

Using Small Group Online

To use Small Group Online, from the Harvest Web site:

- Click on Adults from the main ministry bar
- Click on Small Groups in the drop down list.
- Click on the article titled Leader's Toolbox.
- Click on the Manage Small Group link.

Also available on this page are instruction on How to Manage Small Groups.

Small Group Manager

When the small group leader/flock leader clicks the link to launch the Manage Small Group he or she will be asked to log in (if not already logged in). After successfully logging in, the Small Group Manager appears in one of two views as shown below:

Small Group Leader View

Admin	Name	Birthday	Home Phone	Email
Edit	Del	Anaya, Whitney	09/21	817-741-5334
Edit	Del	Andrews, Allison	04/30	214-465-4497 aandrews@hotmail.com
Edit	Del	Baker, Brent	12/09	817-569-9354
Edit	Del	Bannan, Josephine	06/11	817-421-2831 jbannan@att.net
Edit	Del	Boqosian, Judy	05/06	469-678-2941
Edit	Del	Born, Pat	09/05	214-531-2941

Small Group Flock/Family Leader View

Admin	Name	Birthday	Home Phone	Email
Edit	Del	Nelson, Debi	07/15	214-695-9147
Edit	Del	Owens, Mary	07/17	214-635-8715
Edit	Del	Quanz, Daniel	08/08	817-569-2348 dquanz@earthlink.net
Edit	Del	Redus, Joyce	12/01	817-569-4129 jredus@att.net
Edit	Del	Reid, Martin	01/22	817-537-4437 mreid@mail.net

The difference between the two views is that flock/family leaders have an additional drop down list of the small groups that fall under their flock or family. Select the desired small group to view group members.

Group Manager Functions

Group Manager functions include the ability to do any of the following:

- Manage group membership
- Email group members
- Manage group contacts
- Add members from contacts
- Manage attendance

Managing group membership

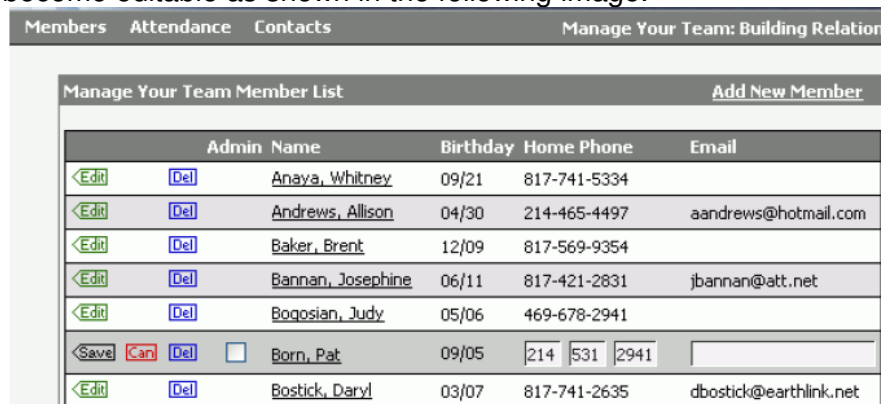
The Group Manager window displays a list of all current group members and their basic contact information. From this window, you can choose to edit any member's information, add a new member to the group, or remove a member from the group.

Editing information

You can and should edit basic contact information whenever appropriate.

To edit a member's information

1. Click the green **edit** button beside the name you want to work with. Certain fields become editable as shown in the following image.



The screenshot shows a window titled "Manage Your Team: Building Relations" with tabs for "Members", "Attendance", and "Contacts". The main area is titled "Manage Your Team Member List" and includes an "Add New Member" button. A table lists members with columns for "Admin", "Name", "Birthday", "Home Phone", and "Email". Each row has a green "Edit" button and a blue "Del" button. The "Born, Pat" row is highlighted, showing its fields are editable: "Home Phone" is split into three input boxes containing "214", "531", and "2941".

Admin	Name	Birthday	Home Phone	Email			
Edit	Del	Anaya, Whitney	09/21	817-741-5334			
Edit	Del	Andrews, Allison	04/30	214-465-4497 aandrews@hotmail.com			
Edit	Del	Baker, Brent	12/09	817-569-9354			
Edit	Del	Bannan, Josephine	06/11	817-421-2831 jbannan@att.net			
Edit	Del	Bogosian, Judy	05/06	469-678-2941			
Save	Can	Del	<input type="checkbox"/>	Born, Pat	09/05	<input type="text" value="214"/> <input type="text" value="531"/> <input type="text" value="2941"/>	
Edit	Del	Bostick, Daryl	03/07	817-741-2635	dbostick@earthlink.net		

2. Make changes to any of the editable fields. Submit changes to locked fields to staff to update.
3. When finished making changes, click the **Save** button. Click **Cancel** to cancel your changes.

Removing a group member

When a member no longer attends your group, you can remove him/her from your list.

Note: Don't worry, this does not delete the person from the database, it just removes him/her from your group list.

To remove a group member

1. Click the **Del** beside the member you want to remove. A warning dialog box appears asking you to confirm deletion.
2. Click **OK**. The person is removed from your list.

Emailing Your Group

Small Group Manager allows you to email the entire group using its built-in email functionality. You can email one, several, or all the people in your group list.

To email your group

1. Hold your mouse over the **Contacts** menu option until the drop-down menu appears. Select **Email Group**. The Email Group window appears.



2. Choose **Select All** or select the check box beside each individual you want to email. (Only individuals who have an email address on file can be selected.)
3. Type the **subject** and then the message. When the email is complete, click **Send**. A confirmation message appears above the Email Group box.
4. Click **Members** to return to the members list.

Managing Group Contacts/Adding Members

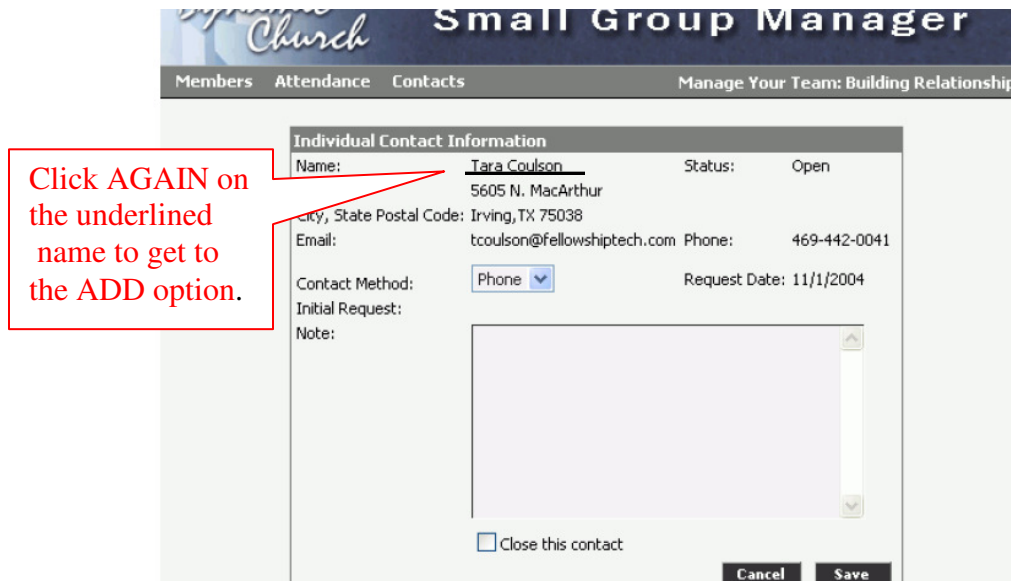
- Before you can add a member to your group, he or she must have a Request To Join A Small Group Contact item on their record. You can direct a person interested in joining your group to submit this request from the church website or email a staff member to add the contact.
- Once this request has been received by the church administration support staff, the contact will be assigned to a small group leader to contact and connect to a small group.
- The small group leader assigned the contact will receive an email and can add a member to their group as described in Managing Group Contacts.

To view and work contacts

1. Hold the mouse over the **Contacts** menu option until a drop-down menu appears. Click **View Contacts**. The Contact List appears.



2. Click on [view] in the Notes column to see previous notes.
3. Click on the underlined name to see the individual's contact information.



4. Contact the person to determine if they wish to join the group.

Managing your group attendance

With Small Group Manager, you can post attendance and view past attendance to help track your group members.

Recording attendance

You will be able to post attendance for about 60 days after a meeting has occurred, but you will not be able to post attendance for future dates.

To record attendance

1. Click the **Attendance** menu option. The Post Attendance window appears.

2. Select the check box beside everyone who attended the group meeting.
3. Select a date from the **Select Reporting Period** drop-down list.

Note: For the reporting period date, please select the Monday of the week you are reporting. In the Activity Meeting Date field you will enter the actual date of your small group meeting.

4. Type an actual meeting date in the **Activity Meeting Date** field.
5. Type any meeting notes or minutes in the **Meeting Notes** field.
6. Click **Post Attendance**. The attendance summary appears.

Viewing past attendance

You can quickly see a view of the past attendance of your group members, even those you have removed from your people list.

To view past attendance

1. Hold your mouse over the **Attendance** menu option until the drop-down menu appears. Click **View Attendance**. The attendance summary appears.

Note: Currently, you are not able to see a summary of your meeting notes. Request report number M7000 - Small Groups Attendance from the church office to see notes.

2. Click **Members** to go back to your member list.