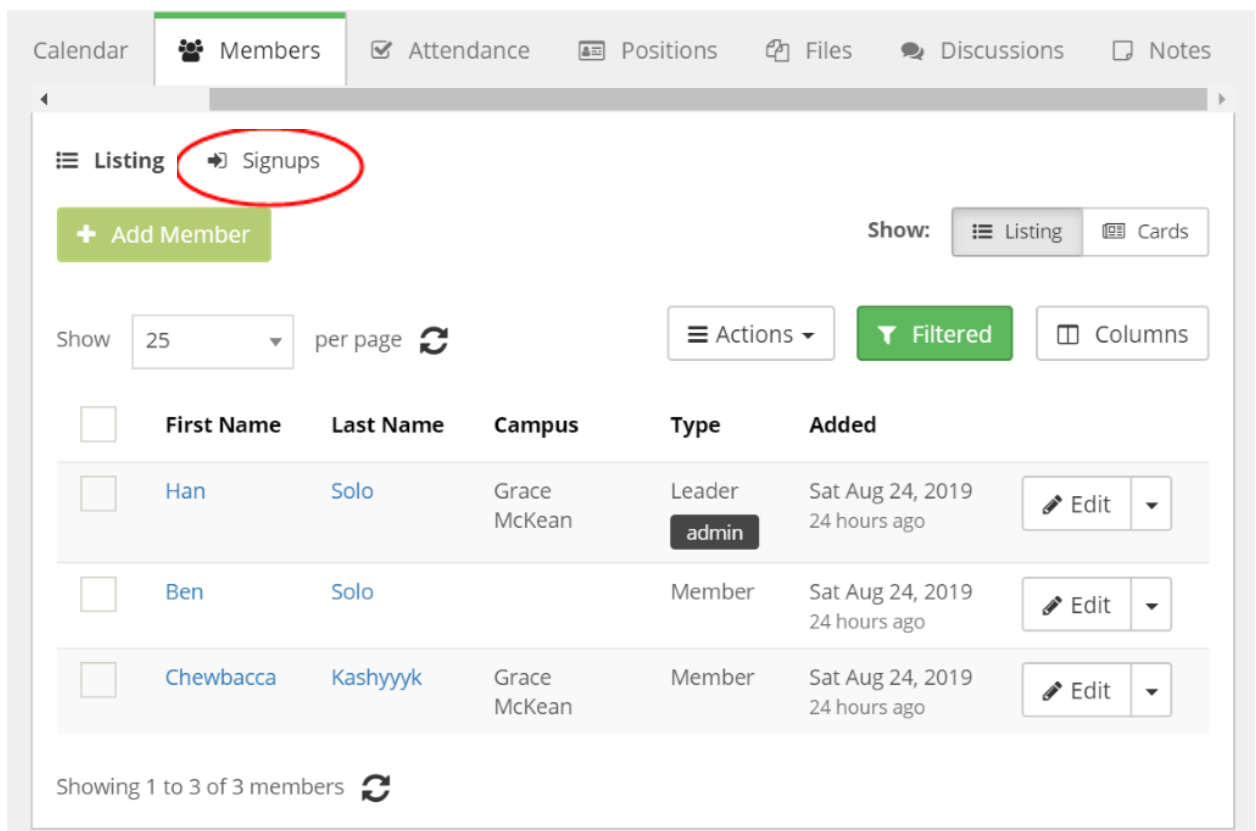


Approving or denying new members (direct sign-ups):

One way people can join certain groups is by direct sign-up. When they request to join, the leader and any group admins will receive an email notification of the request. Follow the instructions in the email to finalize the process.

Leaders can also access sign-ups by clicking Members > Signups after opening their LifeGroup.



The screenshot shows the 'Members' tab selected in the top navigation bar. Below it, the 'Signups' tab is highlighted with a red circle. The main content area displays a table of pending signups with columns for First Name, Last Name, Campus, Type, and Added. There are three entries: Han Solo (Leader), Ben Solo (Member), and Chewbacca Kashyyyk (Member). Each entry has an 'Edit' button. The page also includes a '+ Add Member' button, a 'Show: Listing Cards' dropdown, a 'Show 25 per page' dropdown, and a 'Filtered' button.

	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	Kashyyyk	Grace McKean	Member	Sat Aug 24, 2019 24 hours ago	Edit

Showing 1 to 3 of 3 members

You will see pending requests as shown below.


Group: Test Active

Groups > Test

Info | Calendar | **Members** | Attendance | Positions | Files | Discussions | Notes

Listing | **Signups**


Show 25 per page Actions Filtered Columns

<input type="checkbox"/>	Image	First Name	Last Name	Email	Phone	Assignee(s)	Approved?	Submitted	<input type="checkbox"/>
<input type="checkbox"/>		Han	Solo	han@a0l.com	(814) 746-6581	Kelly Lester		Wed Oct 7, 2020 13 seconds from now	<input type="checkbox"/> View

Showing 1 to 1 of 1 signups

Click View on the far right and make a decision on approving or denying this person for your group, adding comments as needed.

Loren Little - Membership Request ✕



Zachery Roth
 ✉ zacharyroth@gmail.com
 ☎ (814) 362-5186

Decision

Approved ✎

Comments

Optional comments to send with the approval email...

View Signup
✓ Approve
Cancel

Loren Little - Membership Request
✕

Zachary Rotts
✉ zach123@gracechurch.com
☎ 314.232.0489

Decision

Denied
✎

Email Response

The person will be emailed with the message shown below.

Subject *

Loren Little - Membership Not Approved

Body *

Important: To avoid display issues, if pasting content, select all text and then click the Tx toolbar button afterwards. Typing Shift+Enter adds a new container element. To insert a predesigned template, click on the stamp icon in the toolbar.

File Edit View Insert Tools Table

Paragraph ▼ **B** *I* U 🔗 🖼️ 📎 👤 😊 ⋮

Hi Zachary,
 We're sorry, but your request to join Loren Little was not approved.

Regards,
 Kelly Lester

P
17 WORDS ✎

🔗 View Signup

✕ Deny

Cancel

When denying membership, please remember to give them a pathway to a group, whether that's another group you know will be a better fit or by having them fill out the form to get help from a LifeGroup Connector. See the following as an example of the response you might send:

Thanks for your interest in joining a group at Grace Church! We work intentionally to help people find the best group for the season they're in. Our group may not be the right one for you at this time because of some transitions our group is going through. If you would fill out this form <https://app.onechurchsoftware.com/whoisgrace/forms/18>, one of our connectors will be happy to help match you to a group that best suits your needs.