Life Group Management in Gateway's Planning Center

As a Gateway Life Group leader there a number of options offered you to help connect with your groups members. One of them is our new software called Planning Center. This document will walk you through how to use a few options to help add members to your group, take attendance, and communicate with group members.

1. **Planning Center Group Module – Page 1**
    The group module is the program used to setup and manage your groups. This is the main administrative hub used by our offices to do the heavy lifting for your small group. You will be given a limited access to this group if you are a leader.

2. **ChurchCenter Web/App – Page 4**
    The ChurchCenter program is a simplified version of the Group Module which a leader can use, as well as all of our Gateway Members.

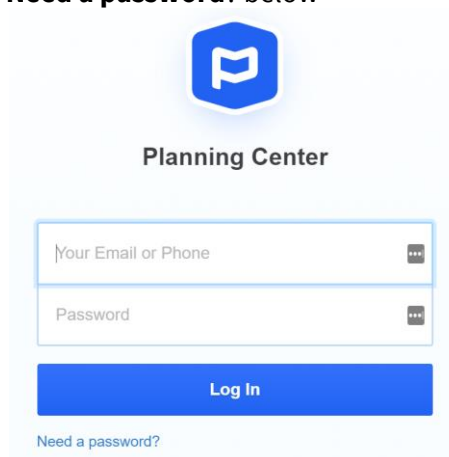   You have two options to access the ChurchCenter application.
    *   Web based
    *   Mobile

What follows are the direction to use either the Group Module or ChurchCenter applications.

Planning Center Group Module

1. Login to - https://login.planningcenteronline.com/login/new. If this is your first-time logging in you'll see this screen. Click on "**Need a password**? below

2. Enter email address and then click "need a password"

3. An email will be sent with a six-digit code to the email address you provided. Enter this code into the log in screen and a another screen will appear for you to set your new password.

4. Login using your email and set password and you'll be taken to your groups page. Each group will be shown which you are leading.


Notice there are two tabs; **My Groups** and **My Events**

My Groups will show a listing of groups you currently lead.
My Events will list upcoming group events you are over.

Click on your group and your group management page will appear.
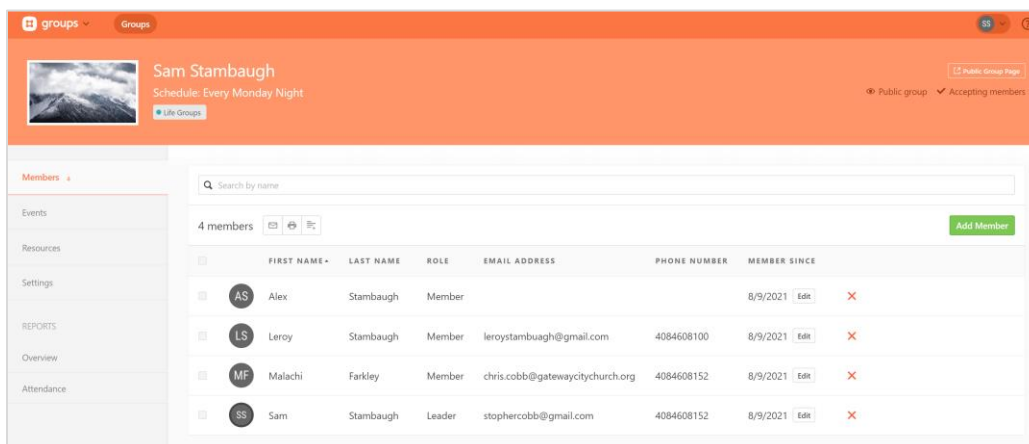
The navigation on the left side of the screen outlines the various options available to you.

Members 0
Events
Resources
Settings
REPORTS
Overview
Attendance
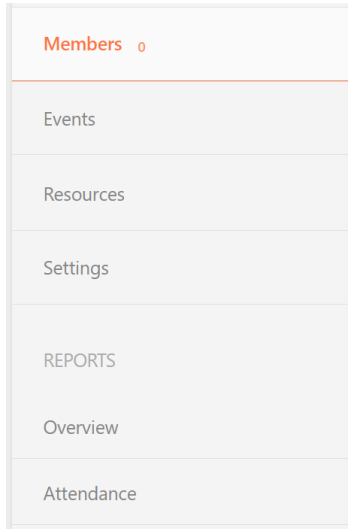
Members shows a listing of group members currently in the our system. Here you can add new members, delete members and change member status.   Group members can be added three ways:

1. As a Planning Center Groups Admin, you can add them right here! After adding a member you can then change their role to "leader" if you'd like.

2. You can make the group's group page public and open, allowing people to browse to the group online. As people ask to join the group, you (or a group leader) can approve those memberships.

3. On the group page, leaders can log in and manage the membership list themselves. They can also add new members in the course of taking attendance.

Events – on this page you can manage your group meeting schedule and times, take attendance, send reminders or cancel an event if need be.   Click on create a new event and you'll walk through all the questions needed for a new group meeting or special group events.

Resources – On this tab you can add group notes, or other information beneficial for the group.

Settings – This tab will open up your group settings. You can add / change your group name, photo, location and other group information to help promote your group.

REPORT – there are two reports section available.
Overview – will highlight your Life Group Stats, and attendance.
Attendance – this screen will highlight your group attendance over a specific time frame.

Gateway Church Center Group management

ChurchCenter Website

This is the home page for our member's ChurchCenter website. Here you can **Give**, Manage your **Groups**, **Signup** for events and review/ update your **Profile**. This instruction pdf will focus on managing your Life Groups.
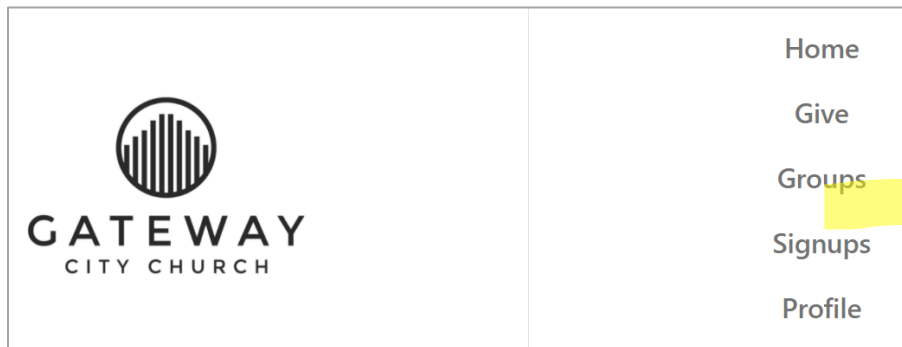

Managing Your Life Group

When you click on **Groups,** the groups your over will appear under "**MY GROUPS**" as seen below.
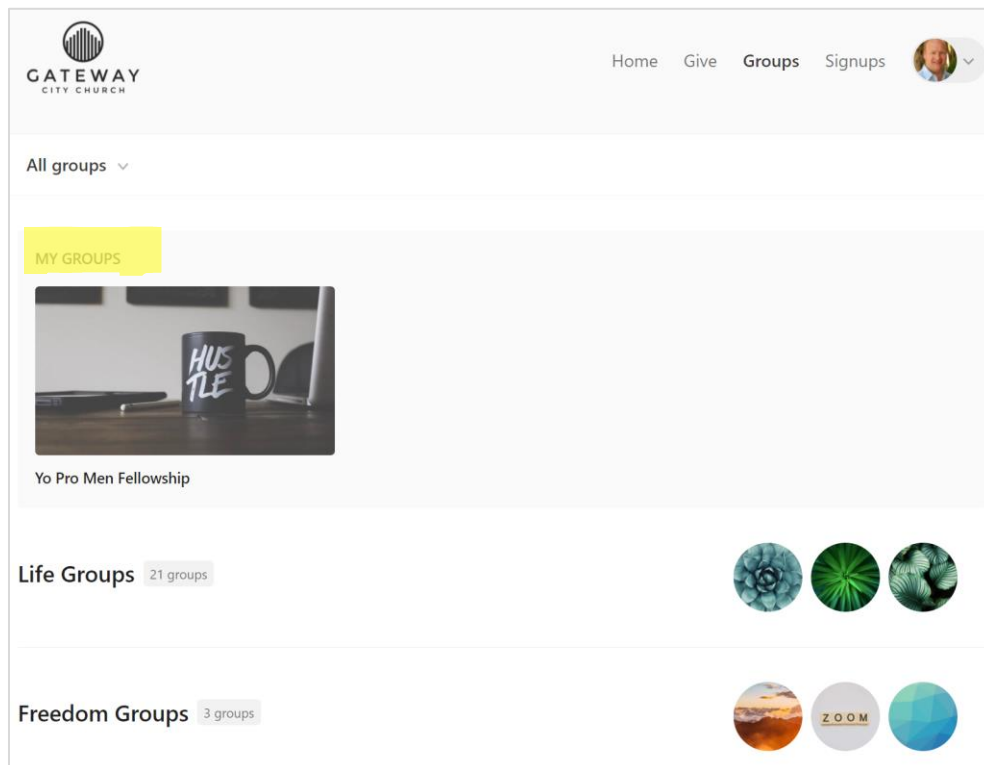
Click on the **Group image** will take you the group management page.

On this page you'll be able to:

1. **Messaging -** Send group messages to your group members.

2. **Events -** Schedule and manage your group's events and meetings

3. **Resources -** Add resources such as group notes

4. **Members -** Take group attendance. And, view, add / delete group members
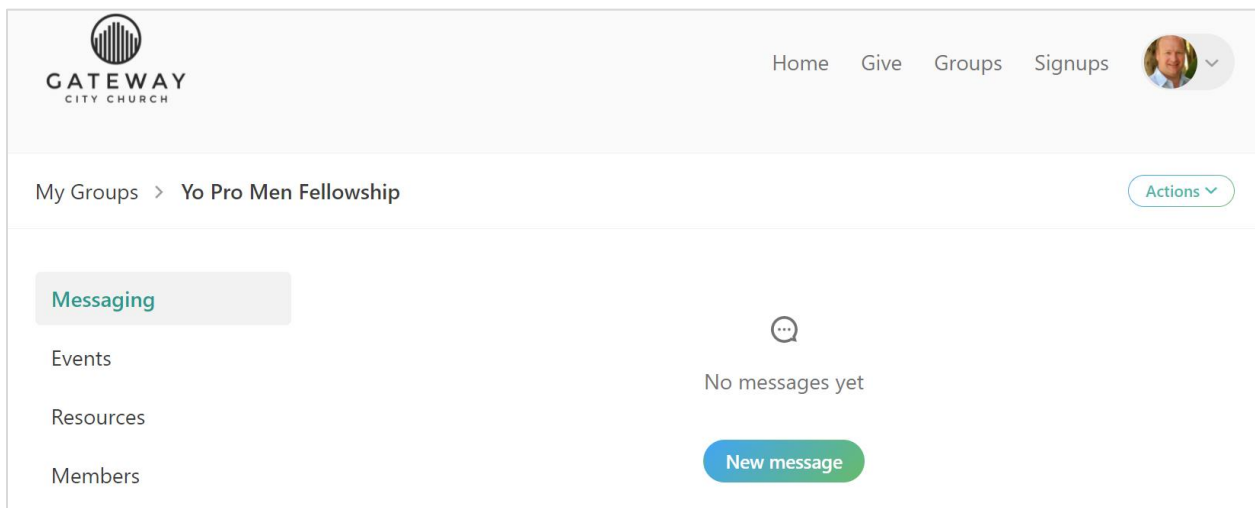
Also, you'll find on the right of the page an **ACTIONs** button which when pulled down shows:
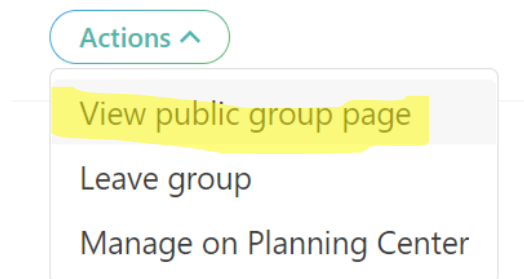
View Public Group Page

This is what an individual will see when they click on your group from our the main Gateway website / Life Group page.

Messaging

You can send message to your group members simply by clicking "**Messaging**".

If you click on "Allow replies" your group members can respond back to you as well.

Messaging log

Events Page

Here is a sample Life Group events page where a listing of the upcoming Life Group meetings are shown, as well as any other special gathering events for the group.

On this page you, as a leader, can create a new event, and take attendance for each time you meet.
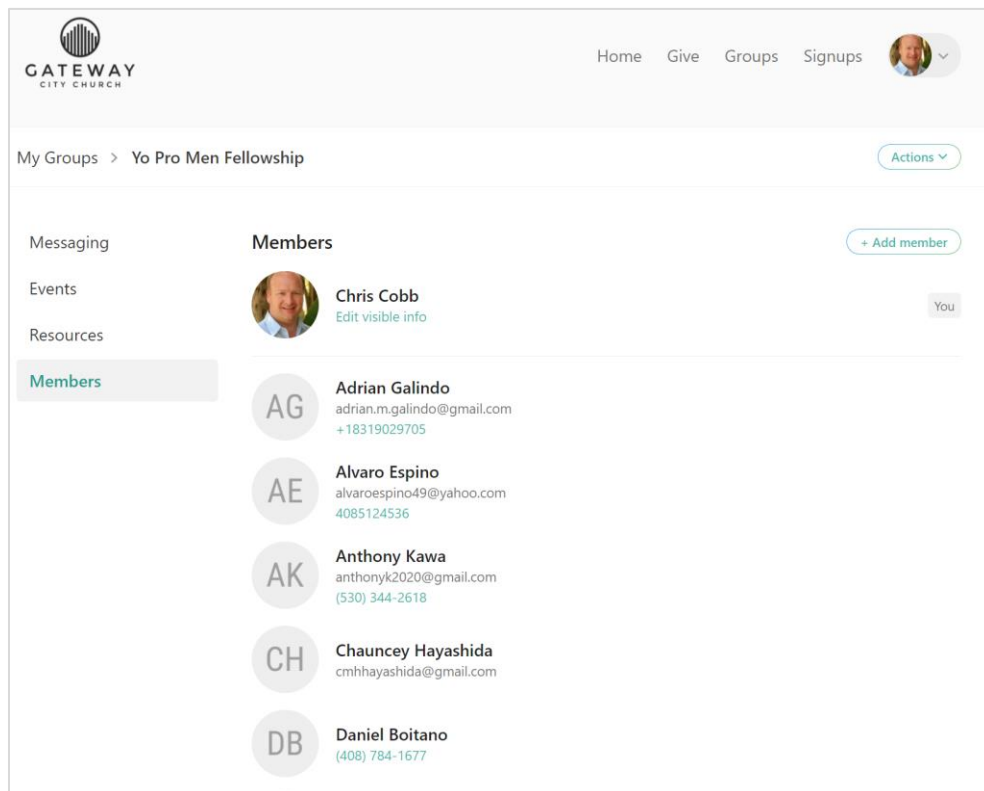
Resources

If there were any resources such as group notes they would be listed here. To add resources you will need to insert them into the Planning Center Group Setup page which a leader will have access too.

Members

This is a sample group members page listing those who attend, contact information, and you have the ability to add members.

To add members simply click on "**Add member**" in the upper right and this sample QR code will appear. Have your new member scan the QR code, or send them the group URL (in green below). Once scanned they will be taken to the regular login process and automatically added to your Life Group page.
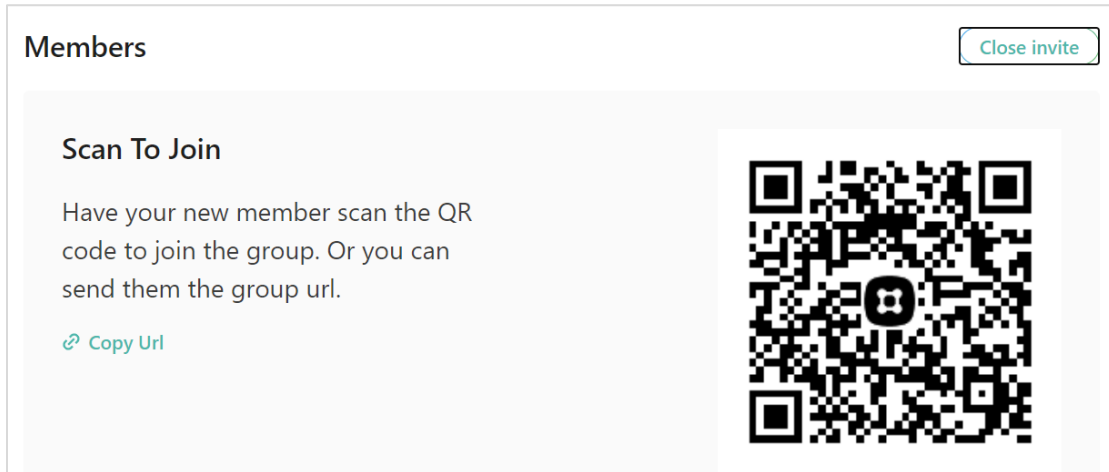
As an option you can always log into the Planning Center Group Module and manually add the members after your group meeting.

ChurchCenter Mobile App

You'll have to first download **ChuchCenter** for you IOs or Android device and set up Gateway San Jose as the main campus. Then enter in your mobile number and log in.
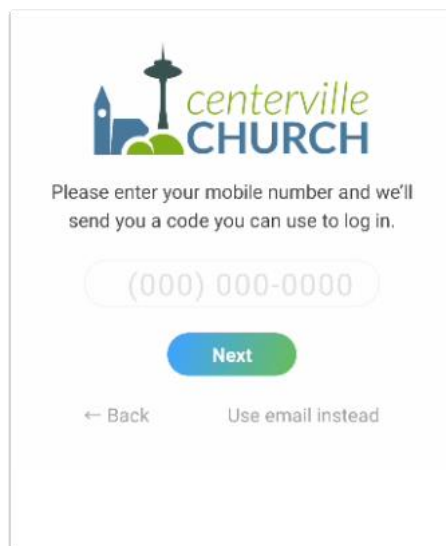
Once logged in you'll find that the mobile is almost identical to the ChurchCenter web application.

On this app you can

1. Access your group page
2. View your group members
3. Send message to your group members
4. View resources (if any were added to the Group module)
5. Take attendance
6. Add members to your group
7. Have group members share their information
8. Manage your group events.