



## How To Maintain Your LifeGroup in OneChurch

As a LifeGroup Leader you know how important each member of your group is, and Grace Church knows how important the hundreds of LifeGroup members are. Using the OneChurch database helps us to see and know each person, and to care for them as members of the body of Christ. We want to equip you as a leader to maintain your group data – especially the details of when/where you meet, the description of your group, and the members of your group. Thank you for your leadership and help with maintaining this data. If you need help or have questions, please contact [data@whoisgrace.com](mailto:data@whoisgrace.com).

Your group home page shows day/time/location your group meets along with the group description. You'll also see tabs across the top of the window.  
(Note: your tabs may differ slightly from picture)

A screenshot of the OneChurch web interface for a LifeGroup named "Solo, Han". The group is marked as "Active". The interface includes a navigation bar with tabs for "Info", "Calendar", "Members", "Attendance", "Positions", "Files", and "Discussion". The main content area is divided into two columns. The left column contains a large placeholder image for the group, followed by two sections: "When do we meet?" which states "Occurs every week on Wednesday from 6:00 AM to 7:00 AM", and "Where do we meet?" which lists "Chewies lair", "12345 Bacca St.", and "Anytown, Pennsylvania". The right column contains a "Classifications" sidebar with details: Group Type: LifeGroup, Membership: Invite Only, Campus: Grace McKean, Category: Non Traditional Life Groups, Language: N/A, and Childcare?: No. Below this is a "Leaders" section showing a profile for "Han Sol..." with the role "Admin", email "hans@a...", and phone "(555) 5...". A blue chat icon is overlaid on the bottom right of the screenshot.

With the Actions tab on the top right of the window, you may edit your group description, or upload a file to your group.

Here are samples of group descriptions:

*“Our group is a wonderful gathering of people seeking the Lord. We are of various ages...early thirties to eighty. We are both men and women, married and single. Our time together consists of fellowship, prayer and Bible study. We share a dinner together at least once a quarter.”*

*“Our group is made up of couples and kids (but is not exclusively for couples). We typically discuss the sermon series every week and have dinner together 1-2 times a month. We rotate homes for hosting between North East, Wattsburg, and Harborcreek.”*

*“We meet every other Friday night to share food and fellowship with married couples looking to grow in relationship with Jesus. Children are welcome and we have a babysitter who watches them for 1.5 hours in the play room. The adults can enjoy good conversation with less distraction! Childcare is \$5/family!”*

**If you need any changes to your day/time/frequency/location of your meeting please email [data@whoisgrace.com](mailto:data@whoisgrace.com) with your new information.**

Click on the Member tab and you’ll see your group members, along with other attributes, adjustable by clicking on the Columns button.

Calendar **Members** Attendance Positions Files Discussions Notes

Listing Signups

+ Add Member Show: Listing Cards

Show 25 per page Actions Filtered Columns

<input type="checkbox"/>	First Name	Last Name	Campus	Type	Added	
<input type="checkbox"/>	Han	Solo	Grace McKean	Leader admin	Sat Aug 24, 2019 24 hours ago	Edit
<input type="checkbox"/>	Ben	Solo		Member	Sat Aug 24, 2019 24 hours ago	Edit
<input type="checkbox"/>	Chewbacca	Kashyyk	Grace McKean	Member	Sat Aug 24, 2019 24 hours ago	Edit

Showing 1 to 3 of 3 members

As members join your group, please add them by clicking the Add Member button. This will pop up a new window where you will type in the name, and select member/leader, or whether this person will be an admin (allowing them more control over the group information) You'll also see a section to add any notes, if desired. Be sure to click Save at the bottom of the screen when you've finished.

Note: This step is particularly important for those that join your group without having connected through the workflow process.

**Add New Member**

**Person \***

**Type \***

Values above are for groups of type "LifeGroup" only.

**Admin?**  Yes  No

If set, this person will have read/write access to all group tabs. This includes being able to edit a subset of the group details.

**Effective Dates**  -

**Notes**

Maximum of 2000 characters.

**Additional Fields**

These fields only apply to members of this group.

Keep open and add another

To remove a member from your group click on the edit button. Add the date the member left the group in the box marked Dropped. Click Save.

PLEASE DO NOT USE 'DELETE' TO REMOVE A MEMBER!

Han	Solo	Leader <b>admin</b>	Sat Aug 24, 2019 25 days ago	Edit
Ben	Solo	Member	Sat Aug 24, 2019 25 days ago	Edit
Chewbacca	Kashyyyk	Member	Sat Aug 24, 2019 25 days ago	Edit

Person \*



**Chewbacca Kashyyyk**

Type \*

Member

Values above are for groups of type "LifeGroup" only.

Admin?

Yes

No

If set, this person will have read/write access to all group tabs. This includes being able to edit a subset of the group details.

Effective Dates

8/24/2019

-

Dropped

Notes

Maximum of 2000 characters.

Additional Fields

These fields only apply to members of this group.

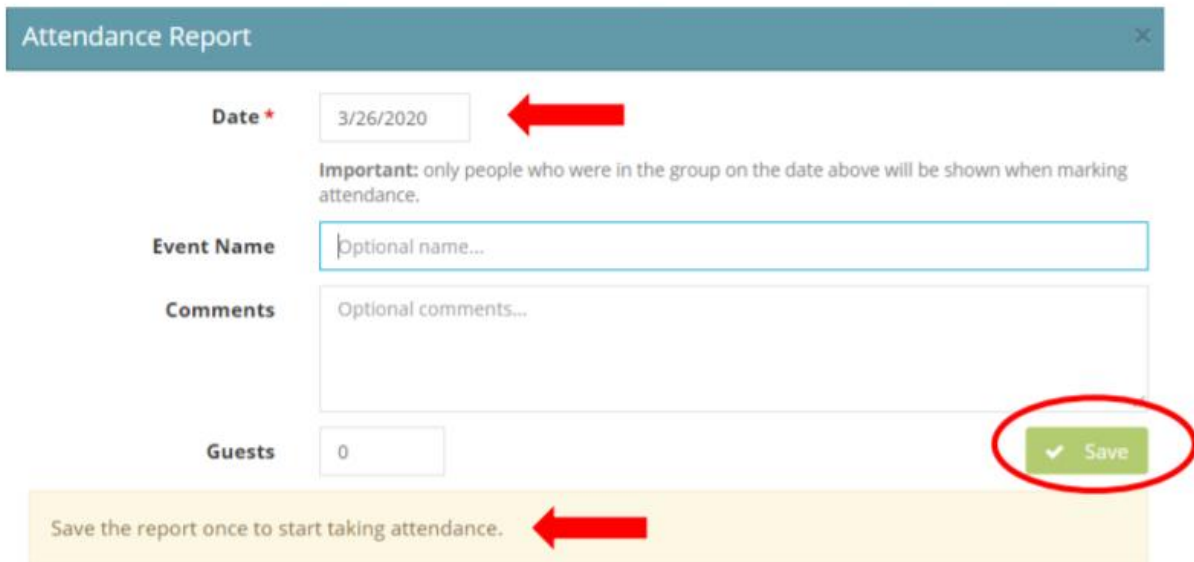
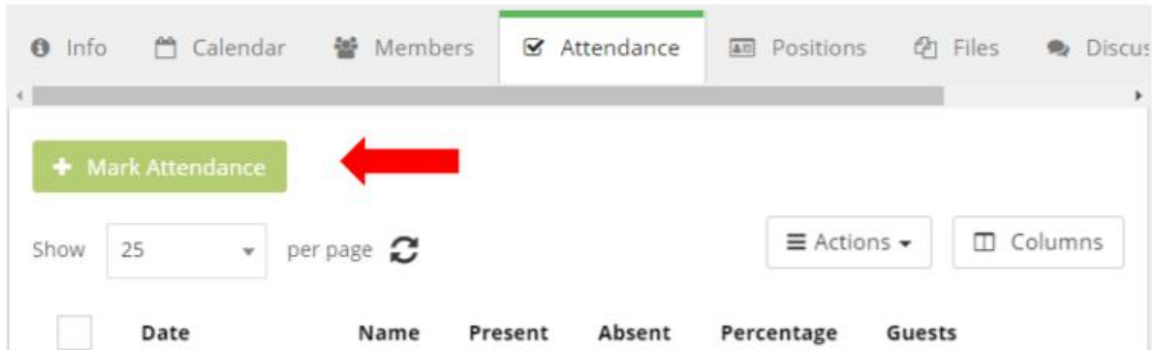
[view history](#)

Save

Cancel

Attendance: (optional)

To enter attendance for your group meetings select the Attendance tab, click the Mark Attendance button.



The date will default to the current date but it may be adjusted as needed, you also have the option to title your attendance report. (ex: Chewbacca led group, Meeting held at beach, etc.)

Click Save.

Your group members will show in this window.  
Clicking on the person will add them to the members in attendance.  
Changes are automatically saved.

The screenshot shows the 'Attendance' tab for a group. At the top, there are buttons for 'mark all present' and 'mark all absent'. Below this is a blue instruction bar: 'Click on a person to toggle them between present and absent. Changes below are saved immediately.' A red arrow points to this bar. Underneath is a search bar with the placeholder text 'Add text and hit Enter key to filter below...'. There are two dropdown menus: 'Sort By' set to 'First name' and 'Show' set to 'Everyone'. The main area displays three member cards, each with a profile picture, name, email, and phone number. Each card has a red 'Absent' button. The members listed are Ben Solo (hans@a0l.com, (555) 555-5555), Erin Mesanko (erin@whoisgrace.com), and Han Solo (han@a0l.com, (555) 555-5555). At the bottom, it says 'Showing 1 to 2 of 2 group members'.

The Discussions tab is available for any group communication. It can only be initiated by the group admins, but once initiated any member may comment.

The screenshot shows the 'Discussions' tab for a group named 'Solo, Han', which is 'Active'. The breadcrumb is 'Groups > Solo, Han'. The navigation bar includes 'Calendar', 'Members', 'Attendance', 'Positions', 'Files', and 'Discussions'. A blue hint bar says: 'Hint: Click on a discussion below to see the associated messages.' Below the hint are two buttons: 'Start New Discussion' and 'Refresh'. A discussion entry is shown with a profile picture, the title 'New meeting day/time' (with a '2 messages' badge), and the text 'August 28, 2019 @ 12:20 PM · Dawn Rickenbrode <data@whoisgrace.com> (Leader) We will now be meeting.....'.