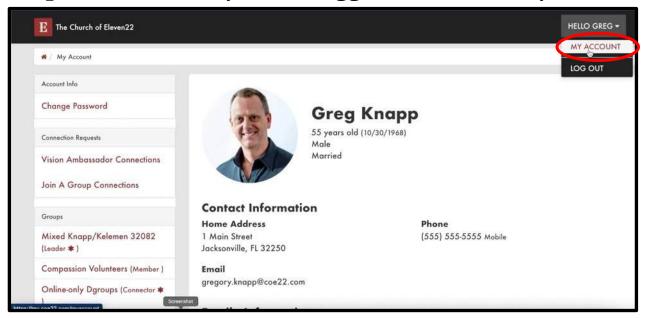
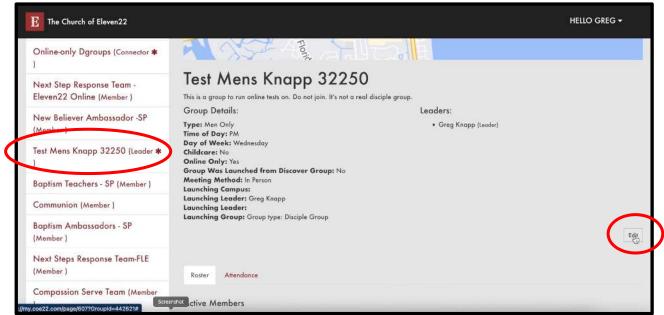
## **Activate and Edit Your Group**



## Step 1 - Make sure you are logged in and in "My Account."



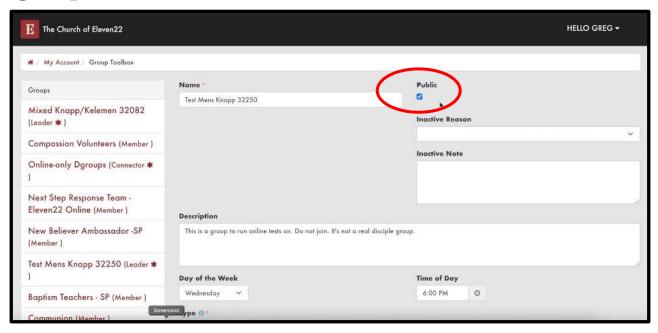
Step 2 - Scroll down and find the group you want to activate and edit and click on it. Then click on the "Edit" button on the right side of the page.



## **Activate and Edit Your Group**



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



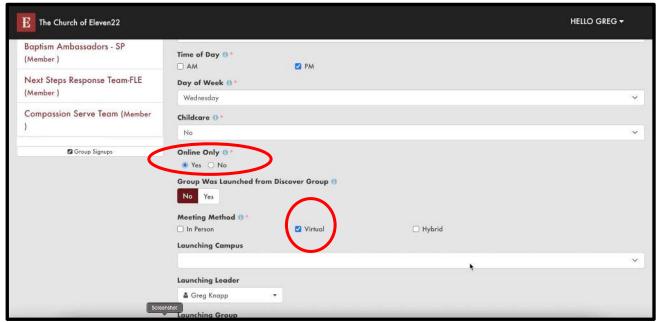
Step 4 – Check that your group description, day of week, time, type, AM/PM, day of week and childcare status are all correct. Make sure day of week fields are the same.

Next Step Kesponse Team - Eleven22 Online (Member )	Description			
New Believer Ambassador -SP Member )	This is a group to run online tests on. Do not join, It's not a real disciple group.			
Test Mens Knapp 32250 [Leader ≉	Day of the Week		Time of Day	
Baptism Teachers - SP (Member )	Wednesday ~		6:00 PM 💿	
Communion (Member )	Type   Men Only			
Baptism Ambassadors - SP Member )	Time of Day 0	₽ PM		
Next Steps Response Team-FLE (Member )	Day of Week 0 ** Wednesday			
Compassion Serve Team (Member	Childcare () *			
	No			7
Group Signups	Online Only 0			

## **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."



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

