

Add a Member - Mobile

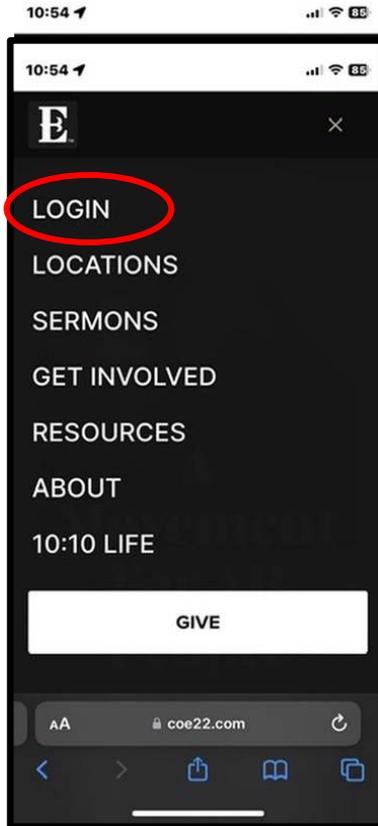


IMPORTANT: Make sure the person you want to add to your group has a profile in the Rock. If they don't, we can't add them to your group. If they don't have a profile, have them go to www.coe22.com and follow the 4 Steps below.

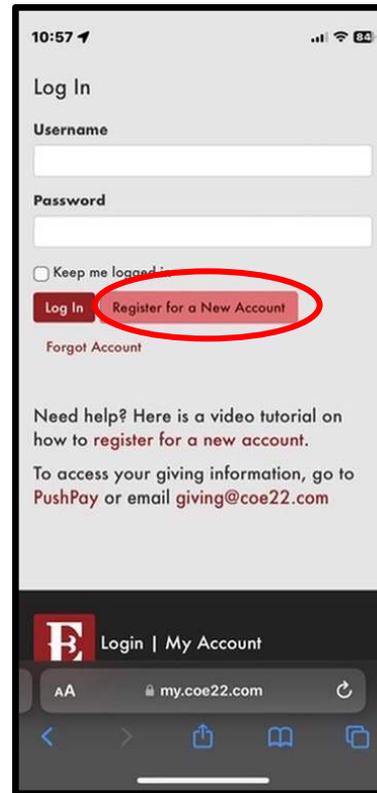
Step 1 - Go to coe22.com and click on the triple bar in the upper right.



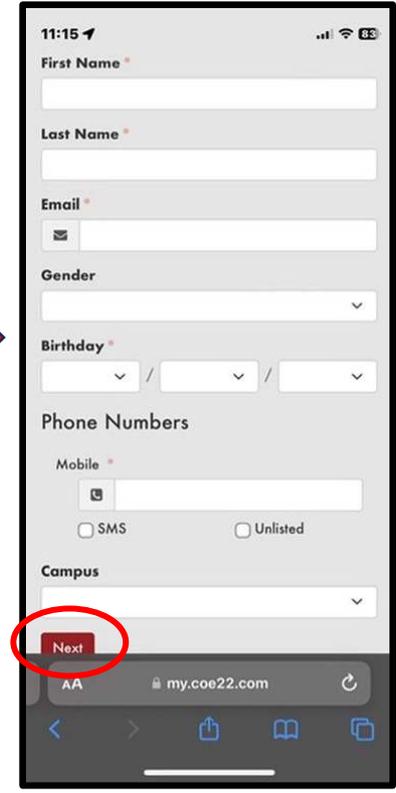
Step 2 - Click "LOGIN."



Step 3 - Click "Register for a New Account."



Step 4 - Fill out the form and click "NEXT."



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Once they have a profile, you can add them to your group. There are 2 ways. Send them a link to join your group. Log into your account and follow the steps below.

Step 5 – Go to www.my.coe22.com/find-a-group. Use the filters to drill down and find your group.

Step 6 – Once you find your group right click “JOIN,” copy the link and send it to them in an email or text.

Step 7 – Once they fill out and submit the form to join your group they will show up in your group page as a “Pending” member. You can then click on the pencil next to their name and move them to “Active” status.

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You can also add a member to your group by scrolling to the bottom of your group roster on your account page and clicking “Add a Member.” Once you complete Step 10 and click “Submit,” someone on the Disciple Groups team will add that person to your group, typically within 24-48 hours.

Step 8, On your account page click on your group.

Step 9 – Scroll down to the Bottom of you group roster And click “Add Member”

Step 10 – Fill out the form with the members first & last name, email and phone number. Click “Submit.”

