

COMMUNITY GROUP LEADER

Step-by-Step Fellowship 1 Training



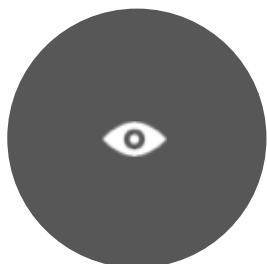
Website: <https://communityva.infellowship.com>

Enter in your email and password, if you don't have an F1 account yet, click "Register"!



You're Profile:

This is where you can edit all the information people can see about you. Click "Update your profile" on the right hand side. Try to be complete here, you can choose who sees what information in the next step.



Privacy Settings:

This is where you can edit who sees what about you entered in the step above. Click the arrow icon and drag it to who you want to be able to see what. At the bottom you can see what will show about you.



Your Groups:

This is where you see all groups you are involved with.

If you are a *coach*, at the top will be "Your Span of Care..." with all the groups you coach under that.

If you are a *group leader*, under "You Lead..." will be all the groups you lead.

If you *belong to a group*, under "You belong to..." will be the groups you belong to but do not lead.

If you have *expressed interest in joining a group or been invited* to a group, under "You have expressed interested in or were invited to..." will be those groups.

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For coaches:

To see the groups you coach, click the name or number under span of care. Listed here are all the groups you coach. If you do not see a group you coach, please email what is missing to groups@communitychurch.info

To the right you will see how many people, leaders, members, and prospects are in your span of care.

If you click on any groups name, it will take you to that groups “Dashboard.” Here you can see all the information about that group. On the right hand side under “Actions” you can “View roster,” “View settings,” “Add or Invite someone to join,” and “Send an email to the group.” You can also see the number of leaders, members and prospects for this group. Under that are the administrators you can contact if you need help.

Group Leaders & Coaches:

Click “Your Groups” then click a group under “You lead...”

Now you are at that groups “Dashboard.” Here you can see all the information about that group. On the right hand side under “Actions” you can “View roster,” “View settings,” “Add or Invite someone to join,” and “Send an email to the group”. You can also see the number of leaders, members, and prospects for this group. Under that are the administrators you can contact if you need help.

“View Roster” – This allows you to see the roster for the group. On the right side you see two new items under actions, “Download CVS” and “Download PDF.” This allows you to export a report on the group.

“View Settings” – This allows you to edit what shows on the groups “Dashboard”

“Add or Invite someone to join” – This allows you to add or invite people to join the group. You can search for the person by First and Last name, email and phone if wanted. Once you enter first and last name click “next.” Two things can now happen.

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1. Screen will say “Potential match found” and below you will see the results. If the results are who you are looking for you can add them to the group if you are SURE they want to join or you can invite them if you are not sure if they want to join. If this happens it means the person already exists in our system because they have been involved at Community Church in some capacity.
2. Screen will say “No matches found.” This means the person you’re looking for has never been involved in Community Church in anything that we know of. Before you continue make sure you didn’t enter a nick name, spelled incorrectly, etc. When you continue you will now be creating a person in the system. As you see the name is already populated. Enter the email, phone number and a message for the person so they know why they are getting an email from Fellowship 1. The person will then get an email asking them to join that group. It will look like this:

“Mary Martin is inviting you to join the group: Mary Martin Gresham Group.

***** Mary Martin wrote ***** Hi Bobby it was so great meeting you this weekend! Our group would love it if you came and checked us out! If you click the link below you can join our group and that page also has all the information you will need to know about where we are meeting this week! See you soon! *****

Visit this link to join the group.

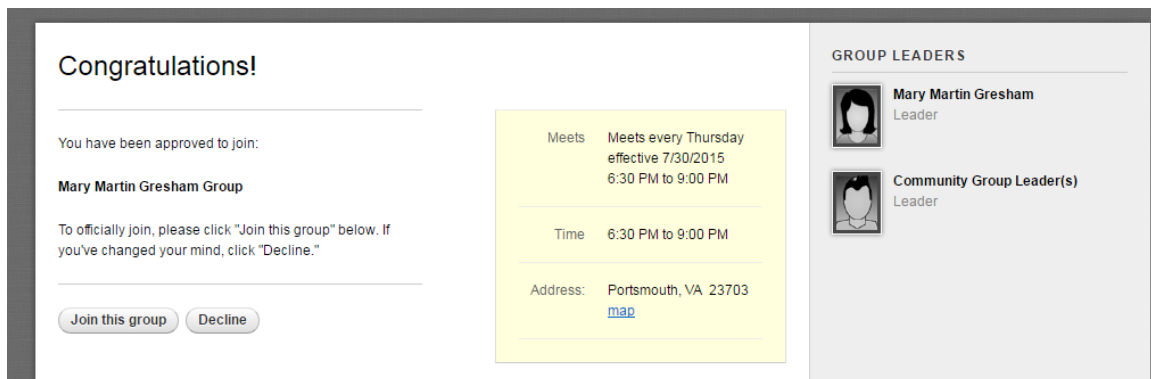
<https://communityva.infellowship.com/GroupOptIn/Index/f7feb6cb1bd042cf815648abd693d5e4>

Mary Martin Gresham Group is affiliated with Community Church.”

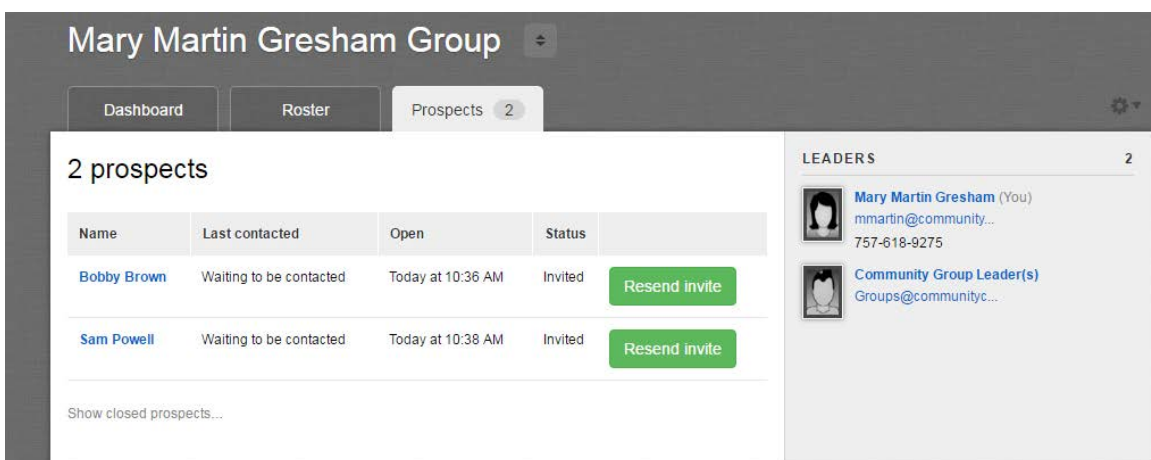
When they click the link it will take them to a page that looks like this:

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When you log back into InFellowship go back to your groups and click on the group and then click on prospects you will see that new person you added here, the person we added was Bobby Brown.



Click their name. Here you can see all the contact with that person. You will see when you invited them and much more. ***Here is where we would like group leaders and coaches to keep information about their prospects. Here you can directly email them and it will save a copy for future reference. If you call them you can click that icon and log what the call was about. If you meet face to face you can keep notes about the meeting. Or you can leave a generic comment. This will allow you and your coach to have complete knowledge of what is going on with your prospects.



“Send an email to the group”

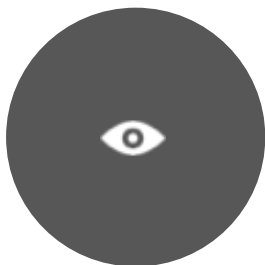
This allows you to send an email to the whole group or just certain people in the group. You can also attach files, pictures or other documents to this email.

At the top you see “Attendance.” This tab allows you to see the attendance of people in your group over a span of time of your choice, assuming you log the attendance. This is extremely helpful to understand patterns in people’s lives and spiritual development.



Your Giving:

This links to your giving (or your household) records at Community Church. At the top you can select to see giving by any person in your house hold and by year. To the right you can download statements for tax purposes. If you notice anything that seems off email questions@communitychurch.info and we will look into them and get back with you quickly.



Find a Group:

This is where you can search for groups or see what your group looks like when someone searches and finds it.