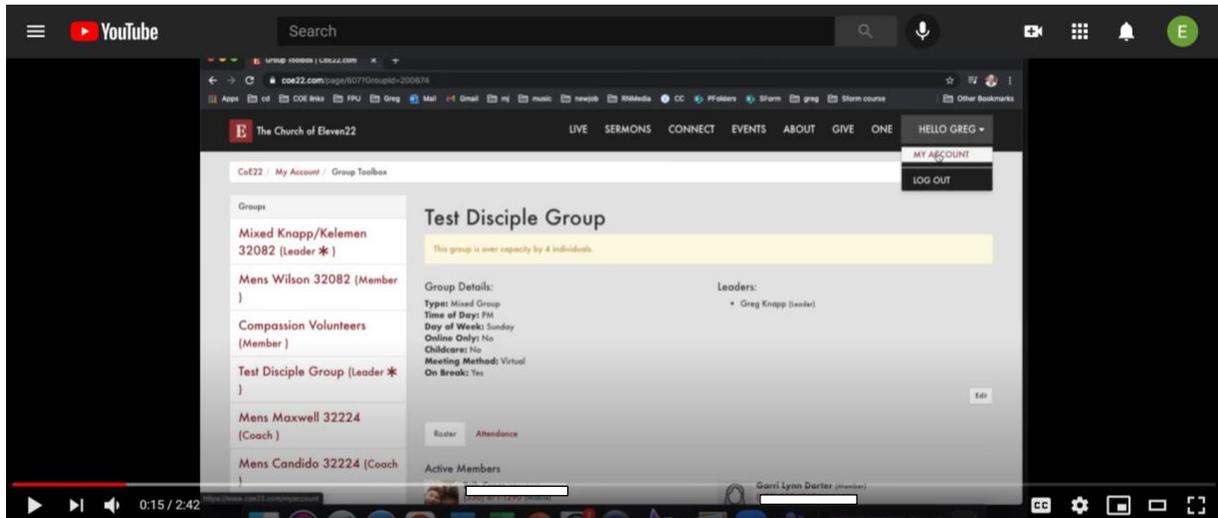


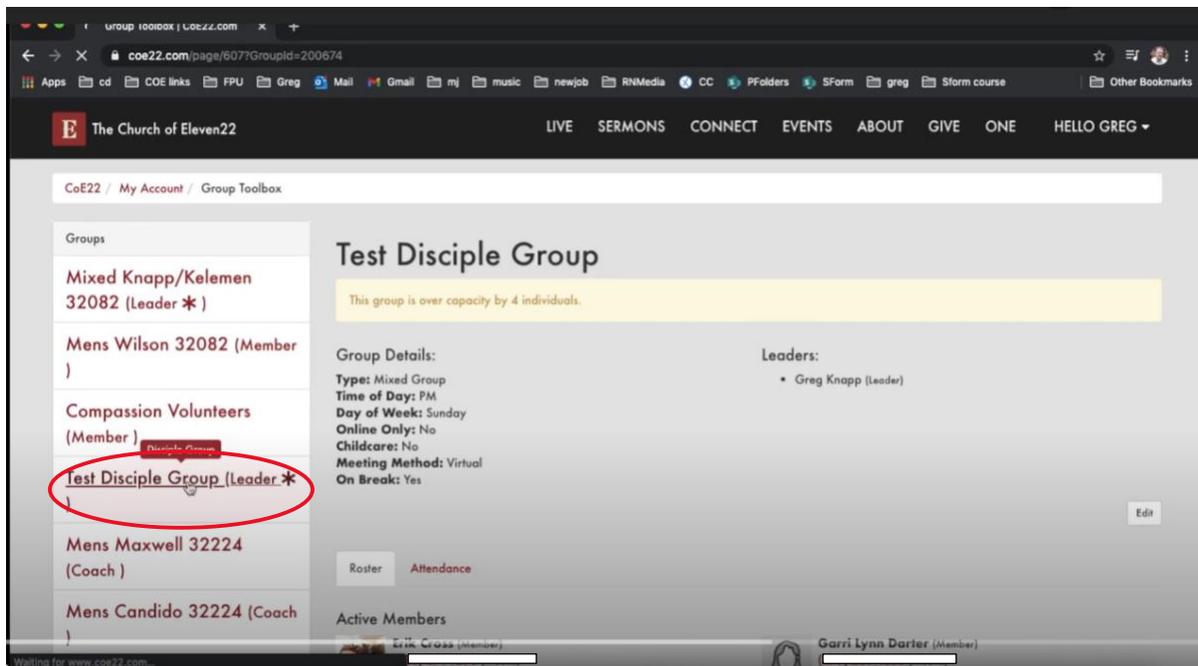
ACTIVATE AND EDIT YOUR GROUP

<https://www.youtube.com/watch?v=AcEjGVIST48>

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."

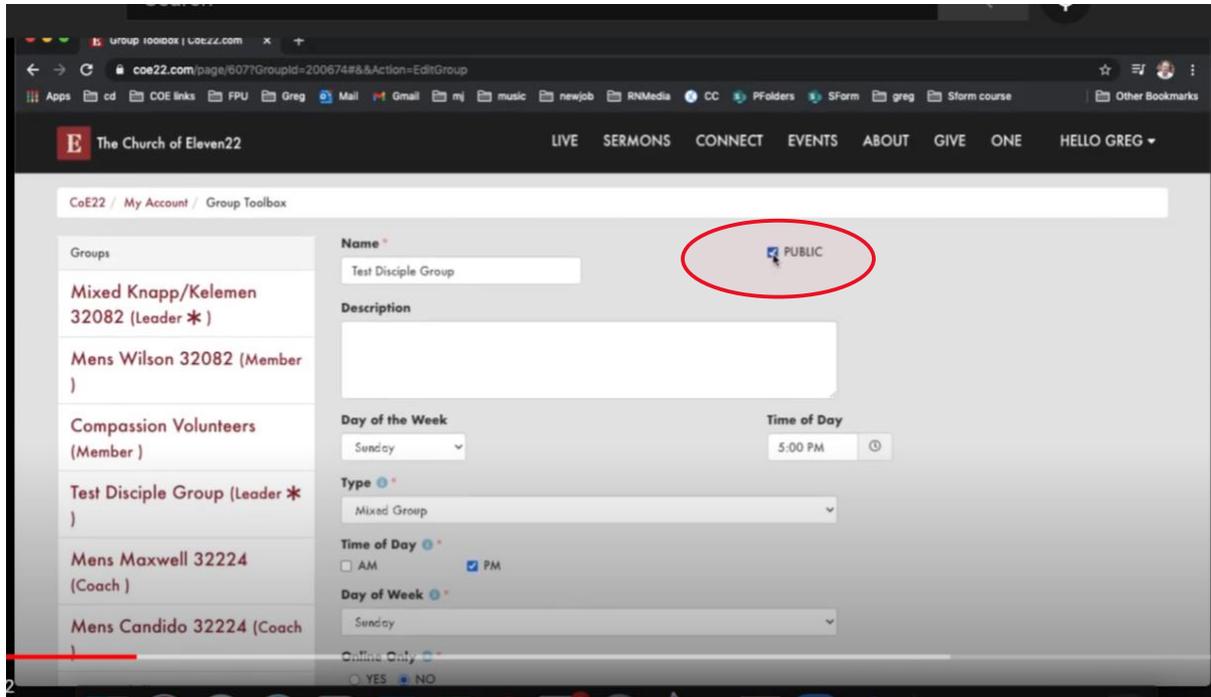


2. Click on the name of your group on the left-hand side.

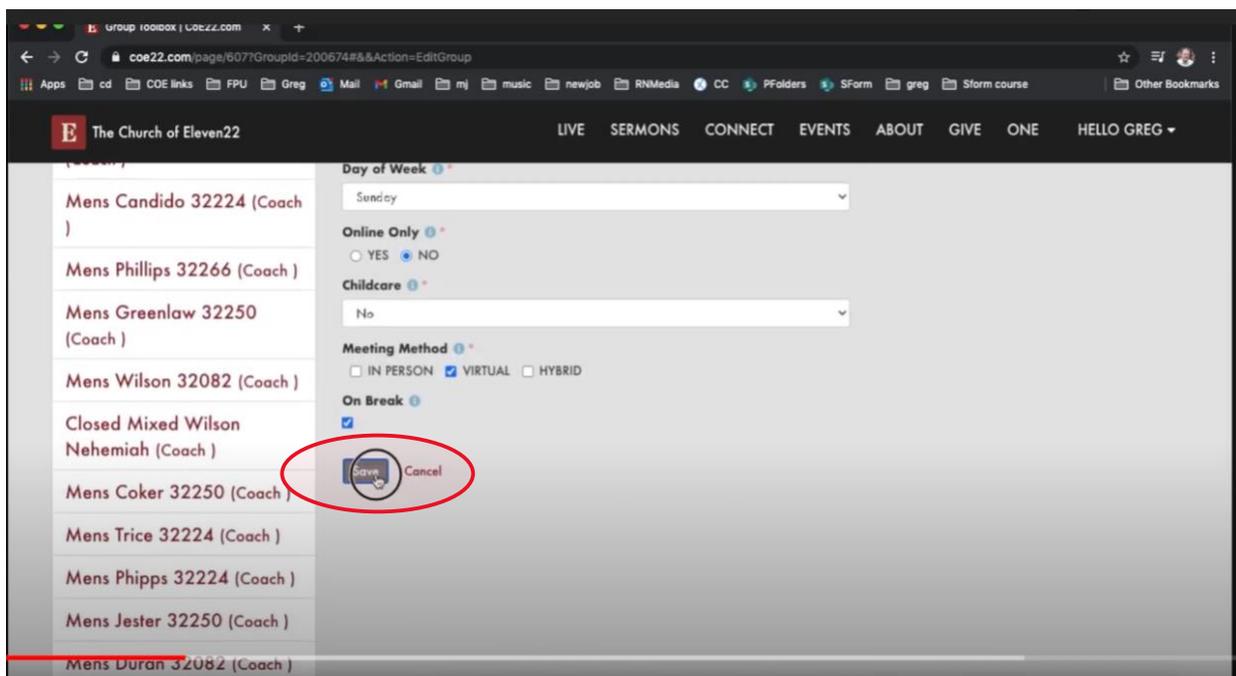


3. Make sure the box next to **"PUBLIC"** is checked, so that your group is listed on the church website when people are searching for groups.

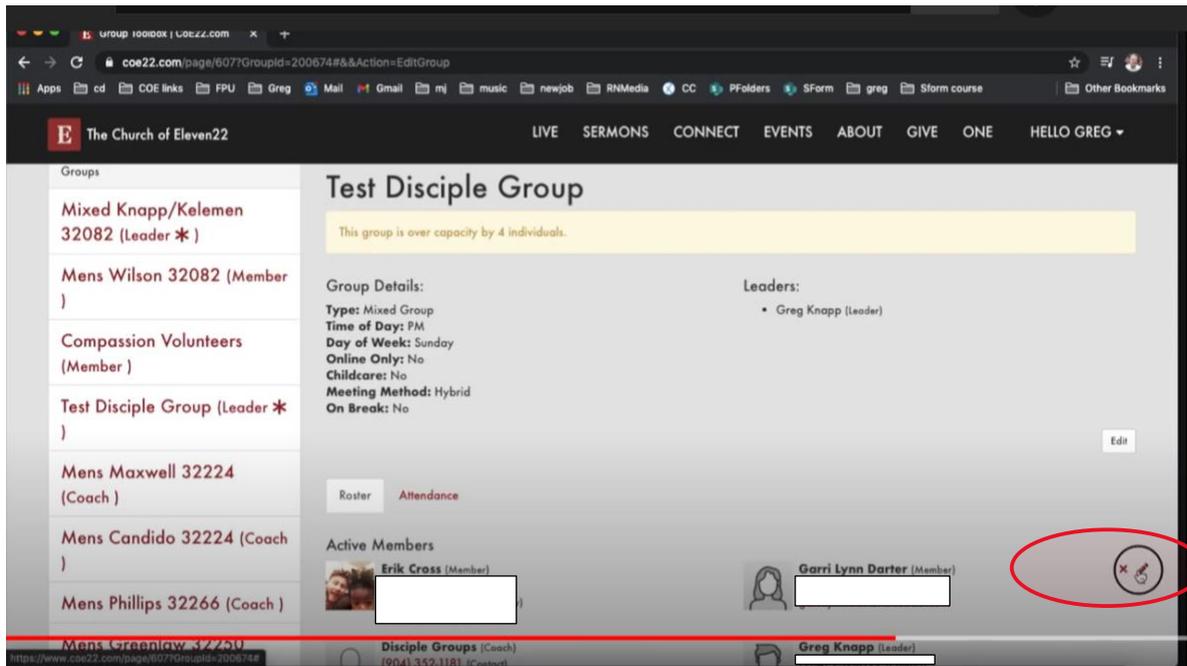
4. Make any other changes to the group information.



5. After you have made all the necessary changes, click **"Save."**



6. To edit a member's status, hover over the member's name and click the pencil icon that appears to the right.



7. If the member is a pending member who is ready to be added, click on the box next to "ACTIVE."

8. If the member will no longer be in your group, click on the box next to "INACTIVE."

9. After you have selected the correct status for the member, click "Save."

