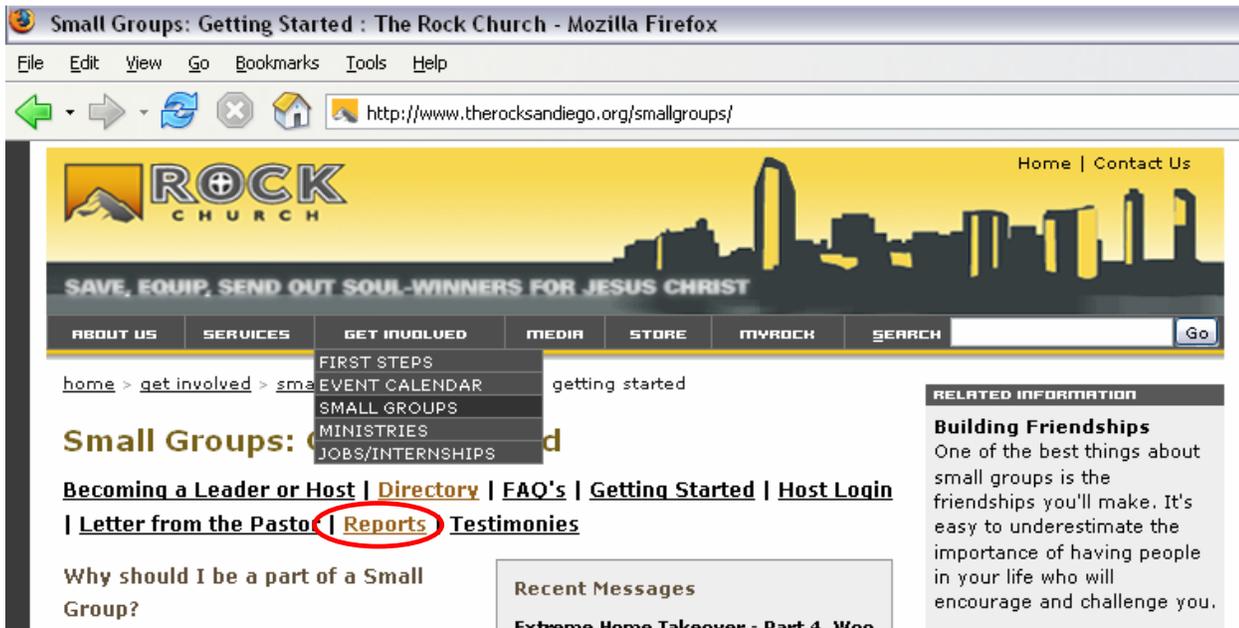


SMALL GROUP MANAGER MANUAL

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Setting up your Fellowship One account: Where is it found?



Small Groups: Getting Started : The Rock Church - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.therocksandiego.org/smallgroups/

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SAVE, EQUIP, SEND OUT SOUL-WINNERS FOR JESUS CHRIST

ABOUT US SERVICES GET INVOLVED MEDIA STORE MYROCK SEARCH

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Small Groups: C

Becoming a Leader or Host | Directory | FAQ's | Getting Started | Host Login | Letter from the Pastor | Reports | Testimonies

Why should I be a part of a Small Group?

Recent Messages

Extreme Home Takeover - Part 4. Won

RELATED INFORMATION

Building Friendships

One of the best things about small groups is the friendships you'll make. It's easy to underestimate the importance of having people in your life who will encourage and challenge you.

1. Go to the Small Group Homepage: www.therocksandiego.org/smallgroups
2. Click on "Reports" link. Then click on the "Small Group Manager" button. This will take you to the Small Group Manager Login Page (see below).
3. If you have used the system before, use your same User ID and Password.
4. If you have not used this system before, click "Create Account." After you create your account, email carolyn@therocksandiego.org so that she can verify your account.



ROCK
CHURCH & ACADEMY

Login

Login

Current Users

User ID

Password

Login

New Users

By registering for an account you will gain access to additional features of www.therocksandiego.org.

Create Account

Forgot your User ID or Password?

If you have forgotten your User ID or Password click on the button below to have your User ID or Password emailed to you.

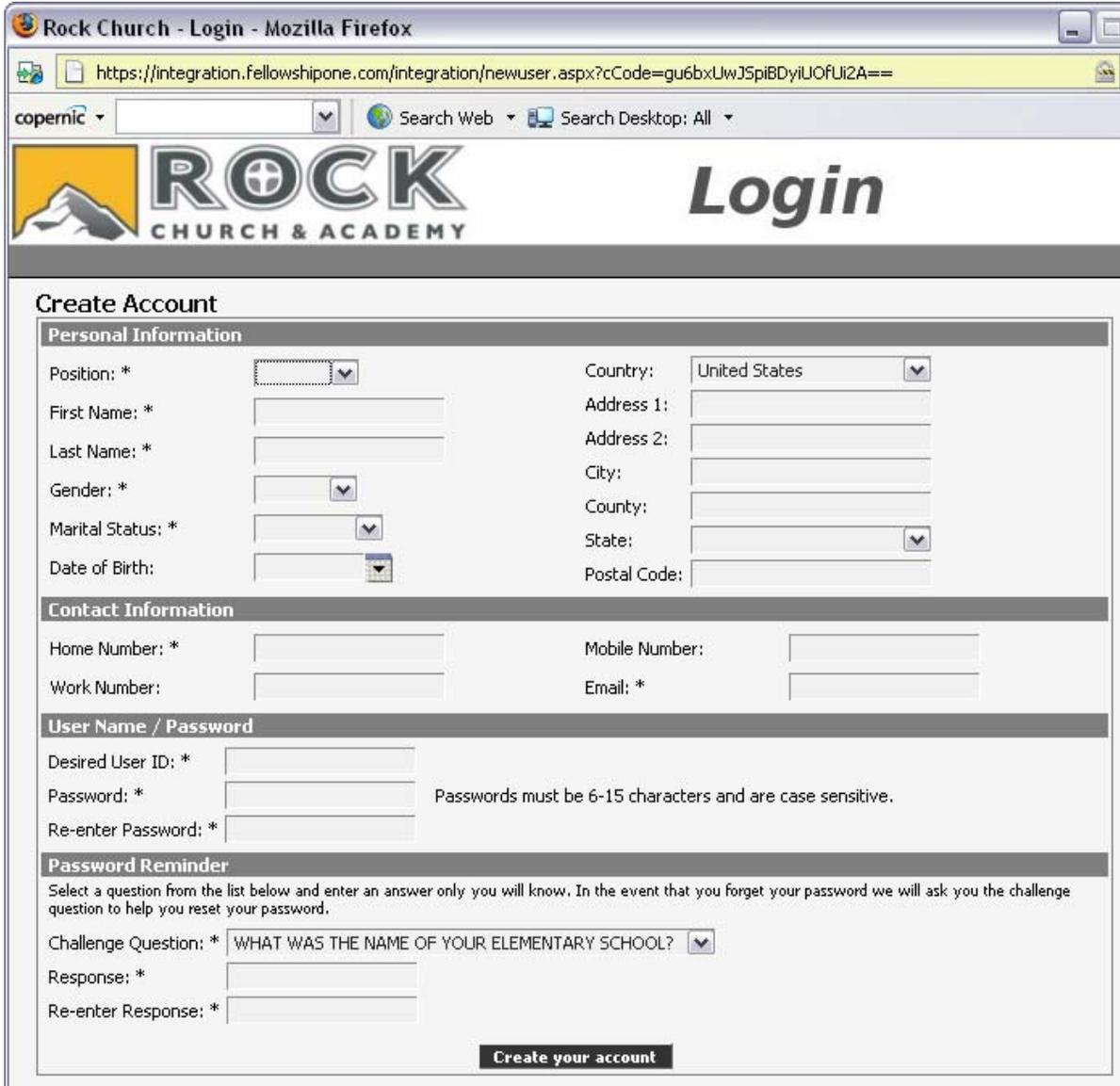
Account Help

Reset Password

If you would like to reset your password click on the button below.

Reset Password

Setting up your Fellowship One account: Creating your account



The screenshot shows a web browser window titled "Rock Church - Login - Mozilla Firefox". The address bar contains the URL: <https://integration.fellowshipone.com/integration/newuser.aspx?cCode=gu6bxUwJ5piBDyiUOFUI2A==>. The page header features the "ROCK CHURCH & ACADEMY" logo and the word "Login".

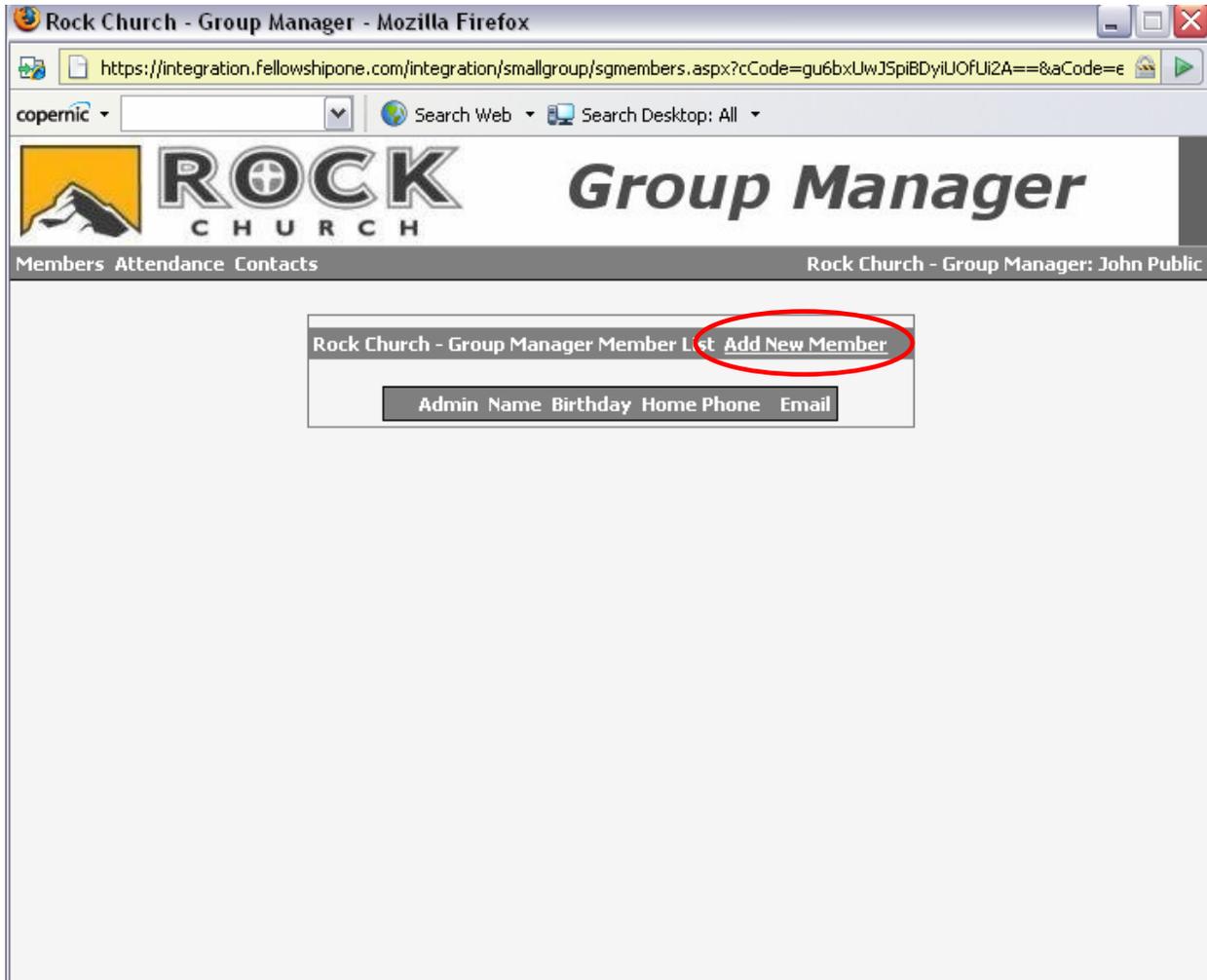
The main content area is titled "Create Account" and is divided into several sections:

- Personal Information:** Includes fields for Position (dropdown), Country (dropdown, set to "United States"), First Name, Last Name, Gender (dropdown), Marital Status (dropdown), Date of Birth (calendar), Address 1, Address 2, City, County, State (dropdown), and Postal Code.
- Contact Information:** Includes fields for Home Number, Mobile Number, Work Number, and Email.
- User Name / Password:** Includes fields for Desired User ID, Password, and Re-enter Password. A note states: "Passwords must be 6-15 characters and are case sensitive."
- Password Reminder:** Includes a dropdown for Challenge Question (set to "WHAT WAS THE NAME OF YOUR ELEMENTARY SCHOOL?"), Response, and Re-enter Response.

A "Create your account" button is located at the bottom of the form.

5. Fill in all applicable fields. When finished, click "Create your account" found at the bottom of the page.
6. Please remember to email carolyn@therocksandiego.org so she can verify your account. You will not be able to use your account until this step is completed.

Adding a New Member to your small group



- I. To add your first small group member (you), click on "Add New Member."

Adding a New Member to your small group (continued)

The screenshot shows a web browser window titled "Rock Church - Group Manager - Mozilla Firefox". The address bar contains the URL: <https://integration.fellowshipone.com/integration/smallgroup/sgfindmember.aspx?iCode=eKJ5eqDUI4G8X6TGMFE8AA==&cCod>. The browser's search bar shows "Search Web" and "Search Desktop: All".

The website header features the "ROCK CHURCH" logo on the left and the text "Group Manager" on the right. Below the logo is a navigation menu with "Members", "Attendance", and "Contacts". The user is logged in as "John Public".

The main content area is titled "Add New Member" and includes a sub-link "Add a New Individual". The text reads: "First, see if the person you wish to add has already registered on the church website by searching for their account via one of the following three methods:"

- Email or phone number. Type the complete email address or phone number.
- User ID is the User ID used to access the church web site.
- Personal information search. Last name, first name, and date of birth are required.

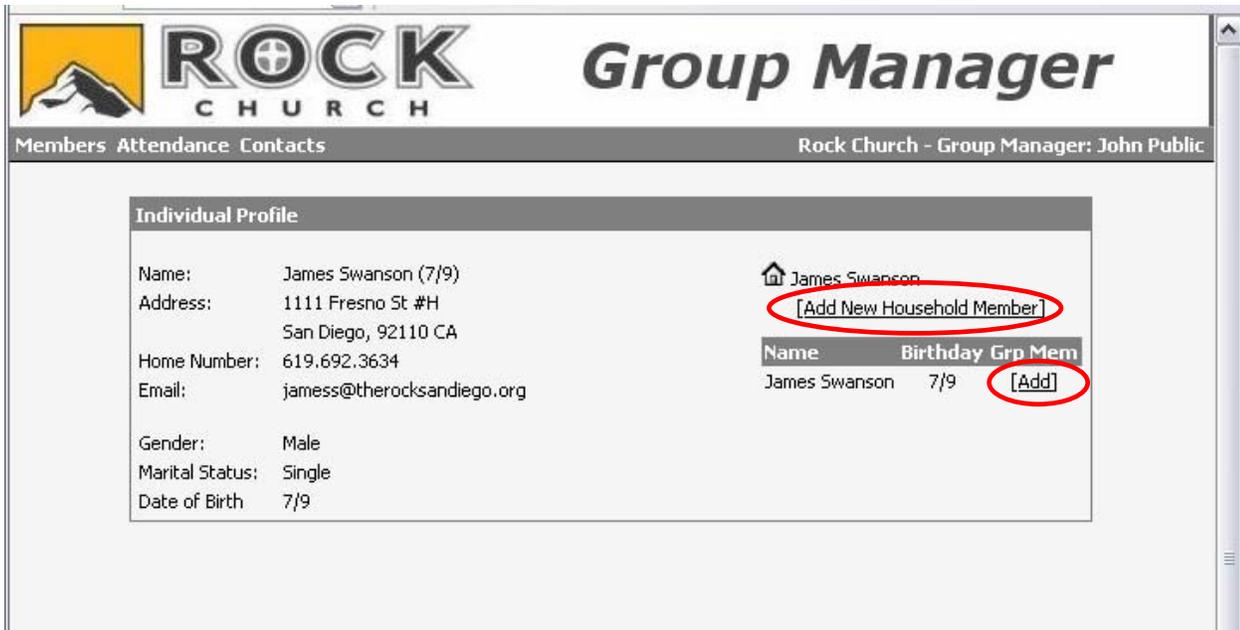
Below this, it states: "If the information is not found, you will have the opportunity to add a new member."

There are three search sections:

- Communication Search:** Includes an "Email: *" field with the value "js@therocksandiego.org" and an "or" label, and a "Phone: *" field. A "Search" button is to the right.
- User ID Search:** Includes a "User ID: *" field and a "Search" button.
- Personal Information Search:** Includes a "Name *" field with a placeholder "(Last Name, First Name)" and a "Date of Birth:" field with a calendar icon. A "Search" button is to the right.

2. After clicking on "Add New Member," you will be directed to a search page. Choose your preferred search method depending on the information you have. This will search the entire church database for the person you'd like to add to your group. If you search one way and the person's name does not come up, try other search methods. This will cut down on duplicates made into the church database.
3. If the person you are searching for is found, the screen shown on the next page will appear.

Adding a New Member to your small group (continued)



The screenshot displays the 'Rock Church Group Manager' interface. At the top left is the Rock Church logo, and the title 'Group Manager' is prominently displayed. Below the title, there are navigation tabs for 'Members', 'Attendance', and 'Contacts', and a user indicator 'Rock Church - Group Manager: John Public'. The main content area is titled 'Individual Profile' and shows details for James Swanson (7/9). The profile includes fields for Name, Address, Home Number, Email, Gender, Marital Status, and Date of Birth. On the right side of the profile, there is a home icon, the name 'James Swanson', and a button labeled '[Add New Household Member]'. Below this is a table with columns 'Name', 'Birthday', and 'Grp Mem'. The table contains one entry for James Swanson with a birthday of 7/9 and an '[Add]' button in the 'Grp Mem' column. Both the '[Add New Household Member]' button and the '[Add]' button in the table are circled in red.

Name	Birthday	Grp Mem
James Swanson	7/9	[Add]

4. The last step in adding a member to your small group is to click "Add."
5. After you click "Add" it will then say "Yes" indicating that they have been added to your small group as a member.
6. On this page, you may also add a spouse and/or children to your Household Record. Simply click on "Add New Household Member" located on the right side of the screen. This will then take you to the screen shown on the following page of this manual.

Adding a spouse/child to an existing group member

The screenshot shows the 'Add New Individual' form in the Rock Church Group Manager interface. The form is titled 'Add New Individual' and includes a message: 'The new individual will be added to the 'Megan magee' household.' Below this message are several input fields: 'Position: *' (a dropdown menu), 'Marital Status: Child/yth' (a dropdown menu), 'First Name: *' (a text input field), 'Date of Birth: ' (a date picker), 'Last Name: *' (a text input field), and 'Gender: *' (a dropdown menu). At the bottom right of the form are two buttons: 'Cancel' and 'Create'.

1. Fill in the applicable fields and click on “Create” when done. The below screen shot shows what appears after you click “Create.” You will then have the option to add them to your small group as a member, if applicable. You would simply click “Add” found next to their name.

The screenshot shows the 'Individual Profile' page in the Rock Church Group Manager interface. The page is titled 'Individual Profile' and displays the following information:

- Name: Carolyn York (7/6)
- Address: [Redacted]
- Home Number: [Redacted]
- Email: [Redacted]
- Gender: [Redacted]
- Marital Status: [Redacted]
- Date of Birth: 7/6

On the right side of the page, there is a home icon and the text 'Carolyn York' with a link '[Add New Household Member]' below it. Below this is a table with the following data:

Name	Birthday	Grp Mem
Carolyn York	7/6	[Yes]
<u>Copperfield York</u>	7/28	[Add]

Adding a New Individual

ROCK CHURCH *Group Manager*

Members Attendance Contacts Rock Church - Group Manager: Carolyn York

We were unable to find an individual based on your search criteria. Please try an additional search or select Add a New Individual.

Add New Member [Add a New Individual](#)

First, see if the person you wish to add has already registered on the church website by searching for their account via one of the following three methods:

- ◆ Email or phone number. Type the complete email address or phone number.
- ◆ User ID is the User ID used to access the church web site.
- ◆ Personal information search. Last name, first name, and date of birth are required.

If the information is not found, you will have the opportunity to add a new member.

Communication Search

Email: * or
Phone: * **Search**

User ID Search

User ID: * **Search**

Personal Information Search

Name * (Last Name, First Name)
Date of Birth: **Search**

1. If the person you desire to add to your group is not found in our church database, you must add that person by clicking on “Add a New Individual” found in the upper right corner. The below screen appears; input their information in the fields and click “Create” when done.

ROCK CHURCH *Group Manager*

Members Attendance Contacts Rock Church - Group Manager: James Swanson

Add New Individual

Personal Information

First Name: * Country:
Last Name: * Address 1:
Gender: * Address 2:
Marital Status: City:
Date of Birth: County:
State:
Postal Code:

Contact Information

Home Number: * Mobile Number:
Work Number: Email:

Cancel Create

Editing and deleting your group members



The screenshot shows the Rock Church Group Manager interface. At the top left is the Rock Church logo. The main header reads "Rock Church - Group Manager" and "Rock Church - Group Manager: Carolyn York". A navigation bar contains "Members", "Attendance", and "Contacts", with "Members" circled in red. Below this are "View Members" and "Add Member" buttons. The main content area is titled "Rock Church - Group Manager Member List" and includes an "Add New Member" link. A table lists members with columns for Admin, Name, Birthday, Home Phone, and Email. Each row has "Edit" and "Del" links. A red arrow points to the "Edit" link for Laura Geiger.

Admin	Name	Birthday	Home Phone	Email
Edit Del 	Geiger, Laura			
Edit Del	magee, Megan	7/30		
Edit Del	Pieros, Janelle	6/24		
Edit Del	Powers, Shierra	1/1		
Edit Del	Wood, Kristy	10/28		
Edit Del 	York, Carolyn	7/6		

1. To edit your group members' contact information or delete them from your group list, choose the "View Members" drop down choice found when you place your mouse over the "Members" option.
2. It will then list your current small group members.
3. Click on the applicable choice: "Edit" to make changes to their email address, phone number or admin rights, or "Del" to delete that person from your small group.
4. Admin rights details: If you click the box in the "Admin" column, this will give this person the right to log in using their user name and password, make changes to your small group, and submit your groups Weekly Small Group Report (more on reporting, page 11).

Weekly Small Group Report

**ROCK**
CHURCH

Group Manager

Members Attendance Contacts Rock Church - Group Manager: John Public

Post Attendance

Once attendance is posted for a given date, it may not be edited

Select All

Public, John Swanson, James

New conversions to Jesus:

Youth Attendance (0-17 yrs)

Guest Attendance:

If applicable, your Small Group Apprentice's name:

Any praise reports this week?

Can we help you with anything?

Select Reporting Period: 3/29/2007

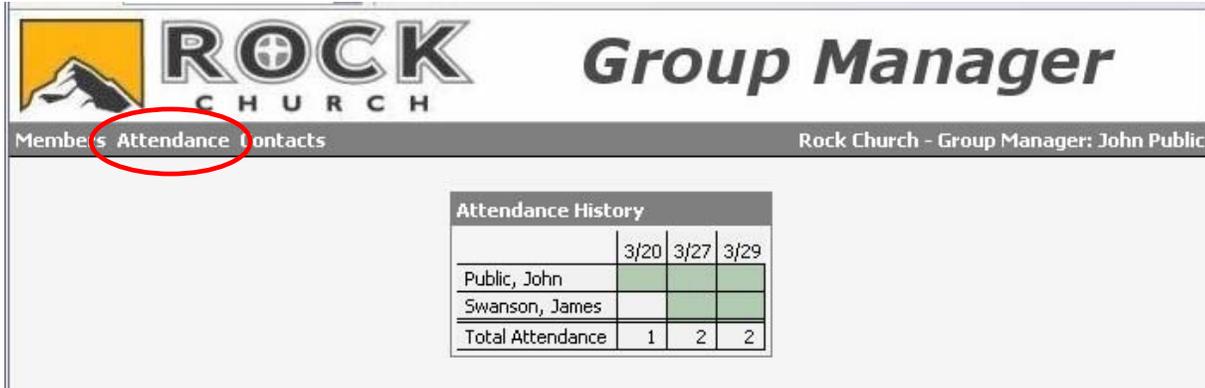
Activity Meeting Date: 3/29/2007

Meeting Note:

Post Attendance

1. **You are required to submit a Small Group Report every week.** To do this, click "Post Attendance" in the drop down box when you place your mouse over the "Attendance" option.
2. For the "Select Reporting Period" and "Activity Meeting Date" you will use the date your small group meeting took place on.
3. **Do not write anything in the Meeting Notes** box on the right side of the screen. Anything written here will not be accessible or read.
4. Put a check box next to those who attended that night.
5. New conversions to Jesus: number of people lead to Jesus through someone in your small group
6. Youth Attendance: Anyone from 0 to 17 years of age who attended your small group that night
7. Guest attendance: Did you have any guests or new people visit the group?
8. Can we help you with anything? These responses will be checked weekly by someone on the small group staff. You can submit questions, let us know if you have switched study material, need to update your small group time, meeting day, etc., or let us know if your group is full and needs to be closed.

View Attendance History



The screenshot shows the Rock Church Group Manager interface. At the top left is the Rock Church logo, which includes a mountain icon and the text "ROCK CHURCH". To the right of the logo is the title "Group Manager". Below the logo and title is a navigation bar with three options: "Members", "Attendance", and "Contacts". The "Attendance" option is circled in red. To the right of the navigation bar, it says "Rock Church - Group Manager: John Public". Below the navigation bar is a table titled "Attendance History".

Attendance History			
	3/20	3/27	3/29
Public, John	Green	Green	Green
Swanson, James	White	Green	Green
Total Attendance	1	2	2

- I. To view your group's Attendance History, simply place your mouse over the Attendance option which will give you a drop down menu. Select "View Attendance." Green boxes indicate the days member have attended and white boxes show the days they have missed.

Emailing your small group



ROCK
CHURCH

Group Manager

Members Attendance Contacts

Rock Church - Group Manager: Carolyn York

Email Group

Subject:

- Select All**
- Geiger, Laura
- magee, Megan
- Pieros, Janelle
- Powers, Shierra
- Wood, Kristy
- York, Carolyn

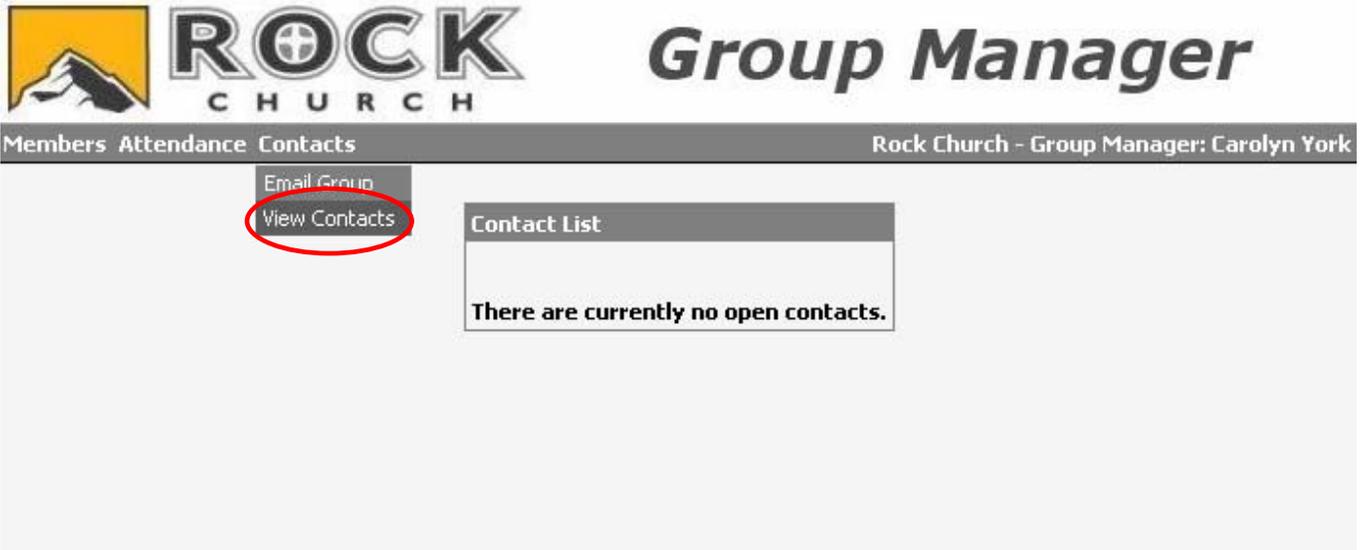
Cancel

Send

Individuals without email addresses cannot be selected.

- I. To email your entire small group, one small group member or just a choice few, select the “Email Group” drop down menu that appears when you place your mouse over the “Contacts” option.
 - a. The email will be sent from your email account and if one replies to the email you sent, it will be routed to that personal email account; it will not be found in your Small Group Manager.
 - b. Each person’s email address will be blind carbon copied, so it will look like they are getting an individual email from you.

Viewing Your Contacts: Those who have inquired about your small group



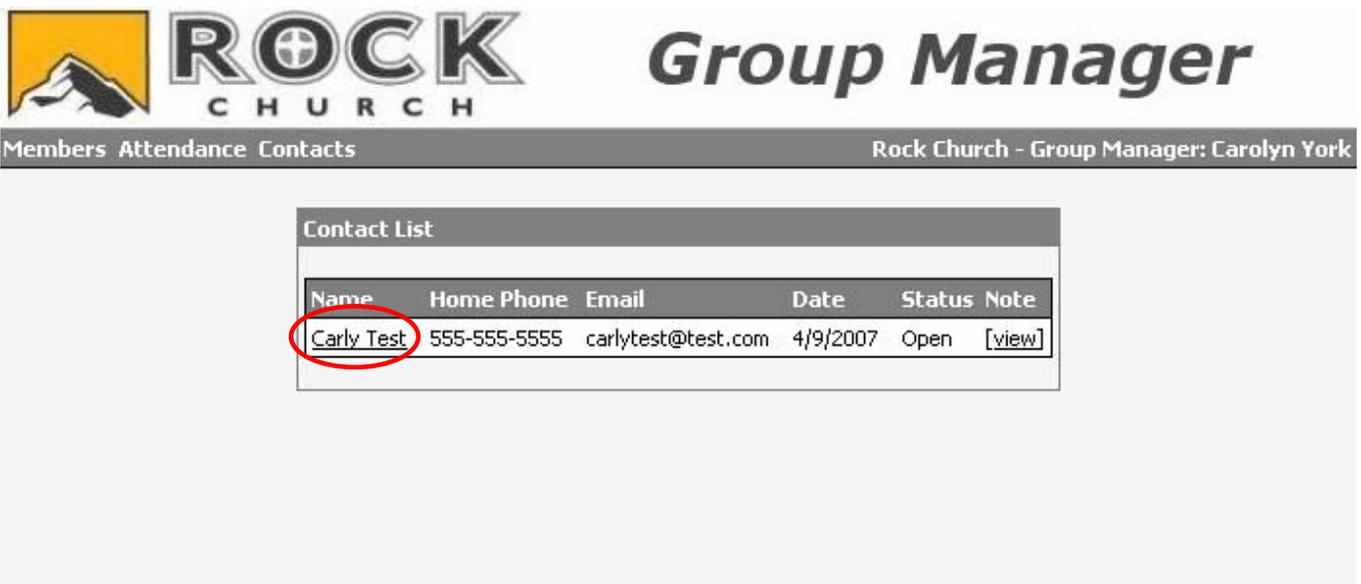
The screenshot shows the Rock Church Group Manager interface. At the top left is the Rock Church logo. To its right is the text "Group Manager". Below the logo is a navigation bar with "Members Attendance Contacts" and "Rock Church - Group Manager: Carolyn York". Under the "Contacts" tab, there are two buttons: "Email Group" and "View Contacts". The "View Contacts" button is circled in red. To the right of these buttons is a "Contact List" box containing the text "There are currently no open contacts."

1. The "View Contacts" drop down found under the "Contacts" section is where you will find the names and contact information of those who inquire about your group through our online Small Group Directory.

You will also receive an email letting you know that you have a new "Contact." Anyone else associated with your small group (i.e. your coach, your host, apprentice, etc.) will also get an email letting them know about your new Contact.

It is important you follow-up with all Contacts within 48 hours.

2. As you can see, the above picture shows no open contacts. The below picture shows what it will look like when do you have an open contact. To select that contact, click on their name.



The screenshot shows the Rock Church Group Manager interface with a contact list. The navigation bar and logo are the same as in the previous screenshot. The "Contact List" box now contains a table with one row of data. The name "Carly Test" in the first column is circled in red.

Name	Home Phone	Email	Date	Status	Note
Carly Test	555-555-5555	carlytest@test.com	4/9/2007	Open	[view]

Working Your Contacts



Group Manager

Members Attendance Contacts

Rock Church - Group Manager: Carolyn York

Individual Contact Information			
Name:	Carly Test	Status:	Open
Address:			
City, State Postal Code:			
Email:	carlytest@test.com	Phone:	555-555-5555
Contact Method:	Phone <input type="button" value="v"/>	Request Date:	4/9/2007
Initial Request:	Can you tell me more about your small group? Thank you!		
Note: *	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>		
<input type="checkbox"/> Close this contact			
<input type="button" value="Cancel"/> <input type="button" value="Save"/>			

1. After clicking on their name, it will list their contact information and any questions they may have.
2. After you have contacted them, make a note of the details. Select which Contact Method you chose (phone, letter, or email) and write any necessary Notes. After filling out the fields, select "Save."

Working Your Contacts (continued)



Group Manager

Members Attendance Contacts

Rock Church - Group Manager: Carolyn York

Individual Contact Information		Contact History	
Name:	Carly Test	Status:	Pending
Address:			
City, State Postal Code:			
Email:	carlytest@test.com	Phone:	555-555-5555
Contact Method:	Phone	Request Date:	4/9/2007
Initial Request:	Can you tell me more about your small group? Thank you!		
Note: *	<div style="border: 1px solid gray; height: 100px;"></div>		
<input type="checkbox"/> Close this contact			
Cancel		Save	

Date	Method	Note
4/9/2007	Phone	[view]

- After you select "Save," it will display the above screen. Notice the new box in the upper right hand corner. If you click on the "view" button, a box will appear with the notes you wrote regarding this contact (see the below picture).

Members Attendance Contacts

Rock Church - Group Manager: Carolyn York

Individual Contact Information		Contact History	
Name:	Carly Test	Status:	Pending
Address:			
City, State Postal Code:			
Email:	<div style="border: 1px solid gray; padding: 2px;">c [X]</div>		
Contact Method:	<div style="border: 1px solid gray; padding: 2px;">Emailed and called on 04.09.07. I had to leave a message, so I'll call again in a couple of days if i don't hear back from her.</div>		
Initial Request:	C		
Note: *	<div style="border: 1px solid gray; height: 100px;"></div>		
<input type="checkbox"/> Close this contact			
Cancel		Save	

Closing a Contact



Group Manager

Members Attendance Contacts

Rock Church - Group Manager: Carolyn York

Individual Contact Information		Contact History	
Name:	Carly Test	Status:	In Progress
Address:			
City, State Postal Code:			
Email:	carlytest@test.com	Phone:	555-555-5555
Contact Method:	Phone <input type="button" value="v"/>	Request Date:	4/9/2007
Initial Request:	Can you tell me more about your small group? Thank you!		
Note: *	<p>Carly has come to group several times and has committed to being a part of the group. I have added her as a group member. Yay!</p>		
		<input checked="" type="checkbox"/> Close this contact	
		<input type="button" value="Cancel"/>	<input type="button" value="Save"/>



1. If one of your Contacts decides to 1) join your group and you have added them as a group member, 2) if they end up joining another group, or 3) you have contacted them several times and they have not responded back, you can then "Close this contact" by clicking the box next to "Close this contact." Then "Save" your changes. Please note, however, if you do this you will no longer be able to see this contact.