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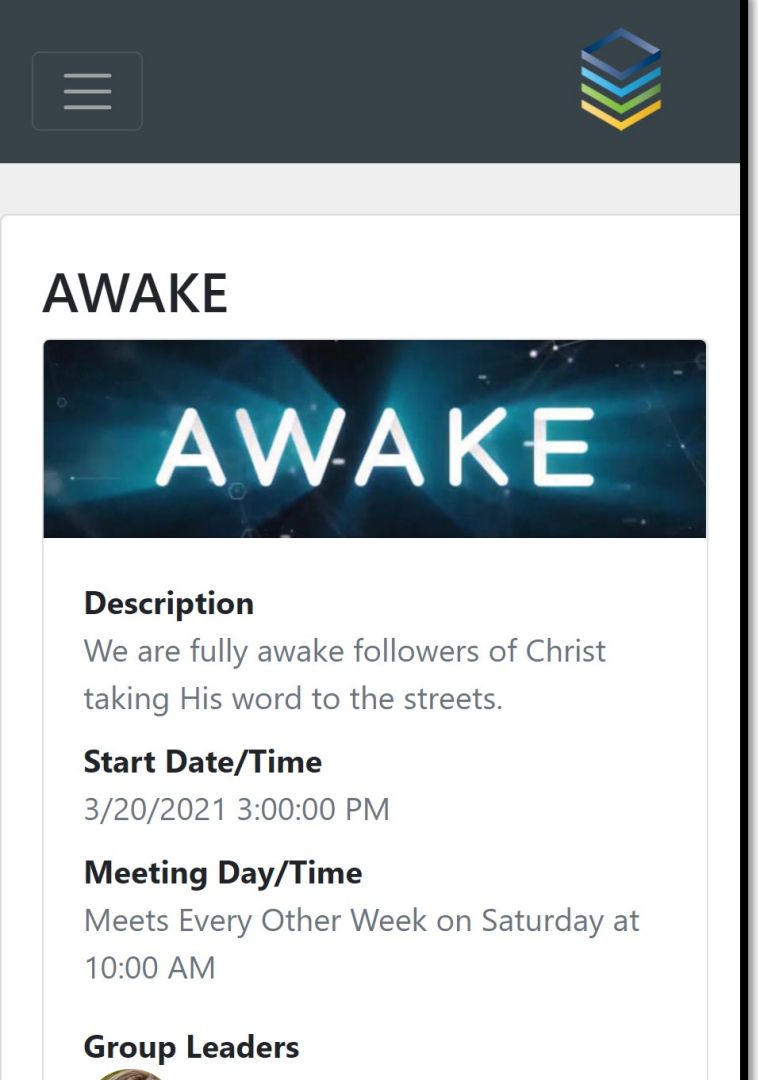
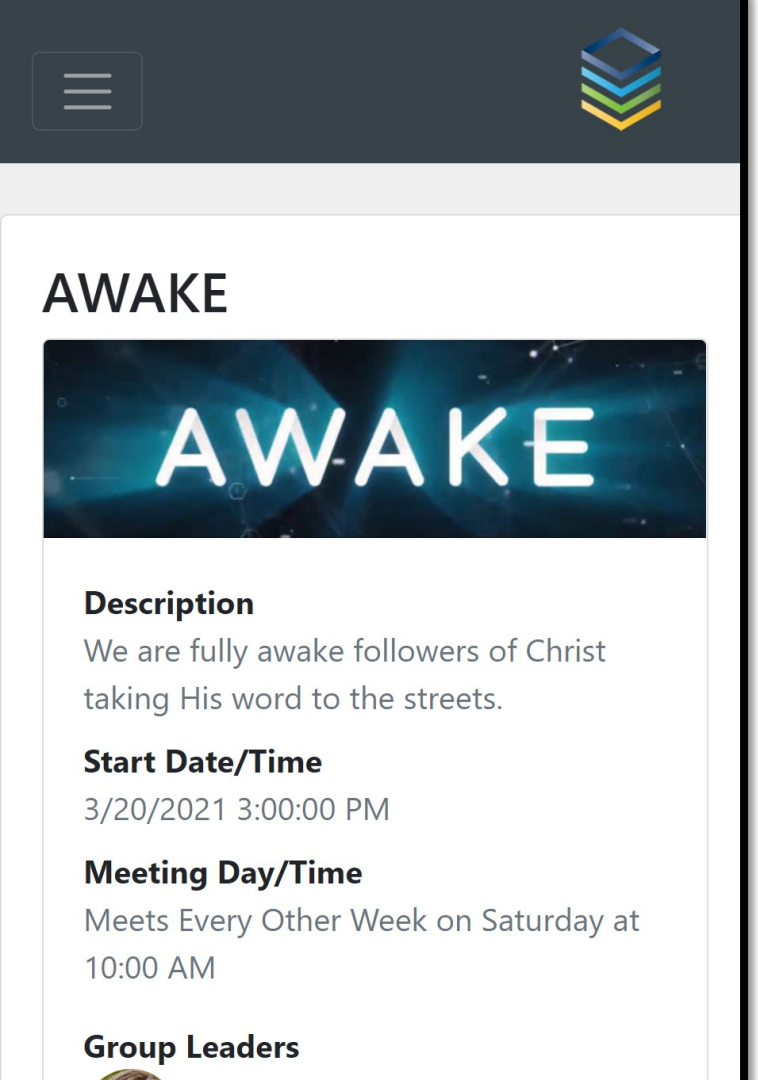


Group management on the go

Use GroupLife to equip your leaders to manage their groups and take attendance wherever, whenever!

Presenter - Melissa Reveles

Support – Megan & Lily



Why GroupLife?

Allow group members to manage groups on the go!

OS independent – No app to install!

Take attendance, communicate, and more!

First - How do we get there?

Widgets! Use the “My Groups” Widget

The “Group Attendance Routine”

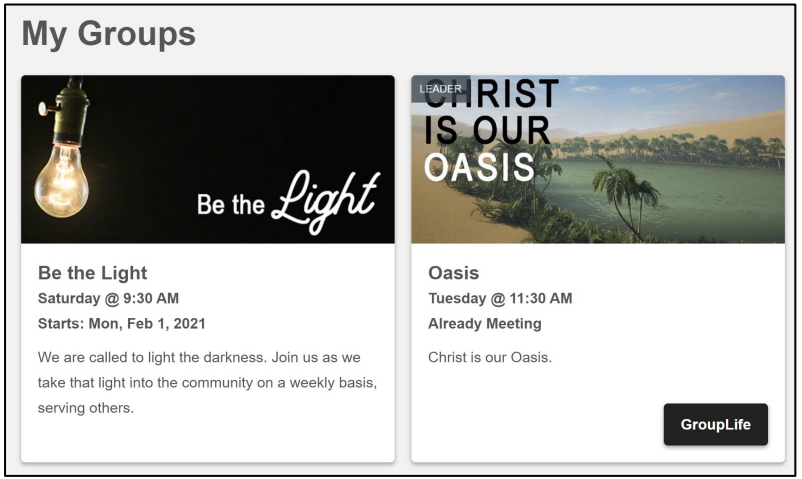
A direct link via a Platform snippet

.

My Groups Widget

Displays all groups with “Available Online” set to true

- Group Life Button will show:
  - For those with a Group Role type of Leader
  - For those who are the Group’s Primary Contact



Group Attendance Routine

Knows when a group meets

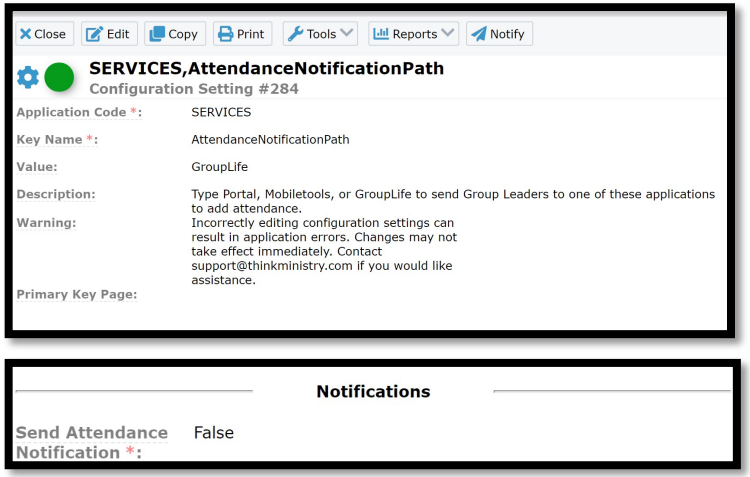
From room & Group records

From the Group's Meeting day/time (will create events)

Knows if there was attendance

Sends an email if no attendance

Includes a link to GroupLife



ministryplatform.com/kb/reports-routines-notifications/notifications/group-attendance

Snippet

Must be configured

- Ensure that the “Group ID” is in your Group Participant default field list
- Add [Group_ID] to your snippet

Send from the Group Participants page to all your group leaders

***Note: It is possible to craft a link to the GroupLife app, but it is not recommended to do this outside of one of these approaches

Authentication

While there is an option to auto-login…

…We recommend a simple link to have users authenticate

Whether via the widget or the app they will stay logged in for 3 months

Group Life Navigation

Home: Basic Overview

Members: View, Remove & Add

Meetings: View & Add Attendance

Communication: Email and Text

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Home

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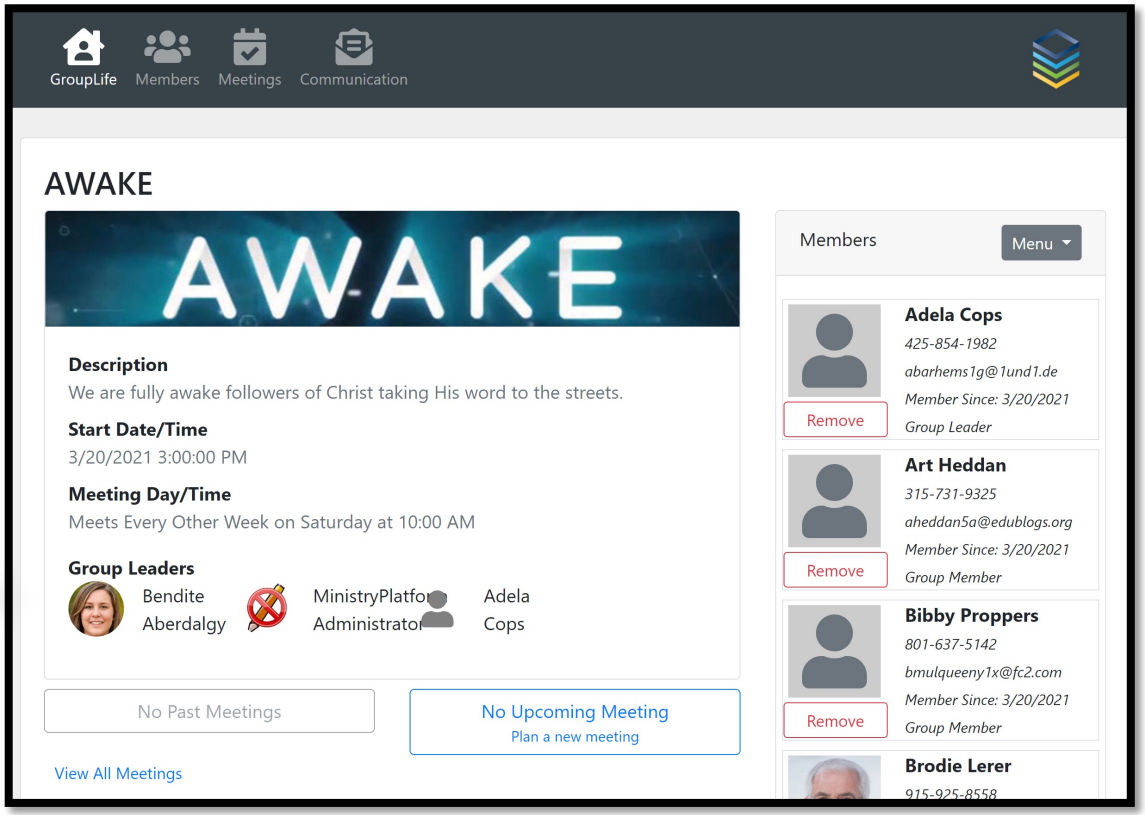
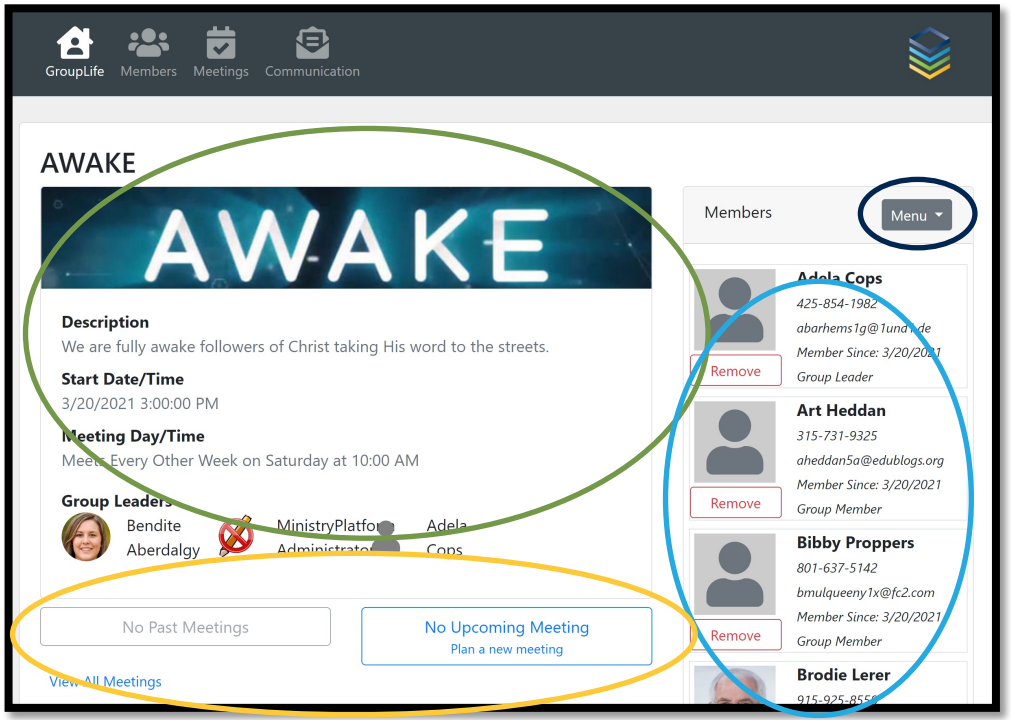


Home



Basic Navigation

- Group Details
- Group Members
- Quick jump to Attendance
- Use the drop-down menu to communicate

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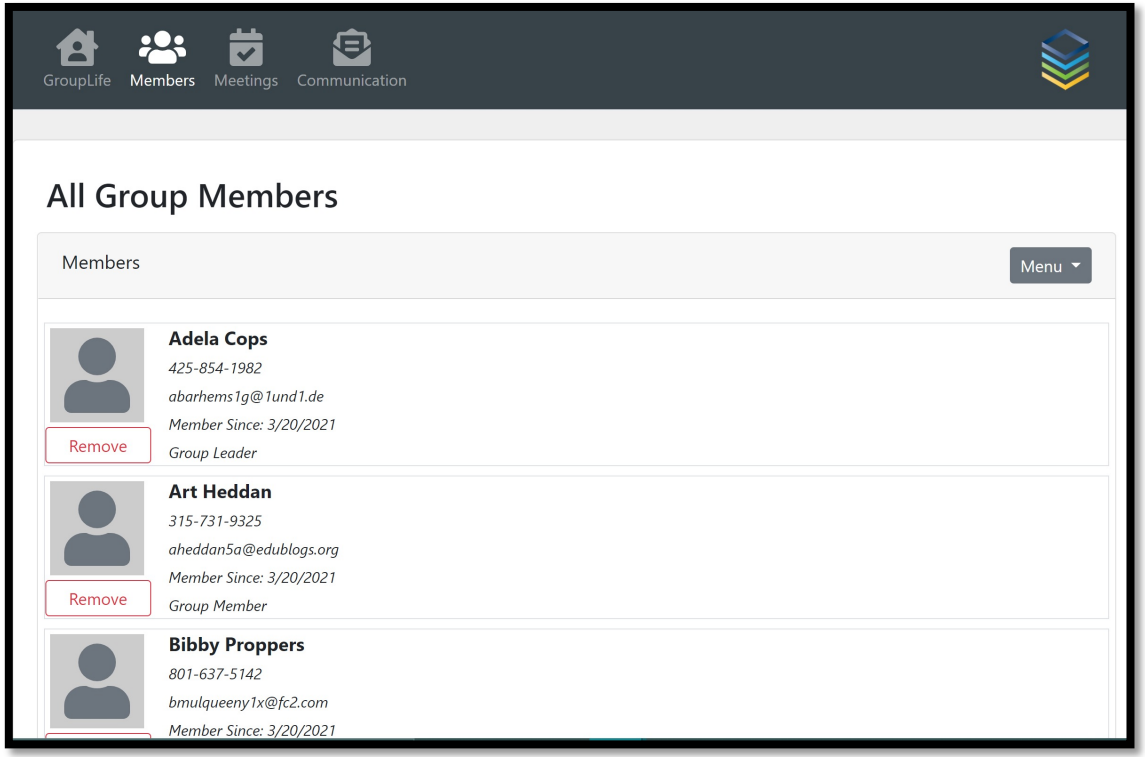
Group Members



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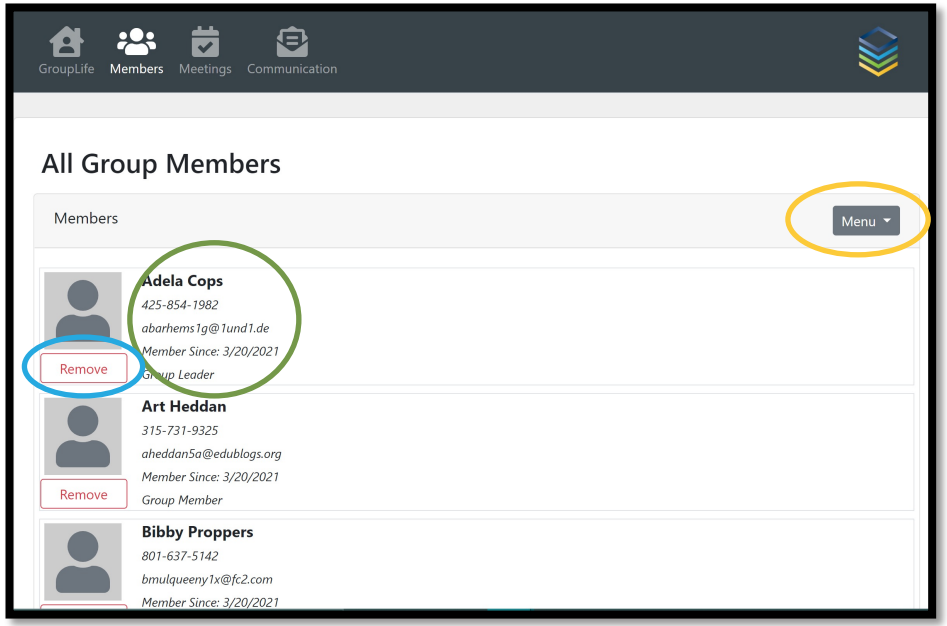
Group Members



Basic Navigation

- Member Info
- Remove Member
- Add Member from Menu

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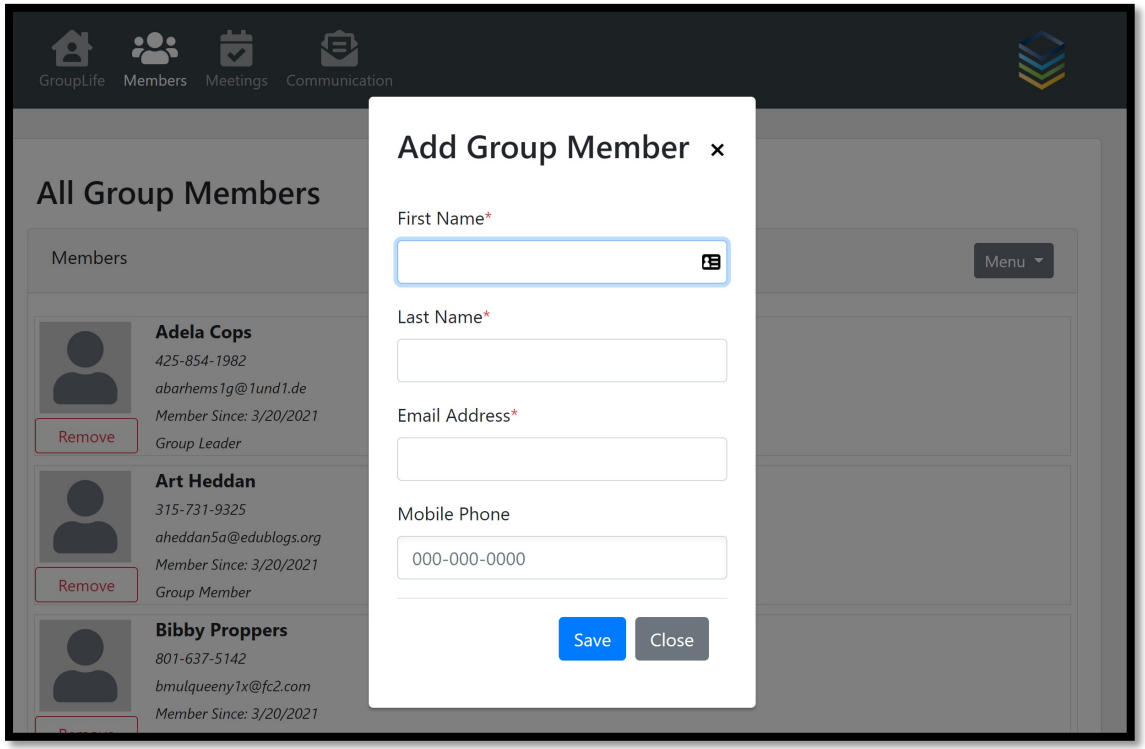
Add Member



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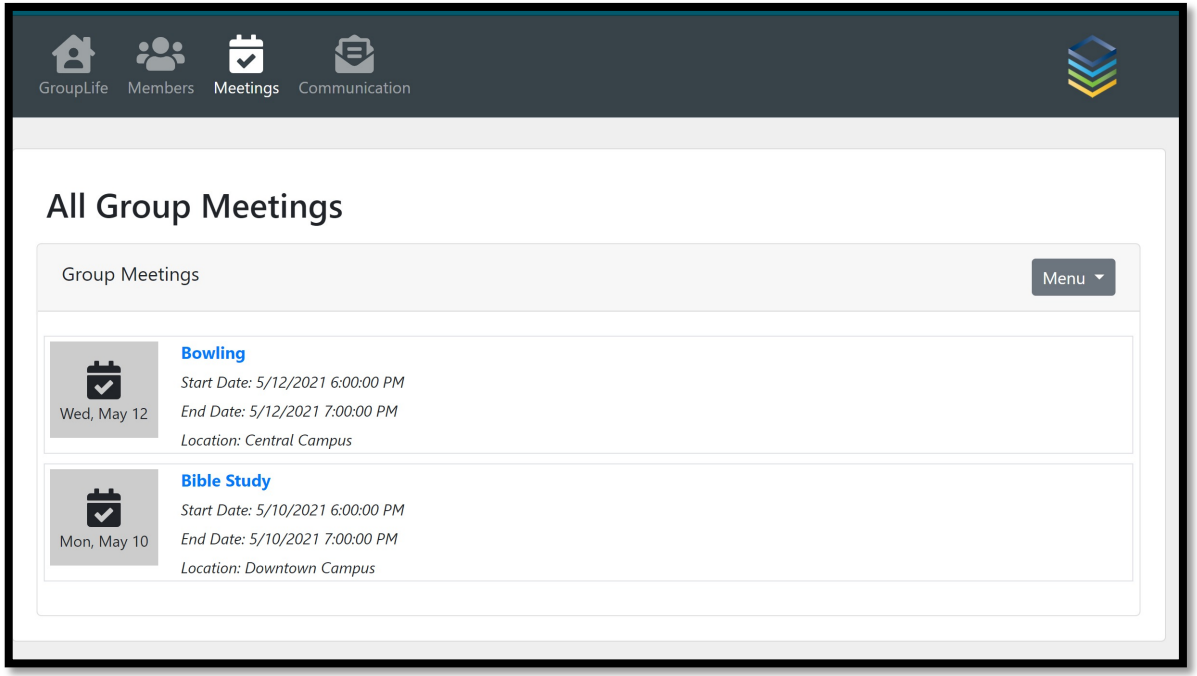
Meetings



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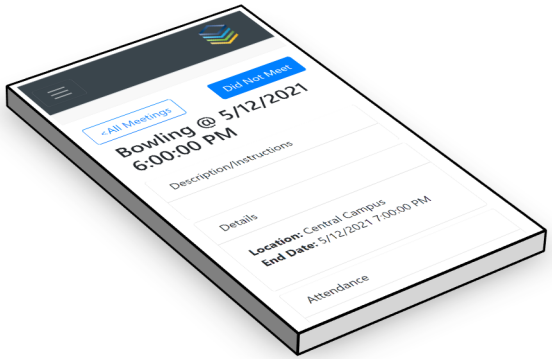
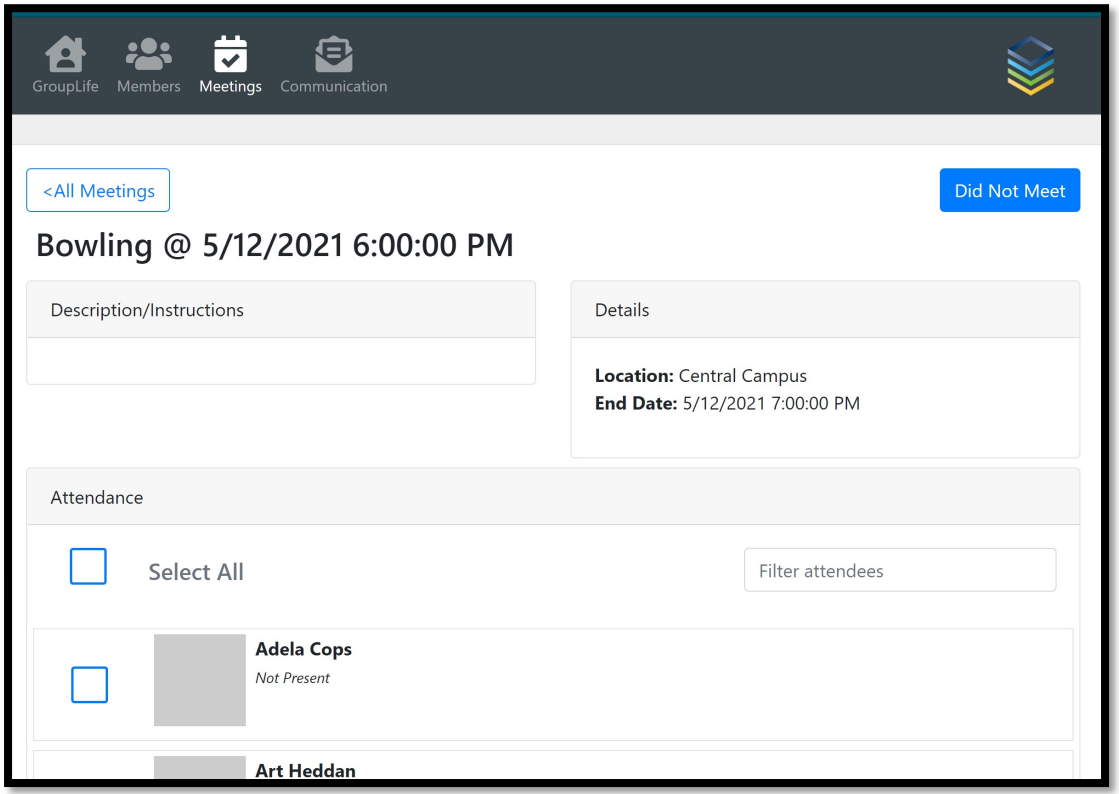
Meetings - Attendance





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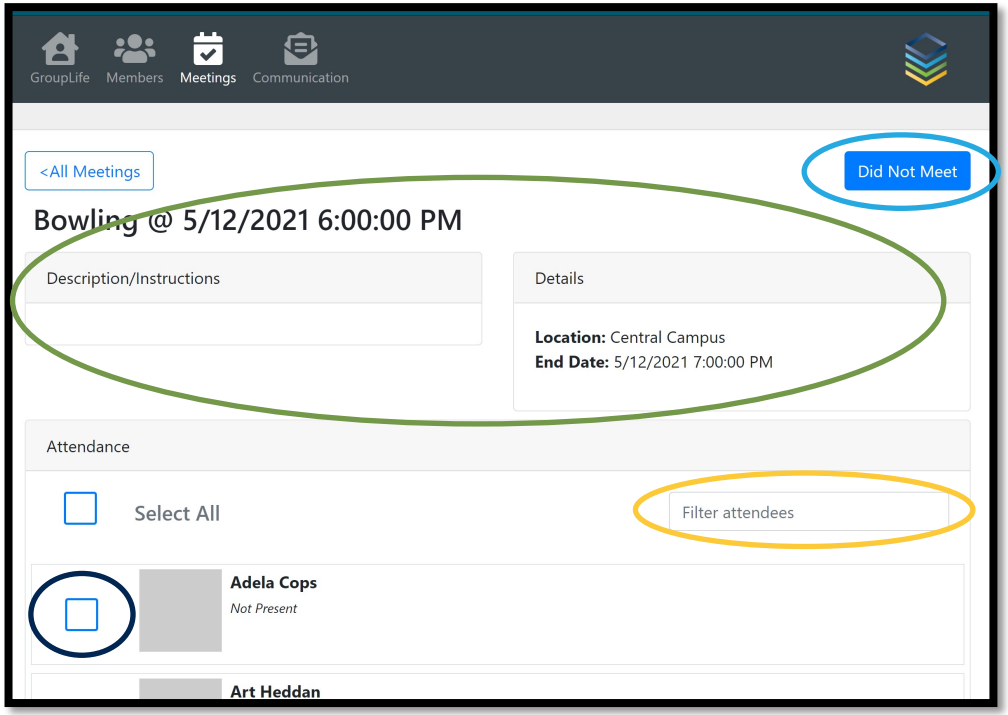
Attendance



- Meeting Info
- Did Not Meet
- Search
- Check to mark attended

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Communication

GroupLife Members Meetings Communication

New Message

Type

Email

Select Recipients

Select...

Subject

Enter subject

Message

Enter message

Drop files here or click to select files

Send

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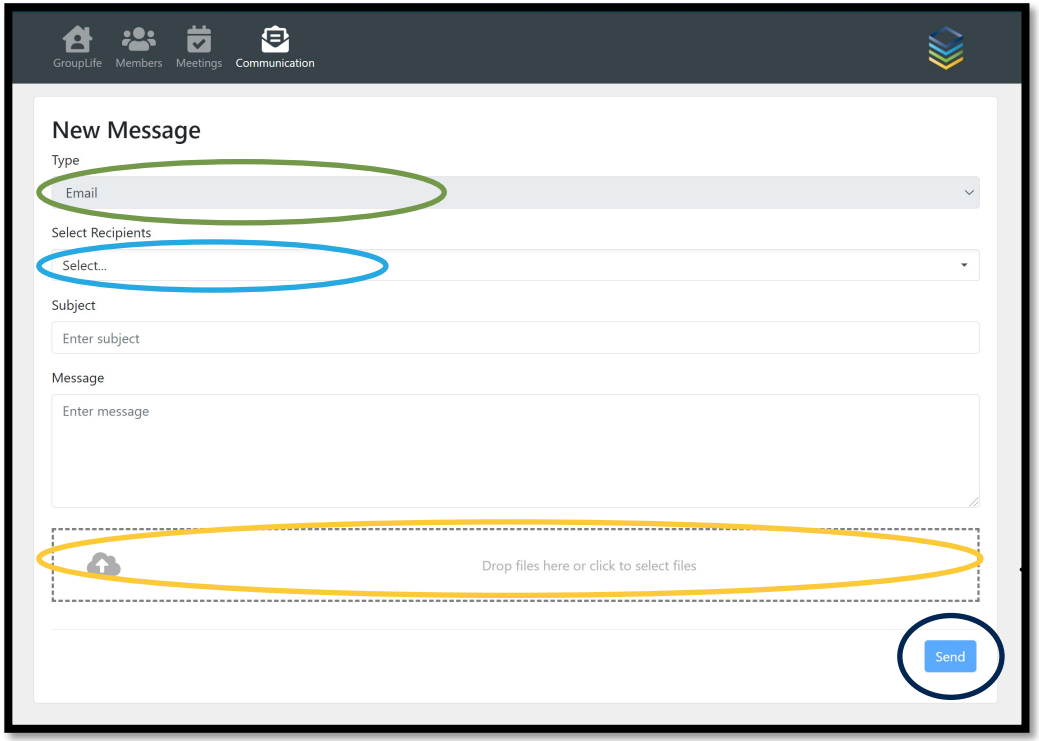
Attendance



- Communication Type
- Recipient Select
- Attachments
- Send

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Communication

All messages logged in Platform (Messages Page)

Enable texting from the group's "SMS Number" field

Email replies go to group leader's inbox

Text replies only go to Twilio as of May 2021

Notifications

Send Attendance Notification *:	False
Send Service Notification *:	False
Enable Discussion *:	False
Available On App:	
SMS Number:	

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Configuration:

Groups & Group Participants:

- Ensure Appropriate Groups are “Available Online”
- Ensure Appropriate Primary Contacts
- Ensure Appropriate GP have Group Roles of Group Role Type = Leader

Display Name	Nickname	Group Name	Available Onlin...	Role Title
***Unassigned,...	Contact	The Mulfords	True	Group Leade
Downe, Eileen	Eileen	Downe/Thyme S...	True	Group Leade

Title: Can manage groups User Group:

Description:

Form Layout | SQL Layout

Column Name	Comparison		Search Term
Display Name		N/A	Not Filtered
Nickname		N/A	Not Filtered
Group Name		N/A	Not Filtered
Available Online		True	
Role Title		N/A	Not Filtered
Group Role Type		Contains	Leader
End Date		NULL	

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Configuration:

Configuration Settings:

- GroupMeetingRoomId – Configure – possibly create a default room for this
- GroupMeetingEventTypeId – was populated from Portal Value
- GroupMeetingProgramID - was populated from Portal Value

		Application Co...	Key Name	Value	Description	Page Referenc...
☐	●	CLOUDAPPS	GroupMeetingEventTypeId	11	Event_Type_ID. ...	Event Types
☐	●	CLOUDAPPS	GroupMeetingProgramId	1	Program_ID. Thi...	Programs
☐	●	CLOUDAPPS	GroupMeetingRoomId	3	Room_ID. This i...	Rooms

How Do I get them to do it?

Explain the heart for this – to better care for our people

Show up! Have a “tech problem person” Be available at a time and place (multiple times and places)

- If they are meeting at church be there for the first few meetings
- If they meet at homes, be at church during church for a few weeks.

Possibly ask a more technologically comfortable member to manage the group online

FAQs:

Do Leaders need a security role? No! Any group leader in a group set to “available online” can manage their groups.

Why can’t I see upcoming meetings? Right now, you see meetings in the next 24 hours. In the June release, you will see events in the next 30 days.

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Let's Discuss

Do we have any Questions?

Jump in if you have an answer by requesting to share…

THANK YOU!