

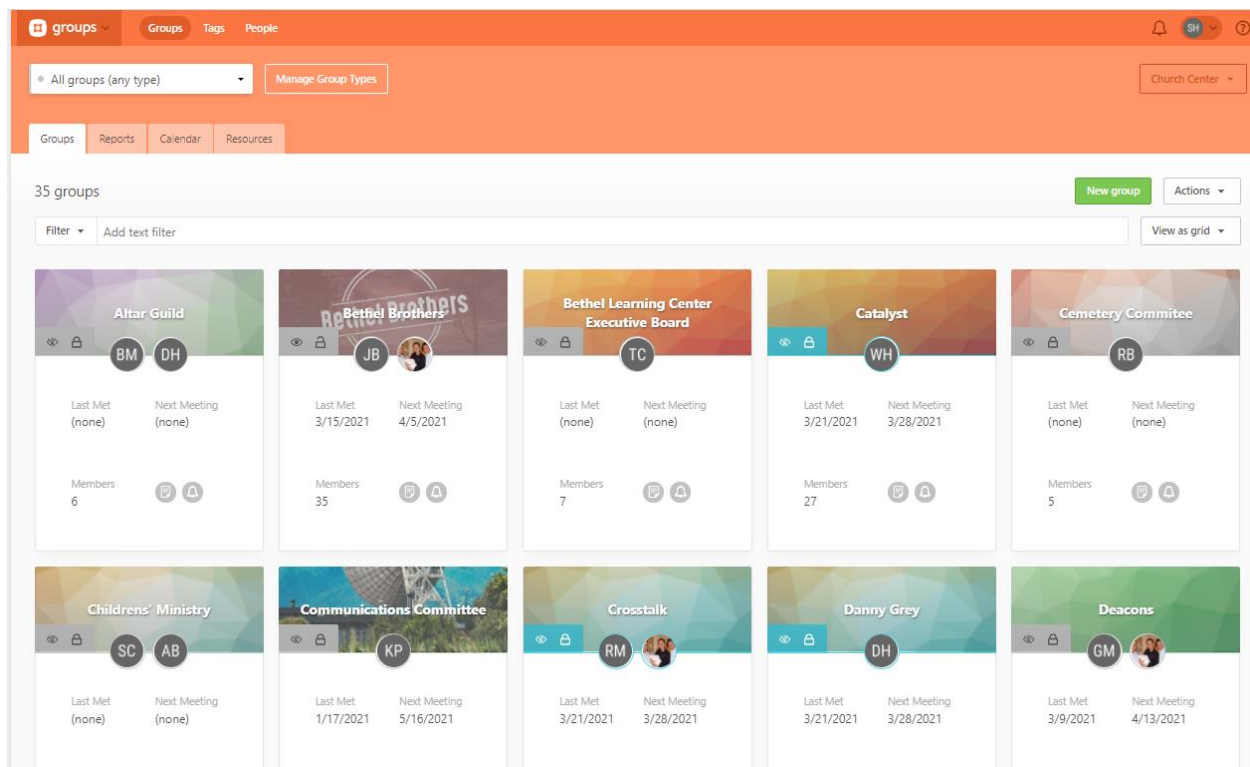
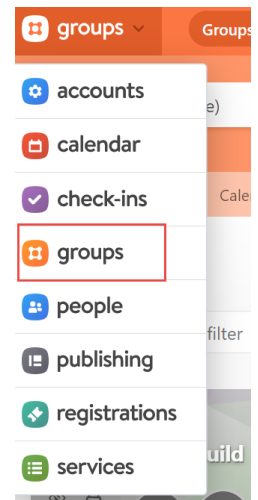


## Connect Through Community

Groups will allow you to create an online group index, take signups, and track attendance.

The Possibilities...

- **Group Information:** Describe each group and offer a clear path to sign up from Planning Center or the Church Center app.
- **Reports:** Measure membership and attendance of individual groups or *all* groups across your church.
- **Attendance:** Keep track of member participation and follow up with people who haven't attended in a while.
- **RSVP:** Include RSVP requests in your event reminder emails so you know how many people to plan for.
- **Resources:** Share materials, like study questions and curriculum, with members in Planning Center or in the Church Center app.
- **Messaging:** Gives members a way to stay connected throughout the week with Group Messaging in the Church Center app.



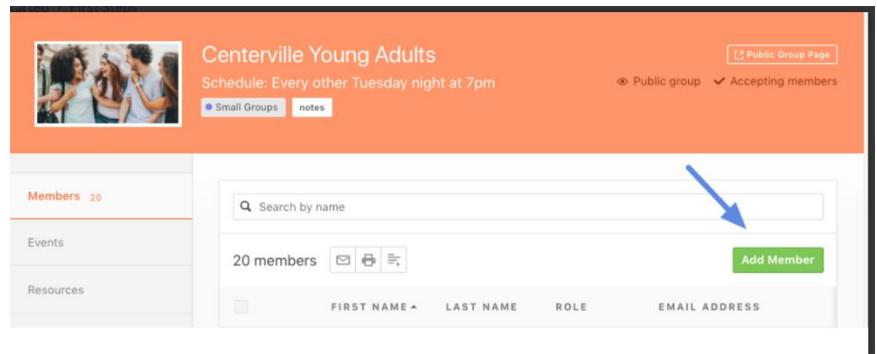
## Introduction to Groups for Leaders

Group creation requests may be sent to Planning Center admins directly or through a communication request form located under Resources on the Bethel Church website.

### Add Members

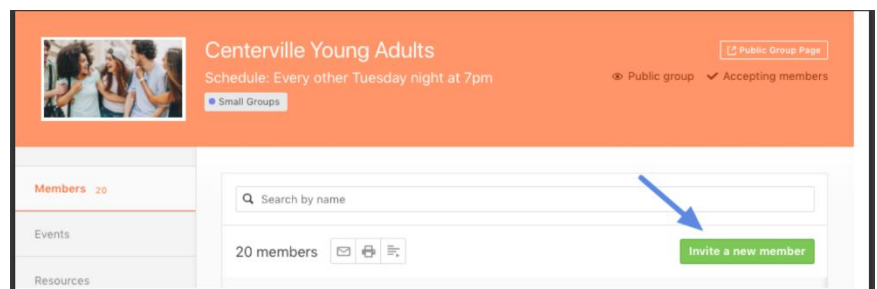
The first page you see when you select your group is list of all your members.

You can add new members from this page if your administrator has given you the permission to do so.



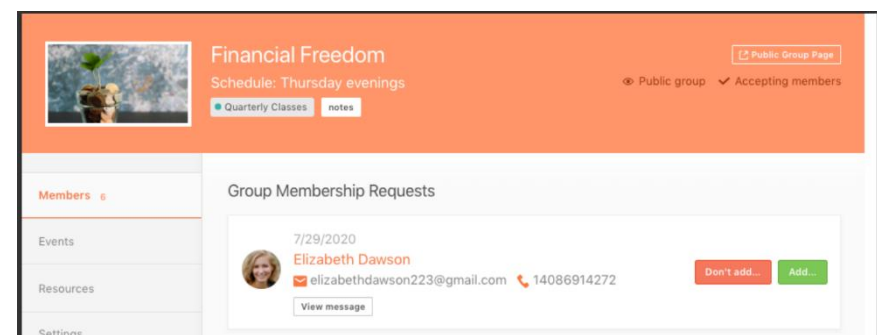
**i** If you are a Group Leader, and you see the *Invite a new member* button, this means you do not have permission to search the People database. If you would like permissions to add members or to add visitors when taking attendance for an event, contact your Administrator.

Click the **Invite a new member** button to email the person and invite them to join the group.



When someone requests to join your group, you will receive an email notification.

You can either respond via the link in that email or respond from Groups. All requests will be displayed on top of your list of members.




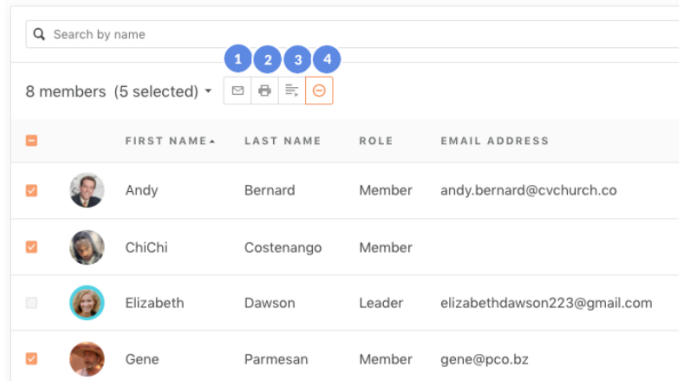
## Manage Members

To take actions on the list of members, first select the members in the list.

Select the action that you want to take:

1. Email members.
2. Print a list of members.
3. Export a list of members.
4. Remove members.

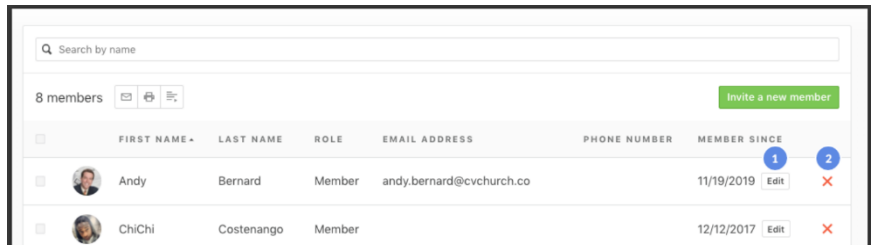
 You can view emails that you've sent to your group from your profile.



	FIRST NAME	LAST NAME	ROLE	EMAIL ADDRESS
<input checked="" type="checkbox"/>	Andy	Bernard	Member	andy.bernard@cvchurch.co
<input checked="" type="checkbox"/>	ChiChi	Costenango	Member	
<input type="checkbox"/>	Elizabeth	Dawson	Leader	elizabethdawson223@gmail.com
<input checked="" type="checkbox"/>	Gene	Parmesan	Member	gene@pco.bz

You can also update some information for individual members.

1. Edit the date the person joined the group.
2. Remove the person from the group.



	FIRST NAME	LAST NAME	ROLE	EMAIL ADDRESS	PHONE NUMBER	MEMBER SINCE
<input type="checkbox"/>	Andy	Bernard	Member	andy.bernard@cvchurch.co		11/19/2019 <span>Edit</span> <span>1</span> <span>2</span>
<input type="checkbox"/>	ChiChi	Costenango	Member			12/12/2017 <span>Edit</span> <span>X</span>

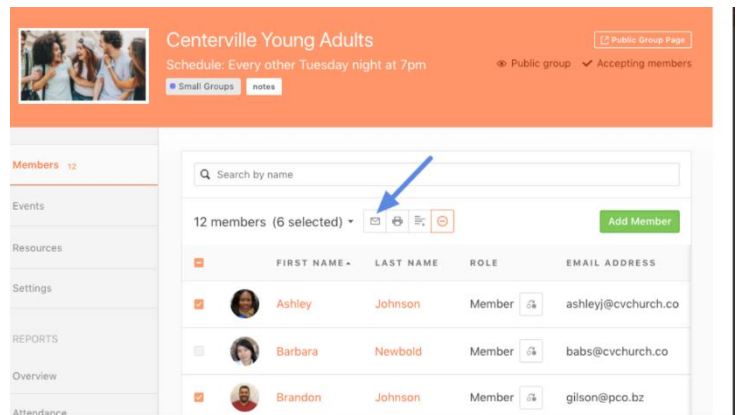
## Email Members of One Group

To email members of your group:

**To email all members**, click the email icon at the top of the Members tab.

**To email selected members**, put a check next to the names of the people that you want to email, and then click the email icon.

 If you need to send a file to your group members, add the file to Resources, and point people to that resource in the email.



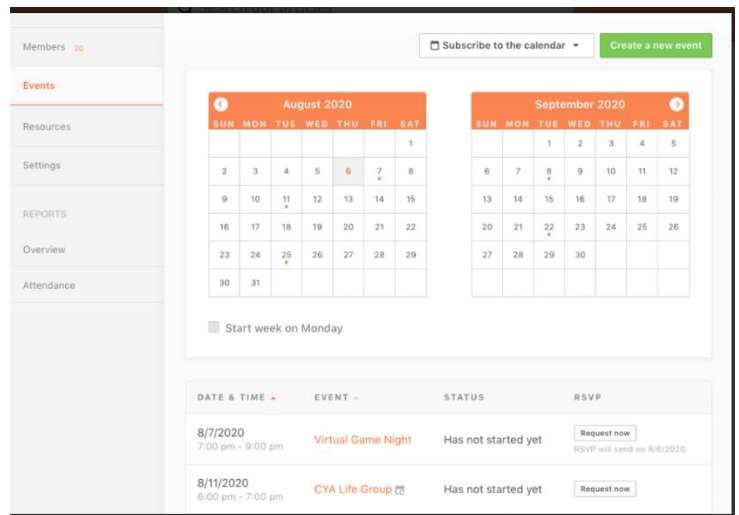
	FIRST NAME	LAST NAME	ROLE	EMAIL ADDRESS
<input checked="" type="checkbox"/>	Ashley	Johnson	Member	ashleyj@cvchurch.co
<input type="checkbox"/>	Barbara	Newbold	Member	babs@cvchurch.co
<input checked="" type="checkbox"/>	Brandon	Johnson	Member	gilson@pco.bz

## Events

The Events tab shows you a calendar of upcoming events for your group, along with some quick actions you can take on each event.

Once you select an event, you will see more details about that event, along with the option to edit the event.

From the event list, you can quickly report [attendance](#) or cancel past events. You can request [RSVPs](#) from your members for upcoming events and quickly view the responses.

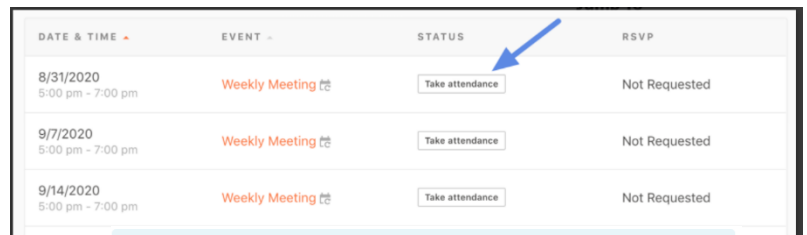


## Take Attendance

You can take attendance as early as 10 minutes before an event.

Events tab shows the attendance status for each event. Events are listed in chronological order and show the date, name, and attendance if it's already been taken.

Click *Take attendance* to be taken directly to the attendance roster.



DATE & TIME	EVENT	STATUS	RSVP
8/31/2020 5:00 pm - 7:00 pm	Weekly Meeting	<a href="#">Take attendance</a>	Not Requested
9/7/2020 5:00 pm - 7:00 pm	Weekly Meeting	<a href="#">Take attendance</a>	Not Requested
9/14/2020 5:00 pm - 7:00 pm	Weekly Meeting	<a href="#">Take attendance</a>	Not Requested

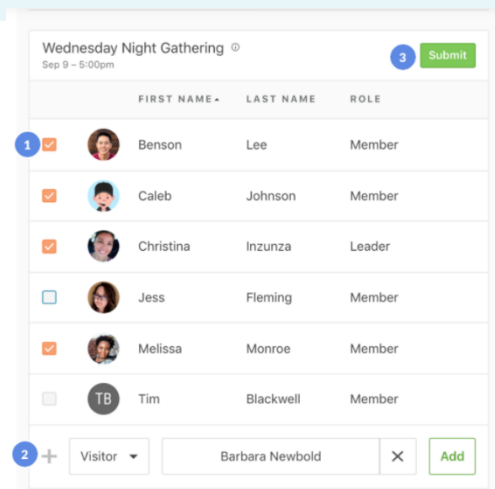
**i** There are two other ways to access the attendance form:

- Click the link in attendance email that Leaders receive 10 minutes prior to the meeting.
- Click *Take Attendance* in the event page.

1. Put a check next to members who were present.
2. Add the name of additional attendees, choose whether or not they are a Member, Visitor, or Leader, and then click Add.
3. Click *Submit* when the attendance form is complete.

**i** Any visitors will be automatically added to the next event's attendance form. If they don't attend the next event, they will fall off the attendance form and need to be added to future events.

Once attendance is added to the event, check out the reports to see an overview of your group attendance over time.



The screenshot shows the 'Wednesday Night Gathering' attendance form for Sep 9 - 5:00pm. It has a 'Submit' button and a list of attendees with checkboxes for attendance:

	FIRST NAME	LAST NAME	ROLE
<input checked="" type="checkbox"/>	Benson	Lee	Member
<input checked="" type="checkbox"/>	Caleb	Johnson	Member
<input checked="" type="checkbox"/>	Christina	Inzunza	Leader
<input type="checkbox"/>	Jess	Fleming	Member
<input checked="" type="checkbox"/>	Melissa	Monroe	Member
<input type="checkbox"/>	Tim	Blackwell	Member

At the bottom, there is a section to add new attendees:

2 + Visitor

## Modify Attendance

To modify attendance for an event, click the current attendance status in the group's Events tab.

Make adjustments to the attendance.

DATE & TIME	EVENT	STATUS	RSVP
9/2/2020 5:00 pm - 6:30 pm	Wednesday Night Gathering	5 of 6	Not Requested
9/9/2020 5:00 pm - 6:30 pm	Wednesday Night Gathering	4 of 6	Not Requested
9/16/2020 5:00 pm - 6:30 pm	Wednesday Night Gathering	Take attendance	Sent 11 days ago

**ATTENDANCE COMPLETE**

Lisa Kuder has already taken attendance for this event. Here are the results if you would like to amend them.  
Completed at 10:59 am on 9/22/2020

[Reset Attendance](#)

**Wednesday Night Gathering**  
Sep 2 - 5:00pm

	FIRST NAME	LAST NAME	ROLE
<input checked="" type="checkbox"/>	Benson	Lee	Member
<input type="checkbox"/>	Caleb	Johnson	Member
<input checked="" type="checkbox"/>	Christina	Inzunza	Leader

Click to reset the current attendance form.

Check additional people that attended or uncheck people that didn't attend.

You can also cancel an event from the event page.

## Take Attendance from Church Center



Log in to Church Center web or app, go to the Events tab for a group that you lead, and tap *See past events*.

Tap *Take Attendance*.

**Past events**

MAR 16 Life Group  
Tuesday - Monday, 6pm-8pm  
[Take attendance](#)

MAR 9 Life Group  
Tuesday - Monday, 6pm-9pm  
[Take attendance](#)

MAR 2 Life Group  
Tuesday - Monday, 6pm-9pm  
[Take attendance](#)

**Centerville Young Adults**

Messages Events Resources Members

You haven't submitted attendance for 45 past events.  
[See past events](#)

**Upcoming events**

MAR 23 Life Group  
Tuesday - Monday, 6pm-8pm  
Canceled

MAR 30 Life Group  
Tuesday - Monday, 6pm-8pm  
You have not responded.

APR 6 Life Group  
Tuesday - Monday, 6pm-8pm

**Take Attendance**

SEP 21 Virtual Dinner Meetup  
Monday, 5pm-7pm

☒ Ashley Johnson  
Member

☒ Barbara Newbold  
Member

[Submit](#)


Select the people who attended the event, and then *Submit*.

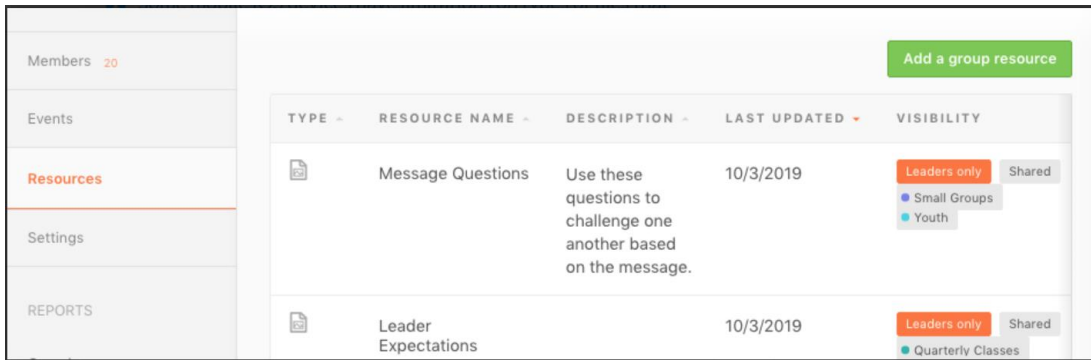
To modify the attendance list, go to the group page, and select *Modify*.



## Resources

The Resources tab allows you to view resources that have been uploaded and shared with your group. As the leader, you will also have the option to upload resources for your members.

When your members view the group, they will have access to the list of resources you have uploaded and they can download the resources on their end.

 Some mobile iOS devices have limitations on types of files that can be downloaded.



Members 20	<a href="#">Add a group resource</a>				
Events					
<b>Resources</b>					
Settings					
REPORTS					
TYPE	RESOURCE NAME	DESCRIPTION	LAST UPDATED	VISIBILITY	
	Message Questions	Use these questions to challenge one another based on the message.	10/3/2019	Leaders only	Shared
				<input checked="" type="radio"/> Small Groups <input type="radio"/> Youth	
	Leader Expectations		10/3/2019	Leaders only	Shared
				<input checked="" type="radio"/> Quarterly Classes <input type="radio"/> Small Groups	

## Add Resources

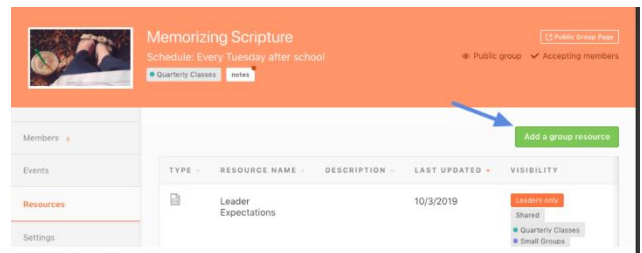
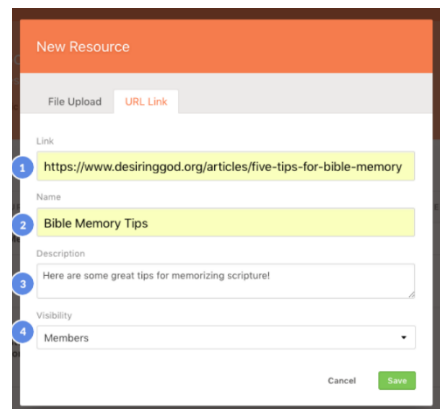
Resources are the files you need to share with people, from meeting guides to short videos and more. You can add a resource to a single group, or share it across all groups in a group type. You can also make resources accessible by only leaders, or both leaders and members.

From a group page, go the Resources tab and click *Add a group resource*.

Choose *File Upload* or *URL Link*.

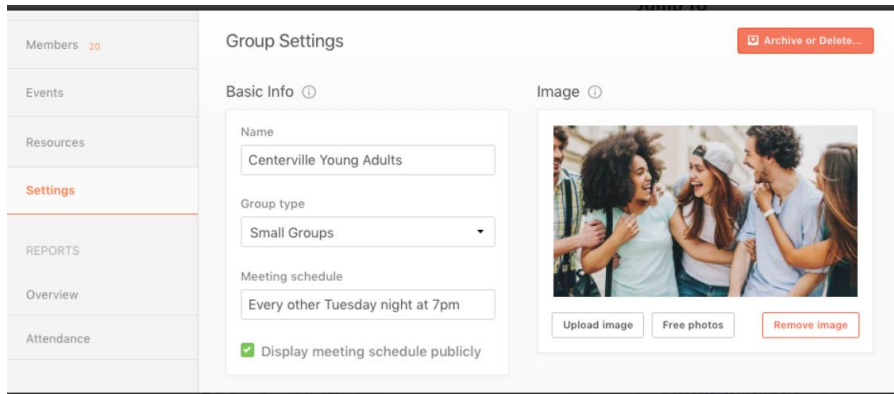
1. Browse your computer for a file or enter a URL that you want to link to.
2. This field will be displayed on Resources pages. The actual file name or URL will not be visible.
3. Enter what the resource is for or when to use it.
4. Allow only Leaders or all Members to access the Resource.

Click *Save* to upload the file or add the link to your Resources page. All resources will be listed with labels showing who can access them.

## Settings

From the Settings tab, group leaders can modify group information such as name, description, and group image, as well as the meeting location and contact information.



## Reports

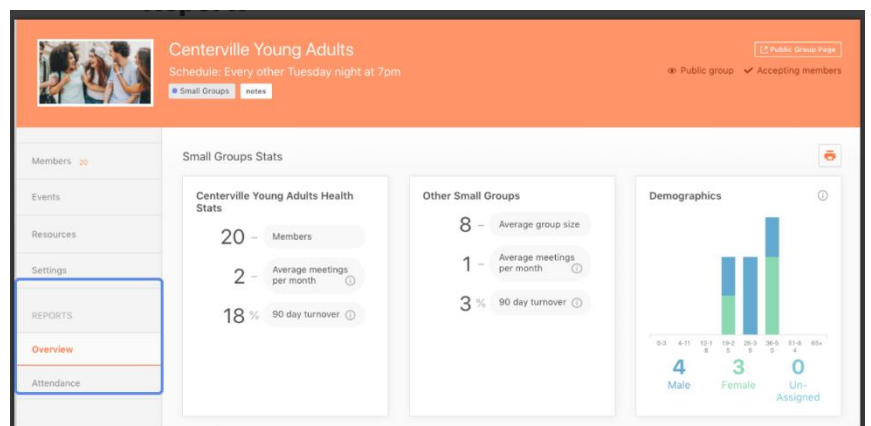
There are currently two different types of reports. The Overview report will give you a bird's eye view of how your group is doing as a whole.

The Attendance report will give you a closer look at the individuals in your group. As you take attendance during your events, this report will begin to populate.

In any group, choose the *Overview* or *Attendance* tab to view information about the group.

### Overview

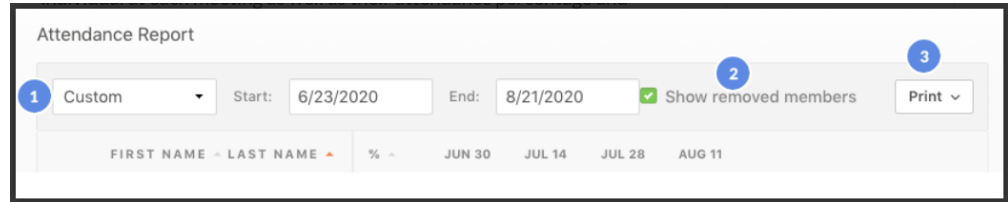
See this group's stats compared to other groups in the group type as well as the ages of those in the attendance trends.





## Attendance Reports

If you select *Attendance*, you can view the attendance information for each individual at each meeting as well as their attendance percentage and some more tidbits.




The screenshot shows the 'Attendance Report' interface. Callout 1 points to the 'Custom' dropdown menu. Callout 2 points to the 'Show removed members' checkbox. Callout 3 points to the 'Print' button.

1. Choose the time period for which you want to view attendance
2. Check the box if you want to view removed members.
3. Create a PDF or CSV file of the report.

The bottom of the report contains additional information.

1. Visitors are noted in the report. When they become a member of the group, the tag is removed.
2. Attendance totals for each event are shown.
3. Hover over the attendance total to view the breakdown of visitors and members for that event.
4. If the leader doesn't take attendance, the column is grayed out for the event.

	Melissa Monroe	67%			
	Barbara Newbold	33%		 VISITOR	
	Alijah Prasad	67%			
	Matt Steingard	33%			
	Amy Stevens	67%			
	Attendance totals:				

1 visitors  
+ 11 members  
12 total  
View details

ATTENDANCE  
NOT TAKEN  
Report Now

Create a PDF or CSV file of the report by selecting *Print*.



## Messaging Members



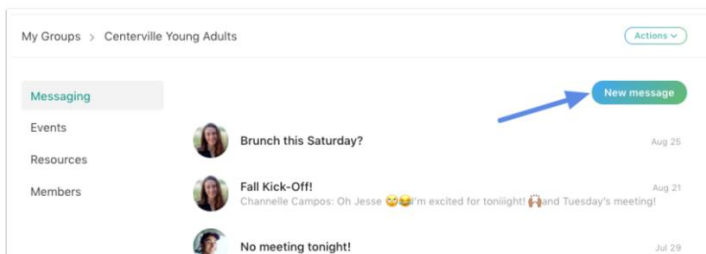
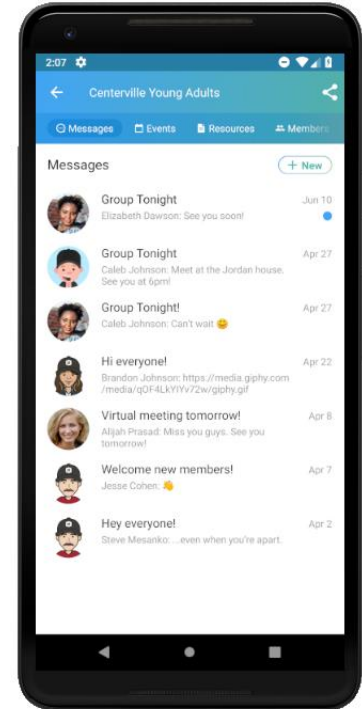
You can communicate with your group members using Group Messaging in the **Church Center** app.

First, make sure that messaging is enabled for your group.

You can then start discussions or post announcements for your group members in the Church Center app.

### Create a New Message

In the Messages tab for your group in Church Center app, tap *New*.



In the Messages tab for your group in Church Center web, click *New message*.

Enter the subject and body of your message, uncheck the *Allow replies* box if you don't want people to add comments, and then tap *Send*.

Cancel
Send

Next week's study

Hi gang,

Please review the questions for next week's study posted in the resources tab for our group.

☒ Allow replies

💡 You might not want to allow replies if you are just posting an announcement or prayer request.