

Activate and Edit Your Group



Step 1 - Make sure you are logged in and in “My Account.”

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MY ACCOUNT

LOG OUT

Account Info

Change Password

Connection Requests

Vision Ambassador Connections

Join A Group Connections

Groups

Mixed Knapp/Kelemen 32082 (Leader *)

Compassion Volunteers (Member)

Online-only Dgroups (Connector *)

Greg Knapp
55 years old (10/30/1968)
Male
Married

Contact Information

Home Address
1 Main Street
Jacksonville, FL 32250

Phone
(555) 555-5555 Mobile

Email
gregory.knapp@coe22.com

Step 2 - Scroll down and find the group you want to activate and edit and click on it. Then click on the “Edit” button on the right side of the page.

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Online-only Dgroups (Connector *)

Next Step Response Team - Eleven22 Online (Member)

New Believer Ambassador - SP (Member)

Test Mens Knapp 32250 (Leader *)

Baptism Teachers - SP (Member)

Communion (Member)

Baptism Ambassadors - SP (Member)

Next Steps Response Team-FLE (Member)

Compassion Serve Team (Member)

Test Mens Knapp 32250

This is a group to run online tests on. Do not join. It's not a real disciple group.

Group Details:

Type: Men Only
Time of Day: PM
Day of Week: Wednesday
Childcare: No
Online Only: Yes
Group Was Launched from Discover Group: No
Meeting Method: In Person
Launching Campus:
Launching Leader: Greg Knapp
Launching Leader:
Launching Group: Group type: Disciple Group

Leaders:

- Greg Knapp (Leader)

Roster Attendance

Active Members

Edit

Activate and Edit Your Group



Step 3 – Make sure the “Public” box is checked so your group will be discoverable online.

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My Account / Group Toolbox

Groups:

- Mixed Knapp/Kelemen 32082 (Leader *)
- Compassion Volunteers (Member)
- Online-only Dgroups (Connector *)
- Next Step Response Team - Eleven22 Online (Member)
- New Believer Ambassador -SP (Member)
- Test Mens Knapp 32250 (Leader *)
- Baptism Teachers - SP (Member)
- Communion (Member)

Name: Test Mens Knapp 32250

Public

Inactive Reason

Inactive Note

Description: This is a group to run online tests on. Do not join. It's not a real disciple group.

Day of the Week: Wednesday

Time of Day: 6:00 PM

Step 4 – Check that your group description, day of week, time, type, AM/PM, day of week and childcare status are all correct. Make sure day of week fields are the same.

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Next Step Response Team - Eleven22 Online (Member)

New Believer Ambassador -SP (Member)

Test Mens Knapp 32250 (Leader *)

Baptism Teachers - SP (Member)

Communion (Member)

Baptism Ambassadors - SP (Member)

Next Steps Response Team-FLE (Member)

Compassion Serve Team (Member)

Group Signups

Description: This is a group to run online tests on. Do not join. It's not a real disciple group.

Day of the Week: Wednesday

Time of Day: 6:00 PM

Type: Men Only

Time of Day: AM PM

Day of Week: Wednesday

Childcare: No

Online Only: Yes No

Activate and Edit Your Group



Step 5 – If your group is an online group, check “Yes” for “Online Only” and “Virtual” for “Meeting Method.” If meeting in person, check “No” and “In Person.”

The screenshot shows the 'Activate and Edit Your Group' interface. On the left, there is a list of group members: 'Baptism Ambassadors - SP (Member)', 'Next Steps Response Team-FLE (Member)', and 'Compassion Serve Team (Member)'. The main form area includes the following fields and options:

- Time of Day:** AM, PM
- Day of Week:** Wednesday
- Childcare:** No
- Online Only:** Yes, No (circled in red)
- Group Was Launched from Discover Group:** No, Yes
- Meeting Method:** In Person, Virtual (circled in red), Hybrid
- Launching Campus:** (Empty dropdown)
- Launching Leader:** Greg Knapp

Step 6 – After all your changes are made, remember to hit “Save.”

The screenshot shows the bottom portion of the 'Activate and Edit Your Group' form. The 'Launching Group' section is visible, with the following fields and options:

- Group Type:** Disciple Group
- Group:** (Empty dropdown)
- Locations:** Member Location, Other Location
- Member:** (Empty dropdown)
- Type:** (Empty dropdown)
- Buttons:** Save, Cancel (The 'Save' button is circled in red)