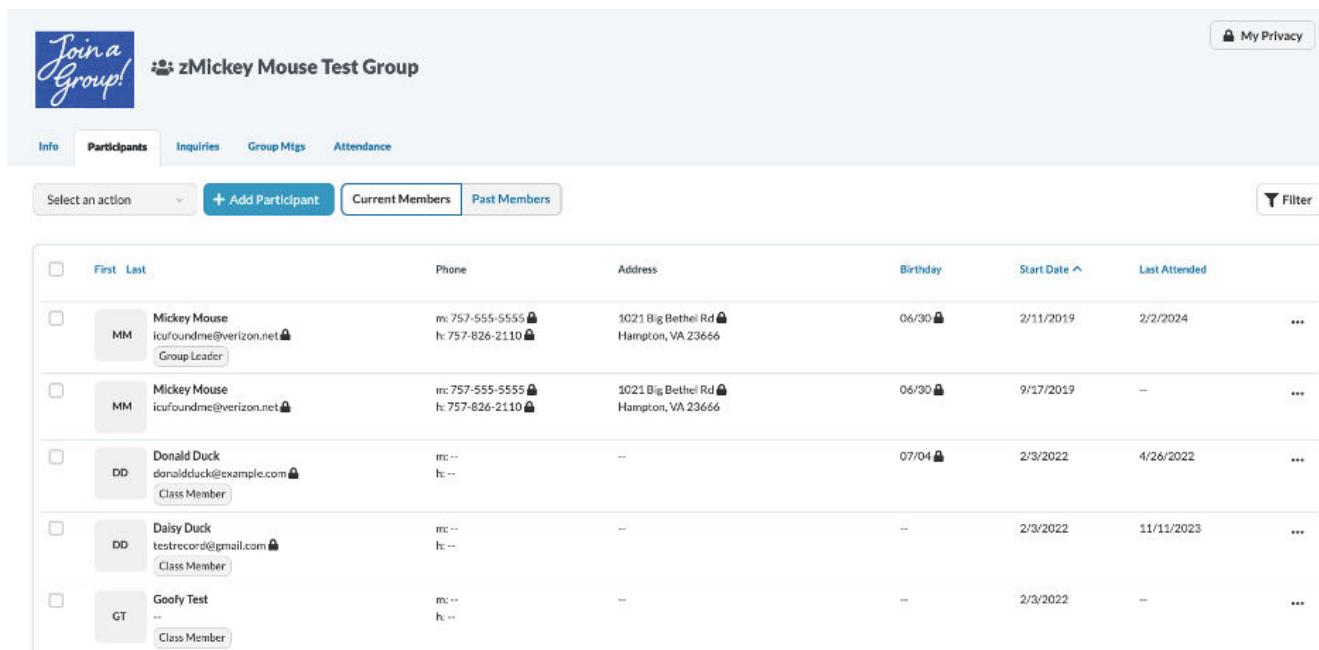


LEARNING HOW TO USE GROUP CONNECT

- 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 'Participants' tab of a group's profile. The group is named 'zMickey Mouse Test Group'. The page includes a 'Join a Group!' button, a 'My Privacy' link, and navigation tabs for Info, Participants, Inquiries, Group Mtg., and Attendance. Below these are buttons for 'Select an action', '+ Add Participant', 'Current Members' (which is selected), and 'Past Members'. A 'Filter' button is also present. The main area displays a table of current members:

<input type="checkbox"/>	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

	Birthday	Start Date ^	Last Attended	...
	06/30	2/11/2019	2/2/2024	...
	06/30	9/17/2019	—	...
	07/04	2/3/2022	4/26/2022	...
	—	2/3/2022	11/11/2023	...
	—	2/3/2022	—	...

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.

Participants

Select an action

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

		Phone	Address	Birthday	Start Date	Last Attended	
<input type="checkbox"/>	MM	Mickey Mouse icufoundme@verizon.net	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 icufoundme@verizon.net	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 donaldduck@example.com	m: -- h: --	--	07/04	2/3/2022	4/26/2022
<input type="checkbox"/>	DD	Daisy Duck testrecord@gmail.com	m: -- h: --	--	--	2/3/2022	11/11/2023
<input type="checkbox"/>	GT	Goofy Test --	m: -- h: --	--	2/3/2022	--	

MARKING ATTENDANCE

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

	First	Last	RSVP	Status	Notes
<input type="checkbox"/>		Group Leader	--	--	Type notes here...
<input type="checkbox"/>	DD	Daisy Duck Class Member	--	--	Type notes here...
<input type="checkbox"/>	DD	Donald Duck Class Member	--	--	Type notes here...

Detailed Attendance

Attendees	0
Guests	<input type="button" value="-"/> 0 <input type="button" value="+"/>
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.

The screenshot shows the 'Attendance' tab for the 'zMickey Mouse Test Group'. At the top, there is a 'Join a Group!' button and a 'My Privacy' link. Below the tabs, a dropdown menu shows 'Events' and 'zMickey Mouse Test Group Meeting, 02/08/2024 - 08:00 AM'. A list of events is displayed with checkboxes for marking attendance. To the right, a 'Detailed Attendance' box shows 11 attendees, 0 guests, and a total of 11. A 'Mark Attendance' button and a 'More' link are also present.

Event	RSVP	Status	Notes
zMickey Mouse Test Group Meeting, 02/08/2024 - 08:00 AM	---	---	Type notes here...
zMickey Mouse Test Group Meeting, 02/02/2024 - 08:30 AM	---	---	Type notes here...
zMickey Mouse Test Group Meeting, 02/01/2024 - 12:45 PM	---	---	Type notes here...
zMickey Mouse Test Group Meeting, 02/01/2024 - 11:00 AM	---	---	Type notes here...
zMickey Mouse Test Group Meeting, 02/01/2024 - 06:00 AM	---	---	Type notes here...
zMickey Mouse Test Group Meeting, 01/31/2024 - 03:00 PM	---	---	Type notes here...
zMickey Mouse Test Group Meeting, 01/31/2024 - 11:55 AM	---	---	Type notes here...
zMickey Mouse Test Group Meeting, 01/30/2024 - 11:40 AM	---	---	Type notes here...
zMickey Mouse Test Group Meeting, 01/26/2024 - 08:30 AM	---	---	Type notes here...
zMickey Mouse Test Group Meeting, 01/19/2024 - 08:30 AM	---	---	Type notes here...

- 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.”

The screenshot shows the 'Attendance' tab for the 'zMickey Mouse Test Group'. The 'Detailed Attendance' box shows 3 attendees, 0 guests, and a total of 3. The 'Mark Attendance' button is highlighted in blue. The list of participants includes 'Group Leader' (checked), 'Daisy Duck' (checked), and 'Donald Duck' (checked). Each participant has a 'Notes' field and a 'Type notes here...' placeholder.

First	Last	RSVP	Status	Notes
Group Leader		---	---	Type notes here...
Daisy Duck	DD	Class Member	---	Type notes here...
Donald Duck	DD	Class Member	---	Type notes here...

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

The screenshot shows the 'Attendance' tab for the 'zMickey Mouse Test Group'. The 'Detailed Attendance' box shows 3 attendees, 0 guests, and a total of 3. The 'Mark Attendance' button is highlighted in blue. The list of participants includes 'Group Leader' (checked), 'Daisy Duck' (checked), and 'Donald Duck' (checked). The 'Notes' field for 'Group Leader' contains the text 'Did not meet'. Each participant has a 'Notes' field and a 'Type notes here...' placeholder.

First	Last	RSVP	Status	Notes
Group Leader		---	---	Type notes here... Did not meet
Daisy Duck	DD	Class Member	---	Type notes here...
Donald Duck	DD	Class Member	---	Type notes here...

- 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

First Last	Phone	Address	Birthday	Start Date	Last Attended
MM 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
MM 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	--
DD Donald Duck donaldduck@example.com Class Member	m: -- h: --	--	07/04	2/3/2022	4/26/2022
DD Daisy Duck testrecord@gmail.com Class Member	m: -- h: --	--	--	2/3/2022	11/11/2023
GT Goofy Test -- Class Member	m: -- h: --	--	--	2/3/2022	--

- 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.

Join a Group! zMickey Mouse Test Group

Info Participants Inquiries Group Mtgs Attendance

You have processed all the requests to join this group.

Pending participants will not receive an email after they are accepted, rejected, or canceled unless you have set up a process to email them. So take the desired action without fear!

- 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.

Join a Group! zMickey Mouse Test Group

Info Participants Inquiries Group Mtgs Attendance

Select an option... 1

Accept All Selected

Decline All Selected

Name	Phone	Comments
test	test	test