

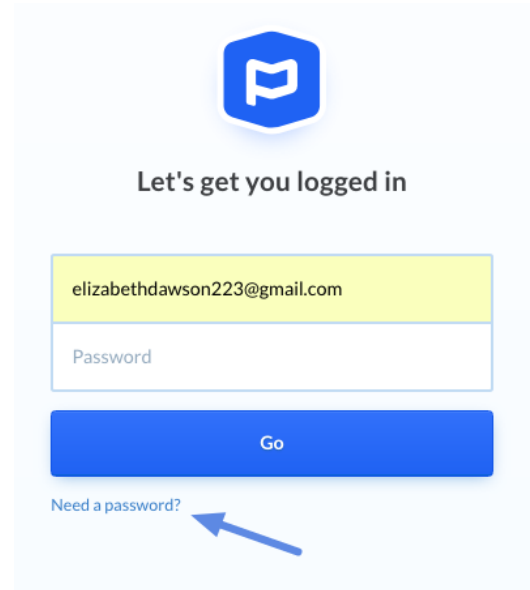
Introduction to Planning Center Groups for Connex Leaders

A. Setting up a Log-in/Account:

If you have previously set a password for one of our other Planning Center platforms such as Services or Registrations, you can login with your existing email and password.

If Planning Center is new for you, follow these steps:

1. Click [here](https://services.planningcenteronline.com/schedule) to go to the login page (<https://services.planningcenteronline.com/schedule>)
2. Select the “Need a password?” link below the email, password and blue “Go” boxes.
3. Enter your email address that the church has on file for you.
4. A verification code will be sent to that email address.
5. Enter the code and then create a password to log in. Once you are logged in, you will stay logged in until you log out or after 2 weeks of inactivity.
6. To access the Groups area of Planning Center, you may need to select the “Groups” icon in the drop down menu at the top left of the page if you have access to multiple Planning Center modules.

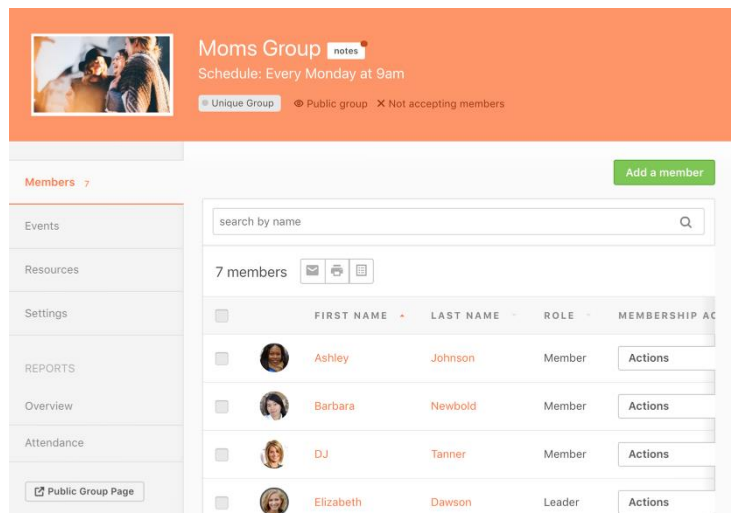


B. Accessing Group Information

1. Members

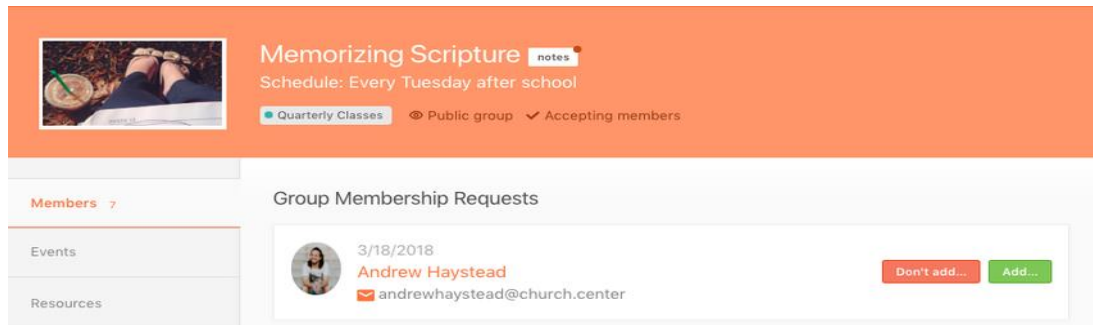
The first page you see will be one that shows the groups you are either a leader or a member of. When you select the group for which you are a leader, you will see the list of all your members.

There are some quick actions you can take on this page such as emailing members or printing a list of members. You can also sort the list by first or last name or by member since date.



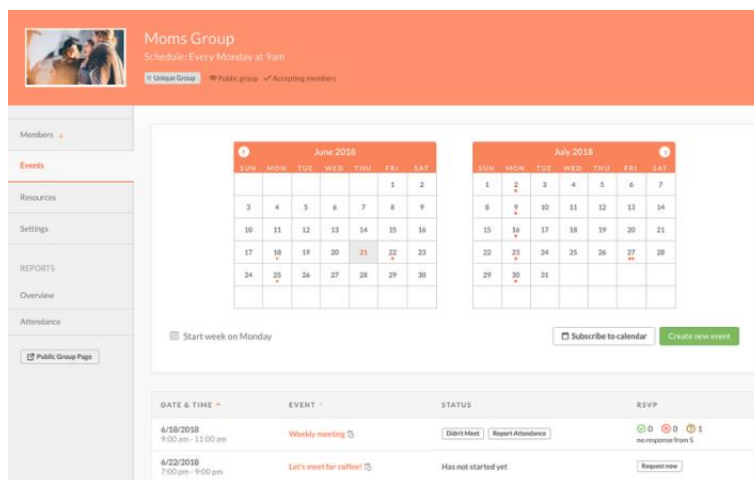
2. Connex Registrations

Connex groups will be posted on our website with individual links to register for each specific group. When someone requests to join a group, the leader of that group will receive an email notification. Each new registration request will appear just above your list of group members.



As the group leader, please reply to any 'request to join' inquiries within 48 hours. In your reply, please welcome them to your connex group with the details that they need (meeting times, room location, Zoom instructions/link, etc). Please see the Connex Group Leader Orientation handout (available at <https://www.heartlandalliance.ca/small-group-leaders>) for more details.

3. Events



The Events tab shows you a calendar of upcoming events for your group based on the meeting dates for your Connex Group.

If you would like changes made to your meeting dates, please contact the church office so that we can also update the room bookings that are reserved for your group.

If your group meets online or offsite, you can create, update or cancel your events as needed.

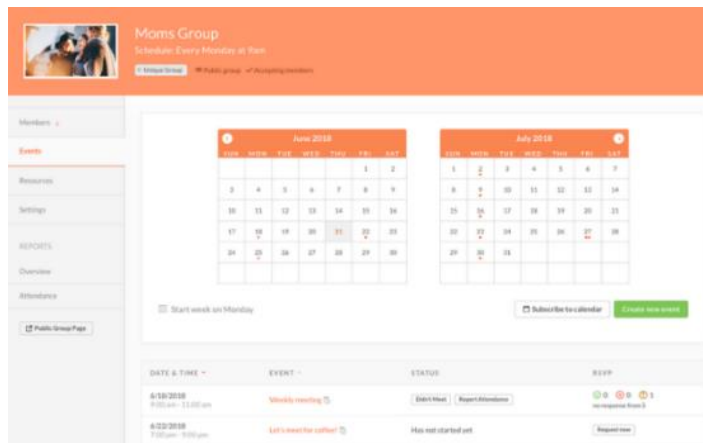
Please note that your event dates may be visible online depending on the group settings.

4. Attendance

Attendance can be a key indicator of group health and is also a gauge that reflects our church's overall health.

The Events tab shows you a calendar of upcoming events for your group based on the meeting dates for your Connex Group. For attendance to be recorded, an event needs to be visible in the calendar.

Any group member who has not attended by the third session will be removed from the group by our admin team.



5. Recording Attendance

Hi Elizabeth,

Please report attendance for Moms Group's event:

Weekly meeting
9/3/2018, 9:00am to 11:00am

[Report attendance now](#)

You are receiving this communication because you're signed up with Centerville Church's Planning Center account.

Depending on the group settings, a leader may receive an attendance email before the start of an event. If so, you can use the link in the email to get to the attendance list.

In the Attendance Report, put a check mark next to members who were present. Depending on your group settings, you may also be able to search for others if you have new members or visitors that you would like to add.

Select “*Submit Attendance Report*” to record the attendance.

If your group didn't meet, click *Actually, We Didn't Meet* at the bottom of the screen, and then submit the report.

Events > Class meeting > Attendance Report

MAY 12

Class meeting
Location: Carlsbad Campus
10:00am

[Edit date/time](#) [Cancel event](#)

	FIRST NAME	LAST NAME	ROLE
<input checked="" type="checkbox"/>	Adam	Endeave	member
<input checked="" type="checkbox"/>	Phil	Johnson	member
<input type="checkbox"/>	Justin	Kent	member
<input checked="" type="checkbox"/>	Aaron	Little	member
<input checked="" type="checkbox"/>	Amy	Stevens	member
<input checked="" type="checkbox"/>	Aaron	Stewart	member
<input checked="" type="checkbox"/>	Steve	Urkel	member
<input checked="" type="checkbox"/>	Laura	Winslow	member

New Member:

name, email, or phone number

6. Other Features

You can check your group for members currently registered, to view their contact information and/or to email the group members information about your group. Please do not modify any items on the settings tabs for your groups. If you would like to make changes to your group including adding or removing members, please let us know. You are also welcome to upload group resources to the resources area and make it viewable for leaders and/or members. Please note that anything stored in this area is visible to Planning Center administrators.

7. Church Center – Public Access to Planning Center Groups

Church Center is an app you can download on your device that is also viewable as a webpage: <https://heartlandalliancechurch.churchcenter.com/groups>. Here you can see your own groups that you lead and groups of which you are a member. You can also see the list of groups that have been made 'public' in their group settings.

Please let your small group coach know if you have any questions or contact us at connexgroups@heartlandalliance.ca. May God bless you as a small group leader!

Sincerely,

Pastor Barry
Pastor of Small Groups – Team Lead

On behalf of our Small Group Leadership Team
Craig – Pastor of Renewal Ministries
Danielle – Pastor of Single Adults
Greg – Pastor of Men & Small Groups
Joy – Pastor of Women
Sydney – Associate Director of Youth
Tina – Associate Pastor of Small Groups