Ask if the new member has a profile in the Rock. If they can login to our website and see "HELLO [*THEIR NAME*]" in the upper right corner, they have a profile.

B The Church of Eleven22	VISIT	CONNECT	SERMONS	EVENTS	ABOUT	10:10 LIFE	GIVE	HELLO GREG -	٩
A / Connect / Disciple Groups / Leader Resources									

VERY IMPORTANT: If they don't have a profile, we won't be able to add them to your group until they create a profile by logging in for the first time.

If they don't have a profile, have them go to <u>coe22.com</u>, click "LOGIN," click the button that says, "Register for a New Account" and then fill in all their information.

The Church of Eleven22	VISIT	CONNECT	SERMONS	EVENTS	ABOUT	10:10 LIFE	GIVE	LOGIN	
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You can send your new member the "join" link for your group, but only if your group is "active" and "public" on our "find a group page." **If your group reaches capacity, it's automatically taken off the "find a group" page.** If you want to add someome anyway, ask them to create a profile in the Rock. Then go to the bottom right of your group page, click the "+Add Member" button and put in their info. If you want to increase your capacity to add someone to your group, please let your campus Discipleship Minister know. (Their emails are at the bottom of this document.)

Here's how to find the "join" link for your group: Go here: <u>www.coe22.com/findagroup</u> and click a few boxes on the filter that correspond to your group and click "search."

Days of Week 🕕			
🗆 Sunday	🗹 Tuesday	🗆 Thursday	🗌 Saturday
🗆 Monday	Wednesday	🗆 Friday	
Туре			
Mixed Group	Men Only	Women Only	□ 1825 🚯
Time of Day	PM		
Childcare			
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Search Cear	□ No		

Click "command F" on a Mac or "control F" on a PC, type in the name of your group and hit "enter." It will highlight your group card below the map. On that card, you will see the "join" button. Click that button.



Highlight the URL of that page and copy and paste it into an email to your new member. Ask them to click the link, fill out their info and click, "submit."

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Once they fill it out and submit it, they will be added as pending members of your group. After they have been added as "pending" members, take these steps to make them "active" members:

1. If logged in, your name will be in the right-hand corner (if not, log in first). Click on your name, then click "My Account."



- 2. If you have pending members, there will be a number in a red bubble beside your group name.
- 3. Click on your group name.

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	This group is over capacity by 3	individuals.								
	Group Details:			ι	eaders:					
	Type: Mixed Group Time of Day: PM Day of Week: Sunday 1825 Group: No Online Only: No Childcare: No Meeting Method: Hybrid	•			 Greg Knop 	pp (Leader)				
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4. Hover over the name of the pending member's name and click the pencil icon that appears to the right.

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	Type: Mixed Group Time of Day: PM Day of Week: Sunday 1825 Group: No Online Only: No Childcare: No Meeting Method: Hybrid Roster Attendance Pending Members Garri Darter (Mambed) (479) 209-4860 (Mable) garilynn.darter@coe22.com	× *	Greg Knapp (Leader)	tak.
	Active Members Disciple Groups (Coach) (904) 352-1181 (Contact) (904) (D	Greg Knopp (Leader) (904) 252-8192 (Contect) (904) 252-8192 (Leader)	
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5. Select the role of "member" using the drop down menu.

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- 6. Click on the box next to "ACTIVE".
- 7. Be sure to "Save".

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Here are the emails for your Discipleship Ministers:

Arlington: evan.pritchett@coe22.com Baymeadows: ryan.horner@coe22.com Fleming Island: david.mcginley@coe22.com Jesup: jesse.declue@coe22.com Mandarin: <u>demetrius.willis@coe22.com</u> Orange Park: matthew.nuttle@coe22.com San Pablo: matt.dobson@coe22.com St. Johns: justin.ireland@coe22.com