

## GRACE CONNECT INSTRUCTIONS | FOR GROUP LEADERS

### GETTING A GRACE CONNECT ACCOUNT

You can go to the Grace Connect website at:

<https://gracechurchcolorado.ccbchurch.com/goto/login>

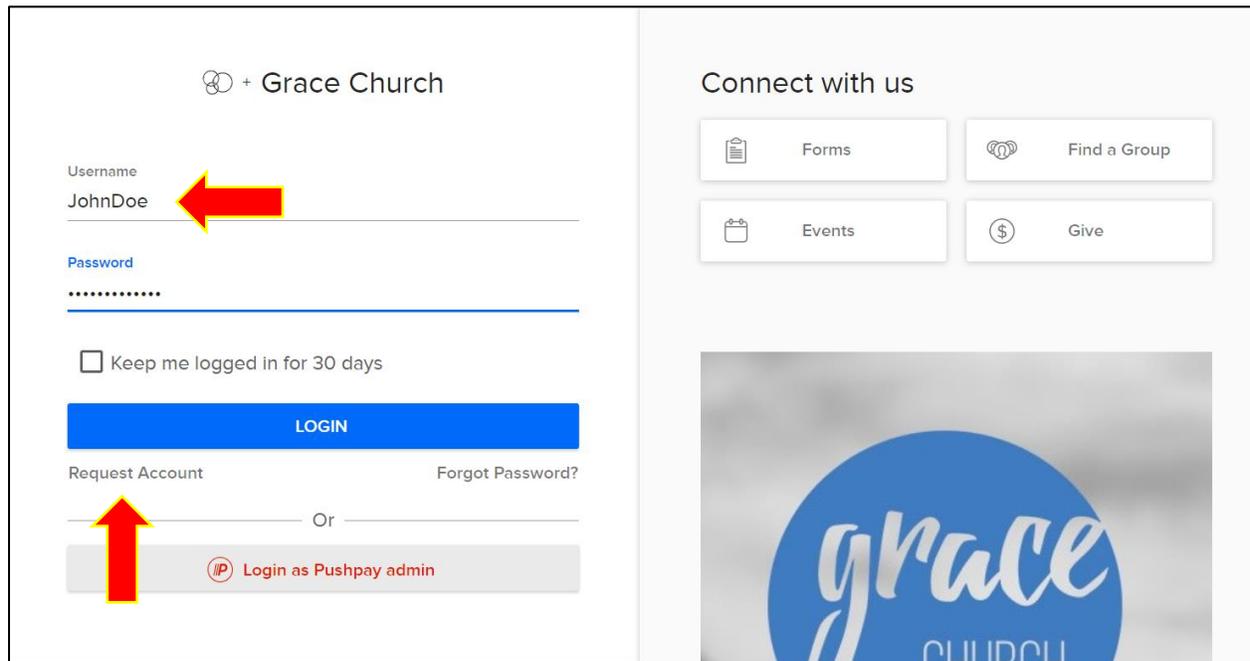
You can also access Grace Connect through the Grace Church website at:

<https://www.gracechurchco.com/>

From the Grace website, you will need to click on the icon on the far right-hand corner, that looks like a person in a circle.



Once you reach the Grace Connect login screen, either login if you already have an account, or request an account if you need one.

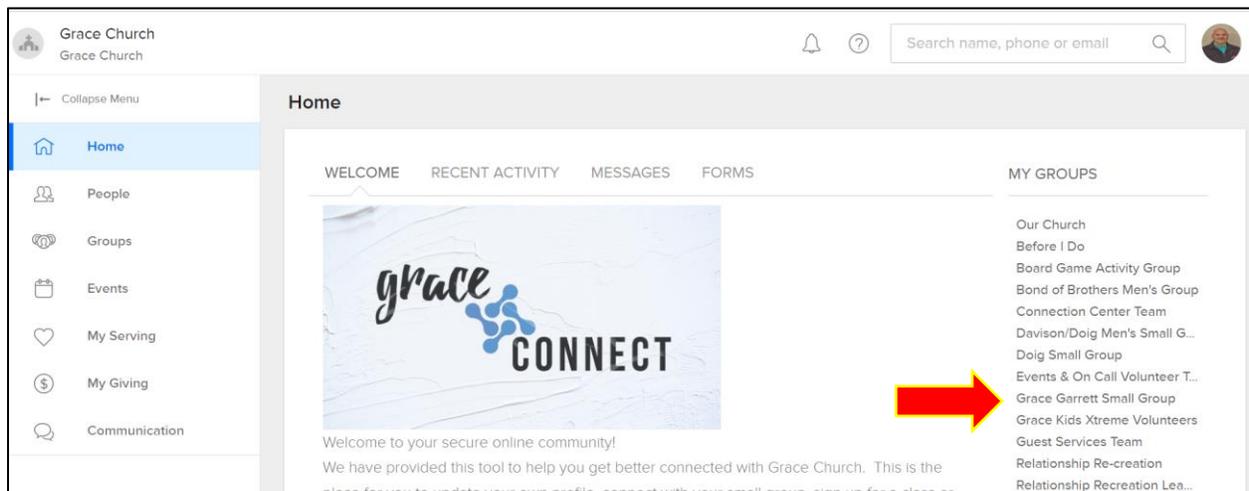


## GRACE CONNECT INSTRUCTIONS | FOR GROUP LEADERS

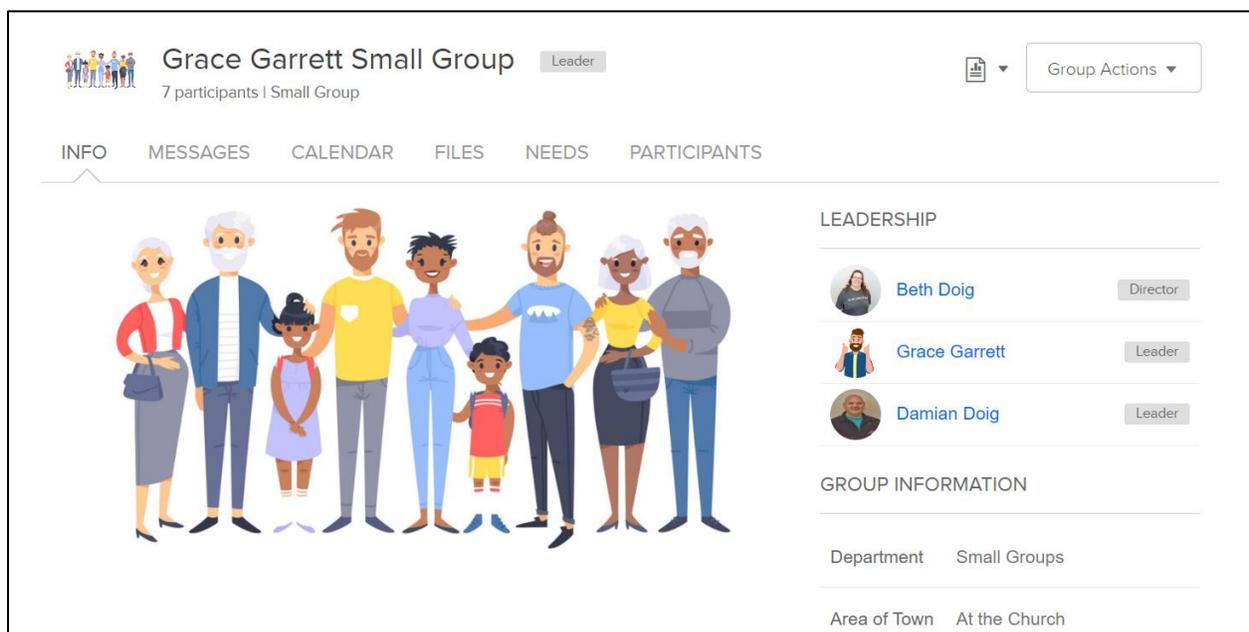
### MANAGING GROUP INFORMATION

Once you login to your account a screen similar to the one below will appear. Under the “My Groups” section it lists all of the groups that you are involved in at Grace Church. This includes small groups as well as any groups you volunteer for or ministries you serve in.

Click on the name of the small group that you host or lead to access that group.



The main dashboard for your group will come up. Everything you need to manage for your group can be managed from here.

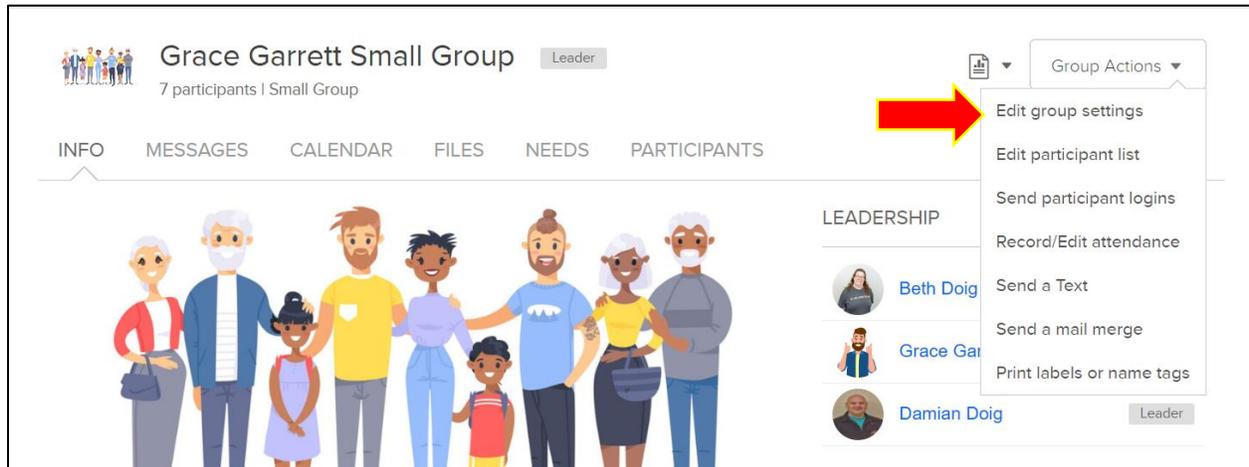
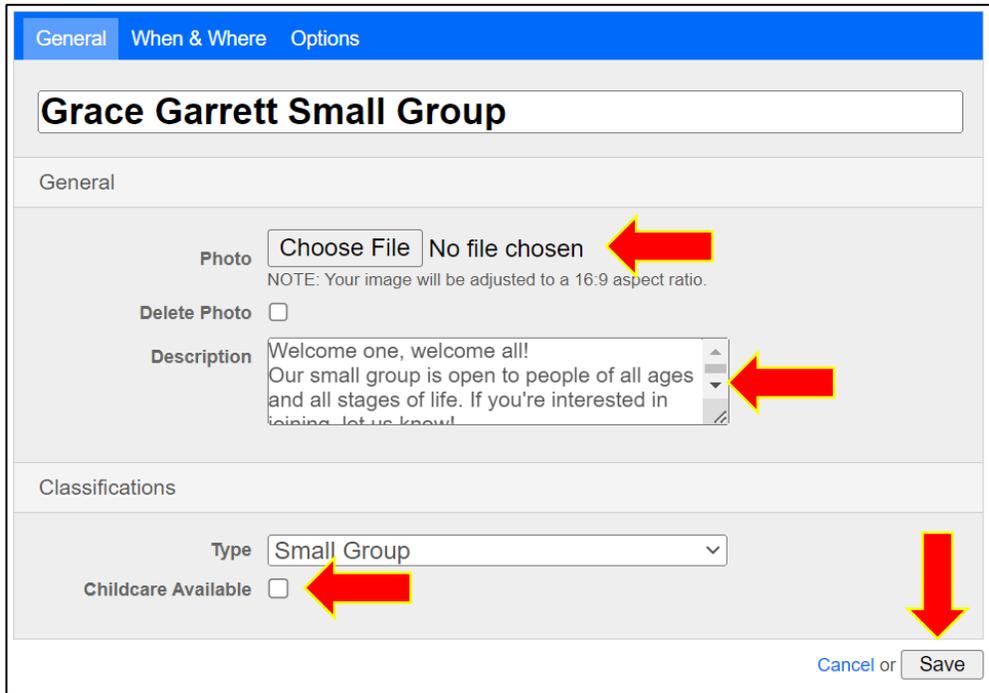


The first tab allows you to manage the information about your group. This is important because it lets other people looking for a small group know about your group. If any details about your group change, be sure to go into Grace Connect and change the

## GRACE CONNECT INSTRUCTIONS | FOR GROUP LEADERS

information. You can add a photo of your group here too, which makes people more likely to have an interest in your group, so update your photo if you have a big change in group members.

To change your group information, click on the arrow next to “Group Actions” on the upper right-hand corner, then choose “Edit Group Settings”. This will bring up the “General Information” tab.

The screenshot shows the 'General Information' tab for the 'Grace Garrett Small Group'. The 'Photo' section has a 'Choose File' button and 'No file chosen' text, with a red arrow pointing to the button. Below it is a note: 'NOTE: Your image will be adjusted to a 16:9 aspect ratio.' The 'Delete Photo' checkbox is unchecked. The 'Description' field contains the text: 'Welcome one, welcome all! Our small group is open to people of all ages and all stages of life. If you're interested in joining, let us know.' A red arrow points to the description text area. The 'Classifications' section has a 'Type' dropdown menu set to 'Small Group' and a 'Childcare Available' checkbox, which is also unchecked and has a red arrow pointing to it. At the bottom right, there are 'Cancel' and 'Save' buttons, with a red arrow pointing to the 'Save' button.

You can add a new photograph of your group by clicking on the “Choose File” button. This will bring up a dialogue box with your computer file system. From here, find and select the photo you want to use. Click “Open” in the dialogue box to add the photo to your small group in Grace Connect.

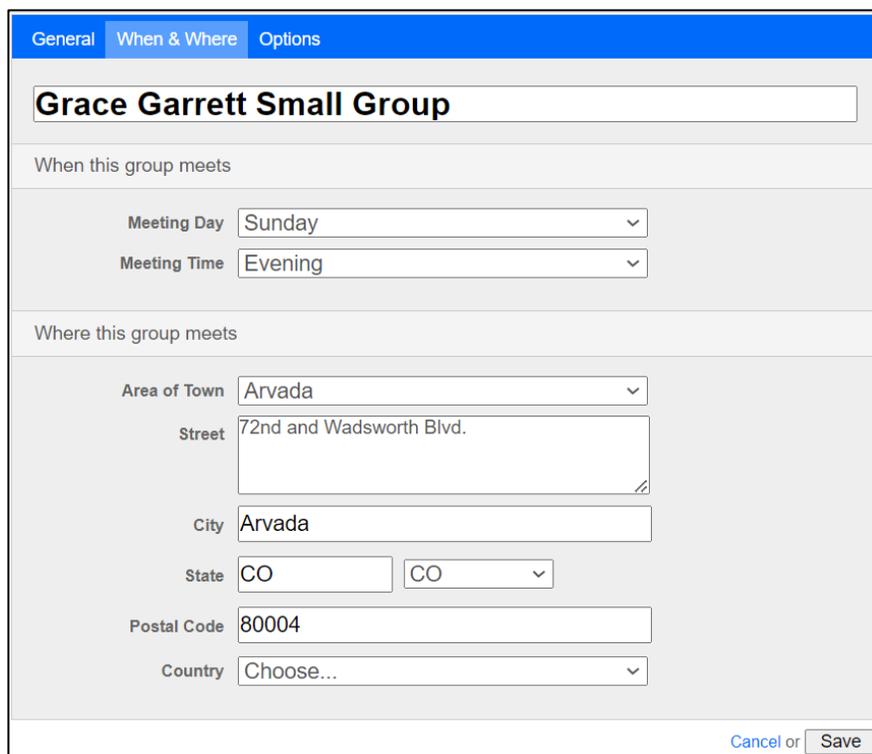
## GRACE CONNECT INSTRUCTIONS | FOR GROUP LEADERS

You can edit your description box. Click anywhere in the description box to edit your group description. Important information to add is what type of people are in your group (young adults, people in their 40's, women only, men only, everyone, etc.), When and where you meet (*never put in your actual street address for safety reasons*, the website can be seen by anyone on the internet). Something like "We meet on Tuesday evening in North Arvada" is enough information. You can put specifics about your group dynamics, such as "You are welcome to bring your kids for free play during group time, but we don't provide any child care." or "We get together for a potluck every week before our group meeting." Anything that you feel would be important for someone looking for a group to know.

Under Classification, *do not* change the Type as this is used by the Small Group Team for proper communication and classification of your group.

If your group welcomes children and has arranged for children to be supervised during group, please check the "Childcare Available" box. If this is not the case, please make sure this box is unchecked.

Be sure to click the "Save" button when you are done making your changes. If you will be changing information in other tabs, you can wait to click "Save" until you're all done.



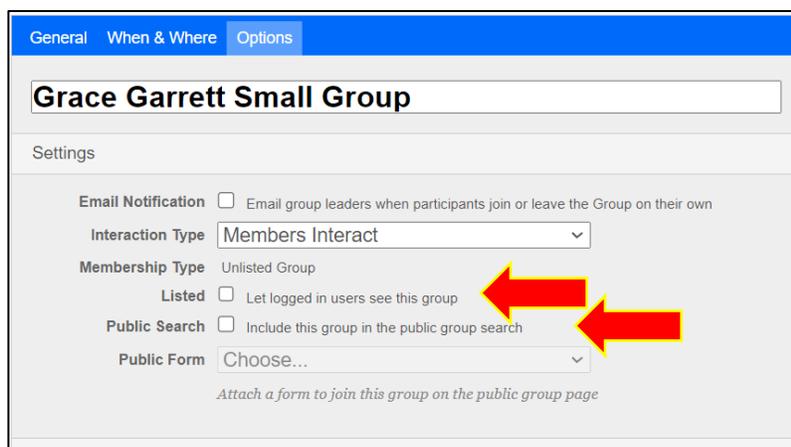
Next, click on the "Where and When" tab to give the specifics of your group meetings.

Click the pull-down arrows to choose the day of the week and time of day when your group normally meets. If you do not meet on a specific day each week, you can choose "Varies". We recommend that groups try to be consistent about meeting a specific day of the week as it helps group members to prioritize coming to group.

## GRACE CONNECT INSTRUCTIONS | FOR GROUP LEADERS

Next, put the general location of your meetings. Once again, for the safety and privacy of your group, *do not put your actual street address in this section*. Instead, in the Street box put the nearest major cross streets to where you meet. If your group rotates between house, put “Rotates Houses” in the street box. If the houses you rotate to are in different areas of town, just choose the area of town where you meet most often, or the location which is closest to the church. When someone contacts you about your group and they plan to visit, you can give them your street address at this time.

Be sure to click the “Save” button when you are done making your changes. If you will be changing information in other tabs, you can wait to click “Save” until you’re all done.



The screenshot shows the 'Options' tab for a group named 'Grace Garrett Small Group'. The 'Settings' section includes:

- Email Notification:**  Email group leaders when participants join or leave the Group on their own
- Interaction Type:** Members Interact
- Membership Type:** Unlisted Group
- Listed:**  Let logged in users see this group
- Public Search:**  Include this group in the public group search
- Public Form:** Choose...

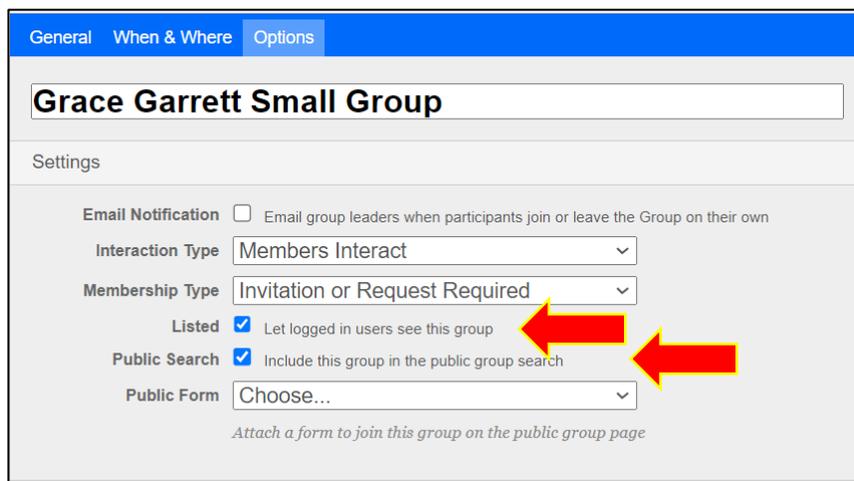
Two red arrows point to the 'Listed' and 'Public Search' checkboxes, indicating they should be checked to change the group status.

The “Options” tab will be set up by the Small Groups Team and should not need to be edited often.

The one thing you can edit is if your group goes from being open to new members, and thus appearing on the Grace Website under open groups, to your group being closed, where you are not currently adding new members.

The screen above, shows this group’s “Membership Type’ is Unlisted Group, meaning it is not on the website and not open to new members.

By clicking on the “Listed” and “Public Search” boxes (make sure to click both), you will change your group status to open and it will show up on the website. This also alerts the Small Group Team that you would like people referred to your group if they seem to be a good fit. The screen below shows a group that is open to new members.



The screenshot shows the 'Options' tab for the same group, but with updated settings:

- Membership Type:** Invitation or Request Required
- Listed:**  Let logged in users see this group
- Public Search:**  Include this group in the public group search

Two red arrows point to the 'Listed' and 'Public Search' checkboxes, which are now checked, indicating the group is now open to new members.

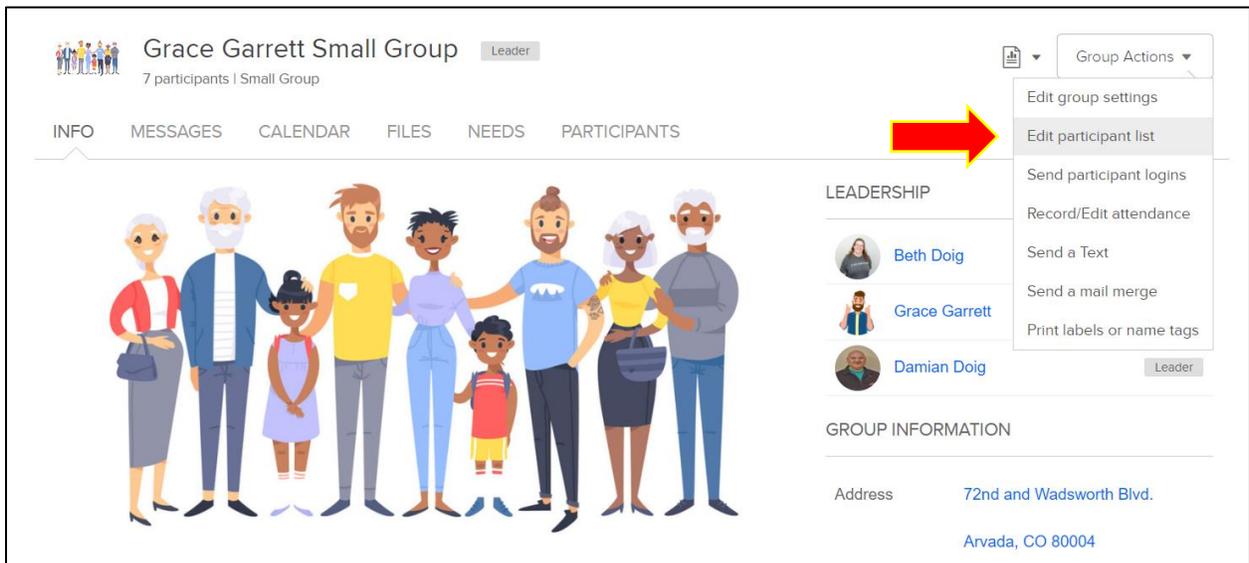
Be sure to click the “Save” button when you are done making your changes. If you will be changing information in other tabs, you can wait to click “Save” until you’re all done.

## GRACE CONNECT INSTRUCTIONS | FOR GROUP LEADERS

### MANAGING GROUP PARTICIPANTS

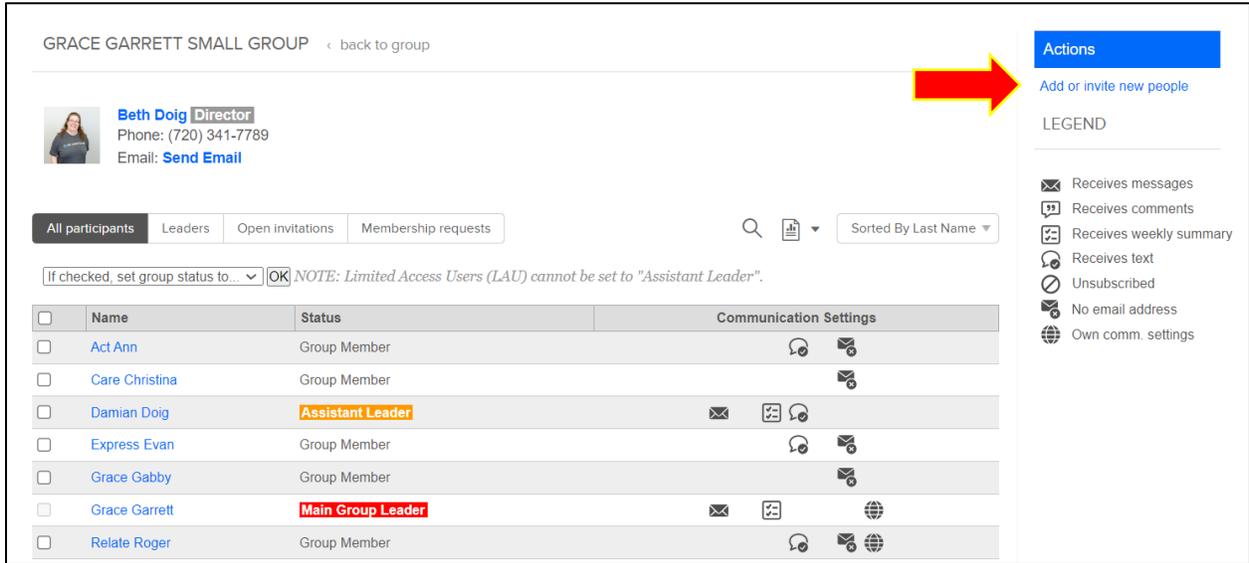
It's important to keep your group participant information up to date in the computer. This helps the Small Group Team know when people have made a connection to a group or if they need to contact people to try and get them connected. When people are on your group roster it also allows your group members to better communicate with each other through Grace Connect.

After a person visits your group, ask them if they plan to attend on a regular basis, if they say "yes", then add them to your group roster. If a person stops coming to your group for more than a month, contact them and ask if they would like to be removed from your roster. If they continue to not attend, even if they ask to continue to be part of the group (group texts or emails), it is best for everyone if they are removed from your roster. Members of your group may be reluctant to share personal prayer requests, etc. with people that they feel are no longer part of small group.



To begin managing your group roster, click on the arrow next to "Group Actions" on the upper right-hand corner, then choose "Edit Participant List". This will bring up the group participant screen.

## GRACE CONNECT INSTRUCTIONS | FOR GROUP LEADERS



GRACE GARRETT SMALL GROUP < back to group

**Beth Doig** Director  
Phone: (720) 341-7789  
Email: [Send Email](#)

All participants Leaders Open invitations Membership requests

If checked, set group status to...  OK NOTE: Limited Access Users (LAU) cannot be set to "Assistant Leader".

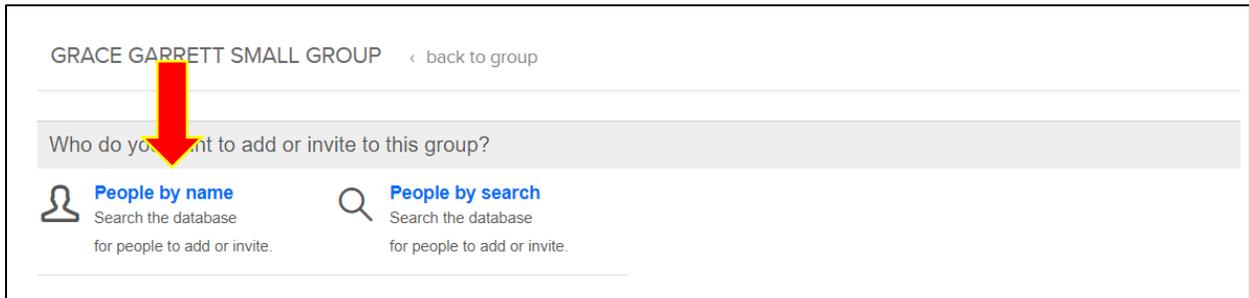
Name	Status	Communication Settings
Act Ann	Group Member	
Care Christina	Group Member	
Damian Doig	Assistant Leader	
Express Evan	Group Member	
Grace Gabby	Group Member	
Grace Garrett	Main Group Leader	
Relate Roger	Group Member	

**Actions**  
Add or invite new people

LEGEND

- Receives messages
- Receives comments
- Receives weekly summary
- Receives text
- Unsubscribed
- No email address
- Own comm. settings

To add new members to your group, click under the blue “Actions” button where it says “Add or invite new people”.



GRACE GARRETT SMALL GROUP < back to group

Who do you want to add or invite to this group?

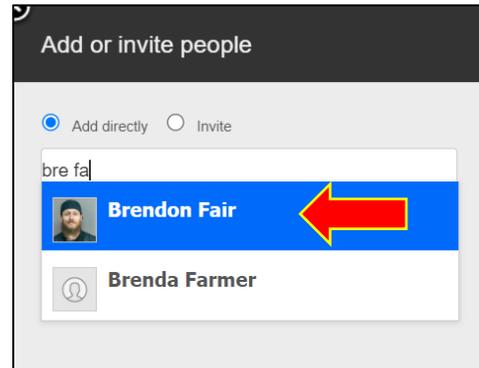
**People by name**  
Search the database for people to add or invite.

**People by search**  
Search the database for people to add or invite.

On the next screen, choose “People by name”. In the search box type the first few letters of their first name, a space, then the first few letters of their last name. The computer will bring up people matching what you type. Choose the person you are looking for by clicking on their name.

Remember some people may have names that could be entered differently such as Bob instead of Robert or Joseph instead of Joe, so if you can't find the person try other spellings. If you can't find the person you are looking for, contact the Small Groups Team to get the person entered into Grace Connect.

Once you have added the people to your group, click on “Add Now” at the bottom of the screen.



Add or invite people

Add directly  Invite

bre fa

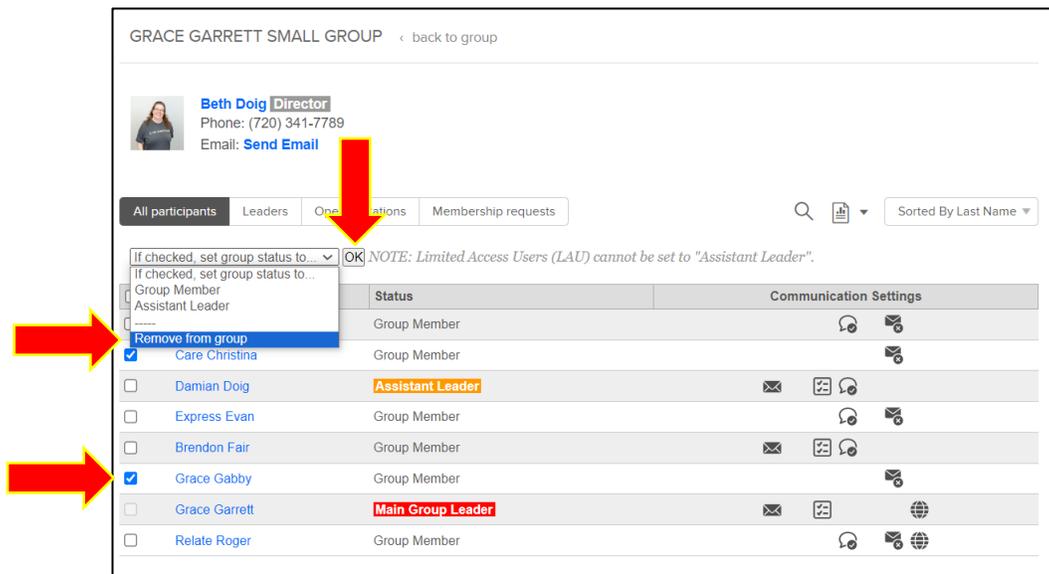
**Brendon Fair**

**Brenda Farmer**

## GRACE CONNECT INSTRUCTIONS | FOR GROUP LEADERS

To remove people from your group roster, start by going to the group participant screen by clicking on the arrow next to “Group Actions” on the upper right-hand corner, then choose “Edit Participant List”.

Check the box next to the name(s) of the people you want to remove from your group.



GRACE GARRETT SMALL GROUP < back to group

**Beth Doig** Director  
Phone: (720) 341-7789  
Email: [Send Email](#)

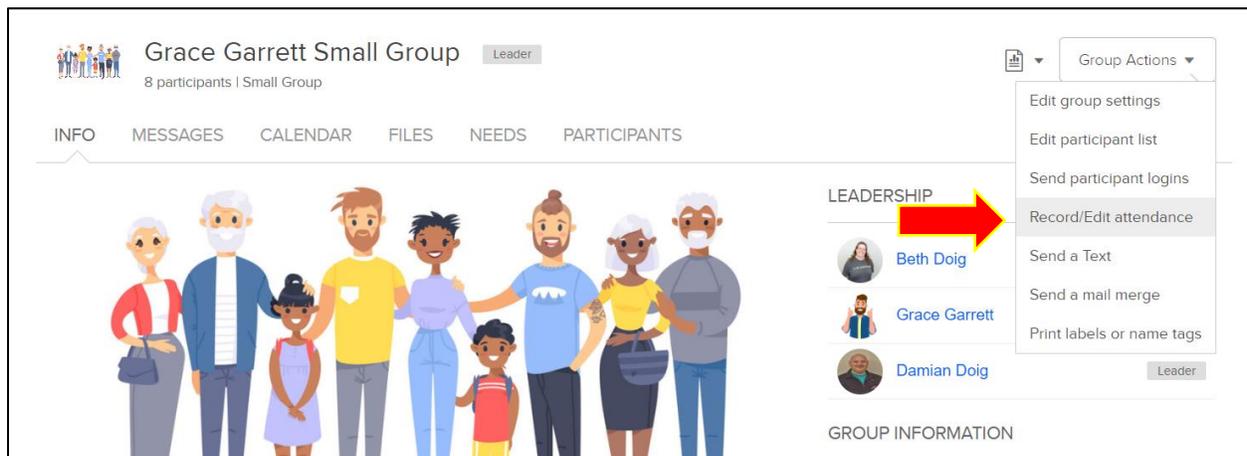
All participants Leaders One-time participants Membership requests

If checked, set group status to... OK NOTE: Limited Access Users (LAU) cannot be set to "Assistant Leader".

	Status	Communication Settings
<input type="checkbox"/> Group Member	Group Member	
<input type="checkbox"/> Assistant Leader	Assistant Leader	
<input checked="" type="checkbox"/> Remove from group		
<input checked="" type="checkbox"/> Care Christina	Group Member	
<input type="checkbox"/> Damian Doig	Assistant Leader	
<input type="checkbox"/> Express Evan	Group Member	
<input type="checkbox"/> Brendon Fair	Group Member	
<input checked="" type="checkbox"/> Grace Gabby	Group Member	
<input type="checkbox"/> Grace Garrett	Main Group Leader	
<input type="checkbox"/> Relate Roger	Group Member	

Next, pull down the arrow above the roster where it says “If checked, set group status to...”. Highlight “Remove from group”. Finally, click on the “OK” button to remove the people from your group.

## RECORDING ATTENDANCE



Grace Garrett Small Group Leader

8 participants | Small Group

INFO MESSAGES CALENDAR FILES NEEDS PARTICIPANTS

LEADERSHIP

- Beth Doig
- Grace Garrett
- Damian Doig

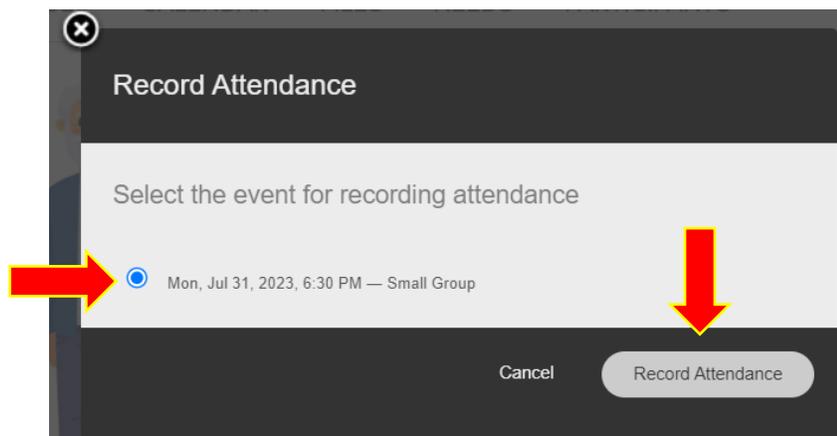
GROUP INFORMATION

Group Actions

- Edit group settings
- Edit participant list
- Send participant logins
- Record/Edit attendance
- Send a Text
- Send a mail merge
- Print labels or name tags

To take attendance for your group meeting, click on the arrow next to “Group Actions” on the upper right-hand corner, then choose “Record/Edit attendance”.

## GRACE CONNECT INSTRUCTIONS | FOR GROUP LEADERS

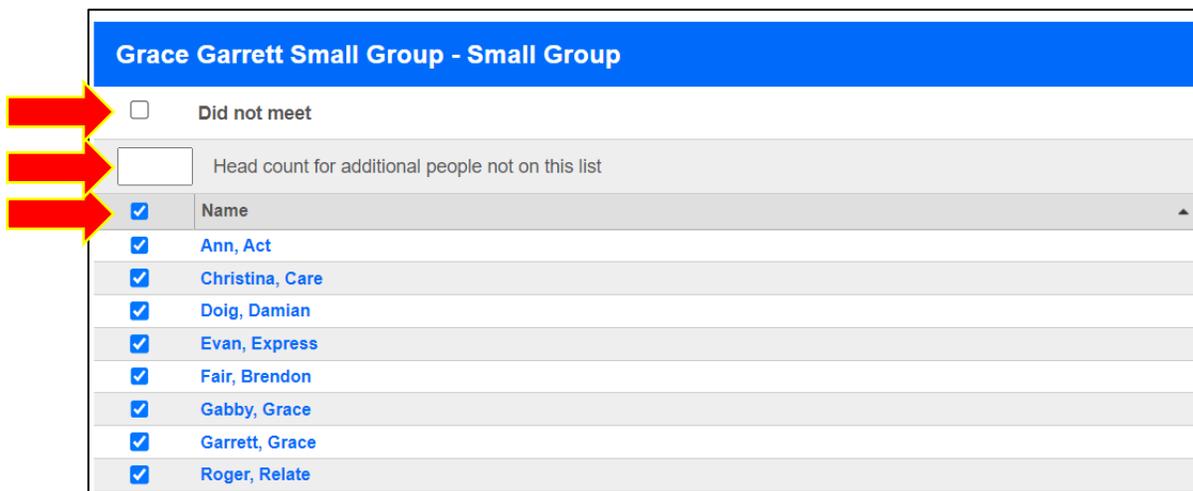


A pop-up window will show up listing the most recent calendar event(s) for your group. Click on the date that you want to record attendance for, and then click on the button “Record Attendance”.

Your roster will show up for the date you selected. Check the names of all the people that attended group that date. If you check the box next to “Name” it will check off everyone in the group. You can then uncheck people if just a few did not show up.

If you did not meet on the date you selected, check the button “Did Not Meet”.

If you had visitors in your group that are not on your roster, you can add in the number of visitors in the box to the left of “Head count for additional people not on this list”.



Grace Garrett Small Group - Small Group	
<input type="checkbox"/>	Did not meet
<input type="text"/>	Head count for additional people not on this list
<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Ann, Act
<input checked="" type="checkbox"/>	Christina, Care
<input checked="" type="checkbox"/>	Doig, Damian
<input checked="" type="checkbox"/>	Evan, Express
<input checked="" type="checkbox"/>	Fair, Brendon
<input checked="" type="checkbox"/>	Gabby, Grace
<input checked="" type="checkbox"/>	Garrett, Grace
<input checked="" type="checkbox"/>	Roger, Relate

When you scroll the cursor down you will see additional information you can fill out about your group meeting. It is not mandatory, but it can be an easy way to communicate to everyone in your group, especially if you have members who were absent.

**Discussion Topic:** This is the name of the study you are doing, or the topic you are discussing.

**Event Notes:** This is anything out of the ordinary about this meeting or the next upcoming meeting.

## GRACE CONNECT INSTRUCTIONS | FOR GROUP LEADERS

**Praises and Prayer Requests:** Any prayer requests that you want to share with the group through the Grace Connect email. These will also be seen by the Small Groups Director. The prayer requests are completely confidential. They will be prayed over by the Small Groups Director and they will not be shared with anyone else, even other staff members or the Care team. If you want prayers shared with the prayer team they should be entered into the Grace Website under “Get Support”, “Prayer Request” at the link <https://www.gracechurchco.com/prayerrequest>.

**People Info:** You can list the names of anyone who visited your group meeting this week, or list people who will no longer be a part of your small group.

After filling in all of this information, you need to check the choices at the bottom, “Email Group Summary to:”

- **Leadership Only** – This will go to the Small Groups Director and the leaders and coleaders of your small group.
- **The Entire Group and Leadership** – This will go to the Small Groups Director and everyone in your group, including the small group leaders. This is a great option as it shares the prayer requests with everyone in your group via email, also if people missed group they can see the discussion topic is well.
- **No one** – This option should be used if you are just making updates on your attendance and you don’t want to be sending a repetitive email to everyone.

Be sure to click the “Save” button to finish and save all the information you just entered.

**Discussion Topic:**

**Event Notes:**

**Praises & Prayer Requests:**

**People Info:** *List new members, visitors, and people leaving the group and the reason.*

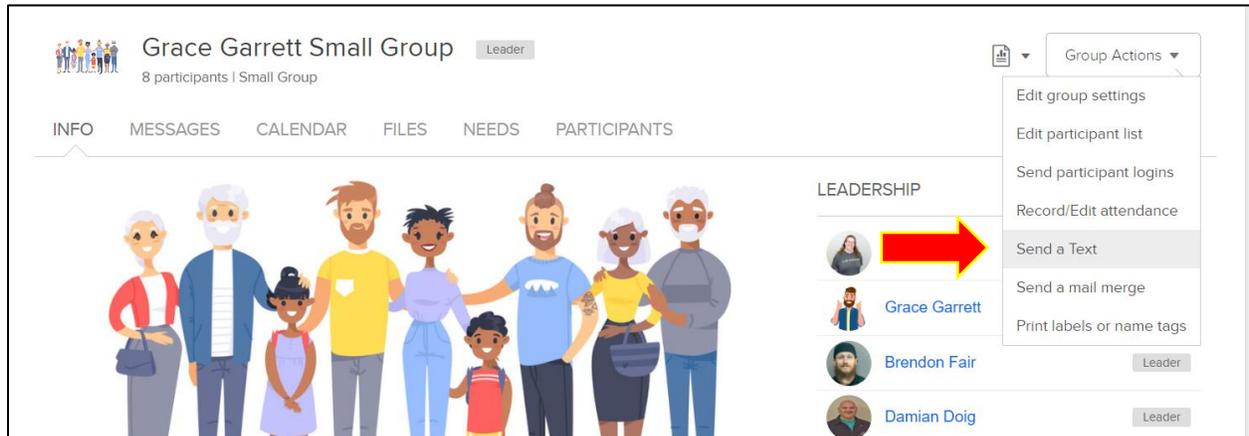
**Email an event summary to:** *(Required)*

Leadership only (group leaders, coaches, directors)  
 The entire group and the leadership  
 No one - Don't send an email.

[Cancel](#) or [Save](#)

## GRACE CONNECT INSTRUCTIONS | FOR GROUP LEADERS

### SENDING A GROUP TEXT

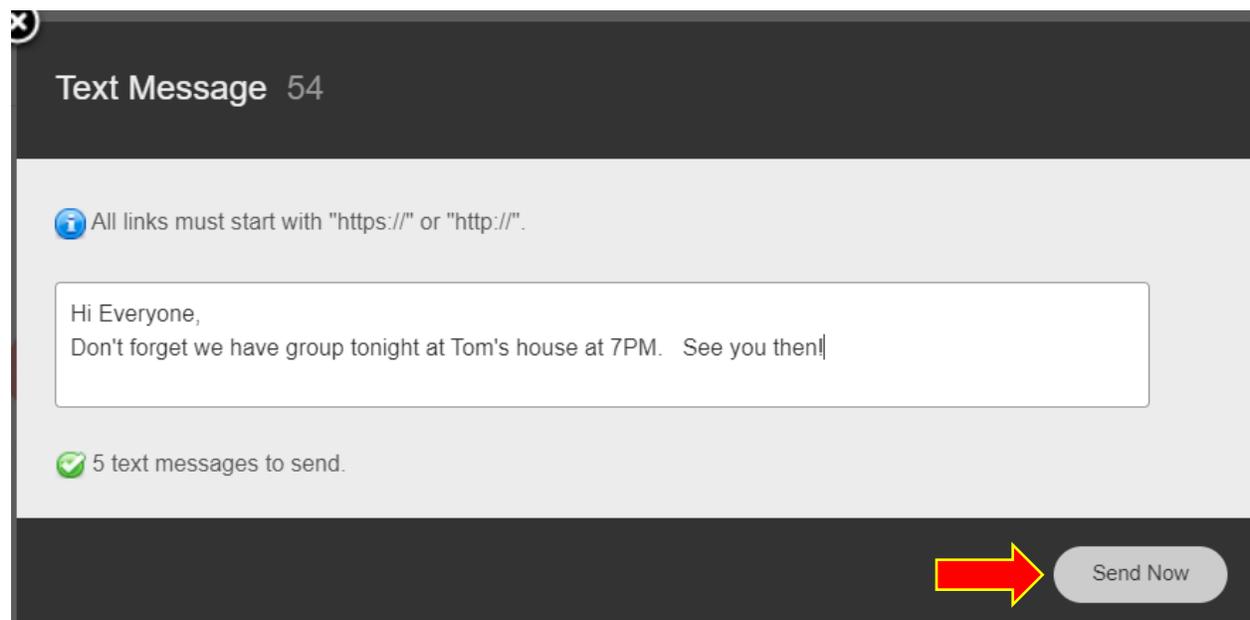


To send a text to your entire group, click on the arrow next to “Group Actions” on the upper right-hand corner, then choose “Send a Text”.

Type your message into the pop-up window. It will only send a text to people who have phone numbers in Grace Connect, so, if not everyone is included, encourage them to update their phone number in their profile on Grace Connect.

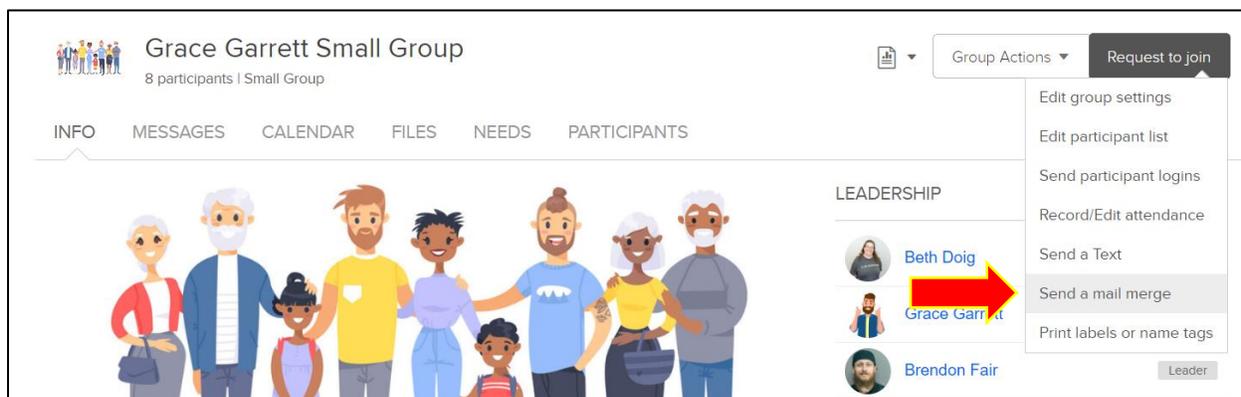
If you send texts this way, make sure your group members know that you will **NOT** receive a text back if they try to respond. If they reply they will not get an error, but it does not go to anyone else in the group. Because of this, ***we recommend using normal text messaging provided on your cell for contacting your group by text, so that responses will be seen.***

Be sure to click the “Send Now” button to send the text.

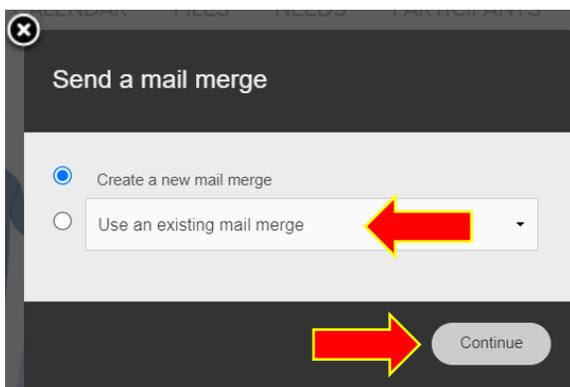


## GRACE CONNECT INSTRUCTIONS | FOR GROUP LEADERS

### SENDING A GROUP EMAIL



To send an email to your entire group, click on the arrow next to “Group Actions” on the upper right-hand corner, then choose “Send a Mail Merge”. When you select this, you will see the following pop-up window.



The first time you use the mail merge feature pick, “Create a New Mail Merge”. When you name the mail merge, name it “*Group Name Group Email*”, for example “Grace Garrett Group Email”. Then in the future, choose “Use an existing mail merge” and pull up “*Group Name Group Email*”. You can easily erase your last email and type in the new information for each new email that you send.

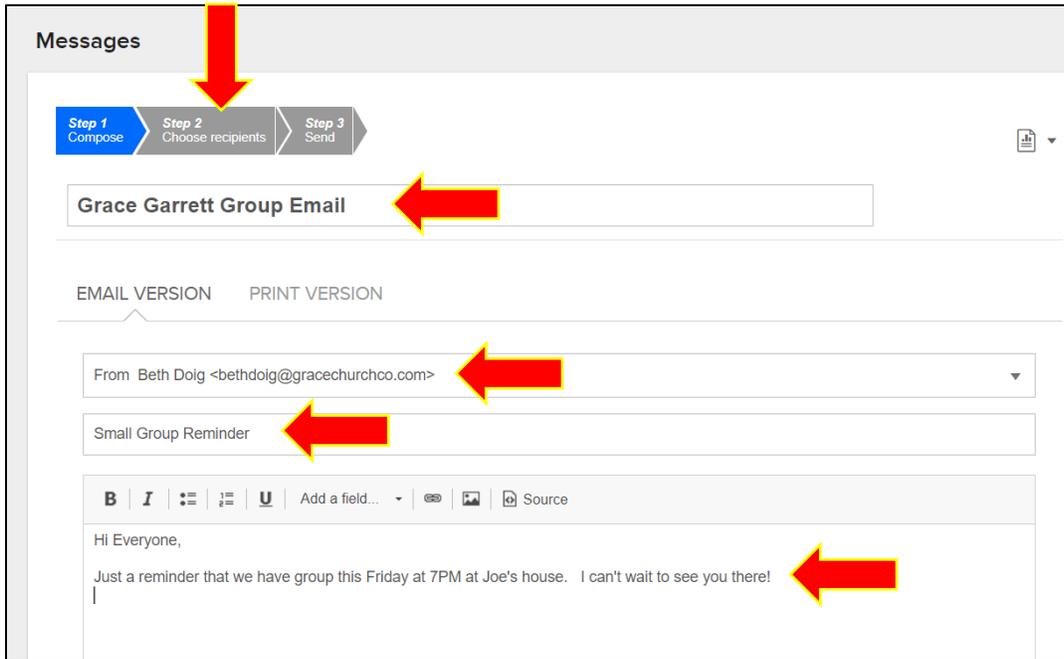
When the mail merge screen comes up you will need to enter the following information.

- **Mail Merge Name:** *Group Name Group Email* (for example, Grace Garrett Group Email)
- **From:** The program will automatically put in the email address you used to login to Grace Connect.
- **Subject:** Type in a brief summary of what the email is about
- **Email Body:** Type in the text portion of the email.



Be sure to cursor to the bottom of the page and click “Save” when you have finished typing the body of your email. Clicking on “Save” will **not** change the screen or respond to you. You can see the email was saved because there is a message about the “Save” button saying “Draft was saved at #:##:## AM”, showing the last time the message was saved.

## GRACE CONNECT INSTRUCTIONS | FOR GROUP LEADERS



**Messages**

Step 1 Compose → Step 2 Choose recipients → Step 3 Send

Grace Garrett Group Email

EMAIL VERSION PRINT VERSION

From: Beth Doig <bethdoig@gracechurchco.com>

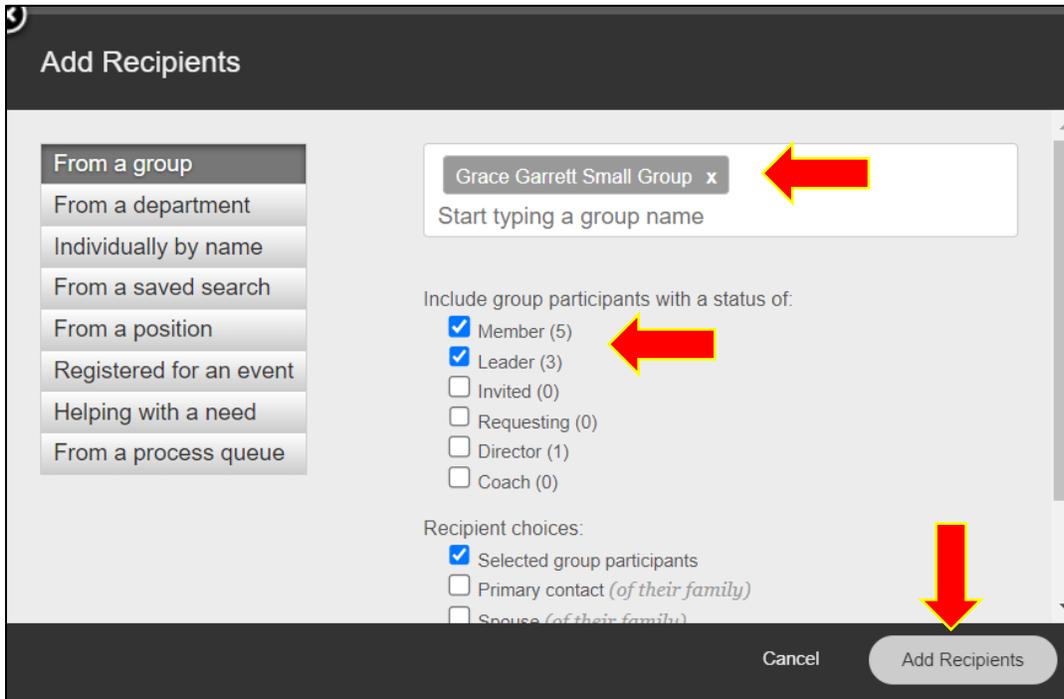
Small Group Reminder

**B** | **I** | **≡** | **≡** | **U** | Add a field... | **📎** | **📷** | **📄** Source

Hi Everyone,

Just a reminder that we have group this Friday at 7PM at Joe's house. I can't wait to see you there!

When you are done composing your email, click the top of the page where it says “Step 2, Choose Recipients”, then the screen below will pop-up.



**Add Recipients**

From a group  
From a department  
Individually by name  
From a saved search  
From a position  
Registered for an event  
Helping with a need  
From a process queue

Grace Garrett Small Group x  
Start typing a group name

Include group participants with a status of:

- Member (5)
- Leader (3)
- Invited (0)
- Requesting (0)
- Director (1)
- Coach (0)

Recipient choices:

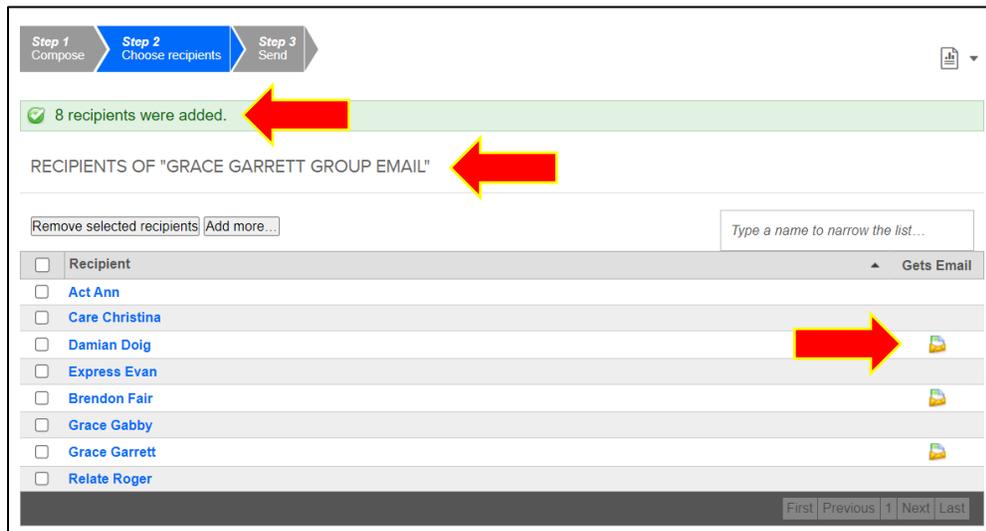
- Selected group participants
- Primary contact (of their family)
- Spouse (of their family)

Cancel Add Recipients

## GRACE CONNECT INSTRUCTIONS | FOR GROUP LEADERS

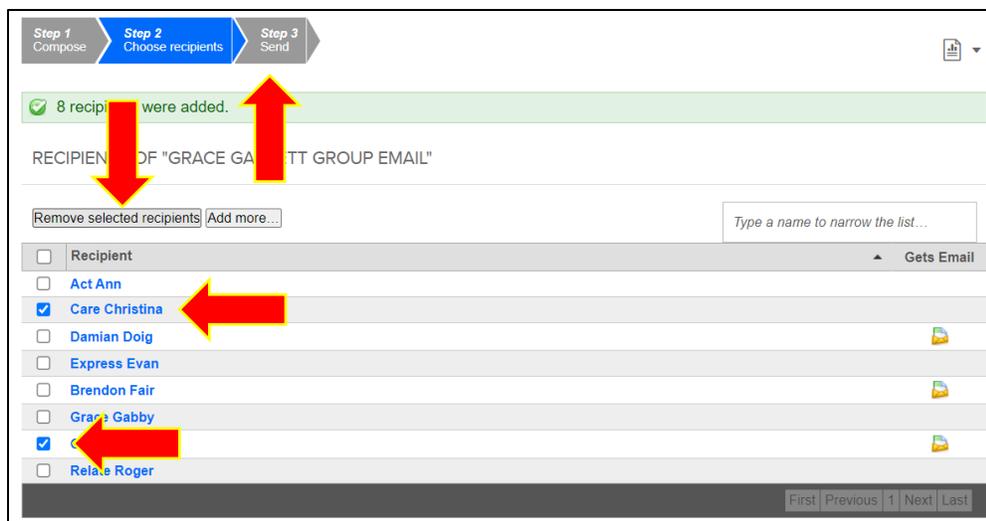
The email will go to your small group members by default and you should see your group name in the top window. When you have verified the correct group is chosen, click “Add Recipients” at the bottom of the screen.

The screen below will come up. Verify your group name is at the top of the screen, your group members are all listed, and the number of recipients is the number of people in your group. If this is not the case, please call the small group team and we can help walk you through whatever problem you are having.



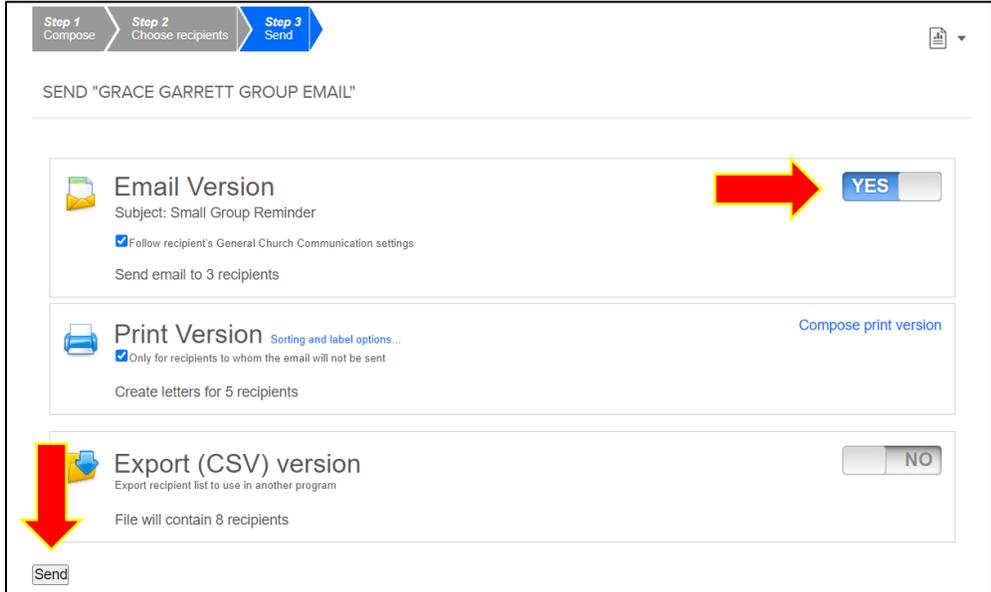
Note: the column on the right that says “Gets Email”. Only the people with envelop icons across from their name will receive the email, due to communication preferences and/or a lack of email address on their profile.

If you would like remove specific individuals from receiving the email, click the checkbox next to their name and click the button “Remove Selected Recipients”.



## GRACE CONNECT INSTRUCTIONS | FOR GROUP LEADERS

When you are satisfied with the people on the recipient list, click on the button on the top of the screen that says “Step 3, Send”. After selecting “Send” the screen below will come up.



Step 1 Compose Step 2 Choose recipients Step 3 Send

SEND "GRACE GARRETT GROUP EMAIL"

**Email Version** YES  
 Subject: Small Group Reminder  
 Follow recipient's General Church Communication settings  
 Send email to 3 recipients

**Print Version** [Sorting and label options...](#) Compose print version  
 Only for recipients to whom the email will not be sent  
 Create letters for 5 recipients

**Export (CSV) version** NO  
 Export recipient list to use in another program  
 File will contain 8 recipients

Send

Make sure the slider next to Email Version is set to “YES”. Then click on the “Send” button on the bottom to send the email.

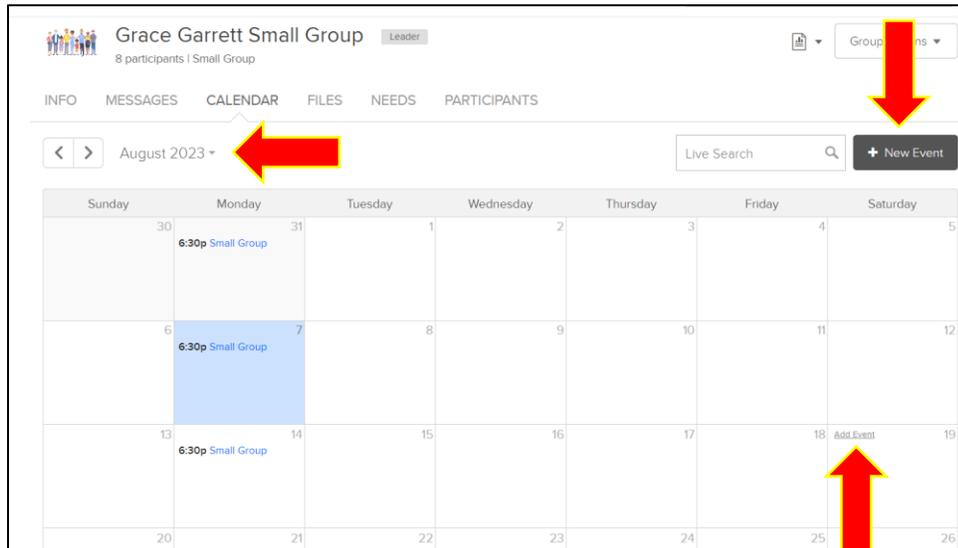
Let your group members know ahead of time that mail merges are sent from [notifications@ccbchurch.com](mailto:notifications@ccbchurch.com), so they should add this to their safe contacts in their email so that the mail merges will go to their inbox and not their spam folder. Replies to mail merges sent from Grace Connect will go to the person who sent them.

## CREATING A CALENDAR EVENT

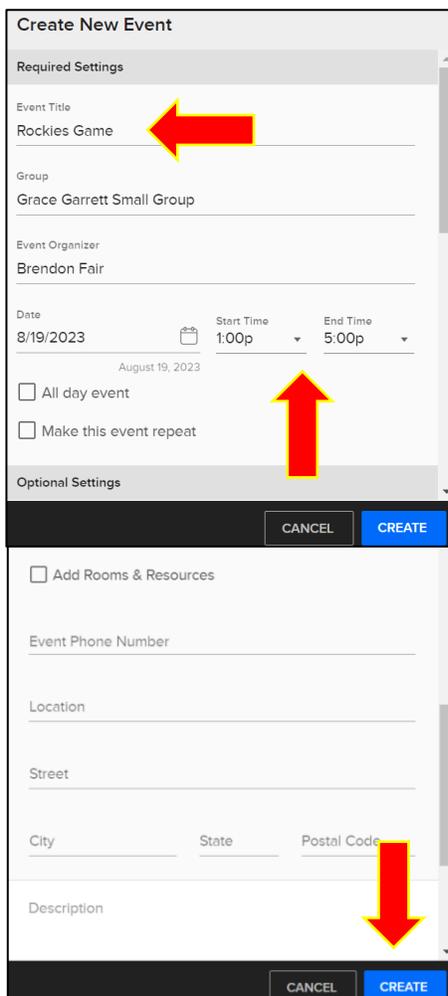
The Small Groups Team will set up a calendar event for all of your regularly-scheduled group meetings. The only reason you would want to set up a new calendar event would be to schedule a special event for your group such as a fellowship event (going to a concert, movie, park, etc.) or an outreach event.

To create a calendar event, click on the “Calendar” tab on the top of the main group screen. At the top of the calendar where you see the month and year information, you can go to the month you want to plan an event for. When you are on the correct month, hover your cursor over the date of the event and you will see an option for “New Event” and “Add Event” at the top of the date. Click on “Add Event” to put a new event on the calendar for that date.

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When you select to Add Event, the following window will pop-up.



Type in the “Event Title”. Your “Group” name and the “Event Organizer” should show up with the correct information. The date will be the date you selected on the calendar. You will need to adjust the “Start Time” and “End Time” of the event.

Do *not* check the boxes “All day event” or “Make this event repeat”.

The remainder of the information is all optional. Only add in this information if it would be helpful for your group.

Do *not* click the boxes “Enable Check-in” or “Add Rooms & Resources”.

The “Event Phone Number” could be the number of the person’s house you are going to, or of the person organizing the event. Basically, this is who you want people to call the day of the event if they have a problem. “Location”, “Street”, etc. are for where this event will be held. You can type any details you need in the “Description” box.

Click the “Create” button to create the event on your group calendar.