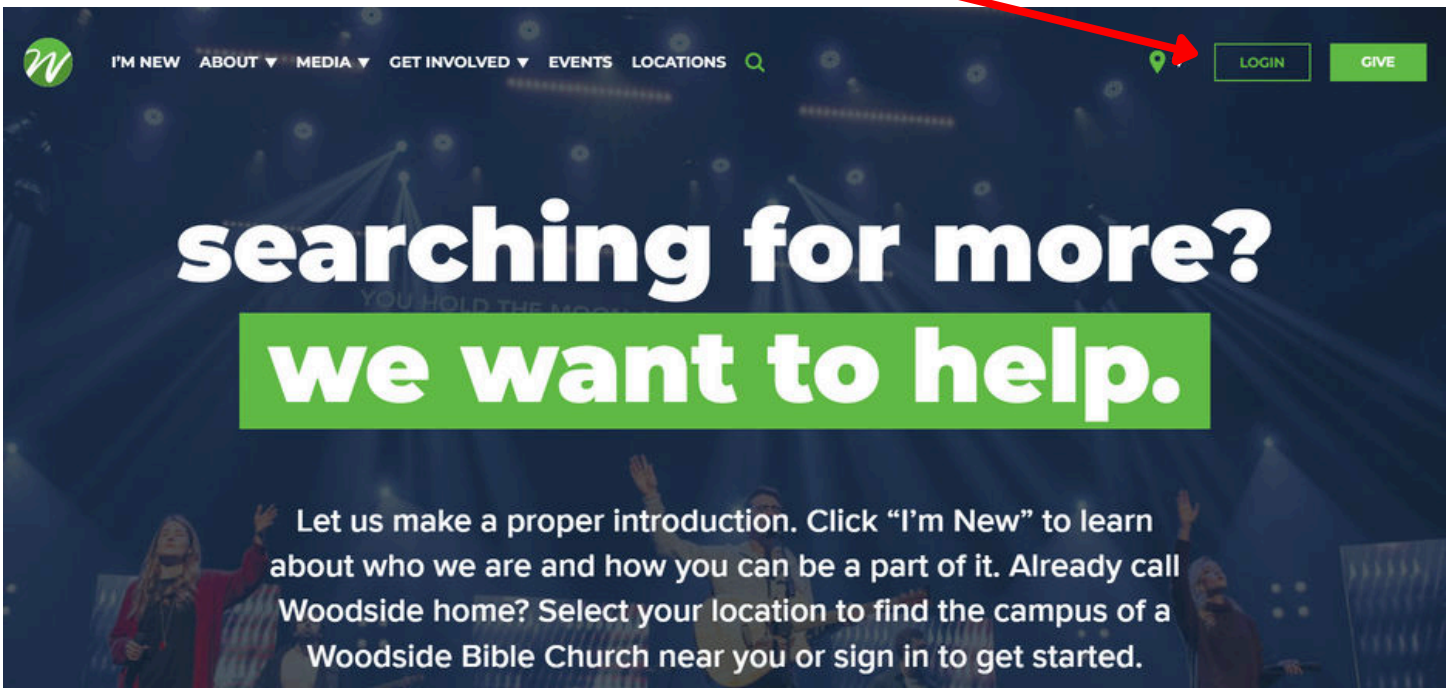


Accessing Group Life

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



Login with your username and password*.

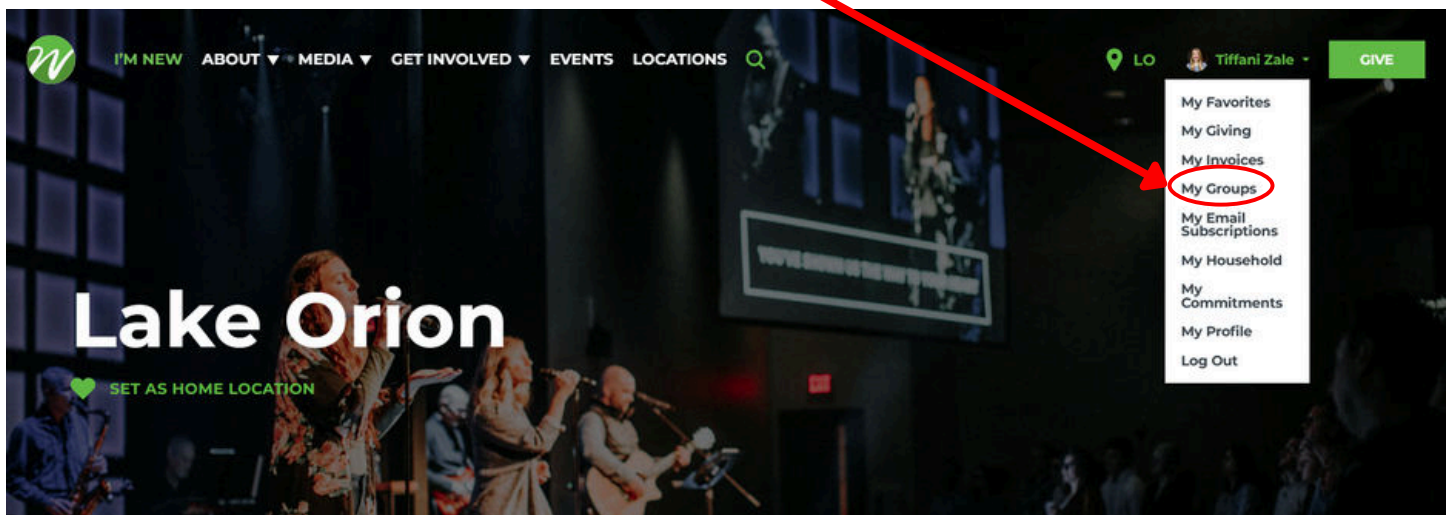
*Your username should be the email address where you are already receiving communication from the church and is the same login information you use to sign up for events or give online

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*.

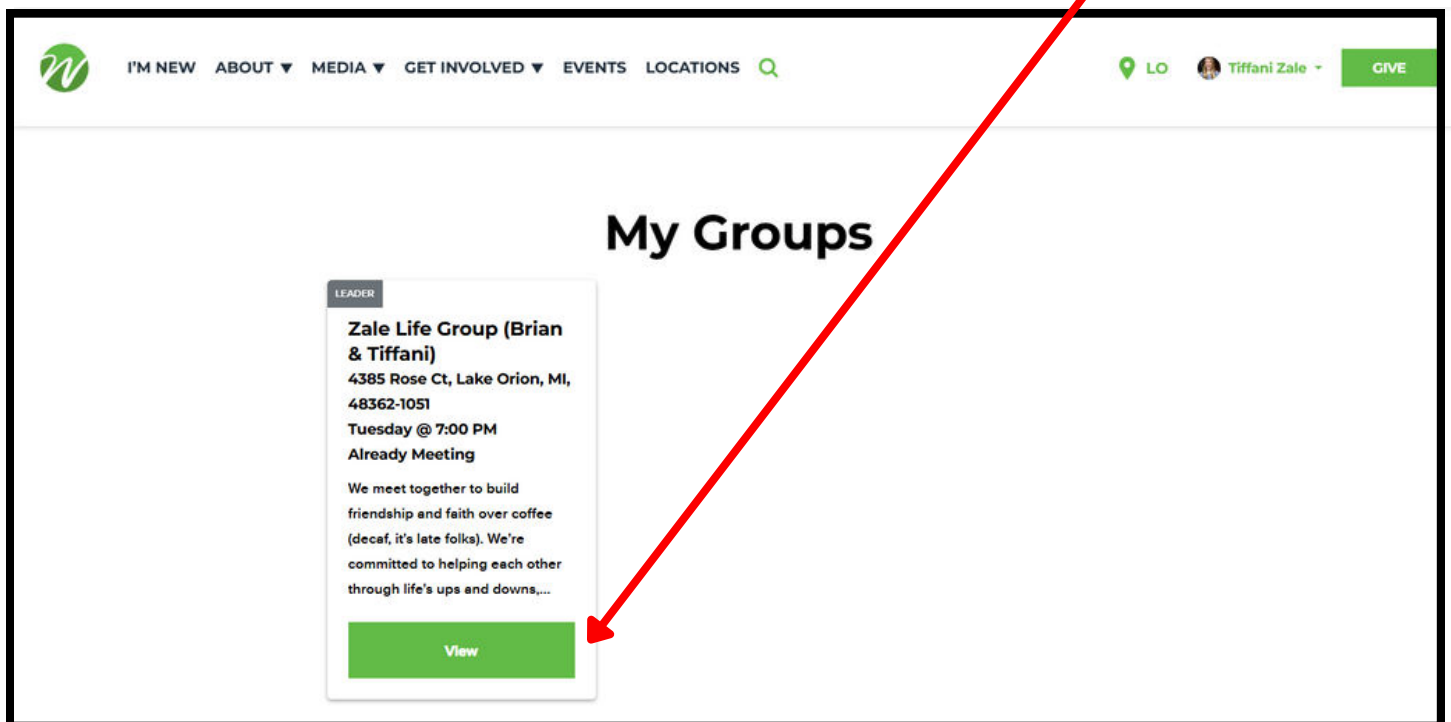
*Please be sure to use the email address where you area already receiving communication from the church as your username.

A screenshot of the Woodside Bible Church login page. It features the church's logo and the title 'Log In'. Below the title, it says 'Verify your account with us, then we'll take you back to our website.' There are two input fields: 'Email, Mobile Phone or Username' and 'Password'. A checkbox labeled 'Keep me logged in on this device' is below the password field. A blue 'Log In' button is at the bottom. A red arrow points from the text above to the 'Create an account' link at the bottom right of the page.

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, click the edit button to update your group meeting information and description.

The screenshot shows the 'Zale Life Group (Brian & Tiffani)' page. A red arrow points to the 'Edit' button in the 'Info' tab. Another red arrow points to the 'Save' button in the 'Edit Zale Life Group' modal. The modal contains fields for Group Name, Meeting Day, Meeting Time, Meeting Duration, Meeting Frequency, Target Size, and Description.

Once you've updated your group information, click "save" 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 screenshot shows the 'TUESDAY EVENINGS IN LAKE ORION' group listing. A red arrow points to the 'ABOUT US' section. The 'ABOUT US' section contains the text: 'At our meetings we study God's word, pray together and get to know one another over coffee (or tea). We're committed to helping each other through life's ups and downs, serving the church, and being a light in our community.'

TUESDAY EVENINGS IN LAKE ORION

RHYTHM Every other Tuesday
7:00PM - 8:30PM
Lake Orion

LEADERS Tiffani Zale, Brian Zale

ABOUT US At our meetings we study God's word, pray together and get to know one another over coffee (or tea). We're committed to helping each other through life's ups and downs, serving the church, and being a light in our community.

Campus: Lake Orion Life Stage: Multigenerational Adults only **INQUIRE**

*The above image is taken from the Group Finder

Managing Participants:

Click on the "Participants" tab to view the members of your Life Group.

The screenshot shows the 'Zale Life Group (Brian & Tiffani)' page. The 'Participants' tab is selected. Below the tab, there is a table of participants with columns for First, Last, Phone, Address, Birthday, Start Date, and Last Attended. The table lists four participants: Tiffani Zale (Group Leader), Brian Zale (Group Leader), Jane Doe (Group Member), and John Doe (Group Member). A red arrow points to the 'Participants' tab, and another red arrow points to the 'First' and 'Last' name sorting options in the table header.

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).

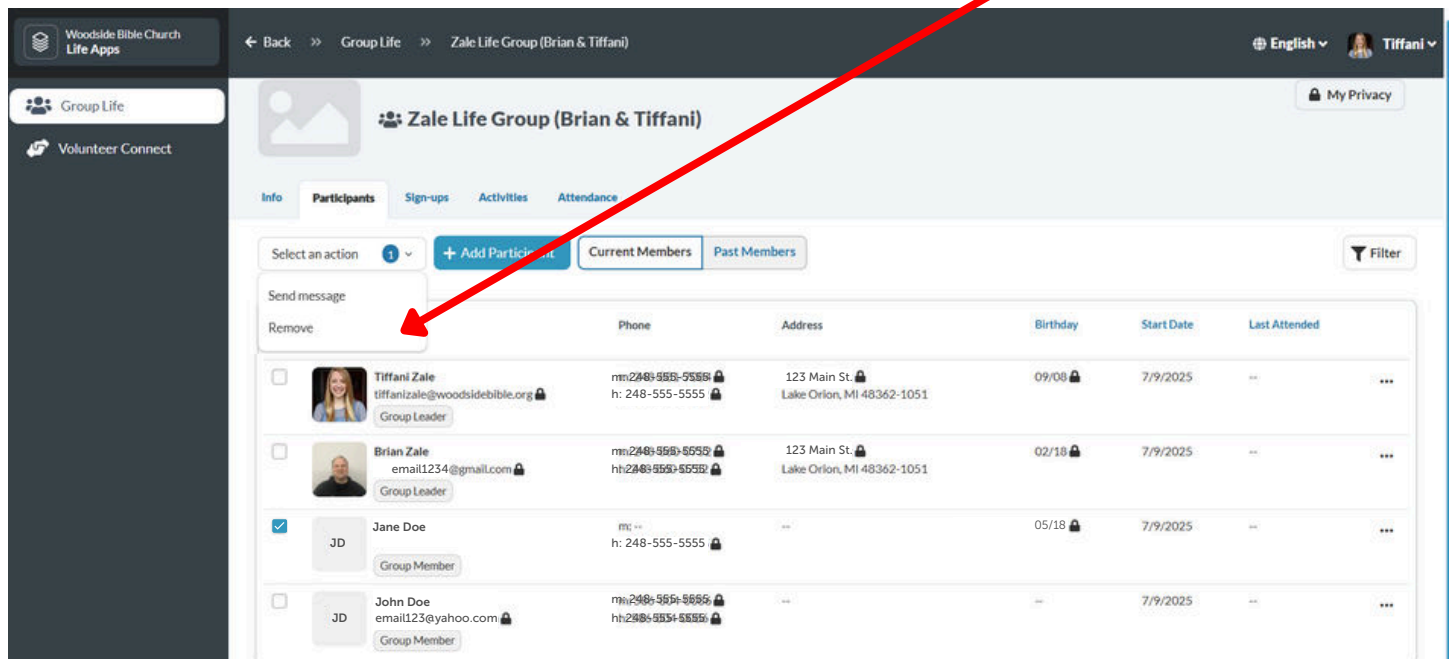
The screenshot shows the 'Zale Life Group (Brian & Tiffani)' page. The 'Add Participant' button is highlighted with a red arrow. The 'Add Participant' form is also visible, showing fields for First Name, Nickname, Last Name, Household Position, Email Address, Mobile Phone, and Start Date.

To add a new participant click "Add Participant" 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

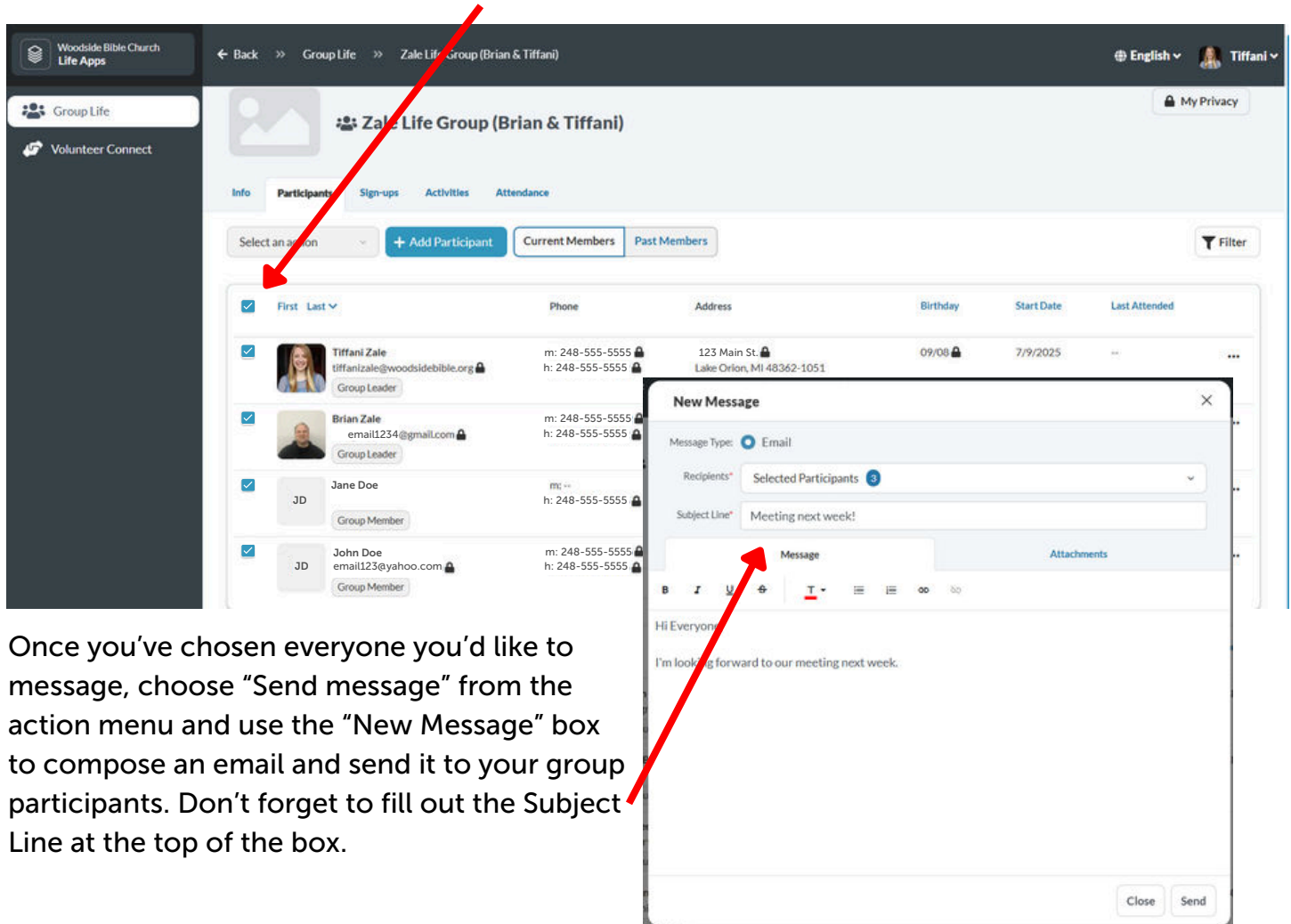
Note: For "Household Position" adults should be entered as "Head of Household" and kids should be entered as "Minor Child."

The 'Add Participant' form is shown, with fields for First Name, Nickname, Last Name, Household Position, Email Address, Mobile Phone, and Start Date. The form is titled 'Add Participant' and has a close button (X) in the top right corner. The 'Add Photo' button is also visible.

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



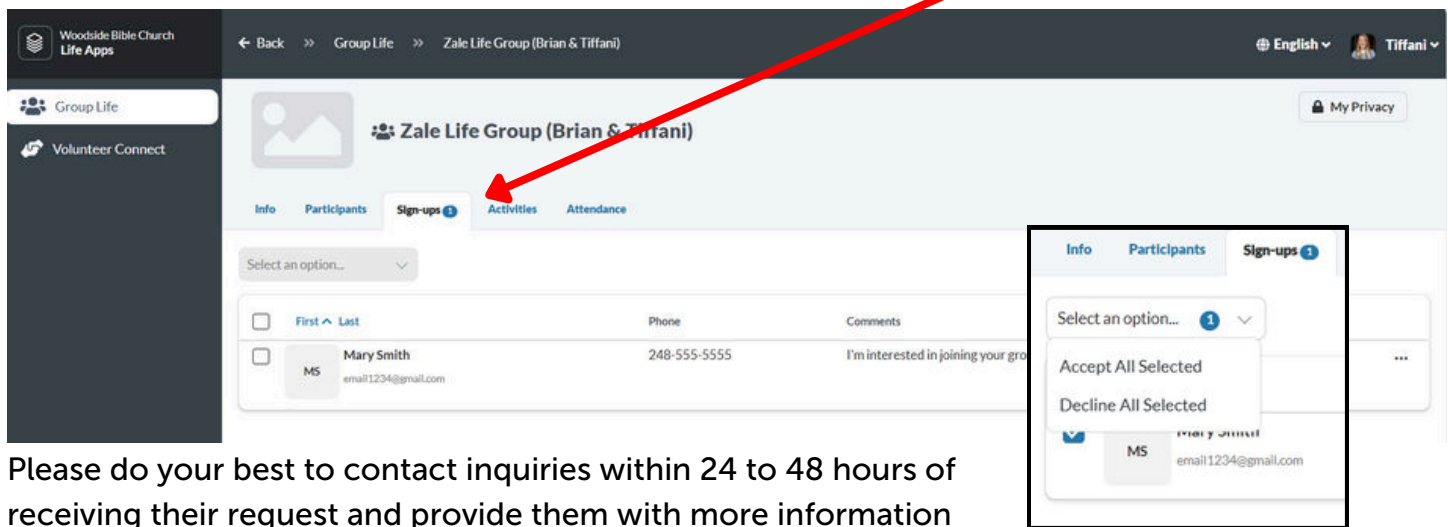
You can also send a message to your group from the action menu. Choose all participants of your group at once by checking the box at the top of the list.



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.



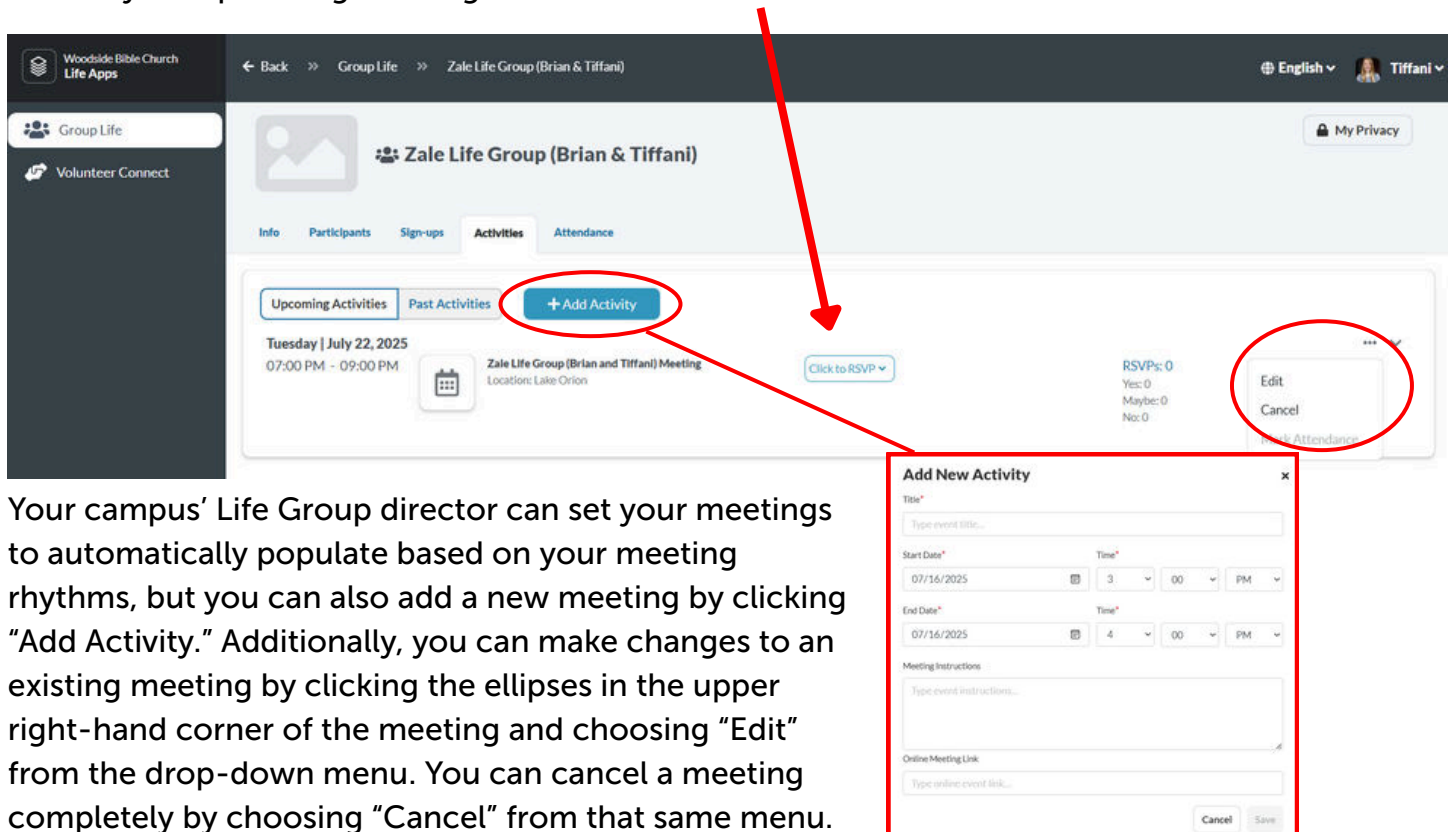
The screenshot shows the 'Sign-ups' tab for the Zale Life Group. A red arrow points to the 'Sign-ups' tab. A dropdown menu is open, showing options: 'Select an option...', 'Accept All Selected', and 'Decline All Selected'. Below the menu, a list of sign-ups is visible, including Mary Smith with email 1234@gmail.com and phone 248-555-5555.

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.

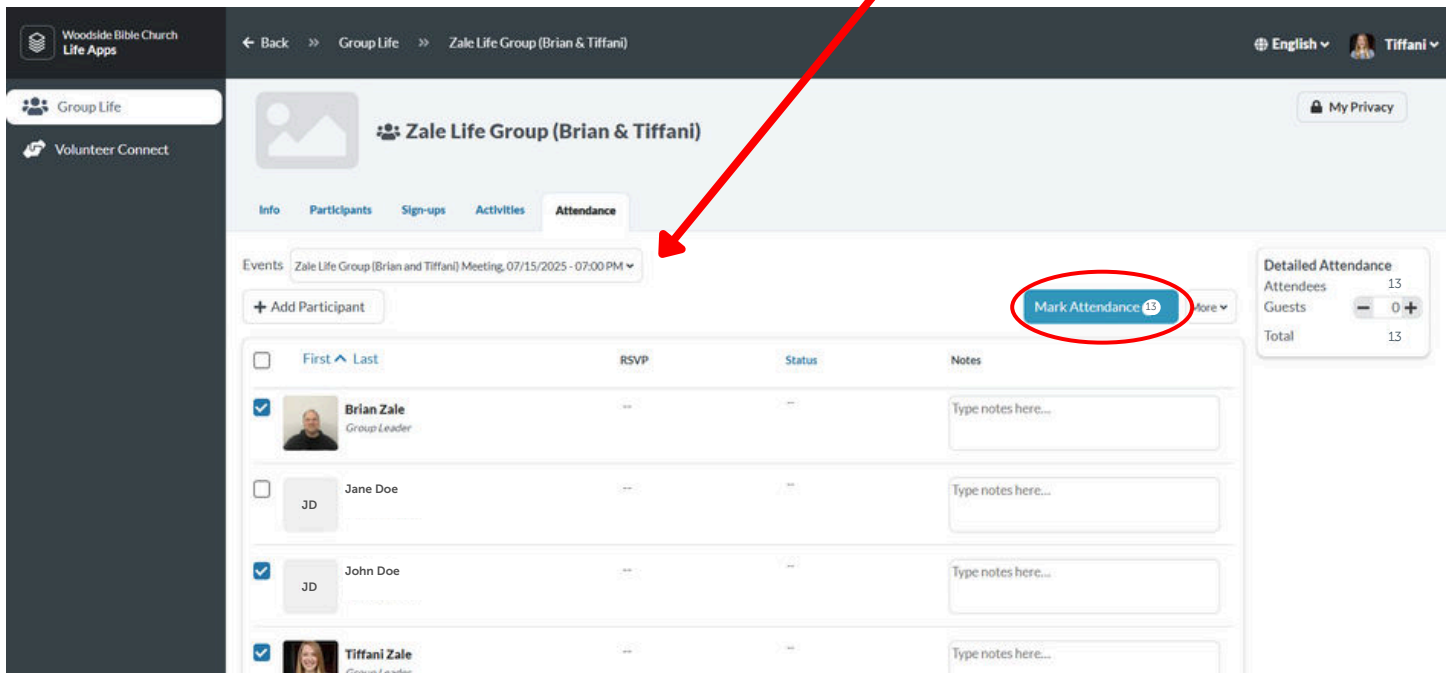


The screenshot shows the 'Activities' tab for the Zale Life Group. A red arrow points to the '+ Add Activity' button. A red circle highlights the 'Edit' and 'Cancel' options in the upper right corner of the meeting card. A red circle also highlights the 'Add New Activity' form, which includes fields for Title, Start Date, Time, End Date, Meeting Instructions, and Online Meeting Link.

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.



Woodside Bible Church Life Apps

Group Life Volunteer Connect

Back >> Group Life >> Zale Life Group (Brian & Tiffani)

English Tiffani

My Privacy

Zale Life Group (Brian & Tiffani)

Info Participants Sign-ups Activities Attendance

Events: Zale Life Group (Brian and Tiffani) Meeting, 07/15/2025 - 07:00 PM

+ Add Participant

Mark Attendance 13

	First ^ Last	RSVP	Status	Notes
<input checked="" type="checkbox"/>	Brian Zale Group Leader	--	--	Type notes here...
<input type="checkbox"/>	JD Jane Doe	--	--	Type notes here...
<input checked="" type="checkbox"/>	JD John Doe	--	--	Type notes here...
<input checked="" type="checkbox"/>	Tiffani Zale Group Leader	--	--	Type notes here...

Detailed Attendance

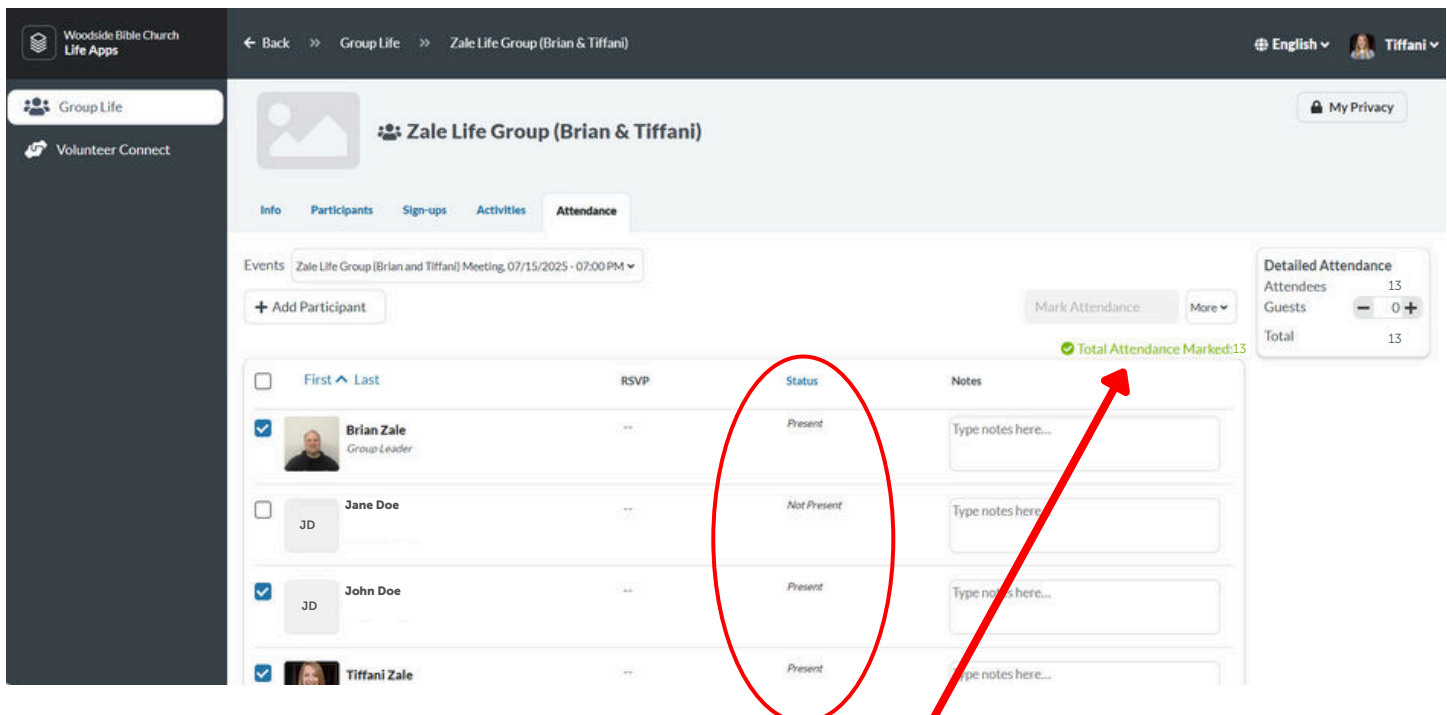
Attendees 13

Guests 0

Total 13

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.



Woodside Bible Church Life Apps

Group Life Volunteer Connect

Back >> Group Life >> Zale Life Group (Brian & Tiffani)

English Tiffani

My Privacy

Zale Life Group (Brian & Tiffani)

Info Participants Sign-ups Activities Attendance

Events: Zale Life Group (Brian and Tiffani) Meeting, 07/15/2025 - 07:00 PM

+ Add Participant

Mark Attendance More

✓ Total Attendance Marked: 13

	First ^ Last	RSVP	Status	Notes
<input checked="" type="checkbox"/>	Brian Zale Group Leader	--	Present	Type notes here...
<input type="checkbox"/>	JD Jane Doe	--	Not Present	Type notes here...
<input checked="" type="checkbox"/>	JD John Doe	--	Present	Type notes here...
<input checked="" type="checkbox"/>	Tiffani Zale Group Leader	--	Present	Type notes here...

Detailed Attendance

Attendees 13

Guests 0

Total 13

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."