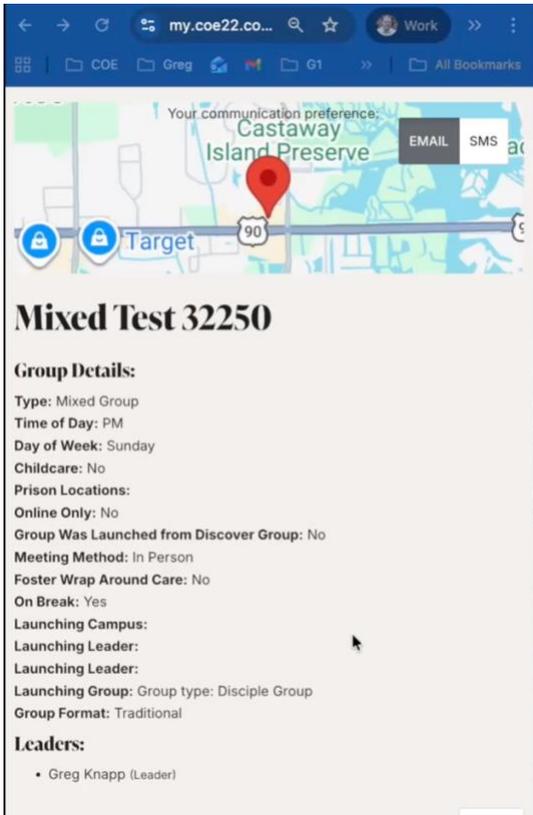
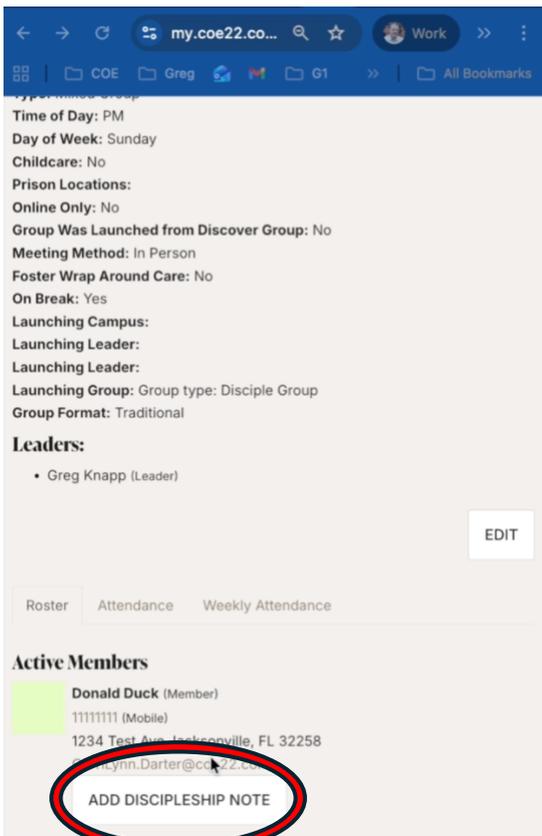


How to Make a Note Before Making a Member Inactive

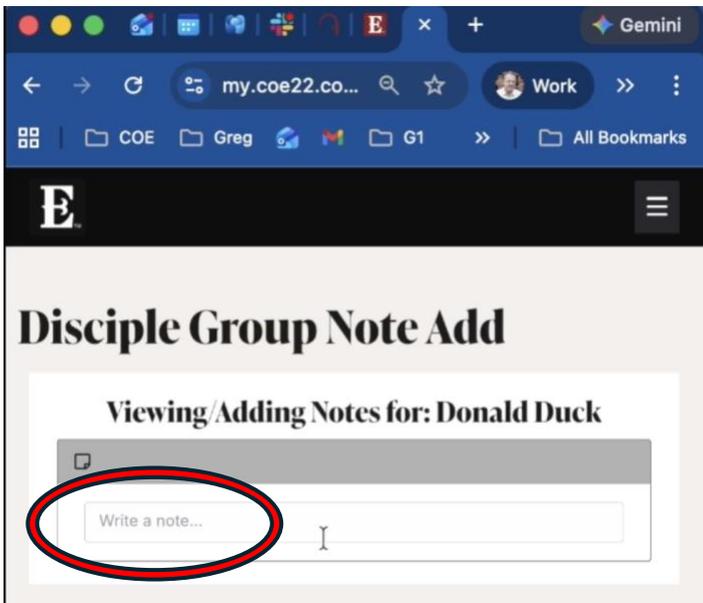
Step 1. Go to your page on our website: my.coe22.com/myaccount and click on the disciple group you lead.



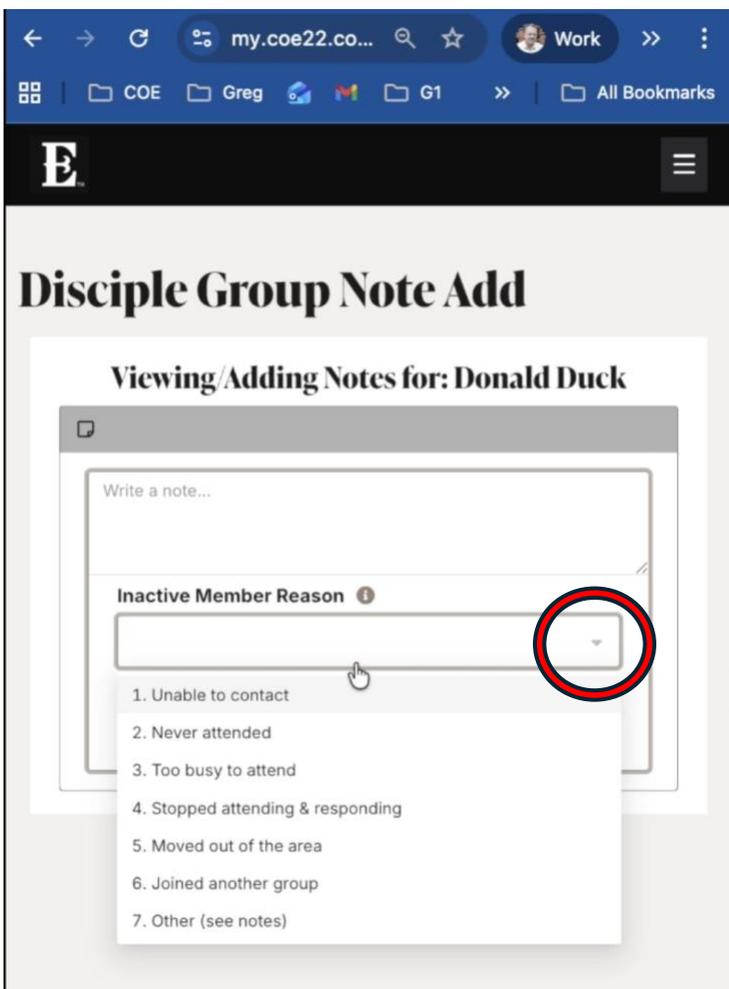
Find the group member you're going to make "inactive" and click on "discipleship note"



Click into the “write a note” box.



Click the dropdown arrow to see all the choices for reasons you are making your member “inactive.”



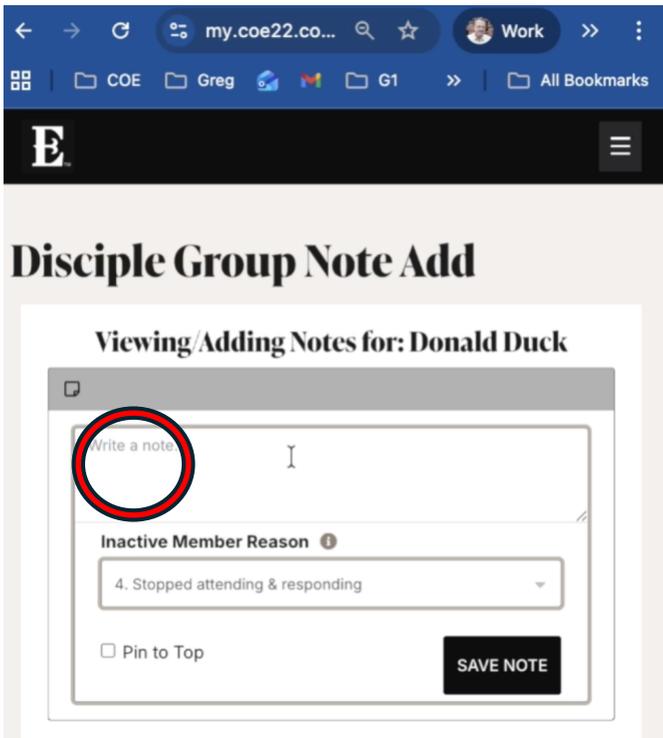
Unable to connect: You were never able to talk with them.

Never attended: You made contact, but they never attended and now won't respond.

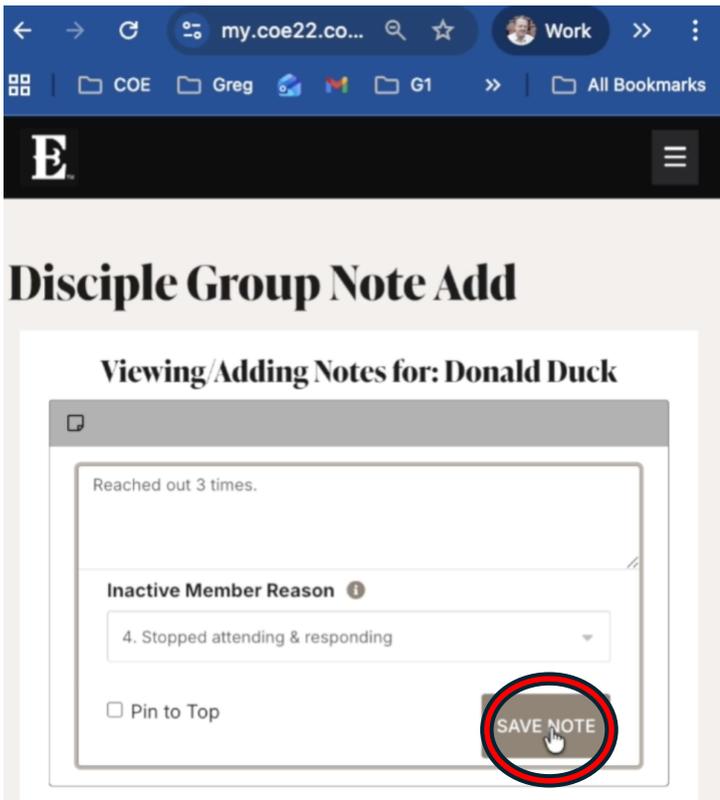
The rest are self explanatory.

You are required to write something in the “write a note” area. Click in the area and write a brief explanation or, “see reason selected.”

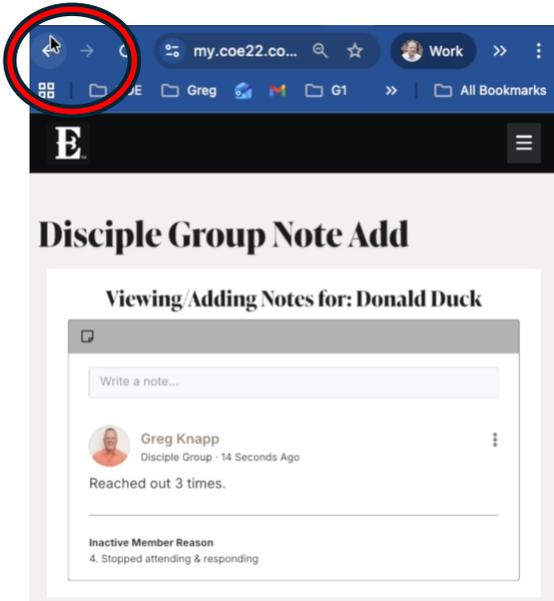
If I chose reason #4, “Stopped attending & responding,” I would write, “Reached out 3 times and didn’t hear back.”



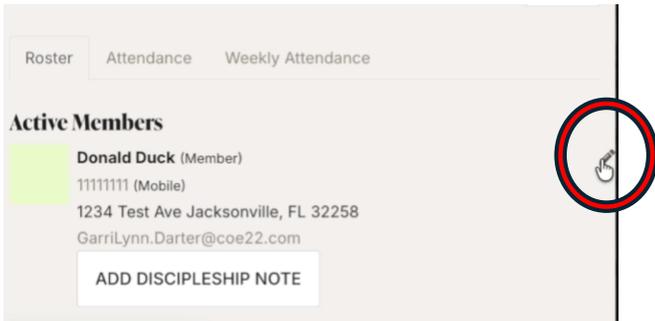
Click, “Save Note.”



Click the back button on your browser to return to your group page:



Click on the pencil by the member's name:



Make inactive and save:

