



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

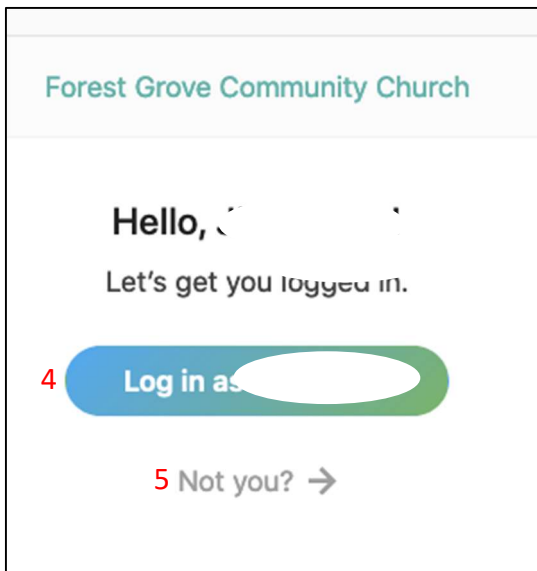
By continuing, you agree to Planning Center's [Terms of Service](#) and [Privacy Policy](#).

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.



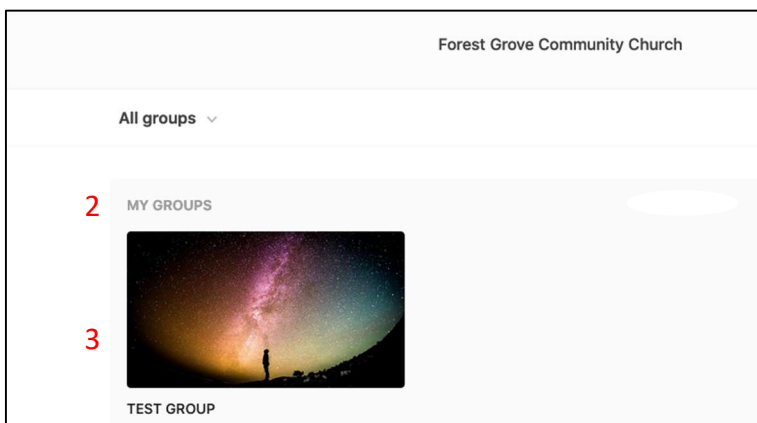
4. Make sure this is you, if not, click 5.

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

Jason's Test Group Learning

Congregation: Attridge

Attridge Small Group: Continuous

Ministry Type: General



You are logged in as a leader.

1 [Manage Group on Planning Center](#)

4 **Upcoming events**

5 [Subscribe to group calendar](#)

27
APR

Meeting
Monday, 12:00pm – 2:00pm
Forest Grove Community Church - Attridge

Past events

8
APR

Meeting
Wednesday, 1:00pm – 3:00pm
Forest Grove Community Church - Attridge

3 **SCHEDULE**
Every other week on Tuesday

MEMBERS

2

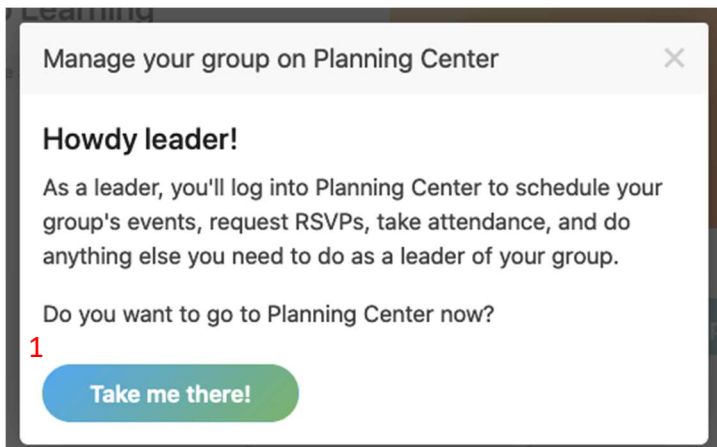
JB

JB

GF

[View all](#)

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.

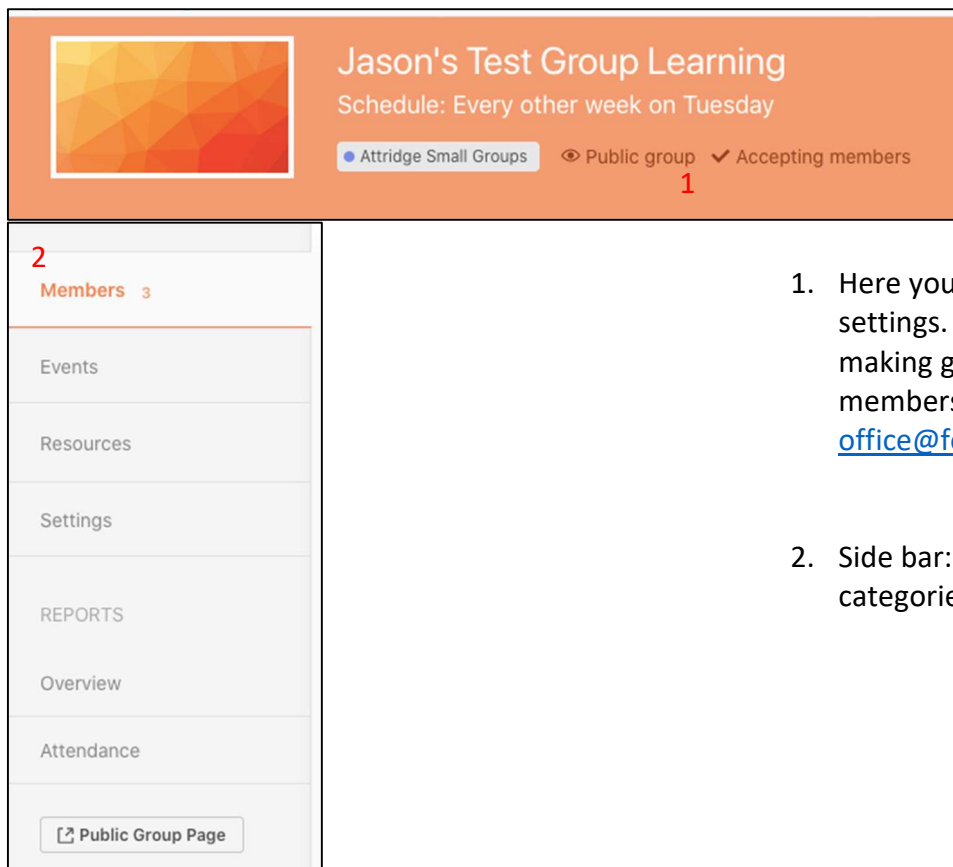


When you select “Manage Group in Planning Center” a pop-up box will come up with information, select “Take me there!”

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



Jason's Test Group Learning

Schedule: Every other week on Tuesday

● Attridge Small Groups

👁 Public group

✓ Accepting members

Members 3

Events

Resources

Settings

REPORTS

Overview

Attendance

[Public Group Page](#)

Your password has been updated.

1 [Add a member](#)

2

5

3 members

3

4

	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		

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

Members 3

Events

Resources

Settings

REPORTS

Overview

Attendance

Public Group Page

1

April 2020

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2

May 2020

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3

☐ Start week on Monday

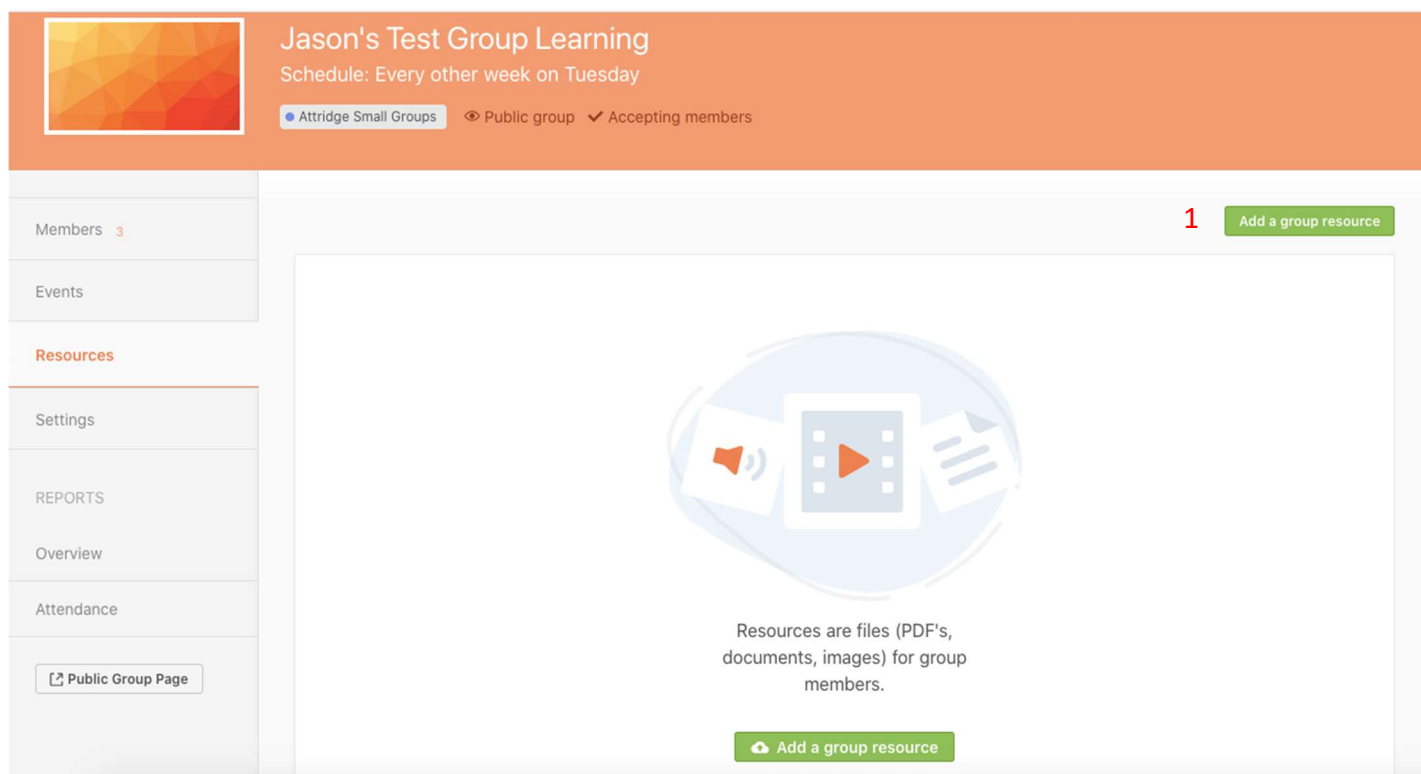
Subscribe to calendar

Create new event

DATE & TIME	EVENT	STATUS	RSVP
4/8/2020 1:00 pm - 3:00 pm	Meeting	<div>4</div> <div>Report Attendance</div>	Not Requested
4/27/2020 12:00 pm - 2:00 pm	Meeting	Has not started yet	<div>5</div> <div>Request now</div>

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

This screenshot shows the 'Group Settings' page for 'Jason's Test Group Learning'. The page has a light gray background. On the left, there is a sidebar with links for 'Members 3', 'Events', 'Resources', 'Settings' (highlighted), 'REPORTS', 'Overview', and 'Attendance'. At the bottom of the sidebar is a button labeled 'Public Group Page'. The main content area is titled 'Group Settings' and is divided into three sections. Section 1, 'Basic Info', contains a text field for 'Name' with the value 'Jason's Test Group Learning', a text field for 'Meeting schedule' with the value 'Every other week on Tuesday', and a checked checkbox for 'Display meeting schedule publicly'. Section 2, 'Image', contains a large dashed box for an image, a text prompt 'Drop a new image here', and two buttons: 'Upload image' and 'Free photos'. Section 3, 'Location', contains a dropdown menu for 'Type of location' with the value '(no location)', and two radio buttons: 'Physical address' (selected) and 'Virtual (link)'.

The screenshot shows a web interface for editing group settings. At the top right, there is a section titled "Event Reminders" with a red number 4 next to the "Send reminder emails" toggle, which is currently turned on. Below this is a dropdown menu showing "3 days before". In the center, the "Group Page Settings" section contains three items: a red number 6 next to "Contact Person" with a sub-field for "Contact email"; a red number 7 next to "Leader Display" with a checkbox for "List leader's name publicly"; and a red number 5 next to "Group Description" which includes a rich text editor with various formatting icons and a large text area.

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.