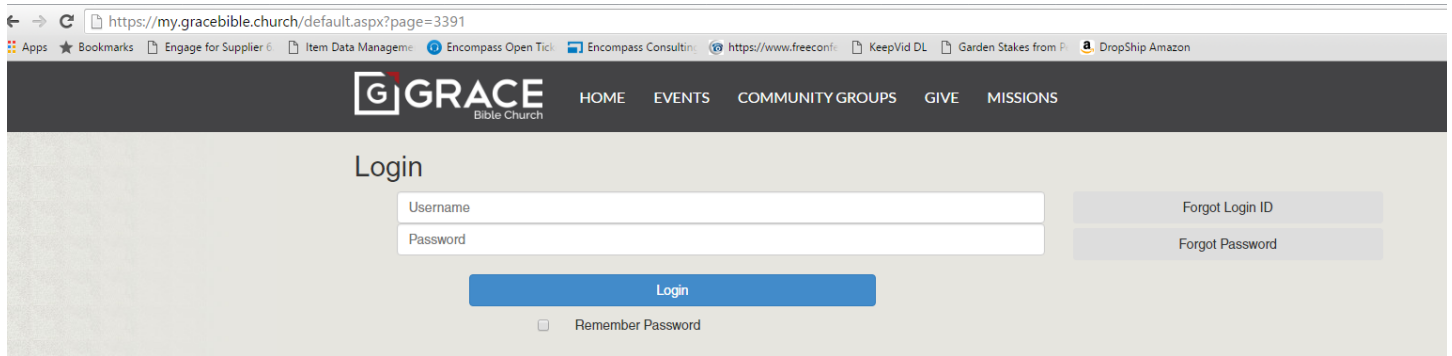


## GROUP LEADER TOOLBOX

The Group Leader Toolbox is for group leaders to manage the group(s) they lead. Group leaders are able to update the group's information, add and remove members, change a member's role, and take attendance. Emails are automatically sent to the group leader after the group's meeting time; the leader must login to the Group Leader Toolbox to take attendance. It is also the leader's responsibility to manage their group members in the Group Leader Toolbox. If you need assistance, please contact the Community Group Director.

## LOG IN



https://my.graceible.church/default.aspx?page=3391

Apps Bookmarks Engage for Supplier Item Data Management Encompass Open Tick Encompass Consulting https://www.freeconf KeepVid DL Garden Stakes from DropShip Amazon

**G** GRACE Bible Church HOME EVENTS COMMUNITY GROUPS GIVE MISSIONS

Login

Username

Password

Forgot Login ID

Forgot Password

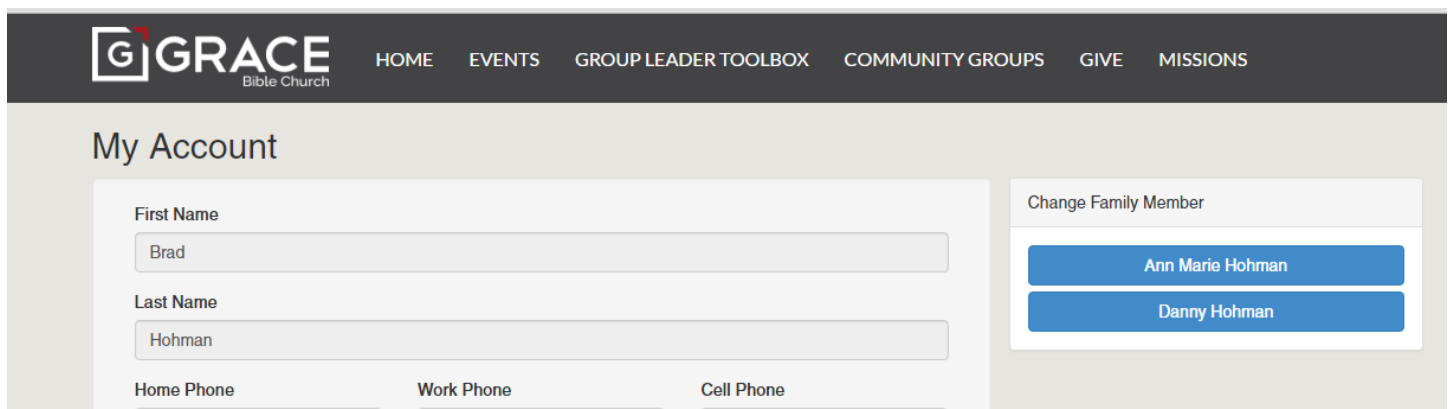
Login

Remember Password

1. Go to [my.graceible.church](https://my.graceible.church)
2. Login with your Login ID and Password
3. If you do not know your password click Forgot Password
4. If you are unsure of your login click forgot login id. If not user id is set to you within 3 minutes please email [groups@graceible.church](mailto:groups@graceible.church) and we will get you setup.

## MEMBER HOMEPAGE

You will automatically login to your Member Homepage tab with all of your person information. Please update your information, and click "Submit" to save. You can also update your family member's information. Their names are displayed on the right of this screen.



**G** GRACE Bible Church HOME EVENTS GROUP LEADER TOOLBOX COMMUNITY GROUPS GIVE MISSIONS

My Account

First Name

Brad

Last Name

Hohman

Home Phone Work Phone Cell Phone


Change Family Member

Ann Marie Hohman

Danny Hohman

## GROUP LEADER TOOLBOX

This is the tab next to your Member Homepage Tab. The group(s) in which you are a leader of will show in this tab. Click on your group. You can edit your group information by clicking “Edit Details.”

HOME EVENTS GROUP LEADER TOOLBOX COMMUNITY GROUPS GIVE MISSIONS

### Group Leader Toolbox

Small Groups	Leader E-Mail	Avg. Age	Type	Meeting Day	Area	Topic	Members	Pending Registrations	Notes
Josh & Colleen Carmichael		46	Singles/Married	Monday	Central VB	Unknown	21	0	

Page: 1 of 1 Page Size:   1 Small Group(s)

### Josh & Colleen Carmichael

Leader	Josh Carmichael	Topic	Unknown	<a href="#">Email your leaders...</a> <a href="#">Christi Moyer (Level One Leader)</a>
Group Name	Josh & Colleen Carmichael	Meeting Day	Monday	
Group URL		Meeting Start Time	7:00 PM	
Type	Singles/Married	Meeting End Time	8:30 PM	
Age Range	Any	Area	Central VB	
		Twitter Login	brad	

### MANAGE YOUR ATTENDANCE

- Calendar icon: select the meeting date to log attendance
- Type: Select meeting type
  - Regular Meeting – Regular meeting in which group meets
  - Special Meeting – This would be a meeting outside of your regular meeting
  - Did Not Meet – Team did not meet
- Attendees: select those who attended the meeting
- Headcount: put an overall headcount
- Click “Submit Attendance” to save and log attendance
- Previous Attendance - you can view/edit your previous attendance by clicking on the attendance date

## Manage Attendance

Log Attendance for:

Type:

### Attendees










--- Or ---

Head Count:

- Josh Carmichael
- Colleen Carmichael
- Brad Hohman
- Denise Bartos
- Mitch Bibb
- Paul Burns
- Melissa Clas
- Brad Cumming
- Laurie Cumming

## Previous Attendance

Click Date to Edit or  to Delete


8/29/2016 - Did Not Meet (0 guests)	
8/22/2016 - Did Not Meet (0 guests)	
8/15/2016 - Regular Meeting (17 guests)	
8/8/2016 - Regular Meeting (17 guests)	
8/1/2016 - Regular Meeting (15 guests)	
7/25/2016 - Regular Meeting (11 guests)	
7/18/2016 - Regular Meeting (13 guests)	
7/11/2016 - Regular Meeting (16 guests)	
7/4/2016 - Did Not Meet (0 guests)	

You are logged in as: Brad Hohman.

## SMALL GROUP MEMBERS

- Contacting those members who have expressed interest in a group
  - Deselect all Member Roles but Interested Member
  - Click on Envelope Icon on bottom right






Small Group Members | Registrations | Roster | Documents

 First Name   
Last Name




### Member Roles

<input type="checkbox"/> Member	<input type="checkbox"/> Host	<input type="checkbox"/> Guest
<input type="checkbox"/> Leader	<input checked="" type="checkbox"/> Interested Member	<input type="checkbox"/> Contacted
<input type="checkbox"/> Assistant Leader	<input type="checkbox"/> Prospective Leader	<input type="checkbox"/> Not Interested

Male  
 Female  
 Unknown  
 ActiveOnly

Name	Home Phone	Date Added	Email	Birth Date	Age	Role	Active	Date Inactive
<a href="#">Josh Carmichael</a>	(724) 622-5987	12/16/2014	<a href="mailto:josh@gracebible.church">josh@gracebible.church</a>	8/8/1983	33	Leader		
<a href="#">Geoff Hohman</a>		8/24/2016	<a href="mailto:geoff@gracebible.church">geoff@gracebible.church</a>	12/14/1993	22	Interested Member		 

Page: 1 of 1 | Page Size:   2 Small Group Member(s)

- Enter your email body and subject line, add any attachments you want. Note all attachments must be under 10MB
- When done entering information scroll down and click Send Email
- Click the paper/pencil icon to edit the person's role and change too contacted
- Once a person has come to your group at least once change the member role to member

## Group Communications Page

Use this form to send an email to the 2 individual(s) that you have selected.

To

✘ Carmichael, Joshua

✘ Hohman, Geoff

From

Brad Hohman

From Email

brad@gracebible.church

Reply To Email

brad@gracebible.church

Subject

Attachments

Add To History



Merge Fields [hide](#)

The following merge fields are available to be used in the subject and message areas of your email.  
your email:

##FirstName##, ##NickName##, ##LastName##

HTML Message

Use this HTML editor to format your email message.

The image shows a rich text editor toolbar with the following elements from top to bottom:

- Row 1: ABC, list, link, unlink, undo, redo, insert image, insert link, insert video.
- Row 2: Bold (B), Italic (I), Underline (U), bulleted list, numbered list, decrease indent, increase indent, link, unlink, table, source code, fullscreen, help.
- Row 3: Font color, background color, Font Name dropdown, Size dropdown, Apply CSS Class dropdown.

- Keep your small group members list accurate (Note: If the person is not already in our church database, please email [groups@gracebible.church](mailto:groups@gracebible.church) with as much information as possible: member's first name, last name, email, campus, home phone, cell phone, and campus.)

- Click the person/plus sign icon (bottom right) to add a new member
- Click the red X icon (right of names) for those who no longer attend your group
- Click the paper/pencil icon to edit the person's role: member, leader, host, etc.
  - Do not make a person inactive. Please remove them from the group by selecting the red X if they no longer attend the group. Inactive status is to be used by members who are in the group but are currently inactive due to an extended absence.





Small Group Members | Registrations | Roster | Documents

First Name  
 Last Name

**Member Roles**

Male  
 Female  
 Unknown  
 ActiveOnly

Member  
 Host  
 Guest  
 Leader  
 Interested Member  
 Contacted  
 Assistant Leader  
 Prospective Leader  
 Not Interested

Name	Home Phone	Date Added	Email	Birth Date	Age	Role	Active	Date Inactive
<a href="#">Josh Carmichael</a>	(724) 622-5987	12/16/2014	<a href="mailto:josh@gracebible.church">josh@gracebible.church</a>	8/8/1983	33	Leader	✓	 
<a href="#">Colleen Carmichael</a>	(508) 361-4841	1/22/2015	<a href="mailto:colleen.m.carmichael@gmail.com">colleen.m.carmichael@gmail.com</a>	12/20/1984	31	Leader	✓	 
<a href="#">Brad Hohman</a>	(757) 965-7437	2/29/2016	<a href="mailto:brad@gracebible.church">brad@gracebible.church</a>	2/16/1970	46	Leader	✓	