

ADDING A GROUP MEMBER

Step 1 of 3: Click the Small Groups icon

Click on your small group from the list. Note: If you are a member of multiple groups, you might have to first search for your group in the "FIND A GROUP" field.

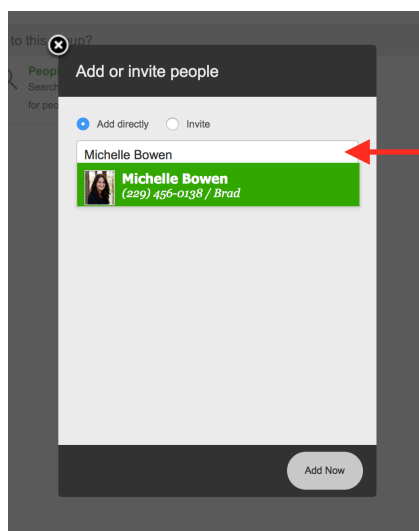
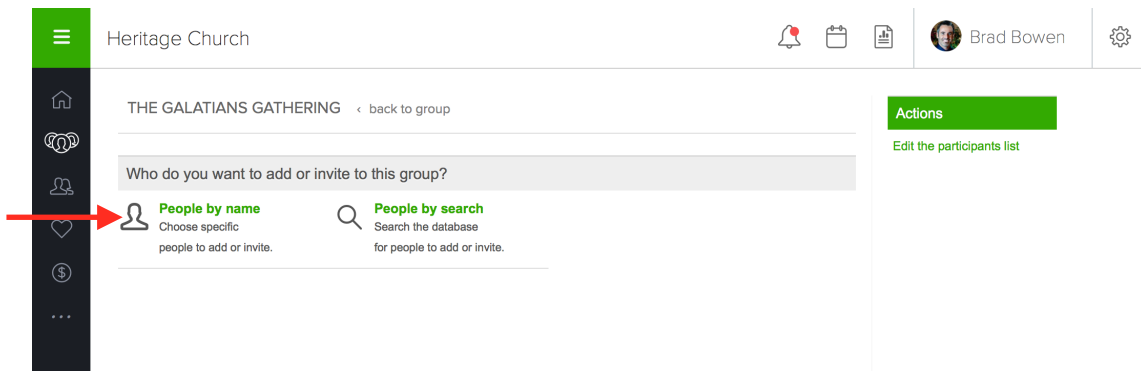
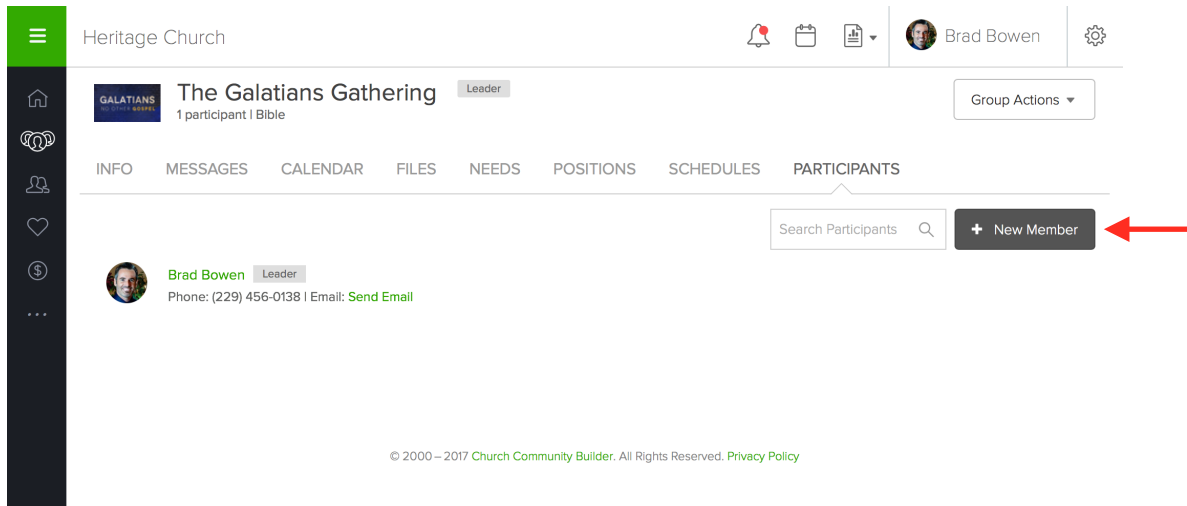
The screenshot shows the Heritage Church website interface. On the left sidebar, a red arrow points to the 'Small Groups' icon. The main content area has a 'FIND A GROUP' search bar with 'The Galatians Gathering' entered. Below the search bar, there are three group listings: 'Entire Church Group', '2017 1st Quarter Giving Statement', and 'Bowen Family Fall 2017 Small Group'. The right sidebar contains an 'Actions' section with a 'Add a new group' button, and 'MY GROUP LEADERS' and 'MY DEPARTMENTS' sections.

Step 2 of 3: Click on PARTICIPANTS

The screenshot shows the 'The Galatians Gathering' group page. The top navigation bar has tabs for 'INFO', 'MESSAGES', 'CALENDAR', 'FILES', 'NEEDS', 'POSITIONS', 'SCHEDULES', and 'PARTICIPANTS'. The 'PARTICIPANTS' tab is highlighted. The main content area features a large image with the text 'GALATIANS NO OTHER GOSPEL' and a description: 'We're going to have a great time walking through the book of Galatians!'. The right sidebar contains a 'LEADERSHIP' section with Brad Bowen as the leader, and a 'GROUP INFORMATION' section with details like Address, Department, Area of Town, Meeting Day, and Time of Day.

Step 3 of 3: Add a Participant

Click "New Member" and then "People by name"



Type the name of the person into field and then select him or her from the dropdown menu and click "Add Now".

Note: If the person you are trying to add does not appear, notify your Hub Leader so we can first add that person to our CCB database.

THAT'S IT!

Simply repeat this process each time you add a new member to your group.