

## CL Dimensions PPT 2

How to:

- Get familiar with Group Details
- Add members to groups

Use with Session 1 Last rev. 4-05-07

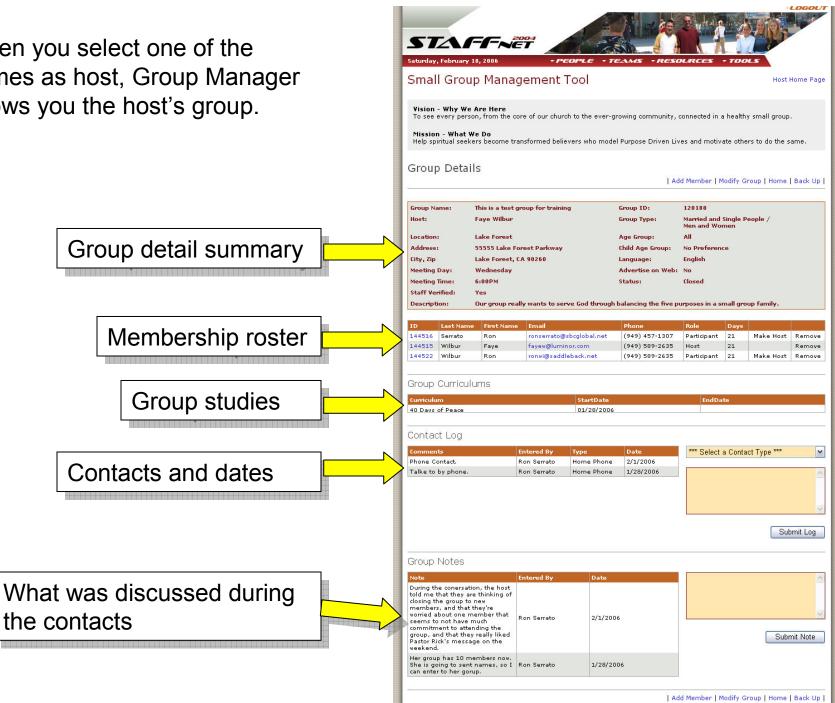
Staffnet and Group Manager orientation

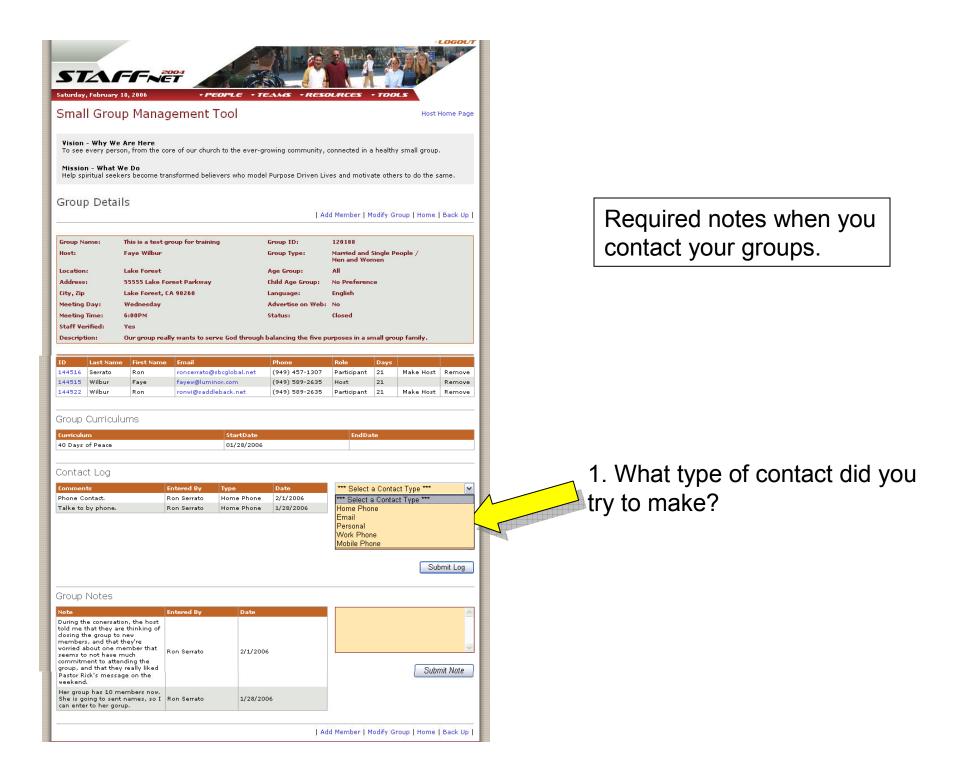
When you select one of the names as host, Group Manager shows you the host's group.

Group studies

Contacts and dates

the contacts





To see Missio Help sp	every pers	We Do		rch to the ever-					Home Page
Help sp	n - What V viritual seek	<b>We Do</b> ters become t			growing community, o	connected in a	a health:	y small group	
Frou			ransformed bel	ievers who mod	el Purpose Driven Liv	es and motiv	ate othe	rs to do the s	ame.
	p Detai	ils							
					Ad	d Member   N	lodify G	roup   Home	Back Up
iroup N	ame:	This is a test	group for train	ing	Group ID:	120188			
lost:		Faye Wilbur			Group Type:	Married and Single People / Men and Women			
ocatior	n -	Lake Forest			Age Group:	All			
ddress			Forest Parkway		Child Age Group:	No Preference			
ity, Zip leeting		Lake Forest, Wednesday	CA 90260		Language: Advertise on Web:	English			
leeting		6:00PM			Status:	No Closed			
Staff Ve	rified:	Yes							
escrip	tion:	Our group re	ally wants to se	erve God through	h balancing the five p	urposes in a s	mall gro	up family.	
D	Last Nam	e First Nam	e Email		Phone	Role	Days		
44516	Serrato	Ron	and the second se	@sbcglobal.net	(949) 457-1307	Participant	21	Make Host	Remove
44515	Wilbur	Faye	fayev@lum		(949) 589-2635	Host	21		Remove
44522	Wilbur	Ron	ronwi@sad	dleback.net	(949) 589-2635	Participant	21	Make Host	Remove
	Curricul	lumo							
	Curricul	lums							
urriculi 0. Dawa	im of Peace			StartDate 01/28/2006			te		
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hone C			Ron Serrato	Home Phone	2/1/2006				
'alke to	by phone.		Ron Serrato	Home Phone	1/28/2006				<u>^</u>
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								Subi	mit Log
roup	Notes								
	Notes		Entound Pu	Date					
lote During t	he conersat	ion, the host	Entered By	Date					~
Note Ouring t old me losing t	he conersat that they a he group to	re thinking of new	Entered By	Date					~
Note During t told me closing t member worried a	he conersat that they a he group to 's, and that about one n	re thinking of new they're nember that	Entered By Ron Serrato	2/1/20	06				~
Note During t told me dosing t member worried a seems t	he conersat that they ai he group to 's, and that about one n o not have nent to atte	re thinking of new they're nember that much ending the			06				~
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Note During t cold me closing t worried a seems t commitr group, a Pastor R weekend Her grou	he conersat that they a he group to 's, and that about one n o not have nent to atte nd that the ick's messa J. p has 10 m	re thinking of o new they're nember that much ending the y really liked	Ron Serrato					Subr	nit Note

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?

Vision - Why We A To see every person Mission - What We Help spiritual seeker	, from the o		ch to the ever-g					
			evers who mode					
Group Details	5			Ad	d Member   M	lodify G	roup   Home	Back Up
Group Name: T	his is a test	group for traini	ng	Group ID:	120188			
	aye Wilbur			Group Type:	Married and Single People /			
Location: L	ako Ecuart			Ann Cunura	Men and Wo	nen		
	ake Forest 5555 Lake I	Forest Parkway		Age Group: Child Age Group:	No Preferen	-0		
	ake Forest,			Language:	English			
	Vednesday			Advertise on Web:				
	:00PM			Status:	Closed			
Staff Verified: Y	'es							
Description: 0	)ur group re	ally wants to se	rve God through	balancing the five p	urposes in a si	nall gro	up family.	
D Last Name	First Nam	e Email		Phone	Role	Days		
44516 Serrato	Ron	the set of	@sbcglobal.net	(949) 457-1307	Participant	21	Make Host	Remove
44515 Wilbur	Faye	fayev@lumi		(949) 589-2635	Host	21		Remove
144522 Wilbur Ron		ronwi@saddleback.net		(949) 589-2635	Participant	21	Make Host	Remove
Group Curricului	ms							
Curriculum			StartDate		EndDa	he i		
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Contact Log Comments Phone Contact. Talke to by phone. Talke to by phone. Stroup Notes Note During the conersation Colosing the group to n members, and that they are seems to not have mu serems to not have the pastor Rick's message	thinking of ew ey're mber that uch ling the eally liked e on the mbers now.	Ron Serrato Ron Serrato	Type       Home Phone       Home Phone	2/1/2006 1/28/2006	*** Select		Sut	mit Log

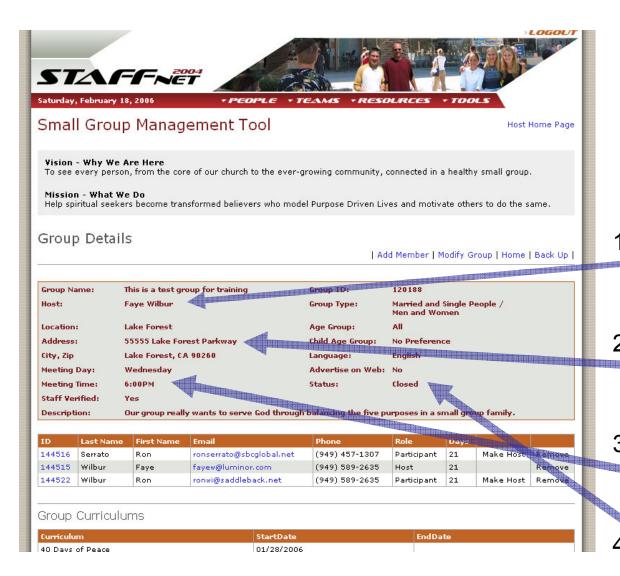
Optional notes when you contact your groups.

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"

Missio Help sp	n - What V	<b>/e Do</b> ers become t		evers who mode	growing community, o				
Frou	) Detai	s			al Purpose Driven Liv	es and motiv	ate othe	rs to do the s	
					Ad	ld Member   M	1odify G	roup   Home	Back Up
roup Na	ame:		group for traini	ng	Group ID:	120188			
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taff Ve escript		Yes Our aroup re	ally wants to se	rve God through	n balancing the five pu	urnoses in a s	mall grou	un family.	
				-					
	Last Name	the second s			Phone	Role	Days		Bernove
44516 44515	Serrato Wilbur	Ron Faye	fayev@lum	)sbcglobal.net inor.com	(949) 457-1307 (949) 589-2635	Participant Host	21	Make Host	Remove
44522	Wilbur	Ron		lleback.net	(949) 589-2635	Participant	21	Make Host	Remove
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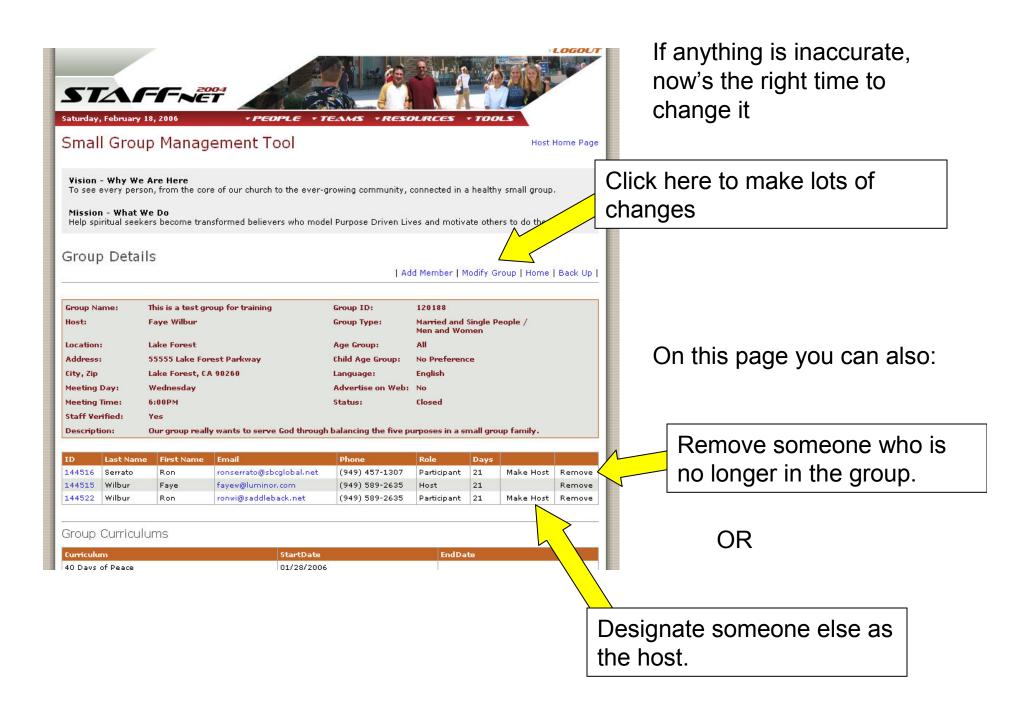
4. What information did you learn about the group (not the host) that you want to be able to remember?



When you call the host -

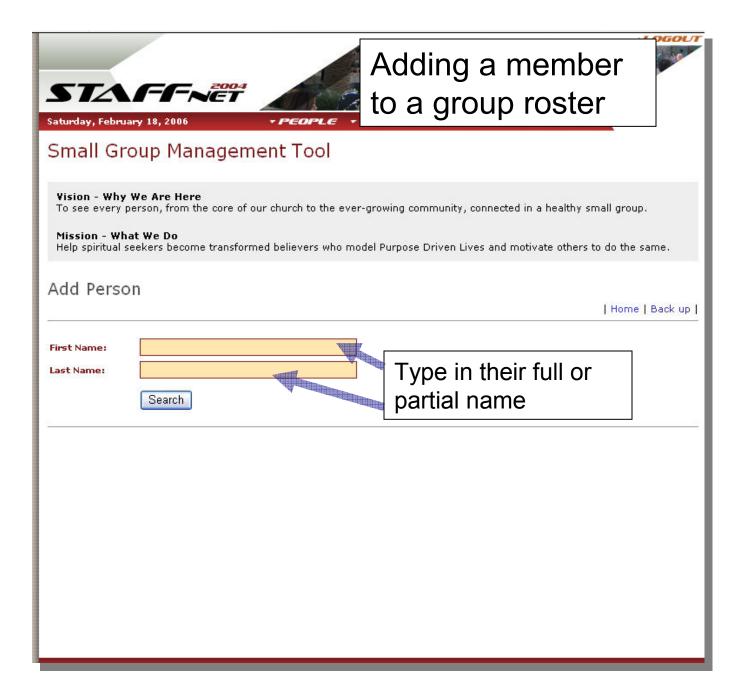
confirm the accuracy of group information

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



Vision - Why We a	o Management Tool	• TEAMS • RESOL	URCES - TOO	/ small group.		
	e Do rs become transformed believers wh p Information	o model Purpose Driven Live	s and motivate othe	rs to do the same.   Home   Back Up	Look at all the group information you can change.	)
Group ID: Group Name: Marital Group Type: Gender Group Type: Language: Age Group: Child Age Group: Curriculum: Description:	120188 This is a test group for training Married and Single People  Men and Women Finglish All No Preference 40 Days of Peace Our group really wants to purposes in a small group	10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Wednesday 6 • : 00 • F Lake Forest 55555 Lake Forest Lake Forest California 90260 United States Lancing the five	t Parkway		
Open: Advertise on Web: Staff Verified:	Submit		meml "Adve	bers, che ertise on \	open to new ck "Open" and also Neb" so the group Group Finder.	
	-	ou've made a s, click "Sub				

x 8/ 13	February	<b>FF</b>	ET PEOPLE -1	TEAMS - RESI	to				embe oster	r	
Vision ·	- Why We	Are Here	gement Tool	growing community,	connected in	a health		Home Page	ר "Add	Mer	nher"
Help spi	) - <b>What N</b> ritual seek	ers become tr	ansformed believers who mod				roup   Home	ame.			
Group Na	ime:	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:	6	55555 Lake F	orest Parkway	Child Age Group:	No Preference						
City, Zip		Lake Forest,	CA 90260	Language:	English						
Meeting I		Wednesday		Advertise on Web:							
Meeting 1		6:00PM		Status:	Closed						
Staff Ver Descripti		Yes Our group re:	ally wants to serve God throug	h halancing the five n	uenosos in a s	mall are	un familu				
- ascripti		La group let	,								
ID	Last Nam	e First Name	Email	Phone	Role	Days		ļ			
144516	Serrato	Ron	ronserrato@sbcglobal.net	(949) 457-1307	Participant	21	Make Host	Remove			
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Group	Curricul	ums									
Curriculu	m		StartDate		EndDa	te					
40 Davs (	of Peace		01/28/2000	6							



STAFFNET Saturday, February 18, 2006	Adding a member to a group roster	
Small Group Management Tool		
Mission - What We Do	e ever-growing community, connected in a healthy small group. ho model Purpose Driven Lives and motivate others to do the sam	ie.
Add Person	Home   B	adk up l
	Findine Fib	Confirm that this is
First Name: Ron Last Name: Wilbur		the correct person
Search		and Click "Select"
be processed. Newly added individual will not be v Last Name First Name Address City	n SELECT. Adding of an individual could take up to 15 minurisible under the new role until the process is completed.           Phone         Email           anta Margarita         9495892635         Fonwi@saddleback.net           Note – this addition         takes time before the         person shows up on           the roster         the roster         the roster	Select