

Add a Pending Member



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

The screenshot shows the 'My Account' page for Greg Knapp. The top right navigation bar includes 'HELLO GREG', 'MY ACCOUNT' (circled in red), and 'LOG OUT'. The main content area displays a profile for Greg Knapp, 55 years old, male, and married. Below the profile is contact information: Home Address (1 Main Street, Jacksonville, FL 32250), Phone ((555) 555-5555 Mobile), and Email (gregory.knapp@coe22.com). On the left, there is a sidebar with various account options like 'Change Password', 'Connection Requests', and 'Join A Group Connections'. At the bottom, there is a 'Screenshot' button.

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.

The screenshot shows the 'Test Mens Knapp 32250' group page. The left sidebar lists various groups, with 'Test Mens Knapp 32250 (Leader *)' circled in red and a red bubble containing the number '1' next to it. The main content area displays a map of 'THE BEACHES' and 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, and Launching Group: Group type: Disciple Group. There is an 'Edit' button at the bottom right. At the bottom, there are 'Roster' and 'Attendance' buttons. A 'Screenshot' button is visible at the bottom left.



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

The Church of Eleven22 HELLO GREG

Baptism Teachers - SP (Member)
Communion (Member)
Baptism Ambassadors - SP (Member)
Next Steps Response Team-FLE (Member)
Compassion Serve Team (Member)

Meeting Method: in Person
Launching Campus:
Launching Leader: Greg Knapp
Launching Leader:
Launching Group: Group type: Disciple Group

Roster Attendance

Pending Members

Albert Anyone (Member)
(555) 555-5555 (Mobile)
noemail@gmail.com

Active Members

Donald Duck (Member)
(123) 456-7890 (Mobile)
123 Street Rd St Augustin, FL 32095
erin.stevens@coe22.com

Greg Knapp (Leader)
(555) 555-5555 (Mobile)
1 Main Street Jacksonville, FL 32250
gregory.knapp@coe22.com

55) 555-5556 Screenshot

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.”

The Church of Eleven22 HELLO GREG

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)

Person *

Albert Anyone

Role *

Member

Save Cancel

Member Status

Inactive Active Pending

Communication Preference

Email SMS

Screenshot