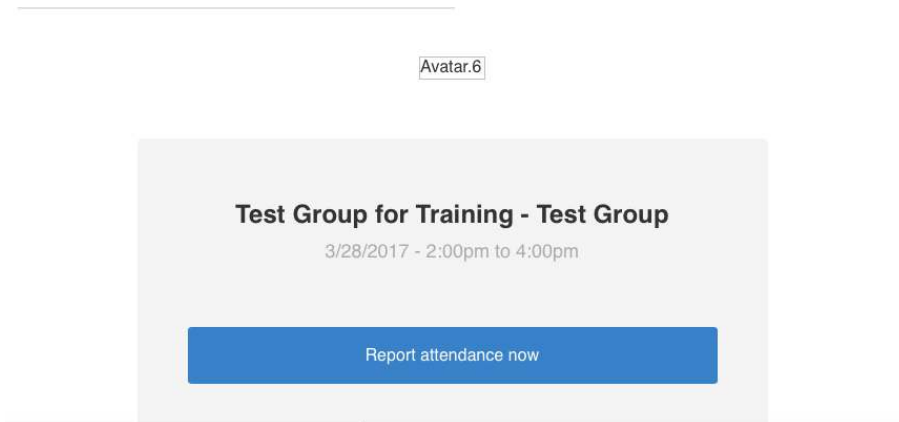




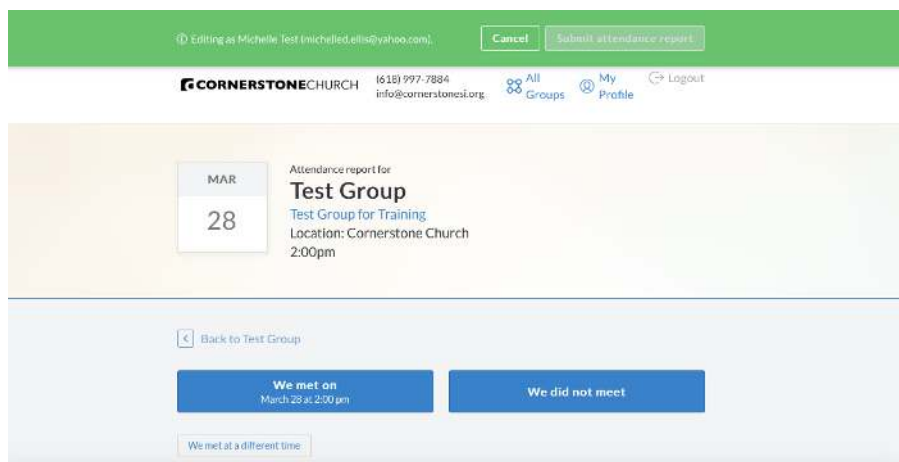
# Leader Training | Group Management

## Reporting Attendance:

- All leaders should be receiving an email that looks something like this:



- Using the link “Report Attendance Now,” your next screen looks like this:





# Leader Training | Group Management

- Choosing the “We Met On” tab, your next screen should appear:

Editing as Michelle Test (michelled.ellis@yahoo.com) Cancel Submit attendance report

MAR 28 **Test Group**  
Test Group for Training  
Location: Cornerstone Church  
2:00pm

[Back to Test Group](#)

0 Members  
0 Visitors

**6 Members**

- Michelle Test (leader) ✕
- Cassidy Absher ✕
- Crystal Robertson ✕
- Matt Ellis ✕
- Michelle Ellis ✕
- Perry Titze ✕

New Member:  
 🔍

New Visitor:  
 🔍

- At this point, you have the option to either click on the top box labeled “Members” which will select all members of your group or you can individually select those members who were in attendance on that date.
- You are also able to add new members as well as visitors on this screen.

Editing as Michelle Test (michelled.ellis@yahoo.com) Cancel Submit attendance report

- Michelle Test (leader) ✕
- Cassidy Absher ✕
- Crystal Robertson ✕
- Jason Thrash ✕
- Matt Ellis ✕
- Michelle Ellis ✕
- Perry Titze ✕

New Member:  
 🔍

**1 Visitor**

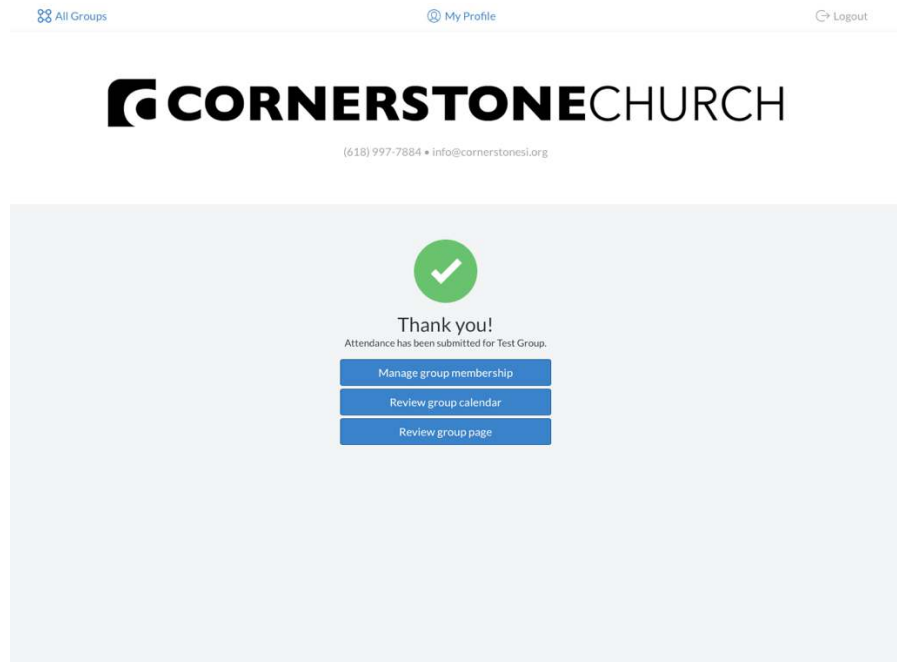
- Jane Doe 🔗 ✕





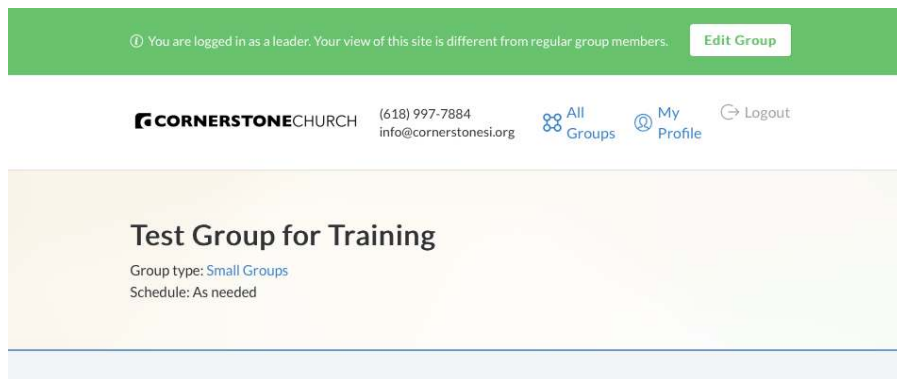
# Leader Training | Group Management

- Having completed this, you will select the “Submit Attendance Report” at the top of your screen.
- Once submitting attendance, you will see this:



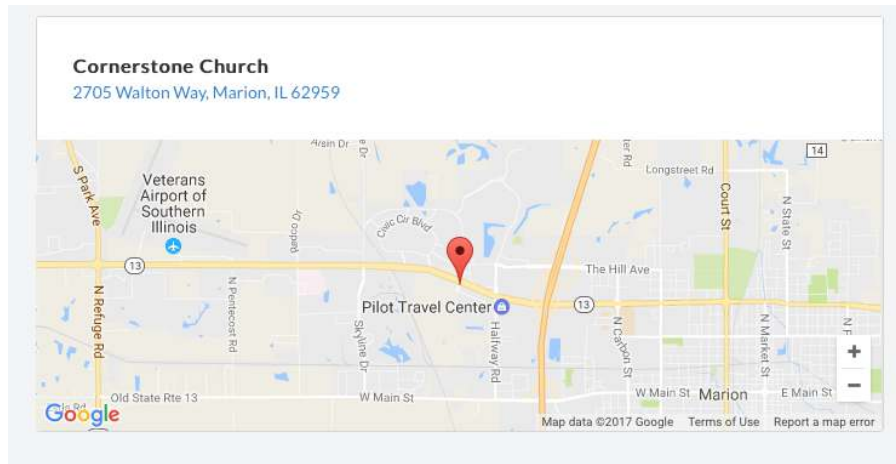
## Manage Group Membership Tab:

- From here you can edit any information about your group.





# Leader Training | Group Management



[Subscribe to calendar](#)

[Upcoming Events](#) [Past Events](#)

[+](#) **Add a new Event**

<b>MAR</b> 31	<b>Test Meeting for Training</b> Friday, 9:30am - 11:00am 📍 Cornerstone Church	<a href="#">Take attendance</a>
<b>APR</b> 4	<b>Test Group</b> Tuesday, 2:00pm - 4:00pm 📍 Cornerstone Church	





# Leader Training | Group Management

[Members](#)   [Resources](#)

---

**Add a member**    **Email group members**

---

	<b>Michelle Test (Leader)</b> ✉ michelled.ellis@yahoo.com   📞 618-841-1362	
	<b>Cassidy Absher</b> ✉ caabsher@students-marionunit2.org   📞 618-499-1887	
	<b>Crystal Robertson</b> ✉ crobertson@cornerstonesi.org   📞 618-922-8887	
	<b>Jason Thrash</b> ✉ jthrash@cornerstonesi.org   📞 618-937-4055	





# Leader Training | Group Management

## “Edit Group”

Editing as Michelle Test (michelled.ellis@yahoo.com) [Cancel changes](#) [Save changes](#)

**CORNERSTONECHURCH**

(618) 997-7884  
info@cornerstonesi.org

[All Groups](#)

[My Profile](#)

[Logout](#)

GROUP NAME





SCHEDULE

CONTACT EMAIL

CONTACT PHONE

GROUP IMAGE  
  
Upload image

Editor [Markdown](#)

**B** *I*   **H**  





# Leader Training | Group Management

LOCATION:  
Cornerstone Church

2705 Walton Way, Marion, IL 62959

Map Preview:

Member Non-Member

Map data ©2017 Google Terms of Use Report a map error

Editing as Michelle Test (michellebell@yahood.com)

Cancel Changes

Save Changes

## Subscribe to Calendar:

Subscribe to calendar

Upcoming Events Past Events

+ Add a new Event

MAR 31 Test Meeting for Training  
Friday, 9:30am - 11:00am  
Cornerstone Church

Take attendance


- Use the link to send to your group members. Use the quick links to add to your own person calendar.








# Leader Training | Group Management

Subscribe to calendar using:

 Apple Calendar

 Google Calendar

 Outlook.com

 Yahoo Calendar

Or use the iCal link:

Search Calendar

Today < > Mar 26 – Apr 1, 2017 Day Week Month 4 Days Agenda

	Sun 3/26	Mon 3/27	Tue 3/28	Wed 3/29	Thu 3/30	Fri 3/31
GMT-05		Ed Russell Birthday		Sheilbi staying with us Anniversary of Chris Wil		
6am				8 - 8 Verge		
11am	10:30 - 12p All Leader Room 101	10:45 - 12p Worship	10:30 - 2p Travel to IBSA	10:45 Prayer Meet	10:45 Prayer Meet	11 - Mileage

**Do you want to add this calendar?**

Would you like to add calendar:  
webcal://cornerstone.churchcenteronline.com/groups/icalendars/gj707184vdfwymbst4b3qnc31Zsdlytq8fwA1718wly1q8dtc9bx8tj89dy016kxz38Advpij30A3ph85pb321z0s2cnf59w6hjA08fwz81lb0gppAntr97h2bpxjdAcpr9hpx1n8lhyqkxAcj8qdx.ics?







# Leader Training | Group Management

## Add a New Event:

Upcoming Events   Past Events

**+** Add a new Event

**MAR**  
**31**

**Test Meeting for Training**  
Friday, 9:30am - 11:00am  
📍 Cornerstone Church

Take attendance

- Set New Event: Event Name, Date, Time, Location, Description...

**MAR**  
**31**

EVENT NAME

DATE:      START TIME:      END TIME:

3/31/2017      10:00 am      12:00 pm

This is a multi-day event

REPEAT:

Never

Cancel changes   Save changes





# Leader Training | Group Management

## Adding Members

Members Resources

+ Add a member      ✉ Email group members

Michelle Test (Leader)  
✉ michelled.ellis@yahoo.com 📞 618-841-1362

Cassidy Absher  
✉ caabsher@students-marionunit2.org 📞 618-499-1887

Crystal Robertson  
✉ crobertson@cornerstonesi.org 📞 618-922-8887

name, email, or phone number 🔍 ✕

- Starting typing the name. You will be given options of anyone in the database with that name who is not already in your group. If you do not find who you are looking for or know this person is not in the database, then you will choose the option at the bottom of the “Search” box “Create a New Person.” You MUST, however, start a search to get that to pop up.

absher 🔍 ✕

Zach Absher  
618-841-0902 zachabsher96@gmail.c... Adult (Member)  
1015 Kimberly Co...

Create a new person: "absher" ✕





# Leader Training | Group Management

## How to Email Your Team Members

The screenshot shows a user interface for managing a group. At the top, there are two tabs: "Members" (which is selected and underlined) and "Resources". Below the tabs, there are two main action buttons: a green plus sign icon followed by the text "Add a member", and a green envelope icon followed by the text "Email group members". Below these buttons is a list of three team members, each with a profile picture, name, contact information, and a delete icon (an 'x' in a circle).

Member Name	Contact Information	Action
Michelle Test (Leader)	✉ michelled.ellis@yahoo.com 📞 618-841-1362	✕
Cassidy Absher	✉ caabsher@students-marionunit2.org 📞 618-499-1887	✕
Crystal Robertson	✉ crobertson@cornerstonesi.org 📞 618-922-8887	✕





# Leader Training | Group Management

New Message

7 recipients  
Michelle Ellis, Crystal Robertson, Perry Titze, Cassidy Absher, Jason Thrash, Matt Ellis, and Michelle Test

From

Michelle Test <michelled.ellis@yahoo.com>

Subject

Editor Markdown

**B** *I* ☰ ☷ H ∞ ↻

**Resources: Study Guides and How-To Instructions**







# Leader Training | Group Management

Members Resources


---

 **Add a resource**


---

 **Editing Personal Profile Information for Group Members**  
Leaders only

---

 **Feb 5 2017**  
Leaders only

---

 **Group Study Guide for 2/12/17**  
Leaders only

