

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."

The screenshot shows the 'Join a Group!' interface for the 'zMickey Mouse Test Group'. The interface includes a header with the group name and a 'My Privacy' button. Below the header, there are tabs for 'Info', 'Participants', 'Inquiries', 'Group Migs', and 'Attendance'. The 'Participants' tab is active, showing a list of participants. The list has columns for 'First', 'Last', 'Phone', 'Address', 'Birthday', 'Start Date', and 'Last Attended'. There are buttons for 'Add Participant', 'Current Members', and 'Past Members'. The list contains five entries: Mickey Mouse (Group Leader), Mickey Mouse (Class Member), Donald Duck (Class Member), Daisy Duck (Class Member), and Goofy Test (Class Member).

	First	Last	Phone	Address	Birthday	Start Date	Last Attended	
<input type="checkbox"/>	MM	Mickey Mouse	m: 757-555-5555 h: 757-826-2110	1021 Big Bethel Rd Hampton, VA 23666	06/30	2/11/2019	2/2/2024	...
<input type="checkbox"/>	MM	Mickey Mouse	m: 757-555-5555 h: 757-826-2110	1021 Big Bethel Rd Hampton, VA 23666	06/30	9/17/2019	--	...
<input type="checkbox"/>	DD	Donald Duck	m: -- h: --	--	07/04	2/3/2022	4/26/2022	...
<input type="checkbox"/>	DD	Daisy Duck	m: -- h: --	--	--	2/3/2022	11/11/2023	...
<input type="checkbox"/>	GT	Goofy Test	m: -- h: --	--	--	2/3/2022	--	...

- 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."

Add Participant

First Name *

Last Name *

Household Position *

Head of Household

Email Address *

Mobile Phone

(555) 555-5555 ext.555

Start Date *

02/14/2024

Cancel Save

REMOVING GROUP MEMBERS

- To remove someone, navigate to your group's participants 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.

zMickey Mouse Test Group

Info **Participants** Inquiries Group Mtgs Attendance

Select an action **+ Add Participant** **Current Members** Past Members **Filter**

	First	Last	Phone	Address	Birthday	Start Date	Last Attended
<input type="checkbox"/>	MM	Mickey Mouse	m: 757-555-5555 h: 757-826-2110	1021 Big Bethel Rd Hampton, VA 23666	06/30	2/11/2019	2/2/2024
<input checked="" type="checkbox"/>	MM	Mickey Mouse	m: 757-555-5555 h: 757-826-2110	1021 Big Bethel Rd Hampton, VA 23666	06/30	9/17/2019	--
<input type="checkbox"/>	DD	Donald Duck	m: -- h: --	--	07/04	2/3/2022	4/26/2022
<input type="checkbox"/>	DD	Daisy Duck	m: -- h: --	--	--	2/3/2022	11/11/2023
<input type="checkbox"/>	GT	Goofy Test	m: -- h: --	--	--	2/3/2022	--

- 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.

zMickey Mouse Test Group

My Privacy

[Info](#)
[Participants](#)
[Inquiries](#)
[Group Mtgs](#)
[Attendance](#)

Select an action

+ Add Participant
Current Members
Past Members

Filter

Send message

Remove

		Phone	Address	Birthday	Start Date	Last Attended	
<input type="checkbox"/>	<div>MM</div> <div>Mickey Mouse</div> <div>icufoundme@verizon.net</div> <div>Group Leader</div>	m: 757-555-5555 h: 757-826-2110	1021 Big Bethel Rd Hampton, VA 23666	06/30	2/11/2019	2/2/2024	...
<input checked="" type="checkbox"/>	<div>MM</div> <div>Mickey Mouse</div> <div>icufoundme@verizon.net</div>	m: 757-555-5555 h: 757-826-2110	1021 Big Bethel Rd Hampton, VA 23666	06/30	9/17/2019	--	...
<input type="checkbox"/>	<div>DD</div> <div>Donald Duck</div> <div>donaldduck@example.com</div> <div>Class Member</div>	m: -- h: --	--	07/04	2/3/2022	4/26/2022	...
<input type="checkbox"/>	<div>DD</div> <div>Daisy Duck</div> <div>testrecord@gmail.com</div> <div>Class Member</div>	m: -- h: --	--	--	2/3/2022	11/11/2023	...
<input type="checkbox"/>	<div>GT</div> <div>Goofy Test</div> <div>--</div> <div>Class Member</div>	m: -- h: --	--	--	2/3/2022	--	...

MARKING ATTENDANCE

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

zMickey Mouse Test Group

My Privacy

[Info](#)
[Participants](#)
[Inquiries](#)
[Group Mtgs](#)
[Attendance](#)

Events
zMickey Mouse Test Group Meeting, 02/08/2024 - 08:00 AM

+ Add Participant

Mark Attendance
More

☐

First

Last

RSVP

Status

Notes

<input type="checkbox"/> <div> <div>Group Leader</div> </div>	--	--	<div>Type notes here...</div>
<input type="checkbox"/> <div> <div>DD</div> <div>Daisy Duck</div> <div>Class Member</div> </div>	--	--	<div>Type notes here...</div>
<input type="checkbox"/> <div> <div>DD</div> <div>Donald Duck</div> <div>Class Member</div> </div>	--	--	<div>Type notes here...</div>

Detailed Attendance

Attendees
0

Guests

-

0

+

Total
0

- 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.

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

Group Mtgs

Attendance

02/15/2024 - 08:00 AM

Mark Attendance

More

Detailed Attendance

Attendees 0

Guests - 0 +

Total 0

RSVP	Status	Notes
--	--	Type notes here...
--	--	Type notes here...
--	--	Type notes here...
--	--	Type notes here...
--	--	Type notes here...

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."

Join a Group!

zMickey Mouse Test Group

My Privacy

Info

Participants

Inquiries

Group Mtgs

Attendance

Select an action

+ Add Participant

Current Members

Past Members

Filter

<input type="checkbox"/>	First Last	Phone	Address	Birthday	Start Date	Last Attended	
<input type="checkbox"/>	<div>MM</div> <div>Mickey Mouse</div> <div>icaufoundme@verizon.net</div> <div>Group Leader</div>	<div>m: 757-555-5555</div> <div>h: 757-826-2110</div>	1021 Big Bethel Rd Hampton, VA 23666	06/30	2/11/2019	2/2/2024	...
<input type="checkbox"/>	<div>MM</div> <div>Mickey Mouse</div> <div>icaufoundme@verizon.net</div>	<div>m: 757-555-5555</div> <div>h: 757-826-2110</div>	1021 Big Bethel Rd Hampton, VA 23666	06/30	9/17/2019	--	...
<input type="checkbox"/>	<div>DD</div> <div>Donald Duck</div> <div>donaldduck@example.com</div> <div>Class Member</div>	<div>m: --</div> <div>h: --</div>	--	07/04	2/3/2022	4/26/2022	...
<input type="checkbox"/>	<div>DD</div> <div>Daisy Duck</div> <div>testrecord@gmail.com</div> <div>Class Member</div>	<div>m: --</div> <div>h: --</div>	--	--	2/3/2022	11/11/2023	...
<input type="checkbox"/>	<div>GT</div> <div>Goofy Test</div> <div>--</div> <div>Class Member</div>	<div>m: --</div> <div>h: --</div>	--	--	2/3/2022	--	...

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

The screenshot shows the 'zMickey Mouse Test Group' interface. At the top, there's a 'Join a Group!' logo and a 'My Privacy' button. Below the header, there are tabs for 'Info', 'Participants', 'Inquiries', 'Group Mtgs', and 'Attendance'. The 'Participants' tab is active, showing a list of group members. A dropdown menu is open under 'Select an action', with 'Send message' selected. The participants list includes columns for checkboxes, names, roles, phone numbers, addresses, birthdays, start dates, and last attended dates.

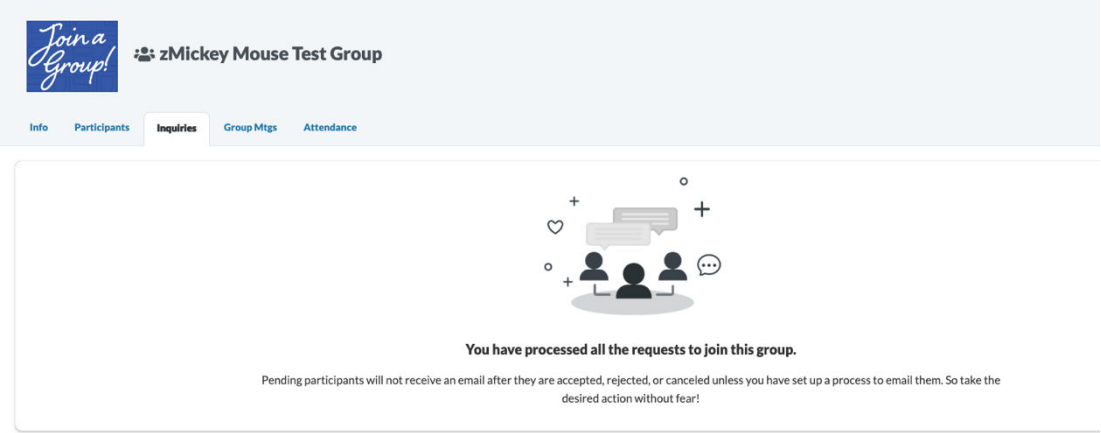
		Phone	Address	Birthday	Start Date	Last Attended	
<input checked="" type="checkbox"/>	Mickey Mouse icufoundme@verizon.net Group Leader	m: 757-555-5555 h: 757-826-2110	1021 Big Bethel Rd Hampton, VA 23666	06/30	2/11/2019	2/2/2024	...
<input checked="" type="checkbox"/>	Mickey Mouse icufoundme@verizon.net	m: 757-555-5555 h: 757-826-2110	1021 Big Bethel Rd Hampton, VA 23666	06/30	9/17/2019	--	...
<input checked="" type="checkbox"/>	Donald Duck donaldduck@example.com Class Member	m: -- h: --	--	07/04	2/3/2022	4/26/2022	...
<input checked="" type="checkbox"/>	Daisy Duck testrecord@gmail.com Class Member	m: -- h: --	--	--	2/3/2022	11/11/2023	...
<input checked="" type="checkbox"/>	Goofy Test -- Class Member	m: -- h: --	--	--	2/3/2022	--	...

- 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".

The screenshot shows the 'New Message' dialog box. It has a 'Message Type' dropdown set to 'Email'. The 'Recipients' field shows 'Selected Participants' with a count of 1. The 'Subject Line' field is empty. Below the subject line, there are two tabs: 'Message' and 'Attachments'. The 'Message' tab is active, showing a text area with the placeholder 'Type message here...'. At the bottom right, there are 'Close' and 'Send' buttons.

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.

