Managing Your Group

Christ Fellowship Groups & Classes

MY GROUPS

To begin managing your group first download the Christ Fellowship App and create an account. From there you can follow the step-by-step instructions below and watch this brief App Overview video.

The "MY GROUPS" area on our Christ Fellowship App and website is the one-stop-shop for both group members and leaders. This area is found after logging in and clicking on your profile pic. All groups that you are a part of will have a tile on this page, which opens that group's webpage. All members can see who is a part of the group (1) and the group's schedule (3). Members can also click on "Check-In" (in-person groups) or "Join Meeting" (virtual groups)

(4). This will add their attendance to the group and open a Zoom/Google meeting room (if virtual group). Additional features include study "Resources" (5) and the group's chat (6). During your first group meeting, it may be helpful for you to show all of your group members this page and have the group get familiar with what is available to them here.
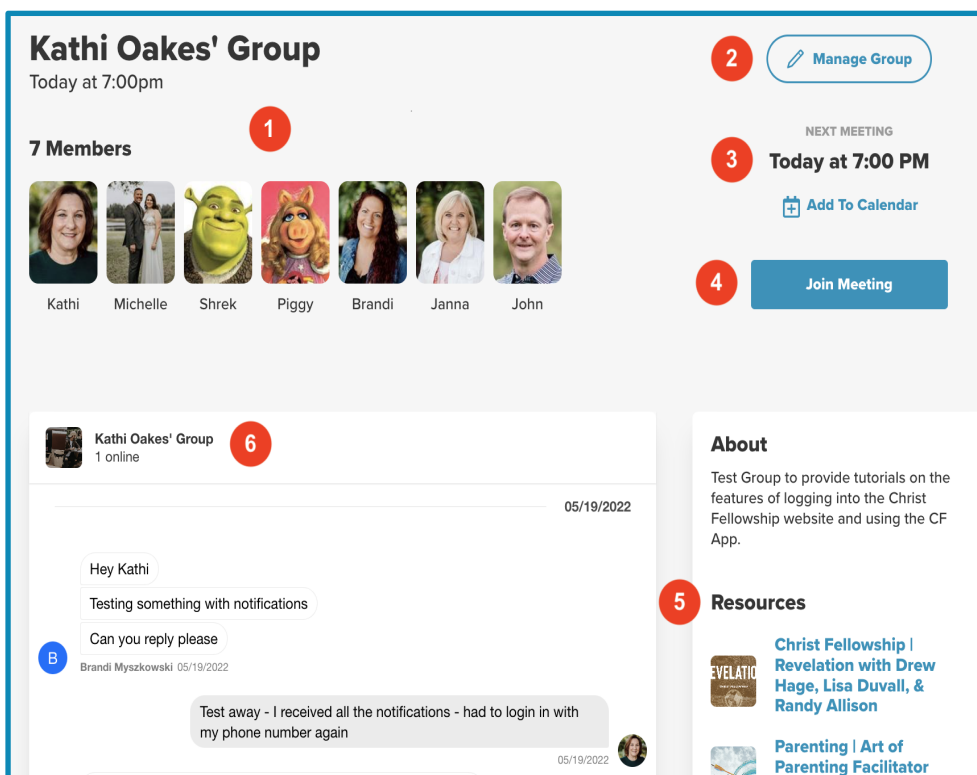
MANAGE GROUP

As a group leader, you have an additional "Manage Group" button (2). Here you can send emails, change members' status, and add or remove resources. Watch this tutorial for more information on how to manage your group members and resources: HERE.

Group Members- As you receive an email notification of a new member interest, we ask that you reach out to them at least 3 times, using different methods and/or times of day to ensure the interested member is receiving your communication. From the "Manage Group" page

(pictured below), you can "View" (1) each member's status and contact information. You may want to start with an email, and then move to texting, and/or a phone call if you receive no response. If a potential member responds indicating they would like to join the group, switch them from pending to active by clicking "View" next to their name and selecting "Active" in the drop-down menu under their picture in the new pop-up window. If the details of the group do not work for them or you do not hear back after several attempts, you can move them to "Inactive" with the same drop-down menu. This will keep them on your roster to reach out when a new study or semester starts, but as an inactive member, they will not automatically receive your group updates.

You can communicate with all of your group members by clicking on the button with the envelope (2). This will open a new window for you to type an email and sort who you would like the email to go to (Active, Inactive, Pending, or All Members).

Resources- Because we believe it is important to study and grow together, we have study materials that are easily accessible to your group. This VIDEO demonstrates how you can preview study resources on the Christ Fellowship website and then add them to your group.

Step-By-Step How to Add Resources:
You can add resources by clicking "Manage my Group" and then clicking on the "Add" button (3) under "Resources". This will give you the option to add a link (any webpage by copy and pasting the url) or add content (resource pages for studies within our Christ Fellowship resource library). When you click "Add Resource" and select, a long drop-down will appear with our library list. Studies here are organized by category:

- Christ Fellowship created content for all groups
- Sisterhood- studies for women's groups
- Crew- studies for men's groups
- MarriedPeople- studies for married groups
- General- studies for all groups
- Spanish- studies for Spanish groups

Scroll until you find the one you are looking for and click on it. This should close the drop-down and add the resource. To access the resource, click back at the top of the page **(4)** and then click on the resource in the "Resource" box. Once it is in that "Resource" box, it is available for all group members to access. If you want to remove a resource when your group is finished with a study, from the "Manage Group" page, click on the red X **(5)** next to the title.

Studies & Resources

Preview available resources to grow in relationship with God and others. Study in a group, a class, or on your own.

Because the "Manage Group" area of the website is only visible by the Group Leader, we have created a preview catalog page for all the resources available in our library. This allows all group members to preview what is available to the group. The Studies and Resources Library has previews of hundreds of options - Bible studies, book studies, video based content, and Christ Fellowship original studies including resources to dig deeper into the weekend messages. This is a great page to share with your group as you discuss and decide what you will do at the start of a new semester. You can share the link for the page via email, group chat, or even by adding it to the add link area under "Resources".