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

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.
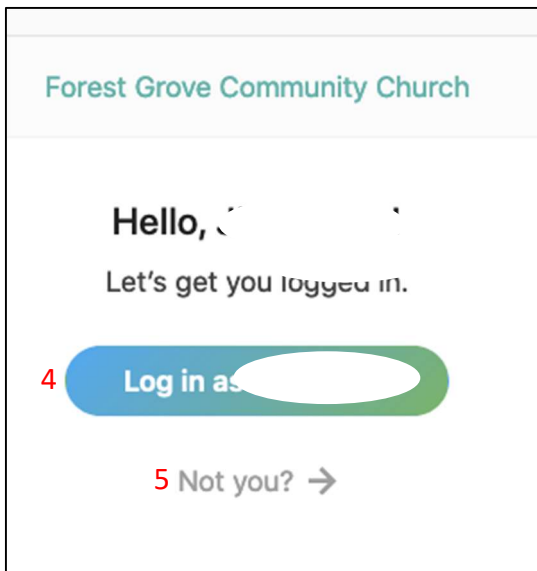
2 888-555-1212

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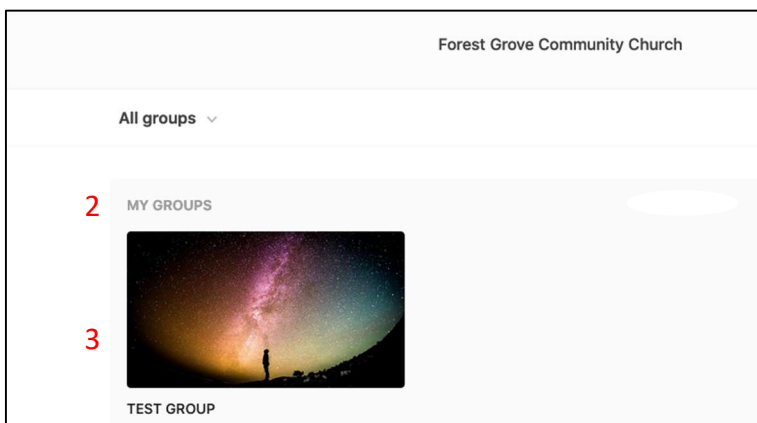
4. Make sure this is you, if not, click 5.

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
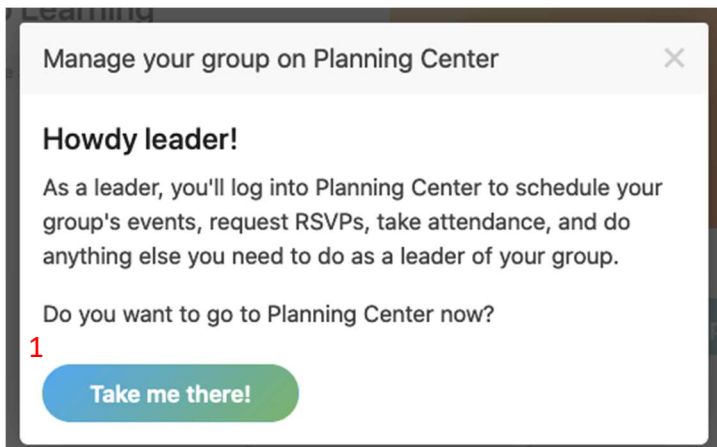

1. To manage, if you are a leader, your group's information, members, schedule etc., click here.

2. View group members.

3. Schedule.

4. Upcoming group events.
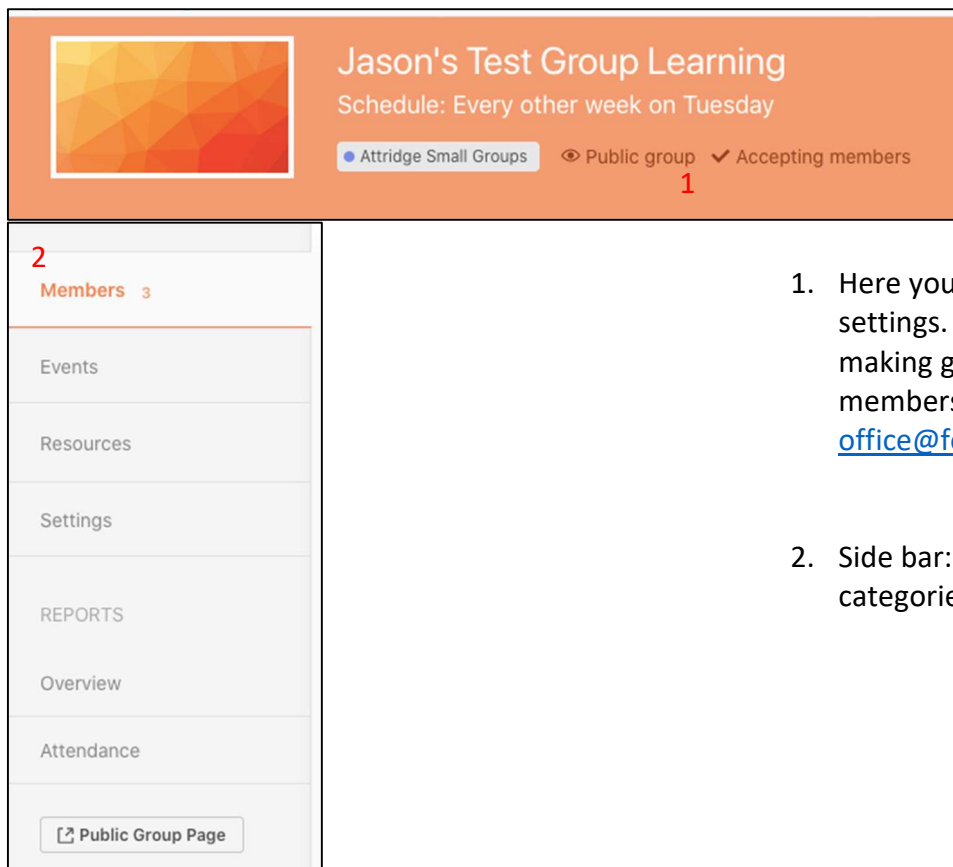
5. Add group's calendar to your device.

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

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

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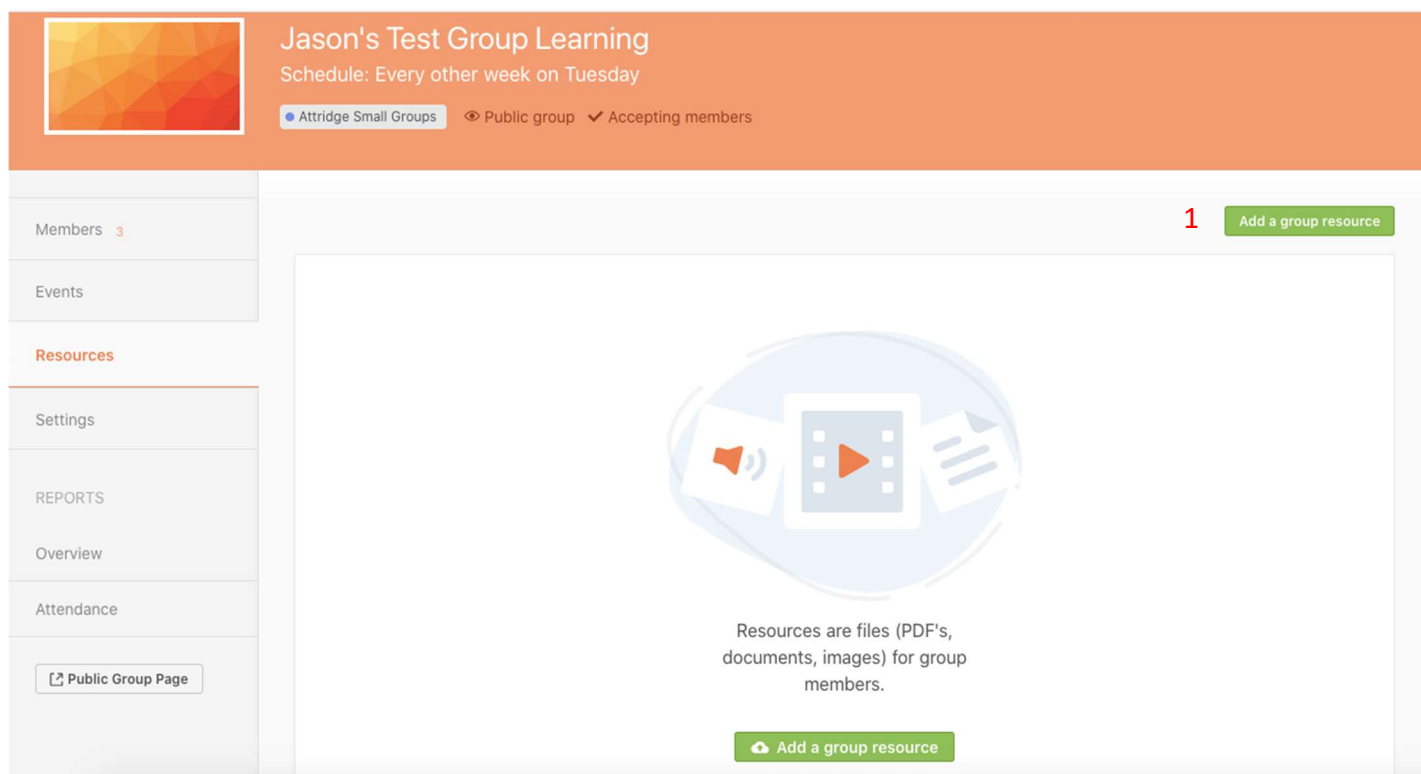
1. Add a group resource by website link or upload a document or picture. Can select for resource to be accessible by all members or leaders only.

Settings

1. Edit your group's basic information.

2. Add a public group picture or choose a free photo.

3. Location: Use a physical address or a link to meet online (virtual link / url).

4. Send out an auto email event reminder, if you want.

5. Your group's description. What are you doing and why are you meeting?

6. Edit contact person for people who may want to join.

7. Choose to display leader's first name publicly.