



Group Leader Management

FGCC Church Center Website

To access this website

- Open an internet web browser
- Go to: <https://forestgrovecc.churchcenter.com>

Forest Grove Community Church	Home Give Groups Check-In Events 1 Log in
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1. Click here to login.

Forest Grove Community Church

To get started, enter your mobile number.
We'll send you a code you can use to log in.

2 888-555-1212

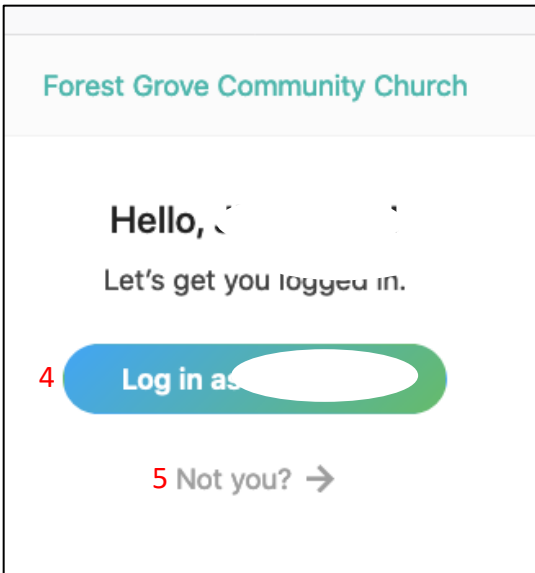
By continuing, you agree to [Planning Center's Terms of Service](#) and [Privacy Policy](#).

Next

2a Use email address instead

2. Sign in with your cell phone number.
a. If you would rather use your email address, click here.

You will need to use the same phone number or email address to log onto the Church Center app on your phone.



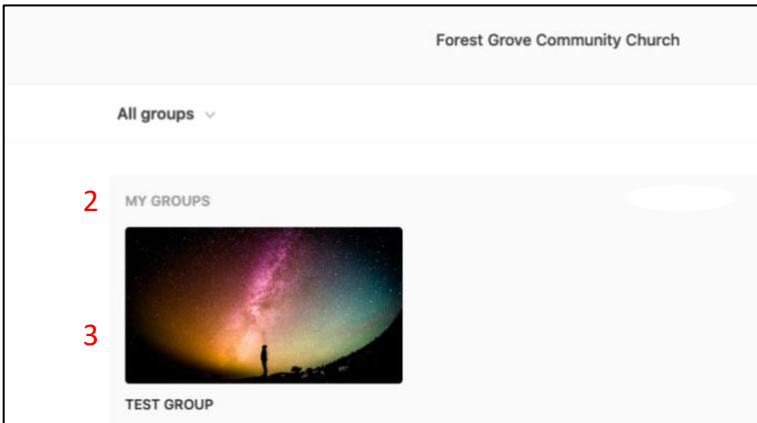
4. Make sure this is you, if not, click 5.

If you have another family member with the same phone number or email, it will ask you who you are signing in as.

My Groups



1. Go to groups to find the groups that you are a part of.



2. My Groups: Here you can see all the groups that you are a part of.

3. To edit your group, click on the one that you are a leader/manager of.

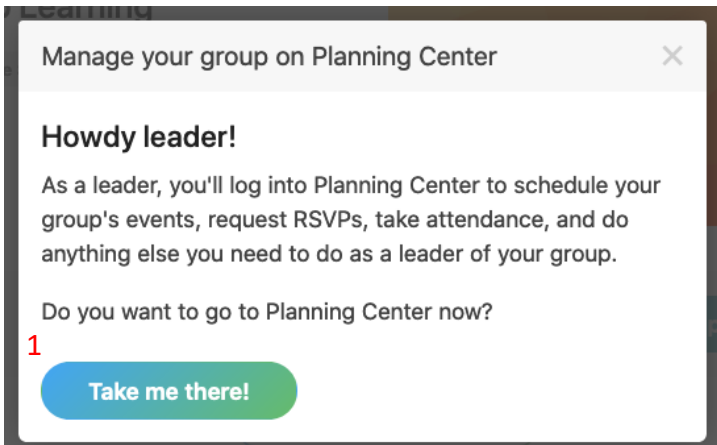
Your group's information and upcoming events

The screenshot shows a user interface for a group named "Jason's Test Group Learning". At the top left, there are two tags: "Congregation: Attridge" and "Attridge Small Group: Continuous", and a "Ministry Type: General" tag. To the right is a large orange and red abstract geometric pattern. Below this, a light grey bar contains the text "You are logged in as a leader." and a green button labeled "1 Manage Group on Planning Center".

On the left side, there is a section for "4 Upcoming events" with a "5 Subscribe to group calendar" button. The first event is a "Meeting" on Monday, 12:00pm - 2:00pm at Forest Grove Community Church - Attridge. Below it is a "Past events" section with a "Meeting" on Wednesday, 1:00pm - 3:00pm at Forest Grove Community Church - Attridge.

On the right side, there is a "SCHEDULE" section with "3 Every other week on Tuesday" and a "MEMBERS" section with "2" members represented by circular icons labeled "JB", "JB", and "GF", and a "View all" button.

1. To manage, if you are a leader, your group's information, members, schedule etc., click here.
2. View group members.
3. Schedule.
4. Upcoming group events.
5. Add group's calendar to your device.

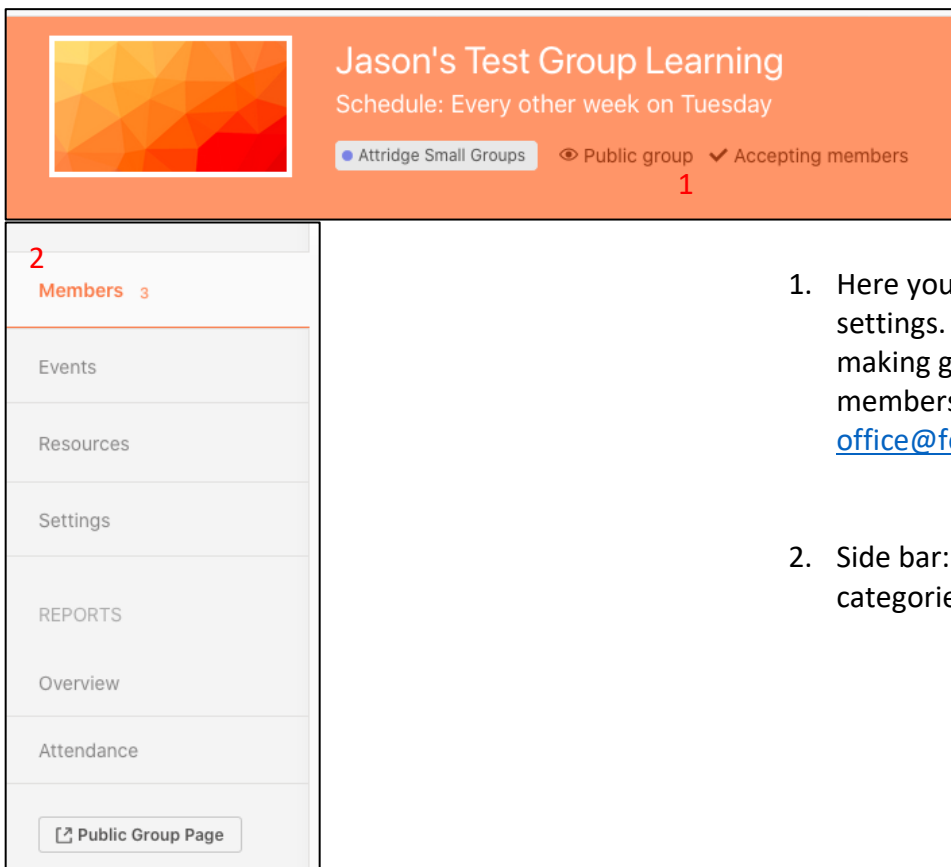


When you select “Manage Group in Planning Center” a pop-up box will come up with information, select “Take me there!”

1. Log into Planning Center.

If you haven’t already set up a password or forget your password, follow the prompts to finish logging in to Planning Center.

Managing your group on Planning Center



1. Here you will see your groups privacy settings. To make changes to this, such as making groups private or not accepting members – contact office@forestgrovecc.com
2. Side bar: Tab through the different categories that can be managed.

Members

The screenshot shows the 'Members' page for a group named 'Jason's Test Group Learning'. The page has an orange header with the group name and schedule: 'Schedule: Every other week on Tuesday'. Below the header, there are three status indicators: 'Attridge Small Groups', 'Public group', and 'Accepting members'. A notification bar at the top says 'Your password has been updated.' On the left sidebar, there are navigation options: 'Members 3', 'Events', 'Resources', 'Settings', 'REPORTS', 'Overview', and 'Attendance'. A 'Public Group Page' button is at the bottom of the sidebar. The main content area features a search bar labeled 'search by name' with a magnifying glass icon. Below the search bar, it says '3 members' with three icons (envelope, printer, download) and a red number '5'. A table lists the members with columns for 'FIRST NAME', 'LAST NAME', 'ROLE', 'MEMBERSHIP ACTIONS', 'EMAIL ADDRESS', and 'PHONE'. The table has three rows: a Member, a Leader, and another Leader. Each row has a checkbox, a profile picture, and an 'Actions' dropdown menu. A red number '3' is next to the first 'Actions' dropdown. A red number '4' is next to the 'MEMBERSHIP ACTIONS' column header. A red number '1' is next to a green 'Add a member' button in the top right corner. A red number '2' is next to the '3 members' text.

Members 3

Your password has been updated.

1 Add a member

search by name

2 3 members 5

	FIRST NAME	LAST NAME	ROLE	MEMBERSHIP ACTIONS	EMAIL ADDRESS	PHONE
<input type="checkbox"/>	GF		Member	3 Actions		
<input type="checkbox"/>	JB		Leader	Actions		
<input type="checkbox"/>	JB		Leader	Actions		

4

Public Group Page

1. Add new members here.
2. View current members.
3. Delete and change member status
4. View member's contact information.
5. External communication information.

Events

The screenshot displays an events management interface. On the left is a sidebar with navigation options: Members (3), Events, Resources, Settings, REPORTS, Overview, Attendance, and a Public Group Page button. The main content area features two calendar views for April and May 2020, with a red '1' pointing to the April calendar. Below the calendars is a 'Start week on Monday' checkbox and a 'Subscribe to calendar' button. A red '2' points to the table view below. The table view has columns for DATE & TIME, EVENT, STATUS, and RSVP. A red '3' points to a 'Create new event' button. A red '4' points to a 'Report Attendance' button in the table, and a red '5' points to a 'Request now' button in the table.

DATE & TIME	EVENT	STATUS	RSVP
4/8/2020 1:00 pm - 3:00 pm	BS Meeting	Report Attendance	Not Requested
4/27/2020 12:00 pm - 2:00 pm	Meeting	Has not started yet	Request now

1. Calendar view of events.
2. Table view of events.
3. Add new event.
4. Report attendance for tracking.
5. Request RSVP from members by email.

Resources

The screenshot shows the 'Resources' section of a group page. At the top, there is a header for 'Jason's Test Group Learning' with a schedule of 'Every other week on Tuesday'. Below the header, there are navigation options: 'Attridge Small Groups', 'Public group', and 'Accepting members'. On the left sidebar, there are links for 'Members 3', 'Events', 'Resources', 'Settings', 'REPORTS', 'Overview', and 'Attendance'. A 'Public Group Page' button is also visible. The main content area features a large blue circular icon with a play button and a document icon. Below the icon, text reads: 'Resources are files (PDF's, documents, images) for group members.' A green button labeled 'Add a group resource' is positioned at the bottom center. A red '1' is placed above the button, indicating the first step in the process.

1. Add a group resource by website link or upload a document or picture. Can select for resource to be accessible by all members or leaders only.

Settings

The screenshot shows the 'Group Settings' page. The left sidebar is identical to the previous screenshot, with 'Settings' highlighted. The main content area is titled 'Group Settings' and is divided into three sections, each with a red number and an information icon: 1. 'Basic Info' contains a 'Name' field with 'Jason's Test Group Learning', a 'Meeting schedule' field with 'Every other week on Tuesday', and a checked checkbox for 'Display meeting schedule publicly'. 2. 'Image' features a dashed box for an image with the text 'Drop a new image here' and an upload icon, with 'Upload image' and 'Free photos' buttons below. 3. 'Location' includes a 'Type of location' dropdown menu currently set to '(no location)', and radio buttons for 'Physical address' (selected) and 'Virtual (link)'. A 'Public Group Page' button is visible at the bottom left of the settings area.

The image shows a screenshot of a group settings page. At the top right, there is a section titled "Event Reminders" with a help icon. Below it, a red number "4" is next to a toggle switch for "Send reminder emails", which is currently turned off. Below the toggle is a dropdown menu showing "3 days before".

In the center, there is a section titled "Group Page Settings".

On the left side of "Group Page Settings", there are two sections:

- A red number "6" is next to "Contact Person" with a help icon. Below it is a text input field labeled "Contact email".
- A red number "7" is next to "Leader Display" with a help icon. Below it is a checkbox labeled "List leader's name publicly", which is currently unchecked.

On the right side of "Group Page Settings", there is a section titled "5 Group Description" with a help icon. Below it is a text area labeled "Group description" with a rich text editor toolbar containing icons for bold, italic, strikethrough, link, text color, quote, bulleted list, numbered list, indent, and outdent. Below the toolbar are two undo/redo icons and a large text input area.

6. Edit your group's basic information.
7. Add a public group picture or choose a free photo.
8. Location: Use a physical address or a link to meet online (virtual link / url).
9. Send out an auto email event reminder, if you want.
10. Your group's description. What are you doing and why are you meeting?
11. Edit contact person for people who may want to join.
12. Choose to display leader's first name publicly.