

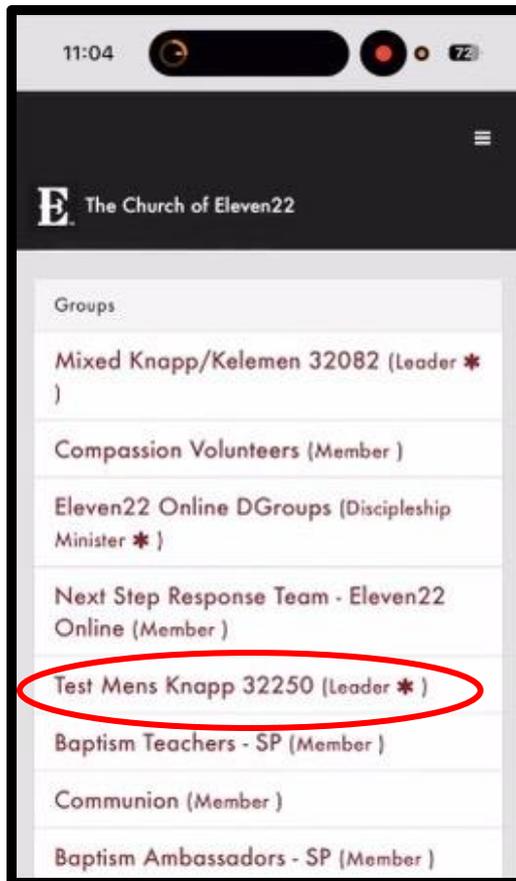
Activate and Edit Your Group - Mobile



Step 1 - Make sure you are logged in at www.coe22.com. Click on the triple bar (hamburger menu) in the upper right and you will see "HELLO YOUR NAME." Click "My Account."

Step 2 - Scroll down and find the group you want to activate and edit. Click on it.

Step 3 - Scroll down until you see your group's information. Click the "Edit" button.

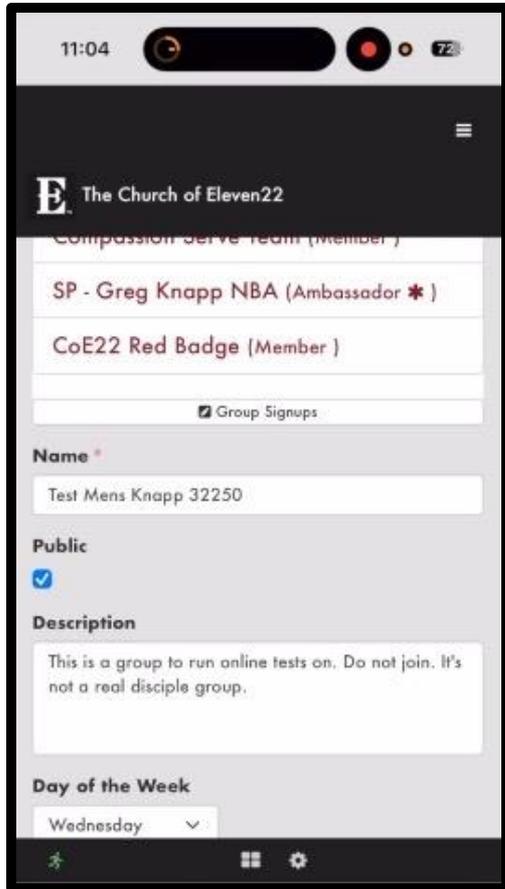


Updated May 2025

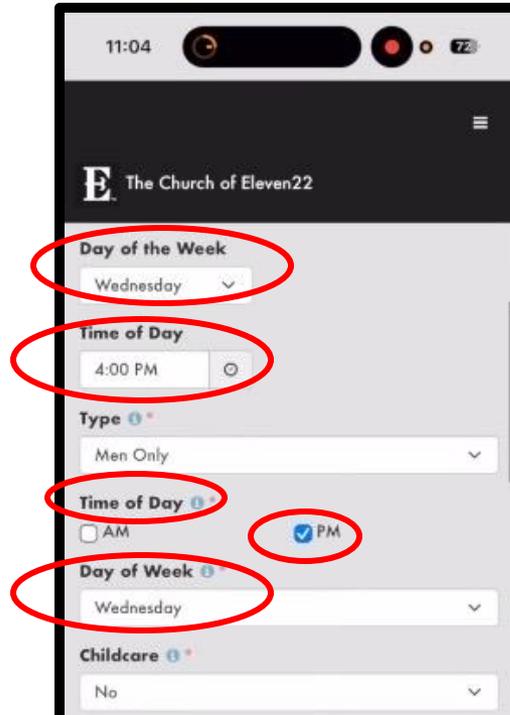


Activate and Edit Your Group, Mobile

Step 4 – Make sure the “Public” box is checked so your group can be found on our “Find a Group” page.

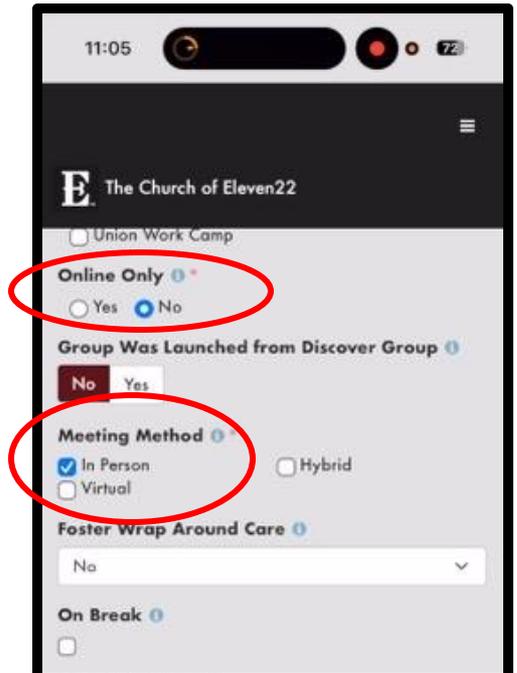


Step 5 – Check that your group description, day of week, time, type, AM/PM, day of week and childcare status are all correct. Edit if needed.



MAKE SURE the day of the week and time of day, AM or PM are the SAME in BOTH places.

Step 6 – 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.”



Online Only should only be used if you group is 100% online.

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Step 7 - After all your changes are made, remember to hit "Save."

The screenshot shows a mobile application interface for 'The Church of Eleven22'. At the top, the time is 11:05 and the battery level is 72%. The app header includes the church logo and name. Below the header, the user 'Greg Knapp' is logged in. The main content area is titled 'Launching Group' and contains several sections: 'Group Type' with a dropdown menu set to 'Disciple Group', 'Group' with an empty dropdown menu, 'Locations' with two radio buttons ('Member Location' is selected), 'Member' with an empty dropdown menu, and 'Type' with a dropdown menu set to 'Meeting Location'. At the bottom of the screen, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red.