

GROUPS: Neighborhood Gathering directory

We are using a directory called Planning Center Groups. Bookmark this link to access the Groups page: <https://groups.planningcenteronline.com/>

In Groups, you will be able to create a database of your gathering members, email gathering members in an easy way, track attendance, and approve requests to join your gathering all in one location.

Click the link to watch a video and a few instructions on how to use Planning Center Groups. <https://pcogroups.zendesk.com/hc/en-us/articles/360006319853-Introduction-to-Groups-for-Leaders>

Things to know:

1. You will receive an email from us to be a leader of your group so that you can login and create a password at <https://groups.planningcenteronline.com/>
2. We will set up your Planning Center Gathering for you, but you will need to add members, approve requests, and track attendance.
3. If you have any questions about Planning Center Groups, reach out to Shea at sspindler@stonecreekwired.com.

Taking Attendance

There are two ways to track attendance:

<https://pcogroups.zendesk.com/hc/en-us/articles/360016180273-Take-Attendance>

Add a Member to a Group:

Add a member, invite someone to join, respond to a request to join.

- Directions: <https://pcogroups.zendesk.com/hc/en-us/articles/115008411168-Add-a-Member-to-a-Group>
- If they are in our church database, you will be able to search for them to add them as a member. If they are not in our database you will select to “Create a New Person” and fill in the information that you know.
- **TIP:** having the [connection card](#) pulled up on the app or on our website on your phone will be an easy way to have a new person added to the database. You can also have an information sheet to collect information but you will have to add that

manually when you create a new person.

- When someone requests to be in your group, you will get a notification like the image below your Members Tab (you will also receive an email). Add them and send them a welcome email (or don't add them and explain your group is full).

The screenshot shows a web interface for a group named "Brittany's Test Group". The top navigation bar includes "groups", "Groups", "Tags", and "People". The group header shows a profile picture, the name "Brittany's Test Group", and the schedule "Sundays at 6:30pm". There are also tags for "Neighborhood Gatherings" and "notes", and a "Public Group Page" link. The main content area is titled "Group Membership Requests" and features a request card for "brittany black" with a date of 2/4/2021, email address "bblacklea@gmail.com", and phone number "2816847607". The request card has "Don't add..." and "Add..." buttons. Below the request card is a search bar and a list of current members. The member list has columns for "FIRST NAME", "LAST NAME", "ROLE", "EMAIL ADDRESS", "PHONE NUMBER", and "MEMBER SINCE". One member, "Shea Spindler", is listed with the role "Member", email "sspindler@stonecreekwired.com", phone "(217) 766-2805", and joined on "2/2/2021". There is an "Add Member" button and an "Edit" button for the member.

Members 1

Events

Resources

Settings

REPORTS

Overview

Attendance

Brittany's Test Group

Schedule: Sundays at 6:30pm

Public Group Page

Public group ✓ Accepting members

Group Membership Requests

2/4/2021

BB brittany black

bblacklea@gmail.com 2816847607

Don't add... Add...

Search by name

1 member Add Member

	FIRST NAME	LAST NAME	ROLE	EMAIL ADDRESS	PHONE NUMBER	MEMBER SINCE	
<input type="checkbox"/>	Shea	Spindler	Member	sspindler@stonecreekwired.com	(217) 766-2805	2/2/2021	Edit X