

Add a Member



Step 1 – Login to your account. Click your name in the upper right and then click “My Account.” Your groups are listed on the left side of the page and your status in the group is in parentheses.

IMPORTANT – In order to add someone to your group they must have an account/profile in the Rock (our data system).

Step 2 - If the new member doesn't have an account/profile in the Rock, have them go to www.coe22.com and click LOGIN in the upper right of the screen, click on “Register for a New Account” and fill out the web form.

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Step 3 – Have them fill out the webform and click the red "Next" button in the lower left. They now have an account/profile in the Rock and can be added to your group.

Account Registration

PLEASE NOTE: Rock will be down for a period of time on Monday, January 8, 2024 from approximately 4pm-8pm EST. Logging into your account and accessing your information may not be available during this time.

New Account

Username *

Password *

Confirm Password *

Your Information

First Name *

Last Name *

Email *

Gender

Birthday *

Phone Numbers

Mobile * SMS Unlisted

Campus

Next

Step 4 –There are two ways to add someone to your group. The easiest way is for you to send them a link. To do this go to <http://www.my.coe22.com/find-a-group>. Use the filters to drill down and find your group.

Step 01: Select Group Preferences

Choose your preferred type of group, day and time and hit "Search".

Step 02: Browse Group Map

After entering your search, all available groups will show in a map view. Scroll past the map to view available groups in a list view.

Step 03: Join Group

Click "join" and your leader will contact you within 48 hours.

Type

Mixed Group Men Only Women Only 1825

Time of Day

AM PM

Day of Week

Wednesday

Childcare

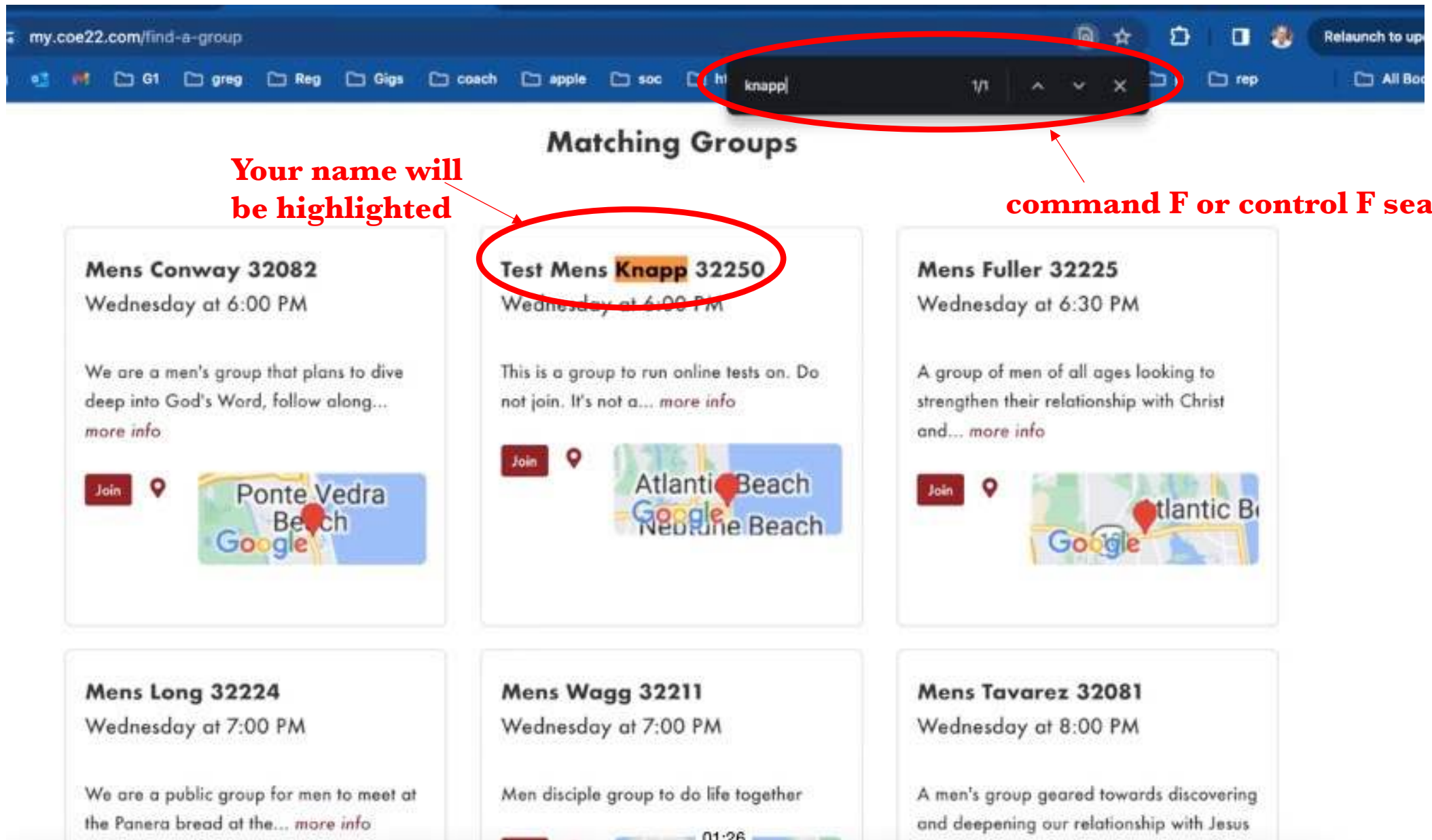
Online Only

Yes No

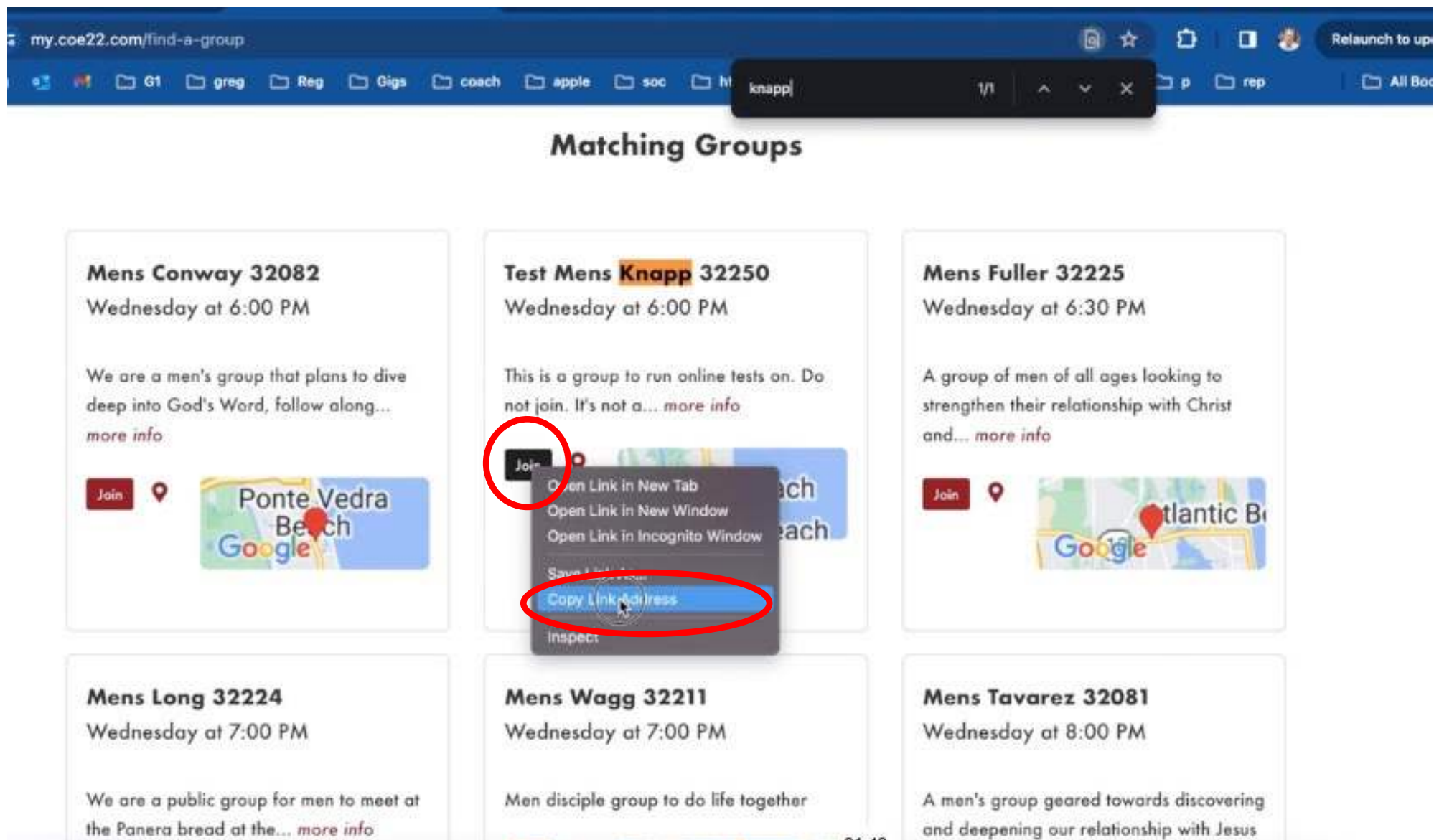
Search Clear Screenshot

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Step 5 – Scroll down past the map and you will see a list of “cards” for all the groups that match your search criteria. Now use command F on a Mac, or control F on a PC, to search for your last name. The “card” for your group will appear with your search term highlighted.



Step 6 – Right click the “Join” button and click ”copy link address.” Paste the copied link into an email or text it to your friend to join your group.





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Step 7 – The other way you can add a member to your group is to scroll down to the bottom of your account page and click “Add a Member.”

The screenshot shows the top navigation bar with the church logo and 'HELLO GREG'. Below are two member profiles: Greg Knapp (Leader) and Mickey Mouse (Member). At the bottom right, a red circle highlights the '+ Add Member' button next to the 'Email Roster' link.

Step 8 – Fill out the form with the member’s name, email and phone number and hit “Submit.” It’s not necessary to fill out their address. Someone on the disciple groups team will then add that person to your group, typically within 24-48 hours.

The screenshot shows the 'Add Member' form. The form fields are: 'Your New Member's Name' (First Name and Last Name), 'Your New Member's Email', and 'Your New Member's Phone Number'. There is also an 'Address' section with fields for Address Line 1, Address Line 2, City, State (dropdown menu), and Zip. A red circle highlights the 'Submit' button at the bottom left of the form.