

Group Administration

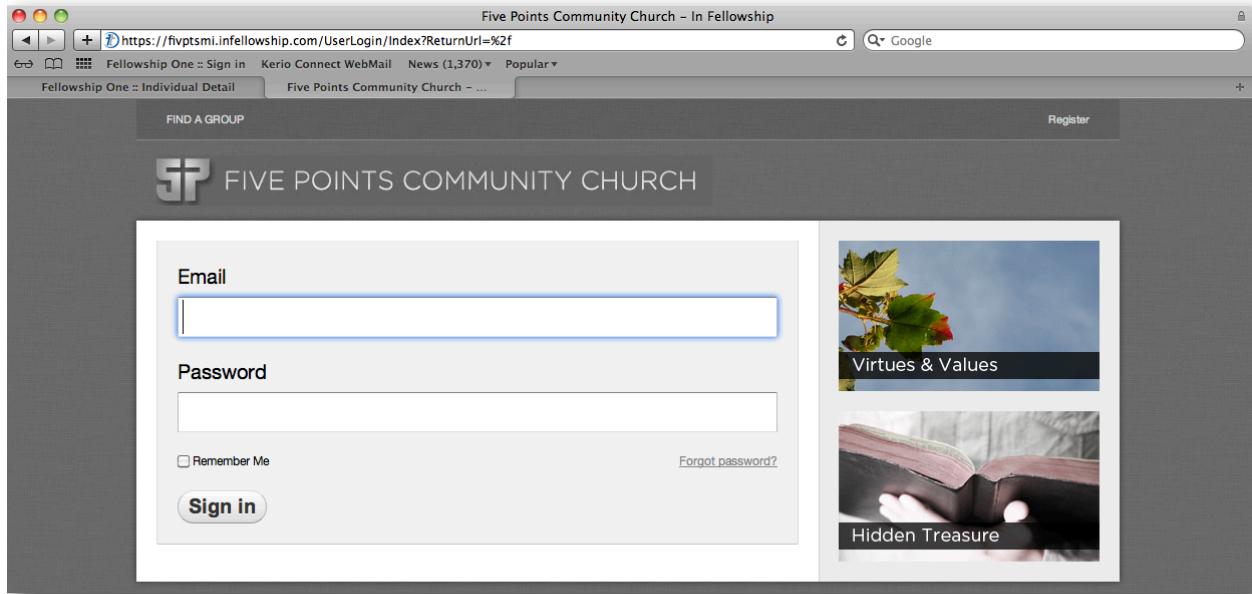
Groups 2.0 - InFellowship

What is Groups 2.0?

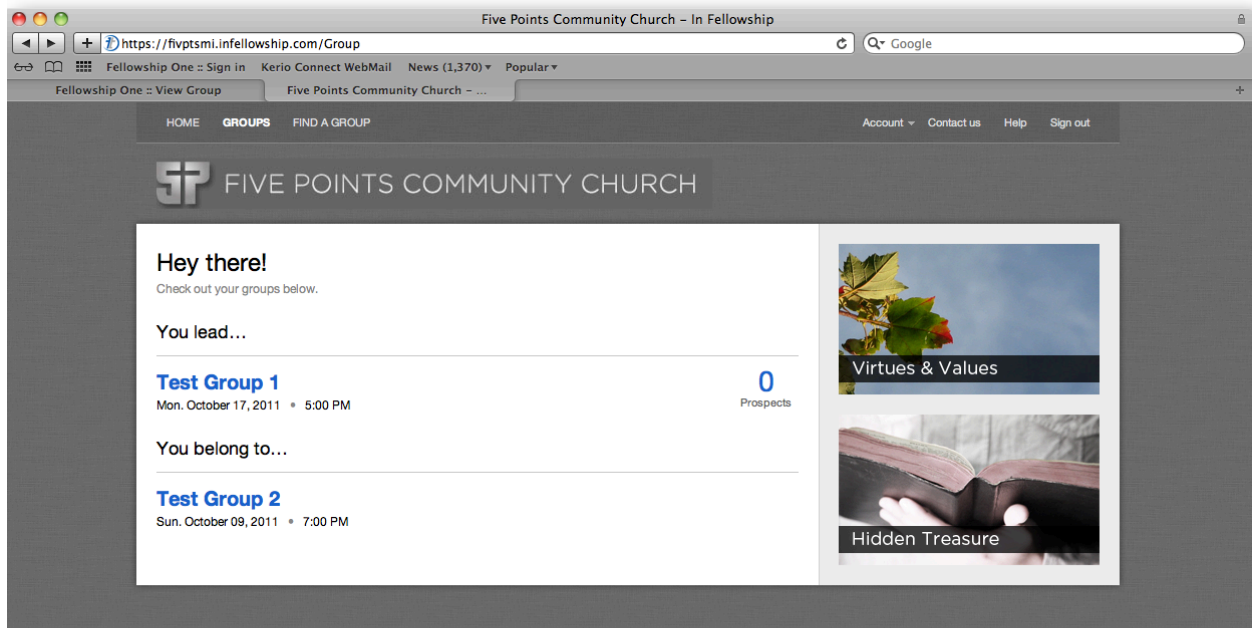
Groups 2.0 is an administration tool to assist Shepherding Group leaders, church leadership and those seeking to join a group. It is part of a larger user interface for our church database called InFellowship.

Accessing Groups 2.0

To access InFellowship, visit: <https://fivptsmi.infellowship.com>. A link may also be found on the groups page of 5pointsgroup.org. Enter your e-mail and password (same as groups 1.0) or click **Register** to create an account if you have never done so.



Once signed in, you will see a welcome page with multiple options. Choose **Your Groups**. From there, you will see the groups you lead and belong to.



Click on the title of a group you lead to get started. You'll see four tabs in the groups interface, dashboard, roster, attendance and prospects. We'll begin with the **Dashboard**.

Dashboard

The dashboard displays group information such as the next meeting along with how often and where the group meets. If this is your first time using the groups interface, you'll need to update your group information for each section. To do this, click on **View Settings**.

The screenshot shows a web browser window displaying the Fellowship One interface for a group named "Test Group 1". The browser address bar shows the URL <https://fivptsmi.infellowship.com/Group/Show/296699>. The page has a navigation menu with "HOME", "GROUPS", and "FIND A GROUP". The main content area is titled "Test Group 1" and has four tabs: "Dashboard" (selected), "Roster", "Attendance", and "Prospects".

The "Dashboard" tab contains several sections:

- Bulletin board**: A section for posting updates, with a "Bulletin board posting" box and a note: "Published Tuesday, August 24, 2010 by Dave Houston".
- Schedule — when do we meet?**: A section showing the next meeting on "Mon. October 17, 2011" at "5:00 PM" and that the group "Meets Monday every 2 weeks effective 5/30/2011 5:00 PM".
- Location — where do we meet?**: A section with the name "Five Points - Library", address "Dexter & Walton Boulevard, Auburn Hills, MI 48326", and a "Map" link.
- Information**: A section with fields for "Time zone" (GMT-05:00 Eastern Time (US & Canada)), "Description" (Description text...), and "Start date" (7/20/2010).

On the right side of the dashboard, there are two summary sections:

- ACTIONS**: A list of links including "View roster", "View settings", "Invite someone to join", and "Send an email to the group".
- MEMBERSHIP**: A table showing the count of group members:

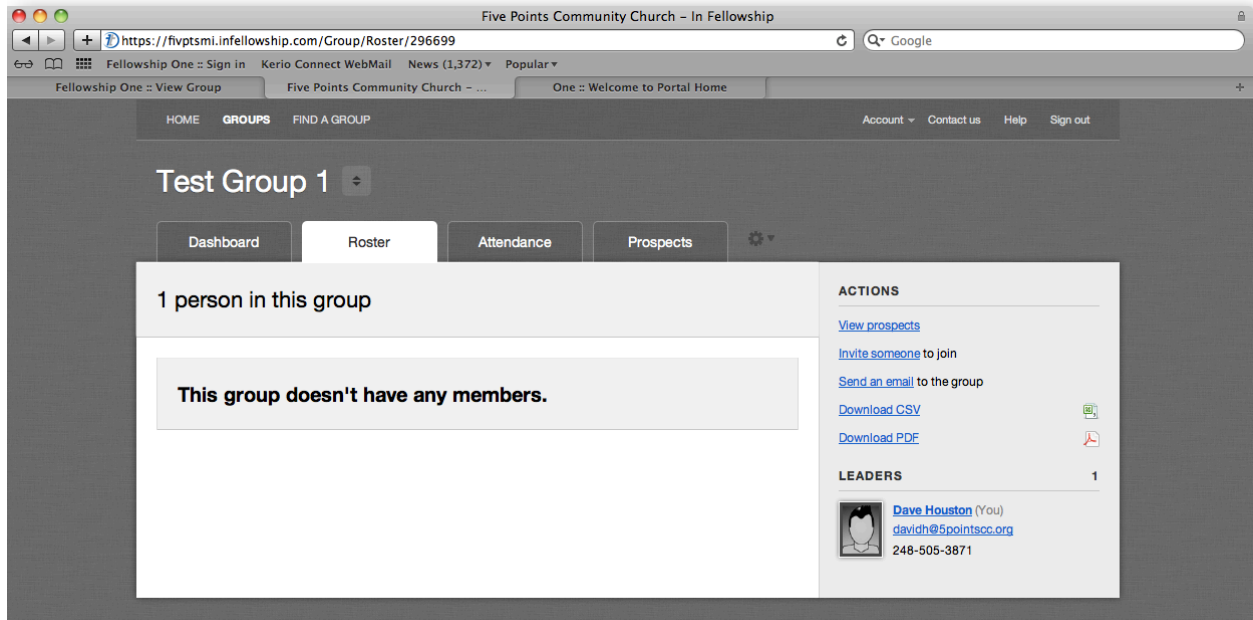
MEMBERSHIP	1
Leaders	1
Members	0
Prospects	0
- ADMINISTRATORS**: A list of group administrators:

ADMINISTRATORS
Dave Houston x210 davidh@5pointscoc.org
Matt Johnson 248-373-1381 x205 mattjohnson@5pointscoc.org

The footer of the page contains the text: "Copyright © 2011 Fellowship Technologies, LP".

Roster

The roster tab is where group members are added and removed. There are two ways to add members. Individuals seeking a group can indicate an interest or you can invite individuals to join your group. If your group is open to children, only the parents who attend should be listed.



INVITING GROUP MEMBERS

New group members are invited via e-mail.

1. Click on **Invite someone** to join
2. Enter their First and Last name along with E-mail
3. Personalize the invitation with a quick message
4. Click **next**
5. The system will check the name and e-mail address against the church database.
 - a. If a match is found, click **select** to continue with that person.
 - b. If a match is not found, click **select** with the original information you entered.
6. A preview of the invitation is generated. Confirm the information and click **Send invitation** to send.

Individuals you have invited become prospects. Next, we're going to skip over the attendance tab to talk about prospects.

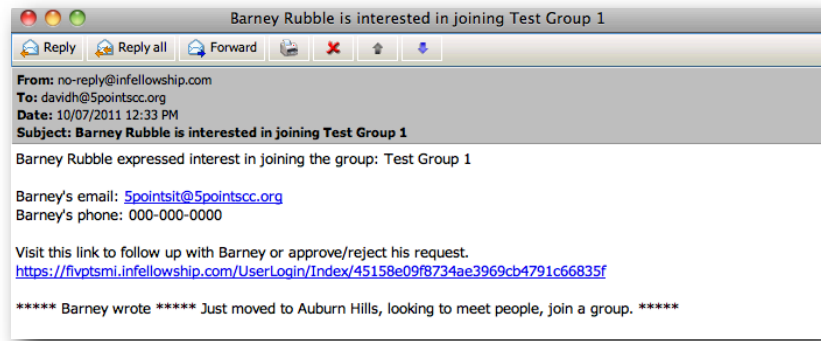
If you have a group member who does not use e-mail, contact the small group administrator once the member has decided to join your group (groups@5pointsc.org). The administrator will manually add them.

Prospects

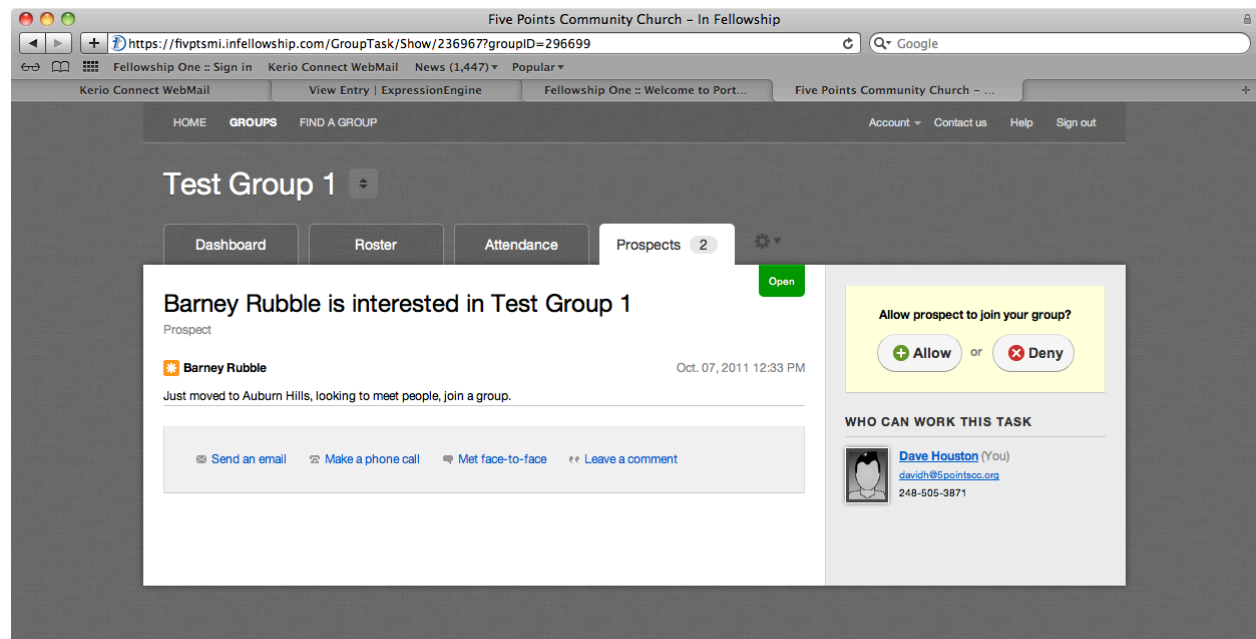
When an individual has been invited by a group leader or indicated interest in joining a group, they become a prospect. The prospects tab keeps track of these people showing the status

INTERESTED PROSPECTS

These are individuals who have searched for a group on the Five Points website and have indicated interest in joining that group. When a person indicates interest, the group member receives an e-mail stating that interest.

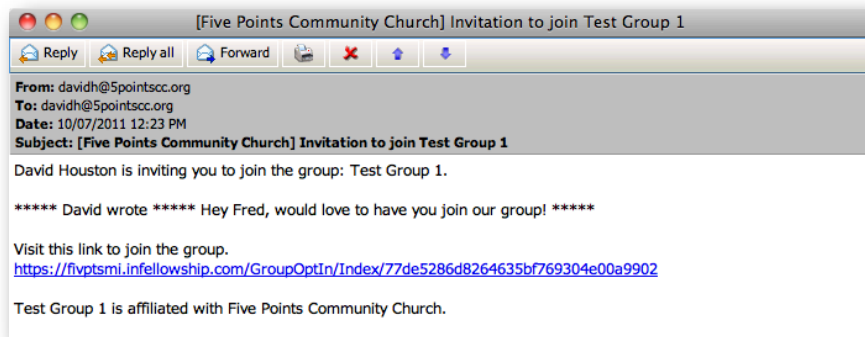


It is now your responsibility as the group leader to follow up with this individual. As you make contact with them, write quick notes regarding how that process is going. You can either **Allow** or **Deny** the individual to join your group. If you **Allow**, then the individual will receive an email allowing them to join the group. If they accept, then they will be added to the group roster.



INVITED PROSPECTS

In the previous section, we covered how to invite someone to your group and mentioned that once they were invited, they become prospects. Below is a sample of the e-mail they receive.



It is then up to the invited person to join the group. If they follow the link and decide to join, that individual will be added to the roster.

Attendance

Attendance helps church leadership know which individuals are participating in which group and the depth of their participation. As a group leader, you are able to record attendance and view past attendance.

POSTING ATTENDANCE

One hour after your meeting, the system will send an e-mail reminding you to post attendance.

1. From the Attendance Tab, click **Enter attendance**.
2. Select the group meeting you wish to post attendance for.
3. Check the box next to each member who attended and click **Save attendance** (*Note: Only the members who were part of the group at that date will show up*).

WHEN YOUR GROUP HAS NOT MET

Even when your group has not met, you still need to make a record in attendance.

1. From the Attendance Tab, click **Enter attendance**.
2. Select the group meeting you wish to post attendance for.
3. Under *Did this group meet*, select the **no** radial button.
4. Enter a brief explanation for why your group did not meet.
5. Click **Save attendance**.