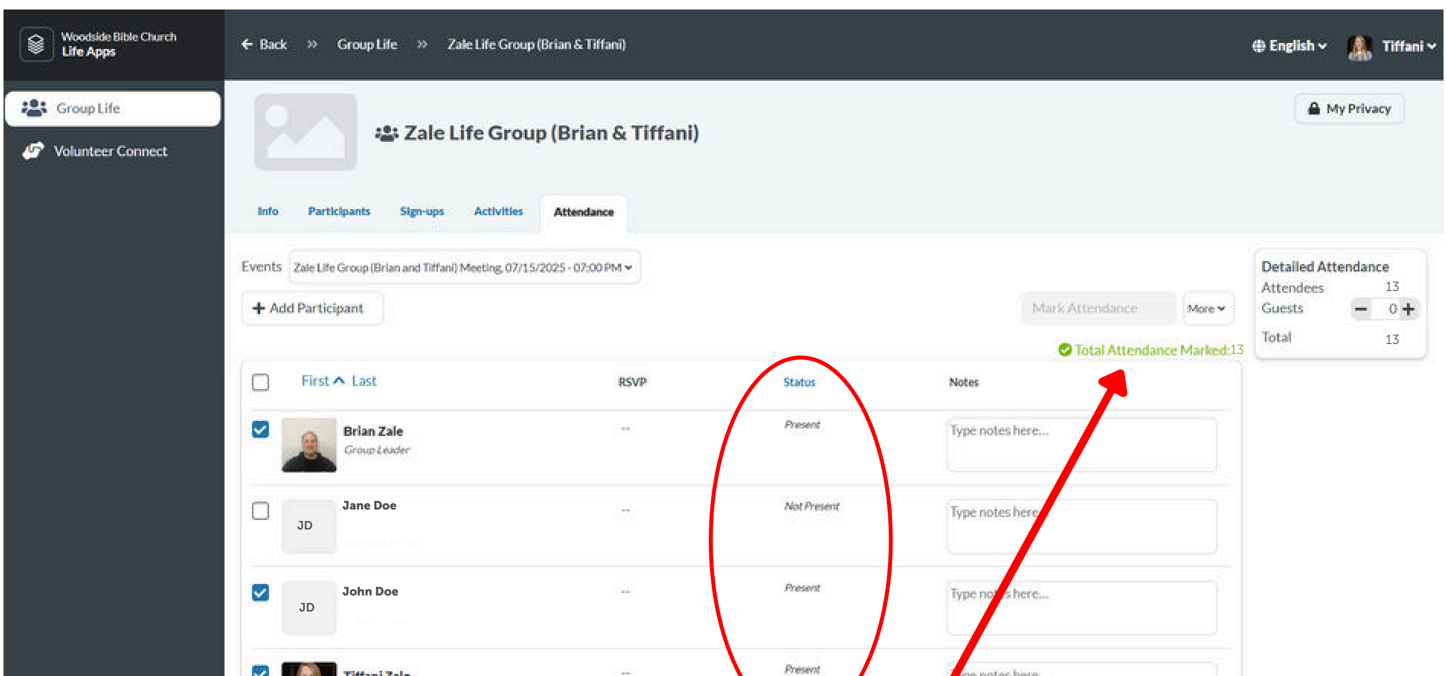
Taking Attendance:

Click the “Attendance” tab and choose an event from the “Events” dropdown menu. Your last meeting will automatically be highlighted in the box.



Next, check the box next to the group participants that were present at your last meeting. Once your selection has been made click “Mark Attendance.”

Pro Tip: Choose all participants by checking the box above the list, then uncheck participants that were not present.



After the attendance has been taken you will see a confirmation note below the “Mark Attendance” button and you will notice that the participant “Status” for each member will now be marked as either “Present” or “Not Present.”