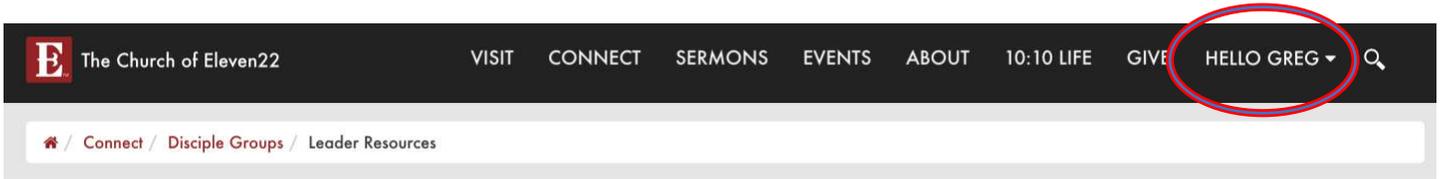


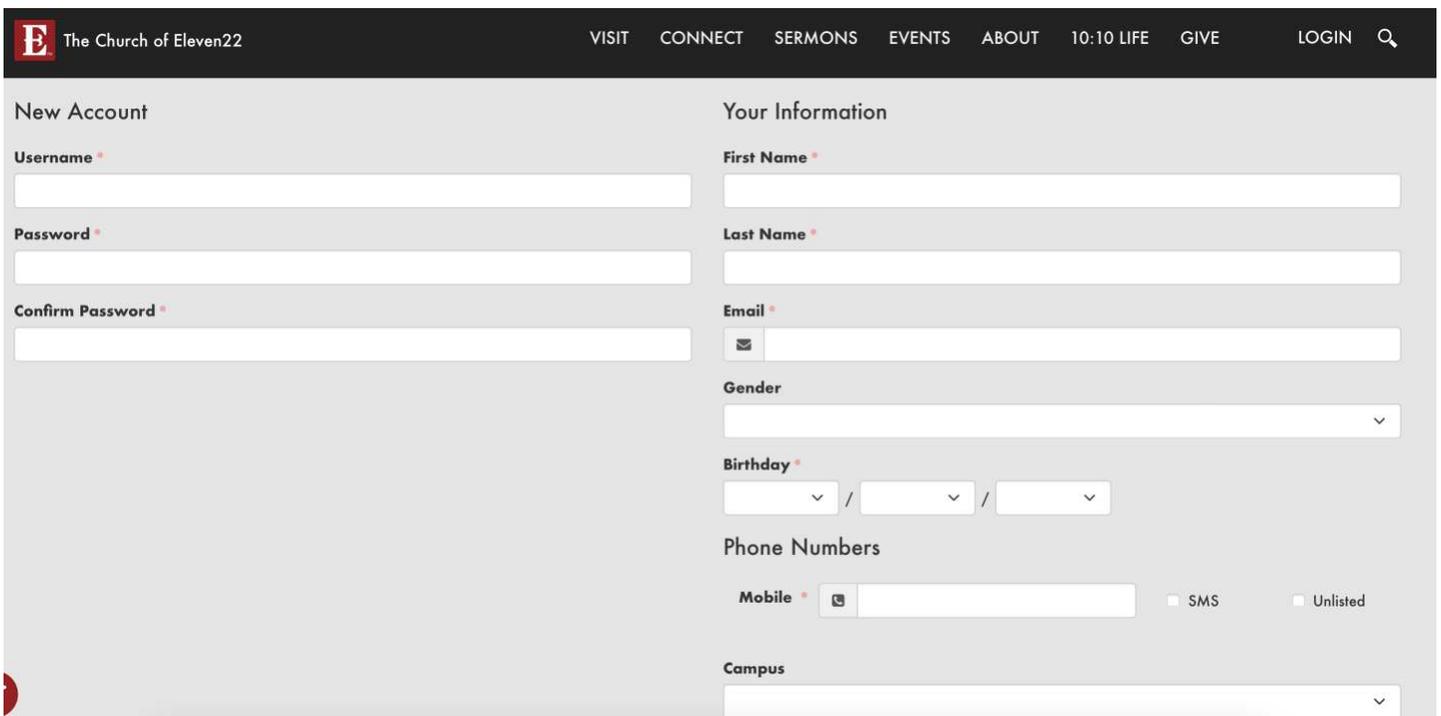
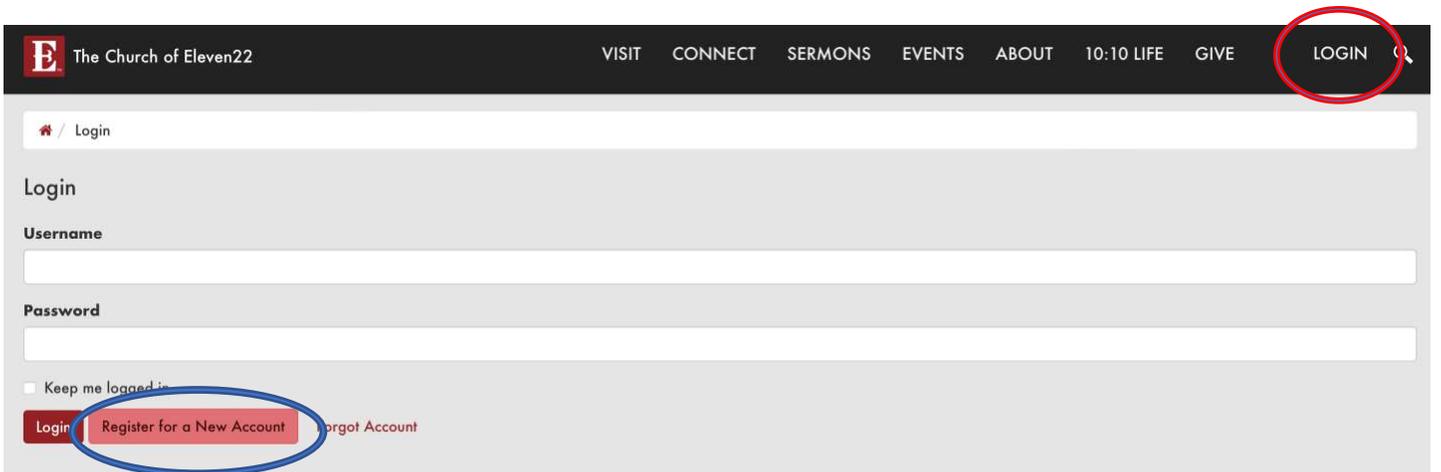
How to add someone to your group

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.



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 coe22.com, click “LOGIN,” click the button that says, “Register for a New Account” and then fill in all their information.



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 someone 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: www.coe22.com/findagroup and click a few boxes on the filter that correspond to your group and click “search.”

Days of Week ⓘ
 Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Type ⓘ
 Mixed Group
 Men Only
 Women Only
 1825 ⓘ

Time of Day
 AM
 PM

Childcare
[Dropdown menu]

Online Only
 Yes
 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.

The Church of Eleven22 VISIT CONNECT SERMONS EVENTS ABOUT 10:10 LIFE GIVE HELLO GREG ▾

diverse group from all... [more info](#)

[Map]

St Johns
Google

Lakeside
Google

Mixed Edwards 32084
Tuesday at 7:00 PM
Hi! We are Debi and Eric, a married couple in our 60s looking to connect... [more info](#)

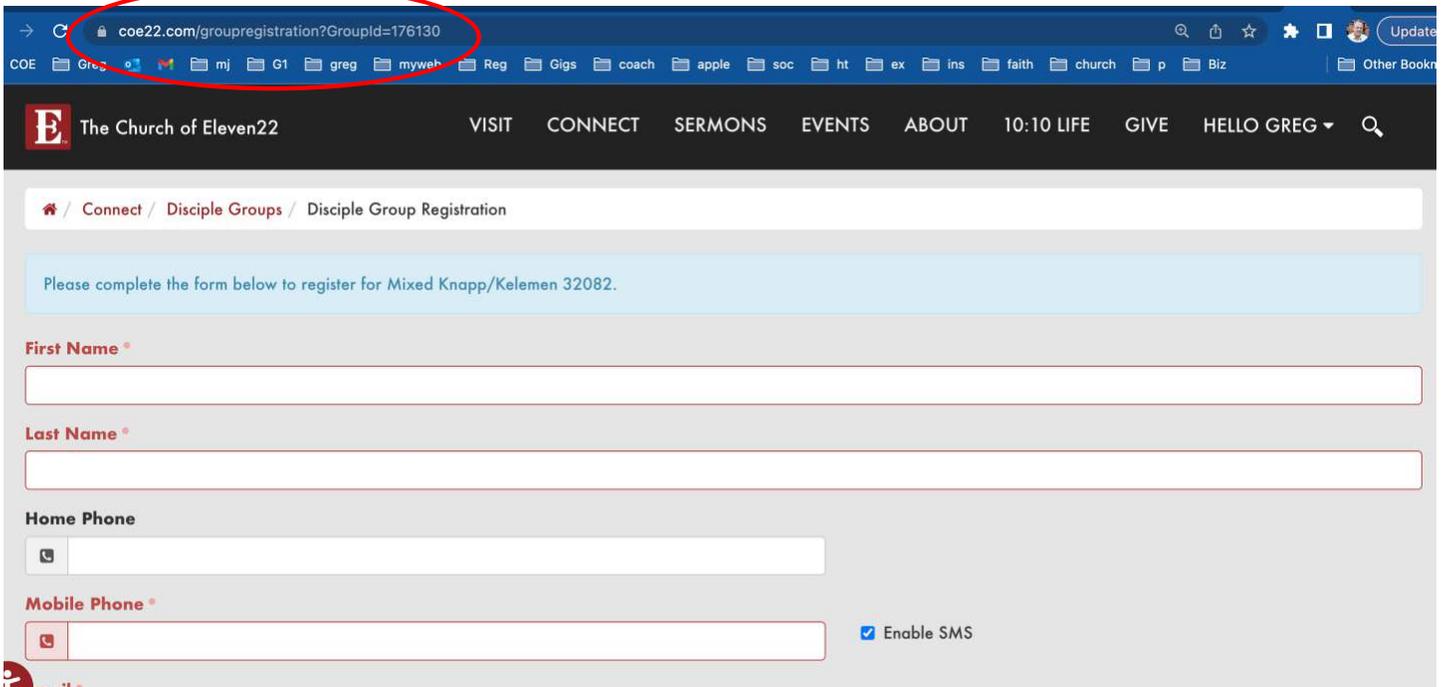
Mixed Knapp Kelemen 32082
Tuesday at 7:00 PM
We are a very welcoming group of men and women from all ages and walks... [more info](#)

Ponte Vedra
Beach

Mixed Li
Tuesday at 7:00 PM
Mixed Group for all people in and near the Fleming Island area. We meet in... [more info](#)

[Map]

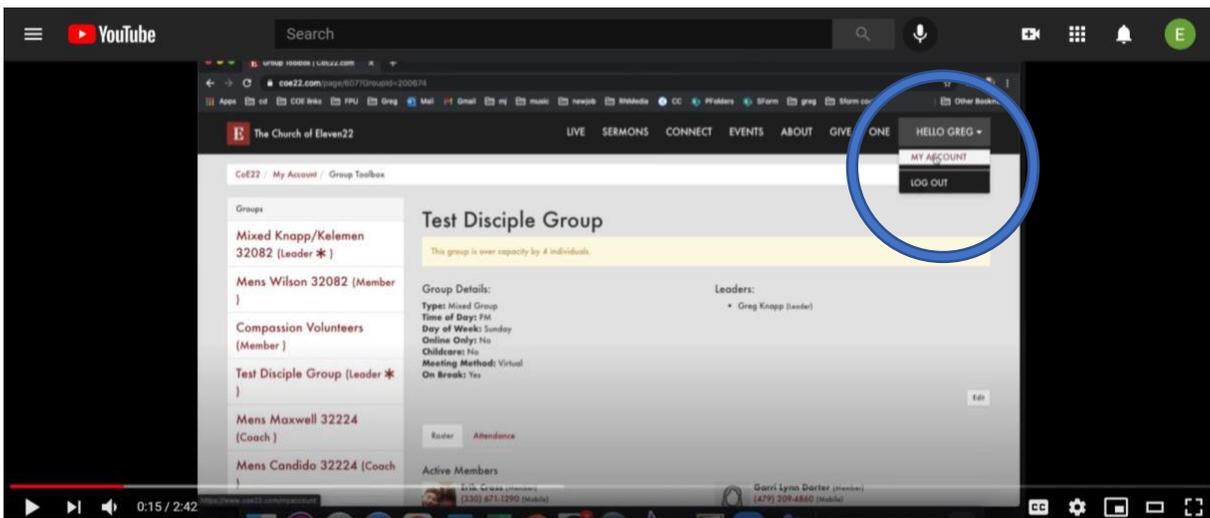
Highlight the URL of that page and copy and paste it into an email to your new member. Ask them to click the link, fill out their info and click, “submit.”



The screenshot shows a web browser window with the URL coe22.com/groupregistration?GroupId=176130 highlighted in red. The page is for 'The Church of Eleven22' and is titled 'Disciple Group Registration'. It contains a form with the following fields: 'First Name *', 'Last Name *', 'Home Phone', and 'Mobile Phone *'. There is also a checkbox for 'Enable SMS' which is checked. A blue banner at the top of the form area says 'Please complete the form below to register for Mixed Knapp/Kelemen 32082.'

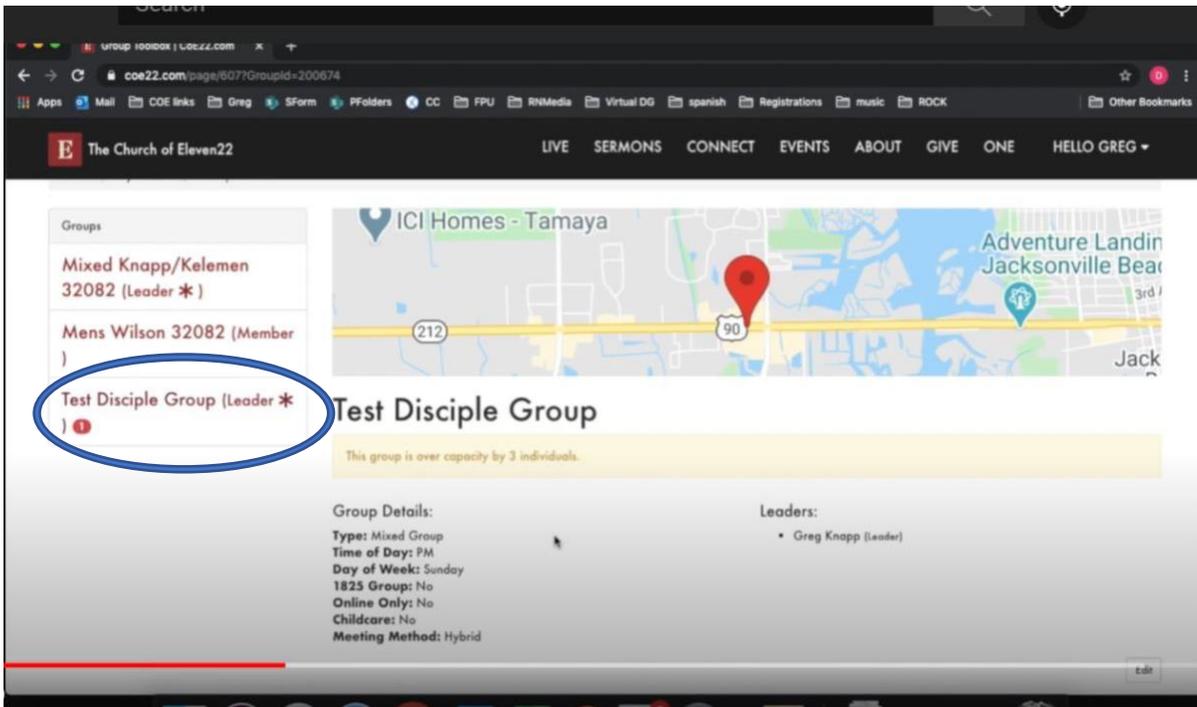
Once they fill it out and submit it, they will be added as pending members of your group. After they have been added as “pending” members, take these steps to make them “active” members:

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.”

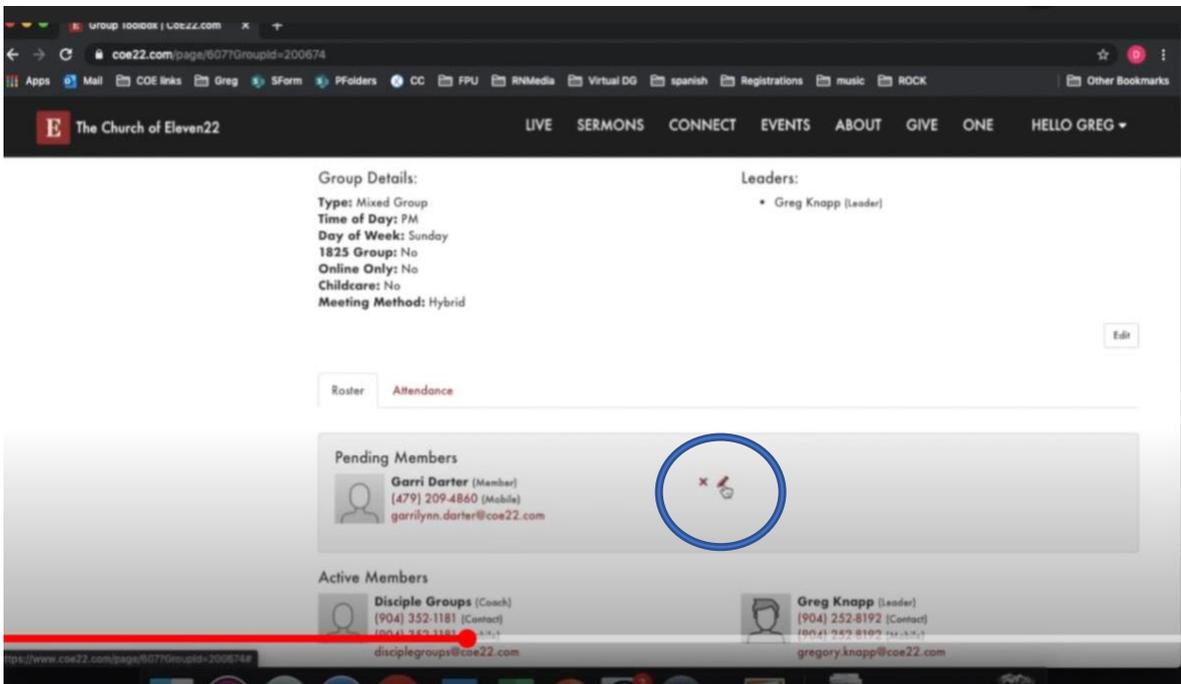


2. If you have pending members, there will be a number in a red bubble beside your group name.

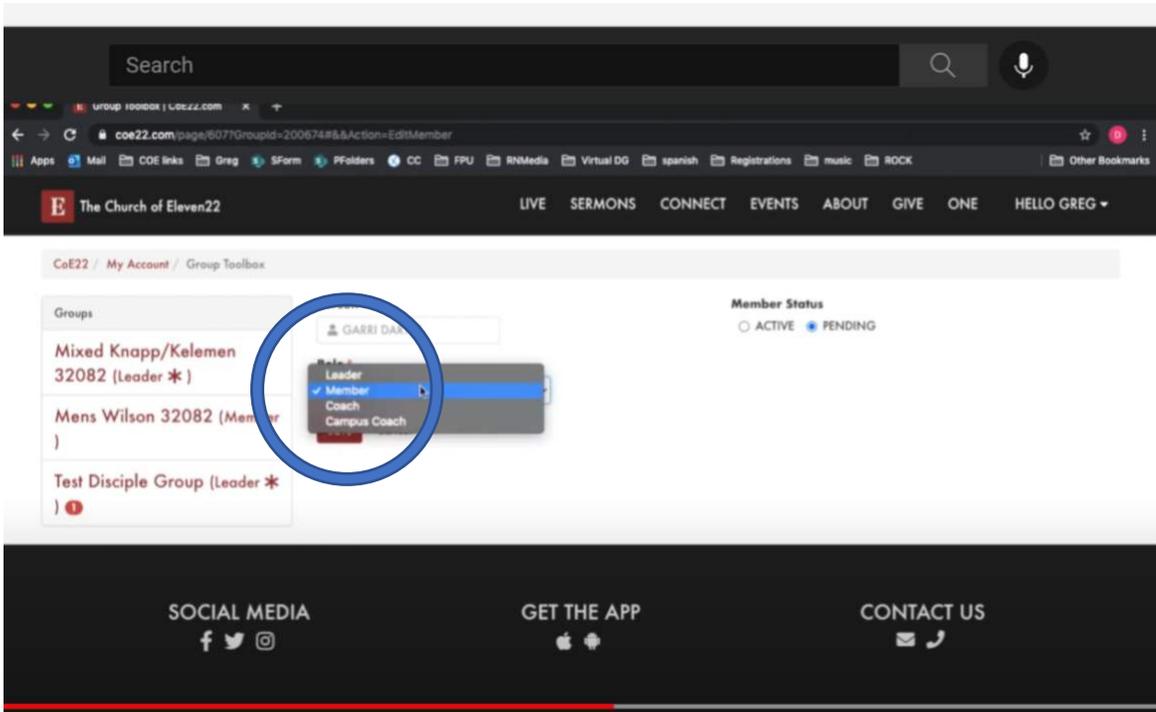
3. Click on your group name.



4. Hover over the name of the pending member's name and click the pencil icon that appears to the right.

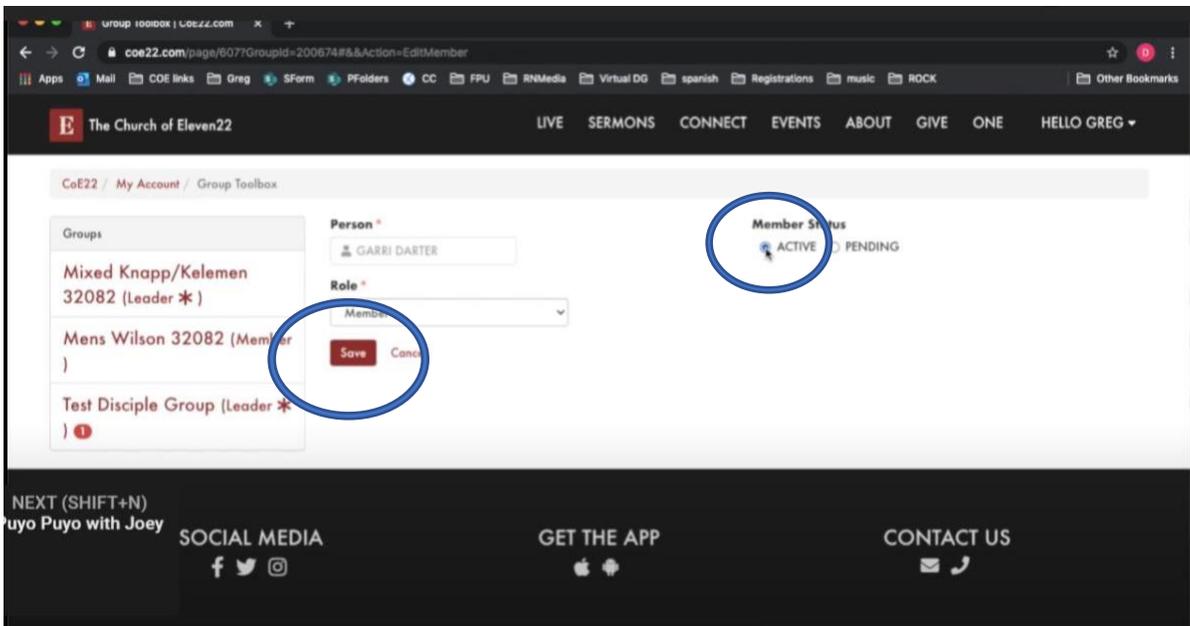


5. Select the role of “member” using the drop down menu.



6. Click on the box next to “ACTIVE”.

7. Be sure to “Save”.



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: demetrius.willis@coe22.com

Orange Park: matthew.nuttle@coe22.com

San Pablo: matt.dobson@coe22.com

St. Johns: justin.ireland@coe22.com