



MPUG

2021



AWAKE



Description

We are fully awake followers of Christ taking His word to the streets.

Start Date/Time

3/20/2021 3:00:00 PM

Meeting Day/Time

Meets Every Other Week on Saturday at
10:00 AM

Group Leaders

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



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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”

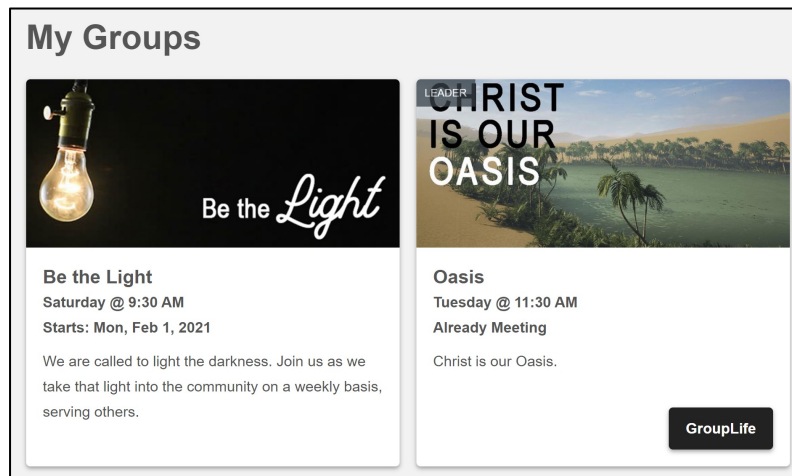
A direct link via a Platform snippet

.

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

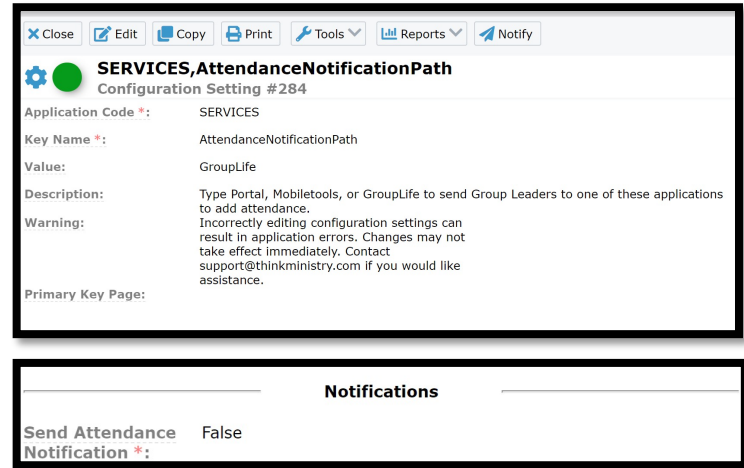
From room & Group records

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



The screenshot shows a configuration window titled "SERVICES, AttendanceNotificationPath" with the subtitle "Configuration Setting #284". The window has a toolbar with buttons for Close, Edit, Copy, Print, Tools, Reports, and Notify. The configuration details are as follows:

Application Code *:	SERVICES
Key Name *:	AttendanceNotificationPath
Value:	GroupLife
Description:	Type Portal, Mobiletools, or GroupLife to send Group Leaders to one of these applications to add attendance.
Warning:	Incorrectly editing configuration settings can result in application errors. Changes may not take effect immediately. Contact support@thinkministry.com if you would like assistance.
Primary Key Page:	

Below the configuration window, there is a section titled "Notifications" with a single row:

Notifications	
Send Attendance Notification *:	False

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



Home



GroupLife Members Meetings Communication

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Group Leaders
 Bendite Aberdalgy MinistryPlatform Administrator Adela Cops

No Past Meetings

No Upcoming Meeting
[Plan a new meeting](#)

[View All Meetings](#)

Members Menu

Adela Cops
425-854-1982
abarhems1g@1und1.de
Member Since: 3/20/2021
Group Leader
[Remove](#)

Art Heddan
315-731-9325
aheddan5a@edublogs.org
Member Since: 3/20/2021
Group Member
[Remove](#)

Bibby Proppers
801-637-5142
bmulqueeny1x@fc2.com
Member Since: 3/20/2021
Group Member
[Remove](#)

Brodie Lerer
915-925-8558



Home

GroupLife **Members** **Meetings** **Communication**

AWAKE

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3/20/2021 3:00:00 PM

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Meet Every Other Week on Saturday at 10:00 AM

Group Leaders
Bendite Aberdalgy MinistryPlatform Administrator Adela Cops

Members **Menu**

- Adela Cops**
425-854-1982
abarhems1g@tund...
Member Since: 3/20/2021
Group Leader
[Remove](#)
- Art Heddan**
315-731-9325
aheddan5a@edublogs.org
Member Since: 3/20/2021
Group Member
[Remove](#)
- Bibby Proppers**
801-637-5142
bmulqueeny1x@fc2.com
Member Since: 3/20/2021
Group Member
[Remove](#)
- Brodie Lerer**
915-925-8555

No Past Meetings **No Upcoming Meeting**
[Plan a new meeting](#)

[View All Meetings](#)






Basic Navigation

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




Group Members





 GroupLife  Members  Meetings  Communication 

All Group Members

Members Menu

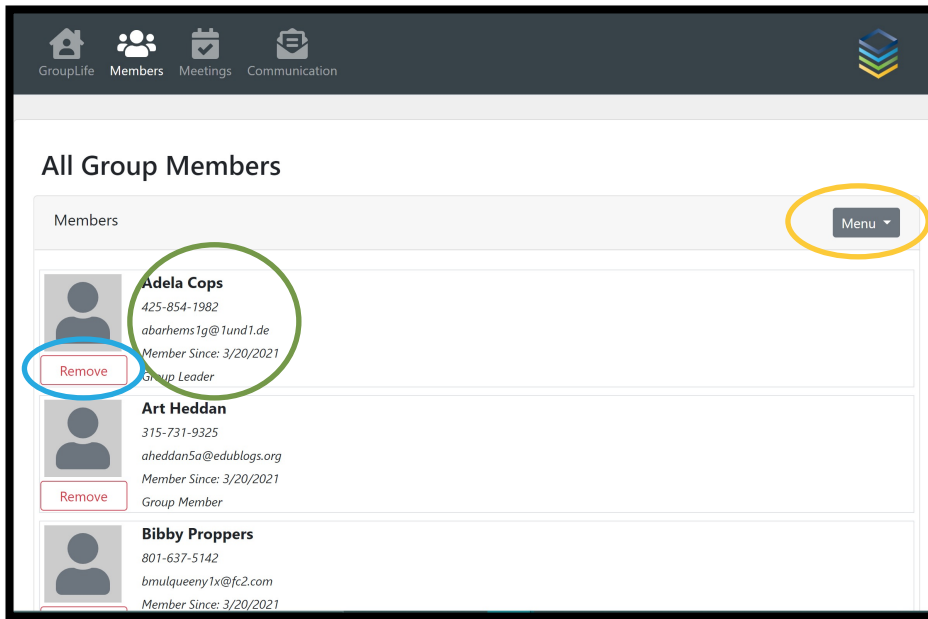
**Adela Cops**
425-854-1982
abarhems1g@tund1.de
Member Since: 3/20/2021
Remove
Group Leader

**Art Heddian**
315-731-9325
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Group Member

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bmulqueeny1x@fc2.com
Member Since: 3/20/2021
Remove



Group Members

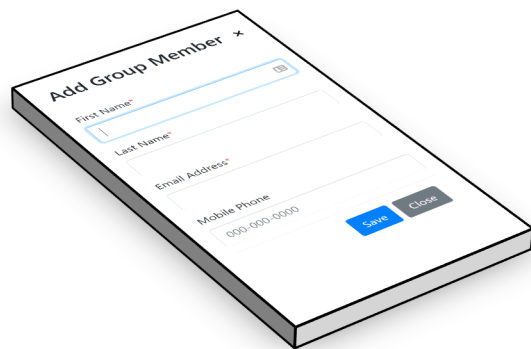


Basic Navigation

- Member Info
- Remove Member
- Add Member from Menu



Add Member



GroupLife

Members

Meetings

Communication

All Group Members

Members

Adela Cops
425-854-1982
abarhems1g@1und1.de
Member Since: 3/20/2021
Group Leader

Remove

Art Heddan
315-731-9325
aheddan5a@edublogs.org
Member Since: 3/20/2021
Group Member

Remove

Bibby Proppers
801-637-5142
bmulqueeny1x@fc2.com
Member Since: 3/20/2021

Remove

Add Group Member ×

First Name*

Last Name*

Email Address*

Mobile Phone






Save

Close




Meetings




 GroupLife  Members  Meetings  Communication 

All Group Meetings

Group Meetings Menu ▾


Wed, May 12

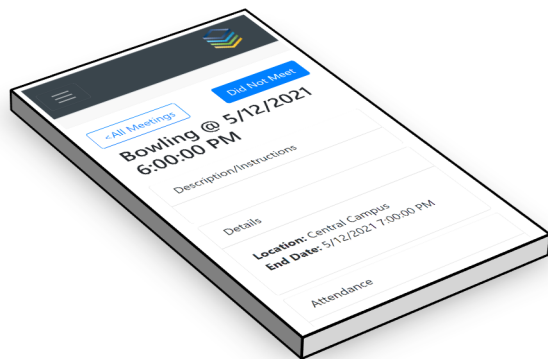
Bowling
Start Date: 5/12/2021 6:00:00 PM
End Date: 5/12/2021 7:00:00 PM
Location: Central Campus







Mon, May 10

Bible Study
Start Date: 5/10/2021 6:00:00 PM
End Date: 5/10/2021 7:00:00 PM
Location: Downtown Campus



Meetings - Attendance



 GroupLife  Members  Meetings  Communication 

[< All Meetings](#) [Did Not Meet](#)

Bowling @ 5/12/2021 6:00:00 PM


Description/Instructions


Details

Location: Central Campus
End Date: 5/12/2021 7:00:00 PM

Attendance

☐ [Select All](#)

☐  **Adela Cops**
Not Present

☐  **Art Heddan**



Attendance

GroupLife Members Meetings Communication

<All Meetings

Did Not Meet

Bowling @ 5/12/2021 6:00:00 PM

Description/Instructions

Details

Location: Central Campus
End Date: 5/12/2021 7:00:00 PM

Attendance

☐ Select All

Filter attendees

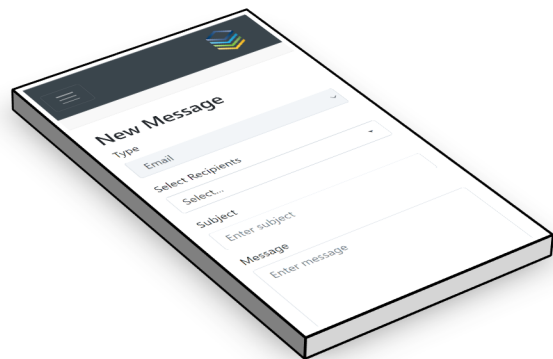
☐ Adela Cops
Not Present


Art Heddan


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





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



Attendance

The screenshot shows the 'New Message' form in the GroupLife application. The form is titled 'New Message' and has a dark header bar with icons for GroupLife, Members, Meetings, and Communication. The form fields are as follows:

- Type:** A dropdown menu with 'Email' selected. This field is circled in green.
- Select Recipients:** A dropdown menu with 'Select...' selected. This field is circled in blue.
- Subject:** A text input field with the placeholder 'Enter subject'.
- Message:** A large text area with the placeholder 'Enter message'.
- File Upload:** A dashed box containing a cloud icon and the text 'Drop files here or click to select files'. This area is circled in yellow.
- Send:** A blue button labeled 'Send' in the bottom right corner, circled in blue.

- Communication Type
- Recipient Select
- Attachments
- Send



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:	



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 ▼	



Configuration:

Configuration Settings:

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

<input type="checkbox"/>		Application Co...	Key Name	Value	Description	Page Referenc...
<input type="checkbox"/>	●	CLOUDAPPS	GroupMeetingEventTypeId	11	Event_Type_ID. ...	Event Types
<input type="checkbox"/>	●	CLOUDAPPS	GroupMeetingProgramId	1	Program_ID. Thi...	Programs
<input type="checkbox"/>	●	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.



Let's Discuss

Do we have any Questions?

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

THANK YOU!