



CL Dimensions PPT 2

How to:

- Get familiar with Group Details
- Add members to groups

Use with Session 1

Last rev. 4-05-07

Staffnet and Group Manager orientation

When you select one of the names as host, Group Manager shows you the host's group.

Group detail summary

Membership roster

Group studies

Contacts and dates

What was discussed during the contacts

STAFFNET 2004

Saturday, February 18, 2006

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Small Group Management Tool [Host Home Page](#)

Vision - Why We Are Here
To see every person, from the core of our church to the ever-growing community, connected in a healthy small group.

Mission - What We Do
Help spiritual seekers become transformed believers who model Purpose Driven Lives and motivate others to do the same.

Group Details [Add Member](#) [Modify Group](#) [Home](#) [Back Up](#)

Group Name: This is a test group for training Group ID: 120188
Host: Faye Wilbur Group Type: Married and Single People / Men and Women
Location: Lake Forest Age Group: All
Address: 55555 Lake Forest Parkway Child Age Group: No Preference
City, Zip: Lake Forest, CA 90260 Language: English
Meeting Day: Wednesday Advertise on Web: No
Meeting Time: 6:00PM Status: Closed
Staff Verified: Yes
Description: Our group really wants to serve God through balancing the five purposes in a small group family.

ID	Last Name	First Name	Email	Phone	Role	Days		
144516	Serrato	Ron	ronserrato@sbcglobal.net	(949) 457-1307	Participant	21	Make Host	Remove
144515	Wilbur	Faye	fayew@luminor.com	(949) 589-2635	Host	21		Remove
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Group Curriculums

Curriculum	StartDate	EndDate
40 Days of Peace	01/28/2006	

Contact Log

Comments	Entered By	Type	Date
Phone Contact.	Ron Serrato	Home Phone	2/1/2006
Talked to by phone.	Ron Serrato	Home Phone	1/28/2006

*** Select a Contact Type ***

Submit Log

Group Notes

Note	Entered By	Date
During the conversation, the host told me that they are thinking of closing the group to new members, and that they're worried about one member that seems to not have much commitment to attending the group, and that they really liked Pastor Rick's message on the weekend.	Ron Serrato	2/1/2006
Her group has 10 members now. She is going to send names, so I can enter to her group.	Ron Serrato	1/28/2006

Submit Note

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Comments	Entered By	Type	Date	
Phone Contact.	Ron Serrato	Home Phone	2/1/2006	<div> <div>*** Select a Contact Type ***</div> <div> <div>*** Select a Contact Type ***</div> <div>Home Phone</div> <div>Email</div> <div>Personal</div> <div>Work Phone</div> <div>Mobile Phone</div> </div> </div>
Talked to by phone.	Ron Serrato	Home Phone	1/28/2006	

[Submit Log](#)

Group Notes

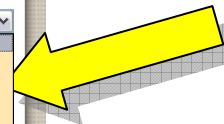
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Required notes when you contact your groups.

1. What type of contact did you try to make?



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Her group has 10 members now. She is going to sent names, so I can enter to her gorup.	Ron Serrato	1/28/2006

Submit Note

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Required notes when you contact your groups.

2. Was the contact successful, ie. "Talked to Bob by phone" or "left message for Bob to return my call" or "sent email to Bob?" If it wasn't successful, what time of day did you try to contact the host?



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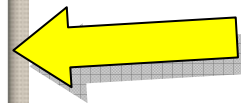
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Submit Note

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Optional notes when you contact your groups.



3. What was discussed during your contact that you want to remember about the host? You can also cut and paste emails from the host into this note area. Don't forget to Click "Submit Note"



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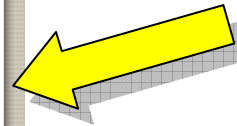
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Optional notes when you contact your groups.

4. What information did you learn about the group (not the host) that you want to be able to remember?



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When you call the host –
confirm the accuracy of
group information

1. Is your group still meeting and are you still the host?
2. Is the group still meeting at 55555 Lake Forest Parkway?
3. Are you still meeting on Wednesday nights at 6pm?
4. Is the group still (open) (closed) to new members?

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If anything is inaccurate, now's the right time to change it

Click here to make lots of changes

On this page you can also:

Remove someone who is no longer in the group.

OR

Designate someone else as the host.

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Update Group Information

[Home](#) | [Back Up](#)

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Gender Group Type:	Men and Women	Address:	55555 Lake Forest Parkway
Language:	English	City:	Lake Forest
Age Group:	All	State:	California
Child Age Group:	No Preference	Zip:	90260
Curriculum:	40 Days of Peace	Country:	United States
Description:	Our group really wants to serve God through balancing the five purposes in a small group family.		
Open:	<input type="checkbox"/>		
Advertise on Web:	<input type="checkbox"/>		
Staff Verified:	<input checked="" type="checkbox"/>		
<input type="button" value="Submit"/>			

Look at all the group information you can change.

If the group is open to new members, check "Open" and also "Advertise on Web" so the group will appear on Group Finder.

Once you've made all the changes, click "Submit"

Adding a member to a group roster

Small Group Management Tool

[Host Home Page](#)

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Click on "Add Member"

Group Details

[Add Member](#) | [Modify Group](#) | [Home](#) | [Back Up](#) |

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Add Person

[| Home](#) | [Back up](#) |**First Name:****Last Name:**

Type in their full or partial name

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Add Person

[Home](#) | [Back up](#) |

First Name:

Ron

Last Name:

Wilbur

Search

Confirm that this is the correct person and Click "Select"

Add an individual from the list below by clicking on SELECT. Adding of an individual could take up to 15 minutes to be processed. Newly added individual will not be visible under the new role until the process is completed.

Last Name	First Name	Address	City	Phone	Email	
Wilbur	Ron	21 Las Fieras	Rancho Santa Margarita	9495892635	ronwi@saddleback.net	Select

Note – this addition takes time before the person shows up on the roster