

Life Link Church Life Group Leader Class For the Online Community

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Purpose

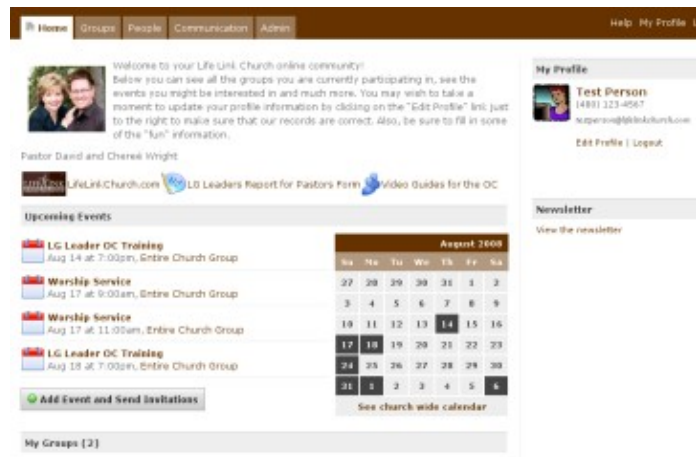
-Linking People and God Together for Life
-Life Groups facilitate that by connecting people in a personal way that just attending on Sunday can't do
-Online community tools will help life group leaders to be more effective in leadership of their groups:

1. Facilitate communication among members, leaders, and staff
2. Help build fellowship
3. Help members to be more involved in the church
4. Make some tasks easier, more automated

When you login to the OC, on your **Home Page**, there is a link to quick 2 minute videos - **Video Guides** for the OC. The link to the **Video Guides** is also on the **Login** page.

Covers:

1. Get a login
2. Overview of the OC
3. Report for Pastors
4. Add Participants
5. Take Attendance
6. Send a Message (Quick Email)



LLC Life Group Leader Online Required Responsibilities - **PAR**:

- **P - Participants**
 - **A - Attendance**
 - **R - Report**
- Also helpful:
- **Send a Message**

Life Group Leaders with Volunteers:
• **Volunteer Process** also required

Note: Online software we use is by Church Community Builder (CCB)

How Members Will Find Your Life Group

1. Church members and visitors can visit the LLC web site to view all life groups in the church,

<http://lifelinkchurch.com/lifegroups.php>

2. They can view your Life Group's web page

3. They can find a Life Group by Area of Town, Day of the Week, Department, Type, Childcare

4. They can email you without seeing your email address (They will see your email address when you respond to them though.)

5. Life Link Church Online Community login is in the top right corner of every page of the Life Link Church web site -

<http://lifelinkchurch.com>



LLC Online Community Login Page

1. Click the Login button at the top of any LLC web site page

2. Login with assigned Login and Password

3. Request a New Login

4. Request that a Forgotten Login or Password be emailed to you

5. Link to quick 2 minute videos - **Video Guides** for the OC



Your Personal Home Page

Navigation Options

-Across the top of the page on the left and the right

-Additional links on right hand column

-**Links to LG Leaders Report for Pastors Form & Video Guides**

Note: There are many ways to navigate -

-Tabs at top and links that become underlined when you hover over them.

Home Groups People Communication Admin Help My Profile

Welcome to your Life Link Church online community! Below you can see all the groups you are currently participating in, see the events you might be interested in and much more. You may wish to take a moment to update your profile information by clicking on the "Edit Profile" link just to the right to make sure that our records are correct. Also, be sure to fill in some of the "fun" information.

Pastor David and Cheryl Wright

LifeLinkChurch.com LG Leaders Report for Pastors Form Video Guides for the OC

Upcoming Events

		August 2008							
		Sa	Su	Mo	Tu	We	Th	Fr	Sa
LG Leader DC Training	Aug 14 at 7:00pm, Entire Church Group		27	28	29	30	31	1	2
Worship Service	Aug 17 at 9:00am, Entire Church Group	3	4	5	6	7	8	9	
Worship Service	Aug 17 at 11:00am, Entire Church Group	10	11	12	13	14	15	16	
LG Leader DC Training	Aug 18 at 7:00pm, Entire Church Group	17	18	19	20	21	22	23	
		24	25	26	27	28	29	30	
		31	1	2	3	4	5	6	

Add Event and Send Invitations See church wide calendar

My Groups (2)

My Profile
Test Person
(480) 323-4567
testperson@lifelink.com
Edit Profile | Logout

Newsletter
View the newsletter

Tab Navigation along the Top Left:

-**Home** will always take you back to your Personal Home page

-**Groups** lists all your **Groups** and all your Group's calendar events – Use **Browse Groups or Search** on the **Groups** page to find other groups

-**People** lists all those in the church. Begin to type in the search box and names will appear in a drop down.

Typing a few letters of first name, space, and few letters of last name works best.

-**Communication** shows all the recent messages posted for your groups. You may send a mail merge letter to your groups from here.

- **Admin** – You may have an Admin tab.

Life Link Church

Home Groups People Communication Admin

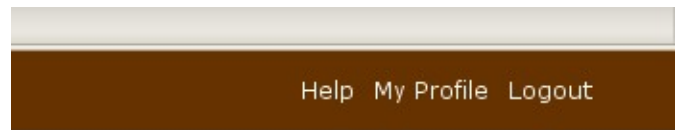
Helpful Tips

Watch the "CCB 2.0" Introduction Video
Please watch this helpful 20 minute video, covering the major changes in the Communication, Shared Searches, and Contribution areas.

Navigation along the Top Right:

- HELP** provides links to articles and video
- My Profile** links to all info about you
- Logout**

Also on right is the **Edit Profile** link to use to change the info about you and change your login / password and also to change your communication settings if you get too many group system notifications.



LG Leaders Report For Pastors Form - Click the link on the Home Page

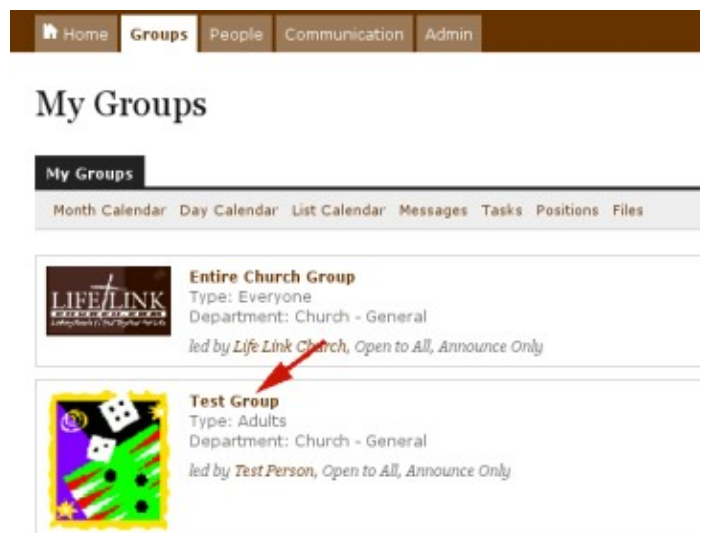
1. From your **Home** Page, look at the links below the Welcome message
2. Click on the link "**LG Leaders Report for Pastors Form**" - the pencil and "Hi"
3. A form will appear for you to complete with any information you would like to share on your life group meeting.
4. There is also a link to "**Video Guides for the OC.**"



Find Your Life Group Home Page

1. In the upper tabs on the left, click on Groups to get all the groups you participate in.
2. Find the group you lead and click on it's title.
3. When you are on the **Groups** tab over on the right is the **Search** link. You can find a specific group with the **Search** link.

Note: If you want to see all the **Groups** in the church, click on the **Groups** tab, and then on the **Browse Groups** link.



Life Group Page Navigation

Left Navigation

1. Your group name will always be at the top of the page.
2. There are tabs for **Group Overview**, **Calendar**, **Messages**, **Needs**, **Positions**, and **Files**.
3. You may add an event to your group calendar and invite participants from this page.

Note: If you ever want to see what your group or your information looks like to church members or your life group members, you may log in with the following information:

Login: testperson
Password: testperson1

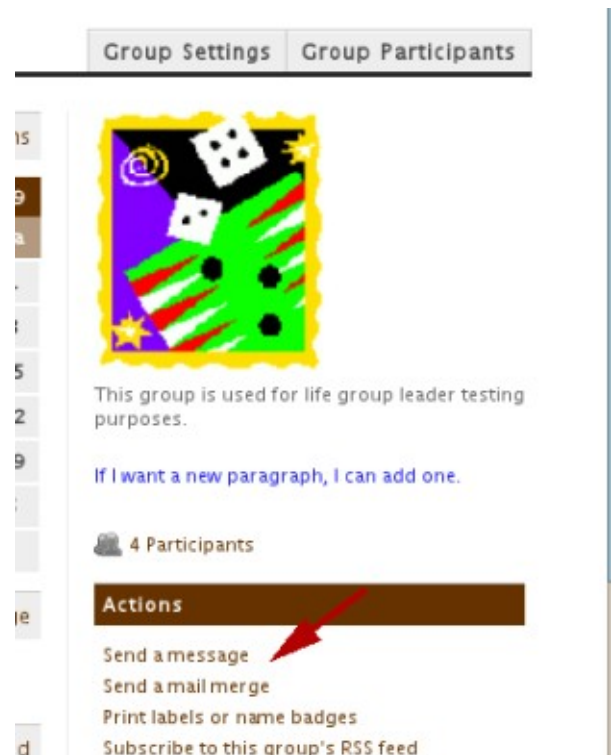
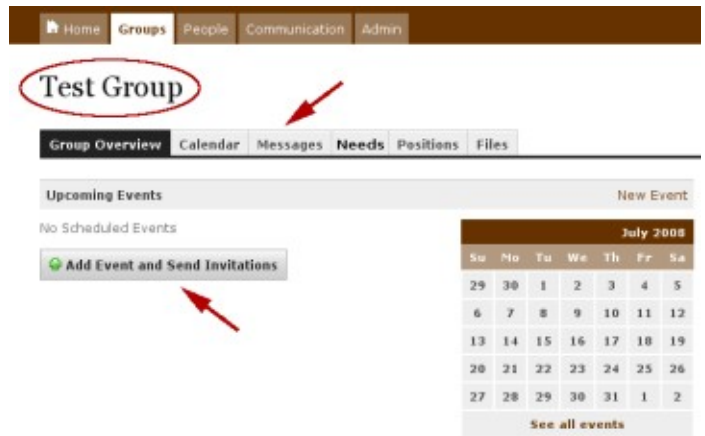
You may add this person to your group to see what that is like, as well. Please remove them from your group when you are finished checking your settings.

Right Navigation

1. **Group Settings** tab allows you to add an image or to change your settings.
2. **Group Participants** allows you to see all the participants in your group.
3. You can **Send a message** directly to all the participants in your group.

Bottom Left of Group Overview Page

1. This part of the **Group Overview** page shows all recent Messages and Needs for your group.
2. Use the **Send a Message** link to add an announcement to your group.
3. Use the **Add a Need** link to assign a task to someone in your group.



Group Send a Message

1. From your Group Overview page click on **Send a message** over on the right under your group description.
2. The **Send a message** link posts the email that you send to your group members in the **Messages** section.
3. You may also use the **Send a mail merge** link to send an email to your group participants. This email will **not** be posted to your Group **Messages** section.

Note: You must allow pop-ups for this site

Note: Group name is indicated in the To: field in large letters

2. Type your message. (Firefox has a built-in spell checker or you can install ieSpell for Internet Explorer)

3. You may add three attachments to each email – the meeting schedule, meeting notes, an image, etc..

4. Check whether you want to have a copy sent to yourself, fill in the subject and the body of the email, and click the Send button

5. To format the style of your email, click on "formatting guide" at the very bottom for examples. You may also use html formatting.

Note: If your group has participants who are under age 18, you will need to let me know so that you can add them to the Participants list

The image shows a screenshot of a web interface for a group. At the top, there are two tabs: "Group Settings" and "Group Participants". Below the tabs is a group description area with a colorful graphic of dice and a green and red striped background. The text below the graphic reads: "This group is used for life group leader testing purposes." and "If I want a new paragraph, I can add one." Below this, it says "4 Participants".

An "Actions" menu is visible, with a red arrow pointing to the "Send a message" option. Other options in the menu include "Send a mail merge", "Print labels or name badges", and "Subscribe to this group's RSS feed".

Below the actions menu is a "Cancel" button. The main form area is titled "Test Group" and has a "To:" field with the text "People on the News List of...". Below this is a "Subject:" field and an "Email Body:" text area. At the bottom of the form, there is an "Attach file(s):" section with three "Browse..." buttons. Below the attachment section, there is a checkbox labeled "Also send a copy of this email to myself." and a "Send" button. At the very bottom, there is a link to a "formatting guide" and a note: "Use formatting codes to make words bold and italic, create bulleted lists, insert images, and more. See the [formatting guide](#) to learn how."

Record Attendance

1. From your **Group Overview** page, click on the **Calendar** tab; you will see all the events for your group.

2. Click on the event on the **Calendar** and then on the **more details** link.

3. You will be at the **Event** page.

4. On the right towards the bottom is a heading **Guests**. Under **Guests** is **Actual Attendance: Attendance**; click it and you will be on the **Record Attendance** page.

5. The **Record Attendance** page will appear. Check off the people who attended. If you want to record someone who is not on the check list, add them to the **Head count** box.

Note: You can view those under age 18 in the **Record Attendance** list even though you cannot see them in the **Participant** list, but let me know if you have participants under age 18.

Home Groups People Reports Communication Admin

Back to my group's calendar

Test Group

Group Overview **Calendar** Messages Needs Positions Files

August 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

7:00 PM
Test event
 Date: Wednesday, August 12, 2009
 Time: 7:00 PM - 9:00 PM
 Location:
 Group: Test Group
 more details >

Waiting for lifelinkchurch.ccbchurch.com...

Test Group

Group Overview **Calendar** Messages Tasks Positions Files Group Settings Group Participants

test event

Edit Reserve Facilities & Equipment Select Guests & Invite Manage Guest List

When: Sunday May 10, 2009 from 3:00pm - 3:00pm
 Location:
 Organizer: Test Person, Send Email, (480) 123-4567 change...
 Recurs: One Time Event (No Recurrence)

Facilities & Equipment
 No facility or equipment requests

Setup Notes
 No setup notes

Add event (admin shortcut)

Actions

RSVP

Export to Cal
 Change the event organizer...
 Send a mail merge
 Print labels or name badges
 (See attendance actions below)

Reports

Attendance - On Screen
 Attendance - Excel
 PDF Fact Sheet (for room door)
 Event Setup Report - Printer Friendly

Guests

Attendance Limit: Unlimited
 Planned Statuses:
 Attendance Grouping: Life Group
Actual Attendance: Attendance
 Record
 Cancel Attendance
 Record
 Cancel

Home Groups People Communication **Admin**

Back to group overview page

Record Attendance

Test Group

1 Head count for additional people not on this list

Name
<input checked="" type="checkbox"/> Person, Test
<input type="checkbox"/> User, Limited

Cancel or **Save**

Group Participants – Add Participants

1. From your **Group Overview** page click on **Group Participants** tab on the right.

2. You will see a page with a list of your group's **Participants**.

3. On the right under **Actions** are two links to **Add or invite new group participants** or to **Edit the group participants** list.

4. Click **Add or invite new group participants**, and then click on **A specific person**.

5. A box will pop up. You can choose to either **Invite** or **Add directly**. Begin to type a person's name in the text box and then choose them from the drop down.

6. If you chose **Add directly**, the person will appear in your **Participants** list when you click the **Add Now** button.

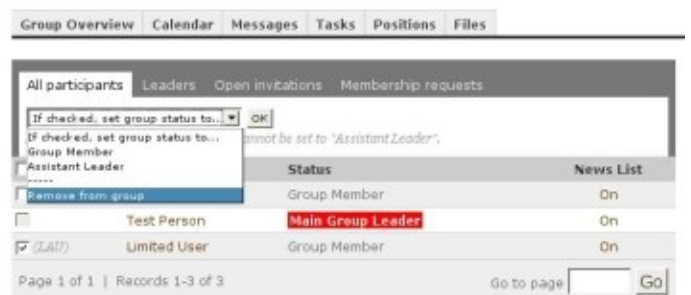
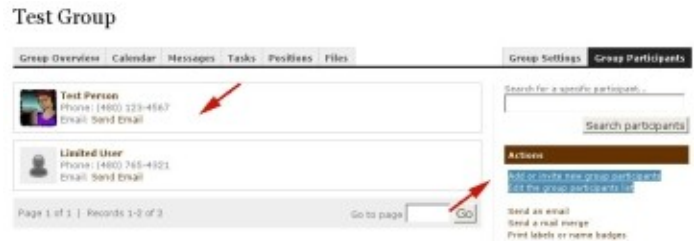
7. If you chose Invite, an email invitation will be sent to the person. There will be links in the email to take them to your Group Overview page and also a link that automatically adds them to your group.

8. To remove a Participant from your Group or to make someone an Assistant, click on the **Group Participants** tab.

9. Then click on **Edit the group participants list** on the right.

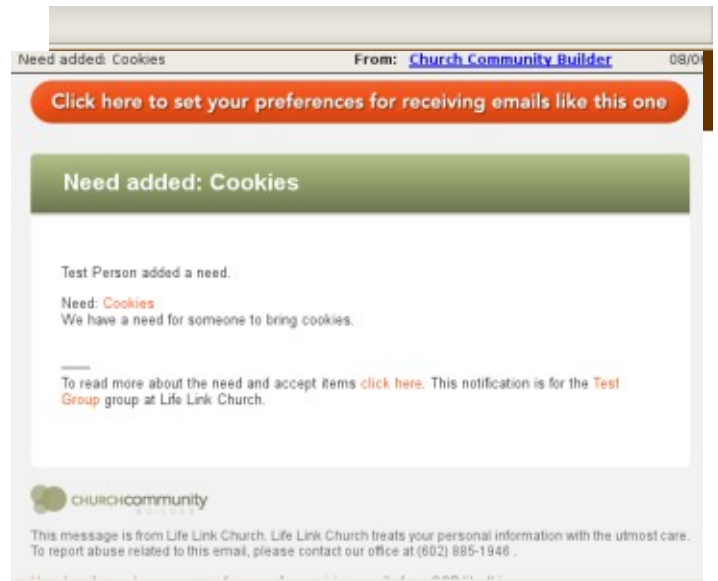
10. Put a check mark in the box next to the person's name and then click the drop down to select **Remove from group** or **Assistant Leader**.

11. Then click the **OK** button.



My Profile

1. You can change your Profile settings. Click on Edit My Profile link and then use the [CCB Basic User Guide](#).

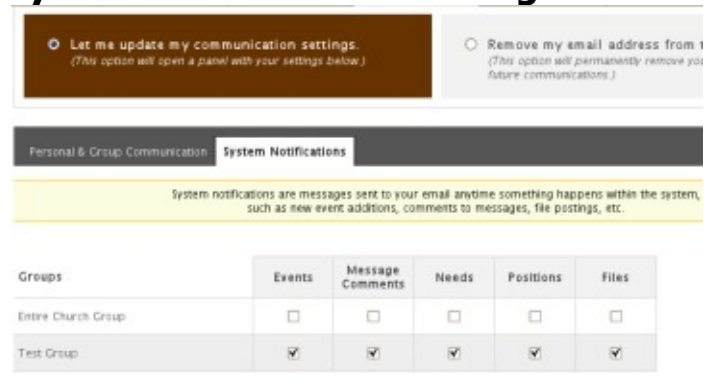


CCB System Notification Emails

1. If you receive too many System Notification emails, you can edit your **Communication Settings**.

2. You will have two pages to edit:
 - a. The first page is for the messages similar to those you send out as a group leader.
 - b. The second page is for the System Notification emails.
3. Adjust the settings so you receive the email notifications that you need.

System Notifications Settings



Group Emails Settings

