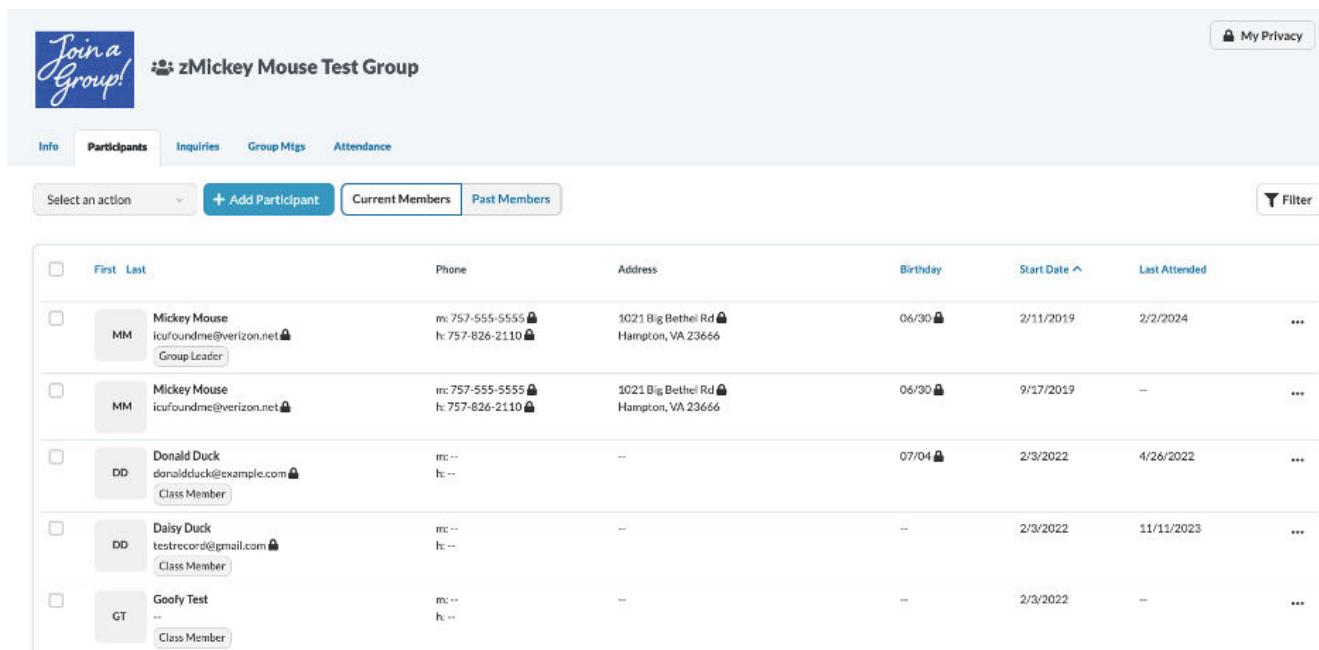# LEARNING HOW TO USE GROUP CONNECT

• Group connect is where you will be able to mark your attendance, view your group members, view your group's past attendance, email your group, and add or remove group members.

• Make sure you have an account or create one by going to https://libertylive.church/portal/, then click "For Group Leaders" on the right hand side of your screen.

• You will also receive a reminder email asking you to mark your attendance the day that your group meets. The email will contain two links: the first one will take you to the home page where you can update the roster, the second one takes you to your most recent meeting event to take attendance.

ADDING GROUP MEMBERS

• Once you are logged in, click on your Group. Click "Participants", click "Add Participant," and fill out the members information. After filling out the information, click "Save."

• When you click "Add", you will be able to add new members. Since an email is required, if they don't have one you can use "**none@libertylive.church**." Fill out the name, email, and phone number, and click "save."

REMOVING GROUP MEMBERS

• To remove someone, navigate to your group's parcipants page. Once there, you will see a list of your group members on your screen. Click the box next to the participant that you're needing to remove.

• Click on the "Remove" button under "select an action . You must fill out the "Reason for Removal" and then click "Remove". The member will be removed from your group.

MARKING ATTENDANCE

- Follow the link from the attendance email you receive or login and click on "Attendance".

- Click on the date you are taking attendance for. On the left side of the screen, you can sort your group members by first name or last name.

- You can now see your group members and choose which members were present. To select a person, click the box next to their name, then click "Mark Attendance."

- If your group did not meet on the week you selected, click the blue "Did Not Meet" button.

- If you have a guest one week, you can add them in "Detailed Attendance."

There is no need to create a New Meeting. If your group has regularly scheduled meetings, your next one will be created automatically and will appear several days before the meeting. If you want to create a special meeting or event in addition to your regularly scheduled group meeting, please contact your campus groups staff.

SENDING AN EMAIL TO GROUP MEMBERS

- Navigate to your group's home page in Group Connect. Click "Participants" and select those that you're sending an email to. If you're sending an email to everyone, click the box on the top next to "First" "Last."

• Once you've selected who you're emailing, click "Select an action," and click "Send message".

• If you're needing to attach something, you can click "Attachments" to the right of where you type your message. Once you are ready to send your email, click "Send".

INQUIRIES

- Navigate to your groups "Inquiries" page. This is where you will see if anyone has inquired about your group.

- Still respond to the initial email and after talking to the inquirer, you can add them to your roster.

- To add the inquirer, click the box next to their name. From there, you can click "select an option." From there, it will allow you to either accept or decline.