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.

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The Church of Eleven22		LIVE S	ERMONS	CONNECT	EVENTS	ABOUT	GIVE	ONE	HELLO GREG -
CoE22 / My Account / Group Toolbox									
Groups	Name *								
Mixed Knapp/Kelemen 32082 (Leader 🛧)	Description				_				
Mens Wilson 32082 (Member)									
Compassion Volunteers	Day of the Week			1	lime of Day				
(Member)	Senday 👻				5:00 PM	0			
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)	Mixed Group				~				
Mens Maxwell 32224	Time of Day ()*								
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Mens Candido 32224 (Coach	Sunday				~				
2	Online Only C - O YES NO								

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

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Mens Candido 32224 (Coach	Sunday				~				
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Mens Wilson 32082 (Coach)	IN PERSON Z VIRTUAL	HYBRID							
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Nehemiah (Coach)									
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Mens Jester 32250 (Coach)									
Mens Duran 32082 (Coach)									

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

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E The Church of Eleven22	LIVE SERMO	ONS CONNECT EVENTS A	BOUT GIVE ONE	HELLO GREG -
Groups	Test Disciple Group			
Mixed Knapp/Kelemen 32082 (Leader 米)	This group is over capacity by 4 individuals.			
Mens Wilson 32082 (Member)	Group Details: Type: Mixed Group	Leaders: • Greg Knapp	(Leader)	
Compassion Volunteers (Member)	Time of Day: PM Day of Week: Sunday Online Only: No Childcare: No			
Test Disciple Group (Leader *)	Meeting Method: Hybrid On Break: No			Edir
Mens Maxwell 32224 (Coach)	Roster Attendance			
Mens Candido 32224 (Coach)	Active Members	Garri L	ynn Darter (Member)	(× ,g
Mens Phillips 32266 (Coach)		A		

- 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."

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	Groups Person *	Member Status	PENDING			
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