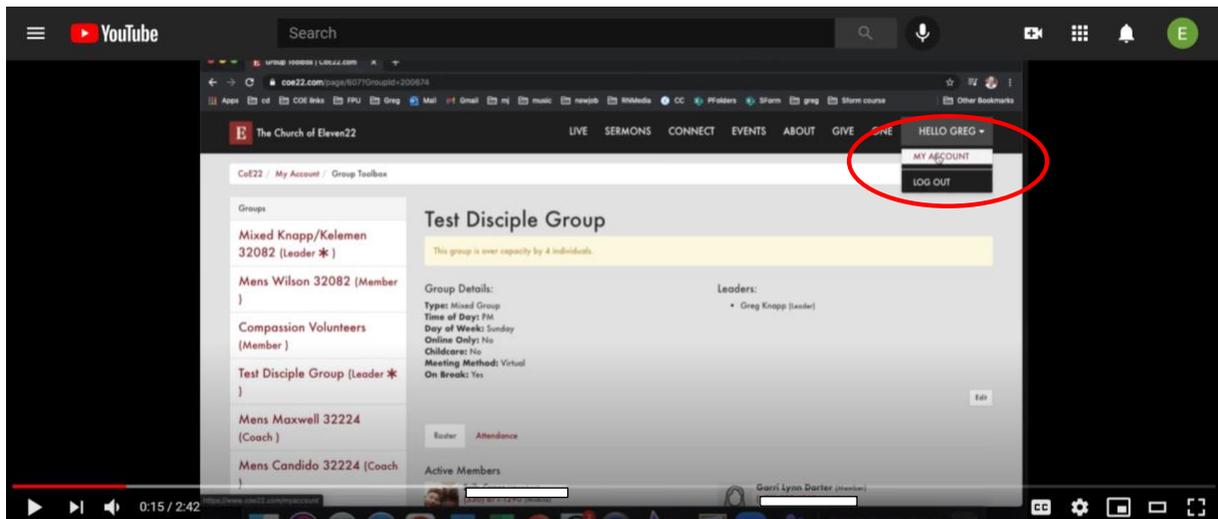


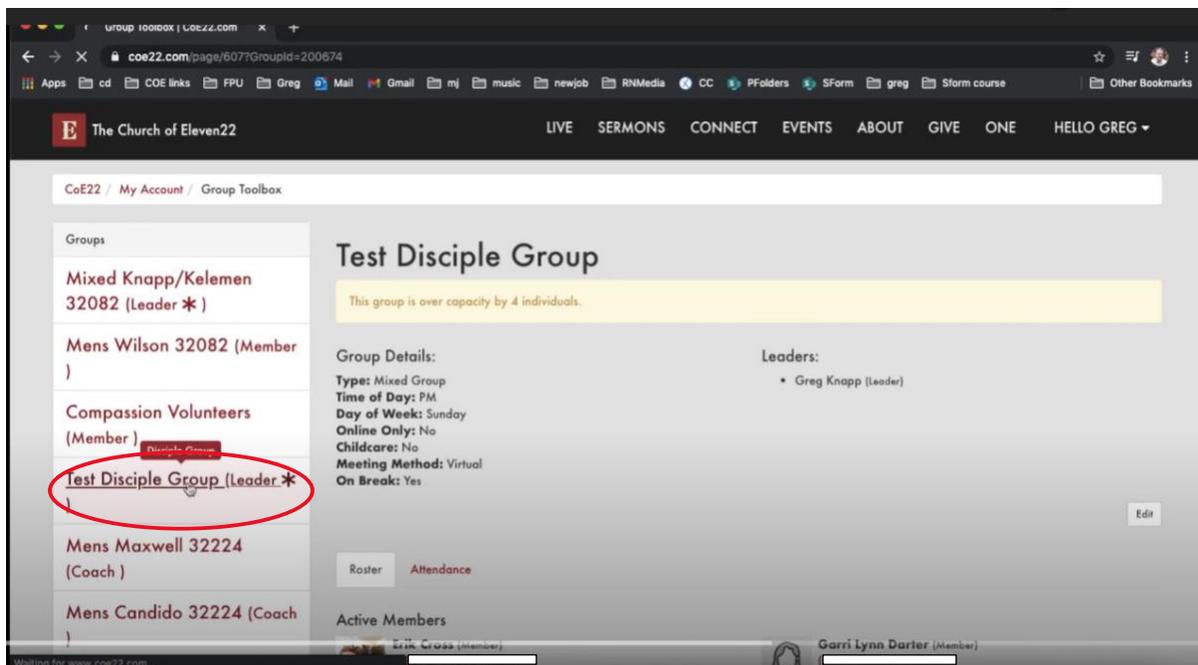
CHANGE MEETING METHOD

<https://youtu.be/MyS2W5Y1PZg>

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. Click on the name of your group on the left side.



3. Click the “Edit” button.

The screenshot shows the 'Test Disciple Group' page. The header includes 'The Church of Eleven22' and navigation links: VISIT, CONNECT, SERMONS, EVENTS, ABOUT, GIVE, HELLO GREG. Below the header is a breadcrumb trail: / My Account / Group Toolbox. The main content area is titled 'Test Disciple Group' and includes a yellow warning box: 'This group is over capacity by 5 individuals.' The page is divided into two columns. The left column lists groups: Mixed Knapp/Kelemen 32082 (Leader *), Mens Fort 32082 (Member), Compassion Volunteers (Member), Test Disciple Group (Leader *), Mens Maxwell 32224 (Coach), and Mens Candido 32224 (Coach). The right column shows 'Group Details' and 'Leaders'. The 'Group Details' section includes: Type: Mixed Group, Time of Day: PM, Day of Week: Sunday, Online Only: No, Childcare: No, Meeting Method: Hybrid, On Break: No, Launching Campus: Launching Leader: Launching Leader: Launching Group: Group type: Disciple Group. The 'Leaders' section lists: Katie Cox (Leader) and Greg Knapp (Leader). An 'Edit' button is circled in red in the bottom right corner.

4. Scroll down until you see “Meeting Method,” and click the appropriate box. **It is possible to click more than one meeting method at the same time. But, your group can only meet one way - either “In Person, Virtually, or Hybrid” (where some are in person and some are online). Please pick only ONE meeting method.*

The screenshot shows the 'Test Disciple Group' page with the 'Meeting Method' section highlighted. The page is divided into two columns. The left column lists groups: (Member), Test Disciple Group (Leader *), Mens Maxwell 32224 (Coach), Mens Candido 32224 (Coach), Mens Fort 32082 (Coach), Mens Coker 32250 (Coach), Mens Trice 32224 (Coach), and Mens Militello 32233 (Coach). The right column shows 'Group Details' and 'Leaders'. The 'Group Details' section includes: Day of the Week: Sunday, Time of Day: 5:00 PM, Type: Mixed Group, Time of Day: AM (unchecked) and PM (checked), Day of Week: Sunday, Online Only: Yes (unchecked) and No (checked), Childcare: No, Meeting Method: In Person (unchecked), Virtual (unchecked), and Hybrid (checked). The 'Meeting Method' section is circled in red.

5. After making any and all changes to your group, scroll to the bottom and click, “Save.”