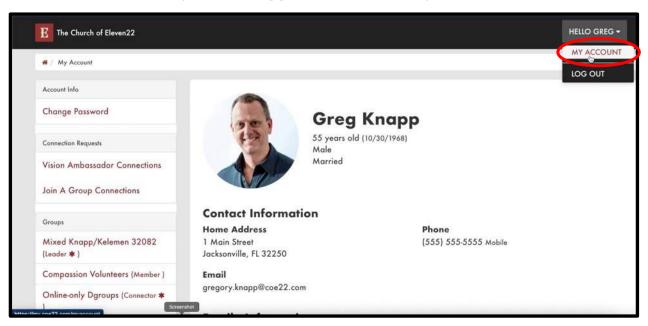
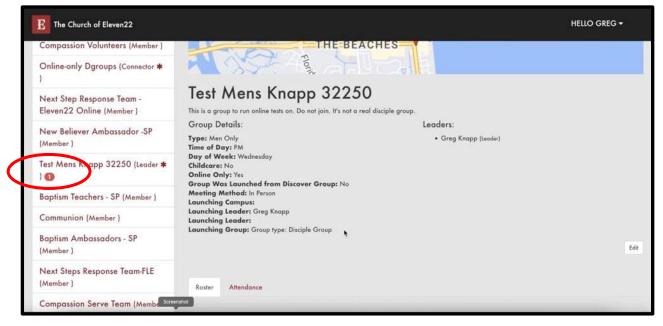
Add a Pending Member



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



Step 2 - Scroll down until you see your group with the red bubble indicating you have a "Pending" member. (You will also get an email telling you you have a pending member.) Reach out to the "Pending" member by text, phone call and email to welcome them within 24-48 hours.

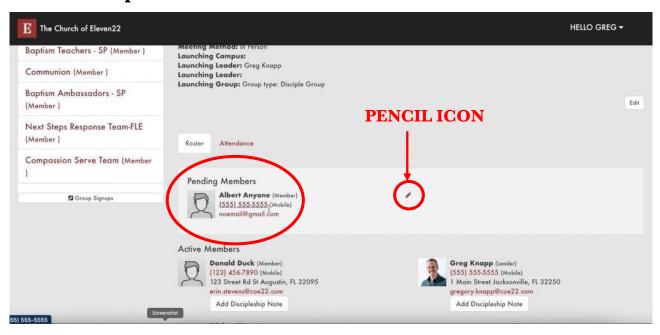




Add a Pending Member



Step 3 - Scroll down until you see your "Pending" member and click on the small pencil icon.



Step 4 – Even if they did not respond to your phone call, voice mail or text, move them from "Pending" to "Active" so your discipleship minister knows you contacted them. Select "Active" and always remember to hit "Save."

