

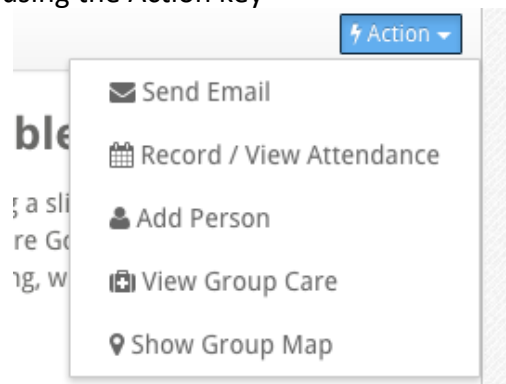
ADDITIONAL RESOURCES & TOOLS

Managing Your Group Online

Find your group by entering <https://my.grangerchurch.com/MobileTools>:

Your **user name** and **password** is the same one you use to login to your grangerchurch.com account. Once logged in, select Groups Manager from the navigation pane on the left and choose your group.

- You can add someone to your group, send an email to everyone in your group or record or view attendance by using the Action key

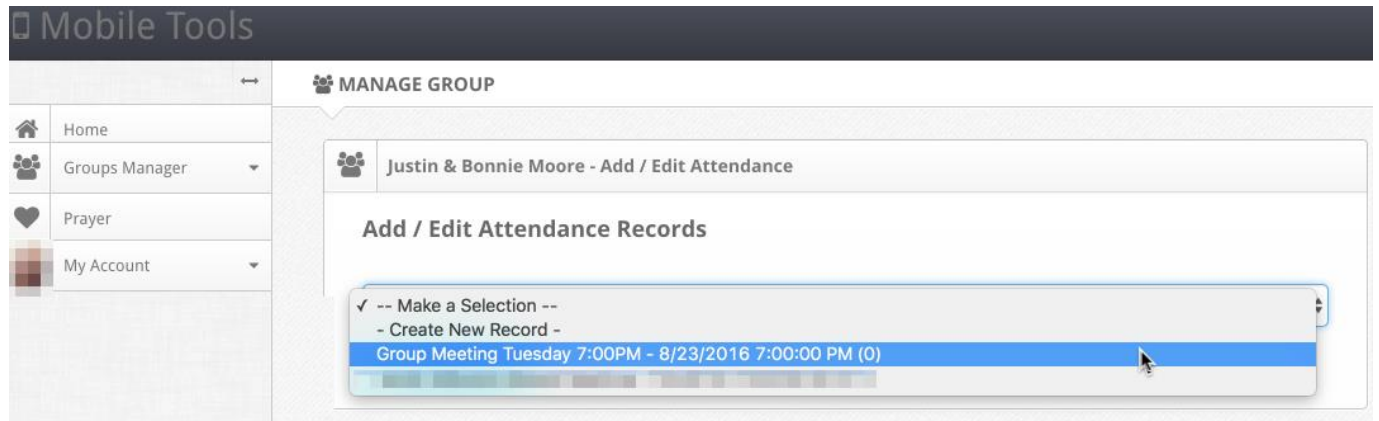


Adding someone you KNOW that wants to be in your group

- Click on Add Person and complete the information in the box including the first and last name and email. If you aren't certain of the person's home or cell number you may leave those fields blank. Click Submit at the bottom and you've added an individual to your group!

Posting attendance

- You will receive an email on the day following your group's scheduled meeting time reminding you to post your attendance. If you don't see the date you need in the drop down, click on Create New Record and enter the date for which you want to post attendance.



Follow up with group inquiries

- You'll receive an email anytime someone finds your group online and expresses interest (check your spam filter and make sure this email address is marked safe). The message will include the person's name, contact information and any message they may have typed.

The following inquiry was submitted and sent to the Group Leader. You are receiving a copy of this message because you are listed as "Congregation Contact" in MinistryPlatform.

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Dear Leader,

An inquiry has been received for a small group you oversee. The details of the inquiry are below.

Group Name: [REDACTED]

First Name: [REDACTED]

Last Name: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Comments: [REDACTED]

- Follow-up promptly with any inquires and keep track of your communication in your email.