

Add a Pending Member



Step 1 - Make sure you are logged in to your account. You should see your name in the upper right. Then click “My Account.”

my.coe22.com/myaccount

COE Greg G1 greg Gigs soc ht ex ins rec Biz p retire remod to do spk pics All Bookmarks

The Church of Eleven22

LOCATIONS SERMONS CURRICULUM GET INVOLVED ABOUT GIVE HELLO GREG MY ACCOUNT LOG OUT

Account Info

Change Password

Connection Requests

Vision Ambassador Connections

Join A Group Connections

Kids Serve Staff Discipleship & Care Connections

Groups

Mixed Knapp/Kelemen 32082 (Leader *)

Compassion Volunteers (Member)

Next Step Response Team - Eleven22 Online (Member)

Test Mens Knapp 32250 (Leader *)

Baptism Teachers - SP (Member)

Communion (Member)

Baptism Ambassadors - SP (Member)

 **Greg Knapp**
56 years old (10/30/1968)
Male
Married

Contact Information

Home Address
12345 Beach Blvd
Jacksonville, FL 32224-1395

Phone
(555) 555-5555 Mobile

Email
gregory.knapp@coe22.com

Baptized Here
No

Is Baptized
Yes

Opt out of Postal Mail
No

Family Information

Step 2 - You will have received an email telling you about a pending member. Scroll down until you see your group with the red bubble indicating you have a “Pending” member. Reach out to the “Pending” member by text, phone call and email to welcome them within 24-48 hours. Now click on your group with the pending member.

The screenshot shows a web browser at the URL `my.coe22.com/myaccount`. The page header includes the church logo 'The Church of Eleven22' and navigation links for 'LOCATIONS', 'SERMONS', 'CURRICULUM', 'GET INVOLVED', 'ABOUT', and 'GIVE'. A user profile for 'HELLO GREG' is visible in the top right, with options for 'MY ACCOUNT' and 'LOG OUT'. The main content area is divided into two columns. The left column contains a sidebar with links for 'Account Info', 'Change Password', 'Connection Requests', 'Vision Ambassador Connections', 'Join A Group Connections', 'Kids Serve Staff Discipleship & Care Connections', and a 'Groups' section. The 'Groups' section lists several groups, with 'Test Mens Knapp 32250 (Leader *)' circled in red and a red bubble icon next to it. The right column displays the user's profile: 'Greg Knapp', 56 years old (10/30/1968), Male, Married. Below this is 'Contact Information' including Home Address (12345 Beach Blvd, Jacksonville, FL 32224-1395), Phone ((555) 555-5555 Mobile), Email (gregory.knapp@coe22.com), Baptized Here (No), and Opt out of Postal Mail (No). At the bottom of the right column is 'Family Information'. A red text box with an arrow points to the red bubble icon on the 'Test Mens Knapp' group.

Red bubble shows you have 1 pending member

Step 3 - Click on the small pencil icon over on the right.

The screenshot shows a web interface for 'The Church of Eleven22'. The top navigation bar includes 'LOCATIONS', 'SERMONS', 'CURRICULUM', 'GET INVOLVED', 'ABOUT', 'GIVE', and 'HELLO GREG'. The main content area is titled 'Group Toolbox' and displays a list of groups on the left. The selected group is 'Test Mens Knapp 32250', which is a men-only group meeting on Wednesdays. The group details section includes fields for Type, Time of Day, Day of Week, Childcare, Prison Locations, Meeting Method, and Launching Leader. A red arrow points to a small pencil icon in the bottom right corner of the group details section, with the text 'PENCIL ICON' written in red above it.

Groups

- Mixed Knapp/Kelemen 32082 (Leader ✱)
- Compassion Volunteers (Member)
- Eleven22 Online DGroups (Discipleship Minister ✱)
- Next Step Response Team - Eleven22 Online (Member)
- Test Mens Knapp 32250 (Leader ✱) **1**
- Baptism Teachers - SP (Member)
- Communion (Member)
- Baptism Ambassadors - SP (Member)
- Next Steps Response Team-FLE (Member)
- Compassion Serve Team (Member)
- SP - Greg Knapp NBA (Ambassador ✱)
- CoE22 Red Badge (Member)

Group Signups

Test Mens Knapp 32250

This is a group to run online tests on. Do not join. It's not a real disciple group.

Group Details:

- Type: Men Only
- Time of Day: PM
- Day of Week: Wednesday
- Childcare: No
- Prison Locations:
- Online Only: No
- Group Was Launched from Discover Group: No
- Meeting Method: In Person
- Foster Wrap Around Care: No
- On Break: No
- Launching Campus:
- Launching Leader: Greg Knapp
- Launching Leader:
- Launching Group: Group type: Disciple Group

Leaders:

- Greg Knapp (Leader)

Your communication preference: Email **SMS**

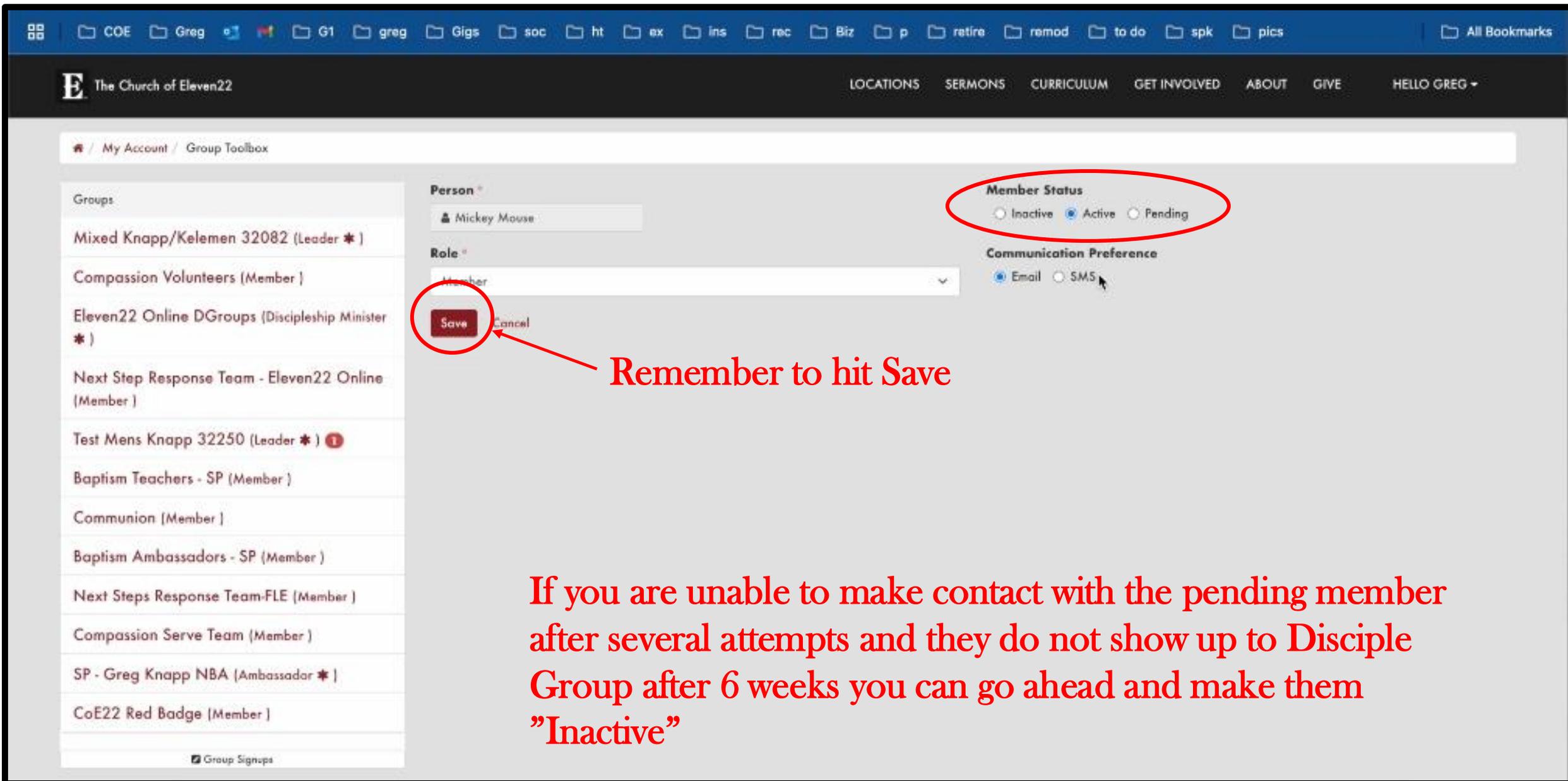
Roster Attendance

Pending Members

- Mickey Mouse (Member)
(123) 456-7890 (Mobile)
Garrilynn.Darler@coe22.com

PENCIL ICON

Step 4 - Change their status from "Pending" to "Active" AS SOON as you reach out to them, EVEN IF they did not respond to your phone call, voice mail or text. This lets your your discipleship minister know you reached out to them. Select "Active" and always remember to hit "Save."



The screenshot shows a web application for 'The Church of Eleven22'. The user is in the 'Group Toolbox' section, editing a member named 'Mickey Mouse'. The 'Member Status' section has three radio buttons: 'Inactive', 'Active', and 'Pending'. The 'Active' option is selected and circled in red. Below this, the 'Communication Preference' section has 'Email' selected and 'SMS' unselected. A red circle highlights the 'Save' button, with a red arrow pointing to it and the text 'Remember to hit Save'. A red text box at the bottom right contains the instruction: 'If you are unable to make contact with the pending member after several attempts and they do not show up to Disciple Group after 6 weeks you can go ahead and make them "Inactive"'. The browser's address bar shows various bookmarks like 'COE', 'Greg', 'G1', 'greg', 'Gigs', 'soc', 'ht', 'ex', 'ins', 'rec', 'Biz', 'p', 'retire', 'remod', 'to do', 'spk', 'pics'.