

# 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.

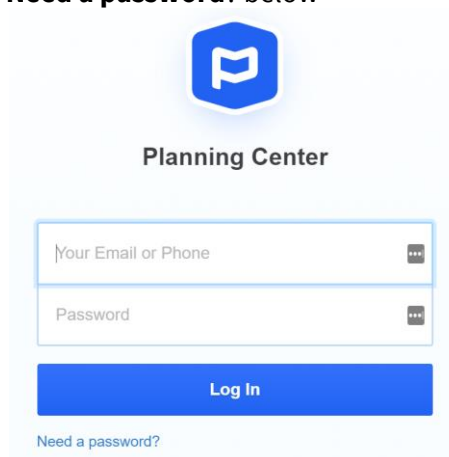
- Web based
- Mobile

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

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## 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



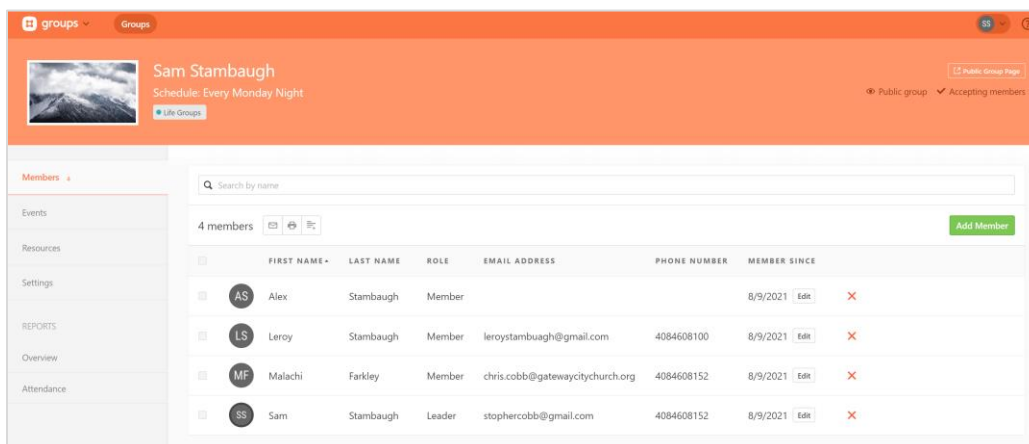
2. Enter email address and then click “need a password”
3. An email will be sent with a six-digit code to the email address you provided. Enter this code into the log in screen and a another screen will appear for you to set your new password.
4. Login using your email and set password and you’ll be taken to your groups page. Each group will be shown which you are leading.



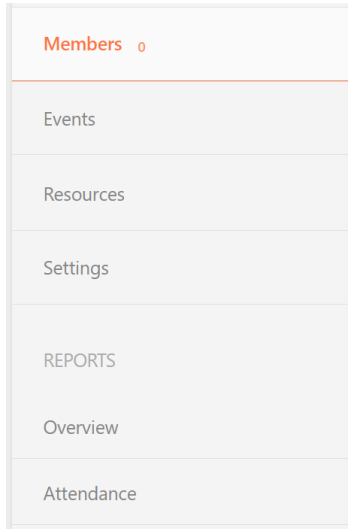
Notice there are two tabs; **My Groups** and **My Events**

**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** 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.

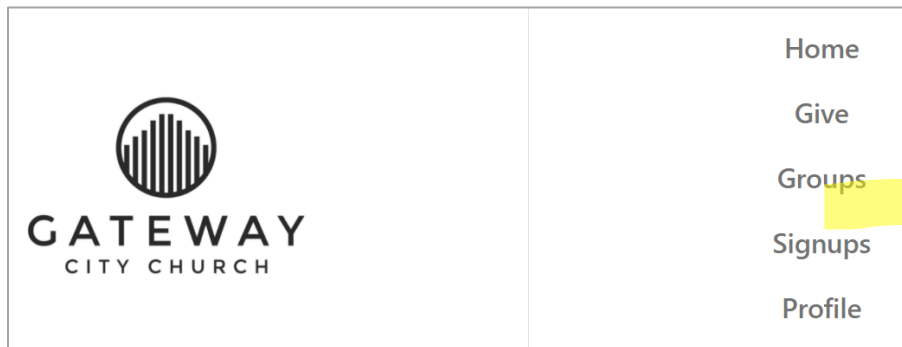
**Overview** – will highlight your Life Group Stats, and attendance.

**Attendance** – this screen will highlight your group attendance over a specific time frame.

# Gateway Church Center Group management

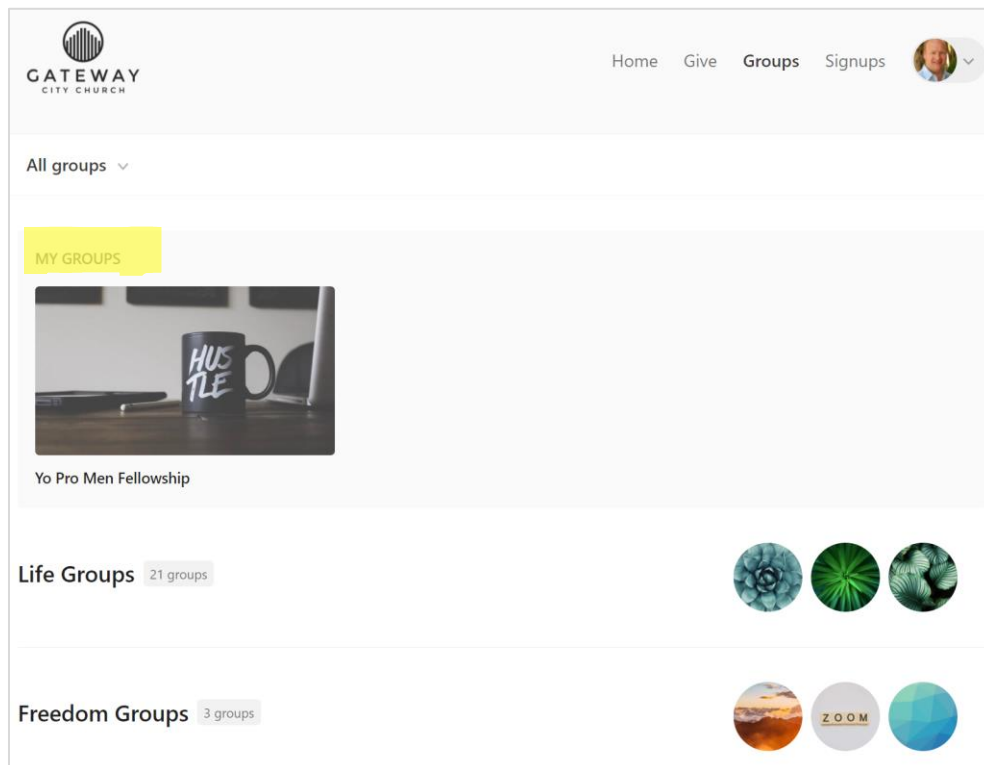
## ChurchCenter Website

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

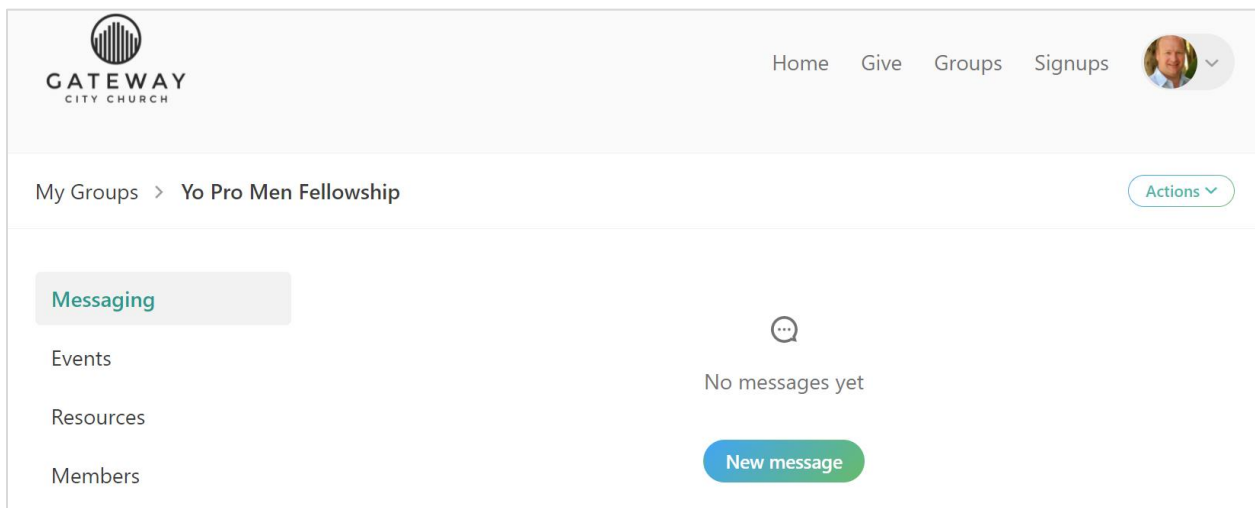
When you click on **Groups**, the groups you over will appear under “**MY GROUPS**” as seen below.



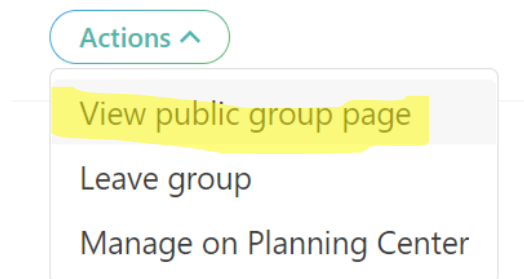
Click on the **Group image** will take you the group management page.

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.

Home Give **Groups** Signups 

### Yo Pro Men Fellowship

Group Study: Topical Study    Type of Group: Young Professional - Men  
City / Area of Town: Gateway City Church    Regularity: 2nd and 4th  
Day of the Week: Thursday    Time of Day: Evening



You are a leader of this group. [View group](#)

#### About Yo Pro Men Fellowship

The Gateway YoPro Men get together twice a month to hang out, share, make friends, pray, study God's word, grow together in Jesus Christ and yes . . . have fun!

If you have a passion to follow Christ and want to learn more about what it means to truly follow Christ . . .then jump on board.

#### Upcoming events

[Subscribe to group calendar](#)

- JUN 10** **YoPro Men's Group**  
Thursday - Friday, 7:00pm - 9:00pm  
Gateway City Church
- JUN 24** **YoPro Men's Group**  
Thursday - Friday, 7:00pm - 9:00pm  
Gateway City Church
- JUL 8** **YoPro Men's Group**  
Thursday - Friday, 7:00pm - 9:00pm  
Gateway City Church

[View all](#)

#### SCHEDULE

Meets on 2nd and 4th Thursday nights each month

#### LEADER

Chris

#### LOCATION

Gateway City Church  
5883 Eden Park Pl, San Jose, CA 95138

[Show map](#)

## Messaging

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

The screenshot shows the Gateway City Church website interface. At the top left is the church logo. The navigation menu includes Home, Give, Groups, and Signups, along with a user profile icon. The breadcrumb trail reads "My Groups > Yo Pro Men Fellowship". On the left sidebar, "Messaging" is selected. The main content area features a text input field with "We're meeting this Thursday!". Below it is a larger text area containing the message: "Hey all, just a heads up that our next Life Group is this Thursday at 7:00 p.m. Come ready to share, and get filled with God's presence. And yes, we'll have Costco pizza too!". At the bottom of the text area are emojis and a notification badge. Below the text area is a checkbox labeled "Allow replies" which is checked, and buttons for "Cancel" and "Send".

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

## Messaging log

The screenshot shows the Gateway City Church website interface displaying the messaging log for the Yo Pro Men Fellowship group. The breadcrumb trail reads "My Groups > Yo Pro Men Fellowship". On the left sidebar, "Messaging" is selected. The main content area shows a list of messages under the heading "Messaging". The first message is "Also, - YoPro BBQ is August 26th" sent at 12:26pm. The second message is "We are meeting this Thursday!" sent at 12:21pm. There are buttons for "Actions" and "+ New" in the top right corner of the log area.

## 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.

The screenshot shows the 'YoPro Men Fellowship' events page. At the top left is the Gateway City Church logo. The navigation bar includes 'Home', 'Give', 'Groups', and 'Signups', along with a user profile picture. Below the navigation, the breadcrumb 'My Groups > Yo Pro Men Fellowship' is visible, followed by an 'Actions' dropdown menu. On the left side, there is a sidebar with 'Messaging', 'Events' (highlighted), 'Resources', and 'Members'. The main content area is titled 'Upcoming events' and features a '+ New' button and a 'Subscribe to group calendar' button. The event list includes:

- JUN 10** YoPro Men's Group (Thursday, 7-9pm, Gateway City Church)
- JUN 24** YoPro Men's Group (Thursday, 7-9pm, Gateway City Church)
- JUL 8** YoPro Men's Group (Thursday, 7-9pm, Gateway City Church)
- JUL 22** YoPro Men's Group (Thursday, 7-9pm, Gateway City Church)
- AUG 5** YoPro Men's Group (Thursday, 7-9pm, Gateway City Church) with a 'Take attendance' button.
- AUG 19** YoPro Men's Group (Thursday, 7-9pm, Gateway City Church)

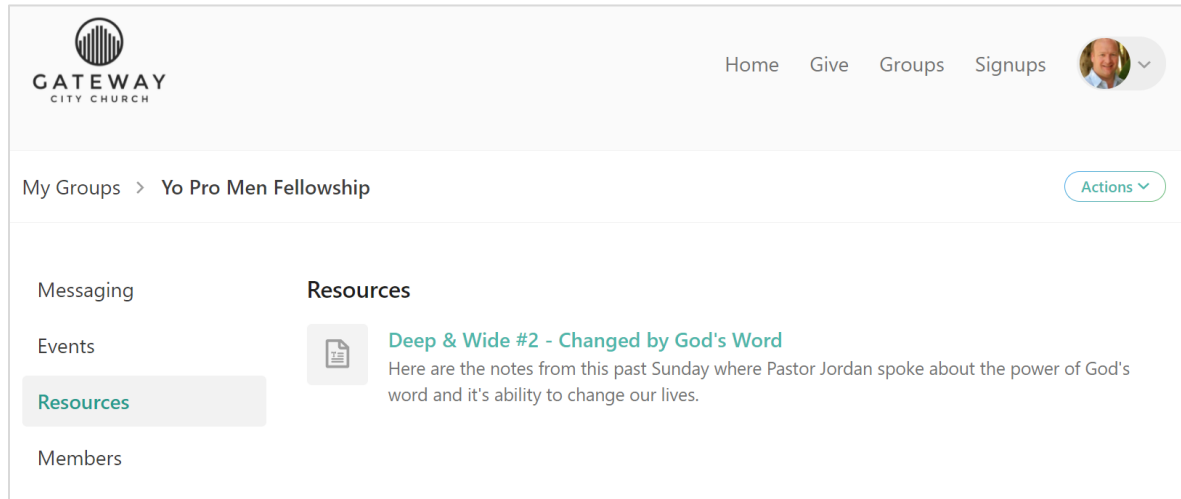
Below the upcoming events is a 'Past events' section with one entry:

- MAY 13** YoPro Mens Group (Thursday, 7-8:30pm, Gateway City Church) with a 'Take attendance' button.



## Resources

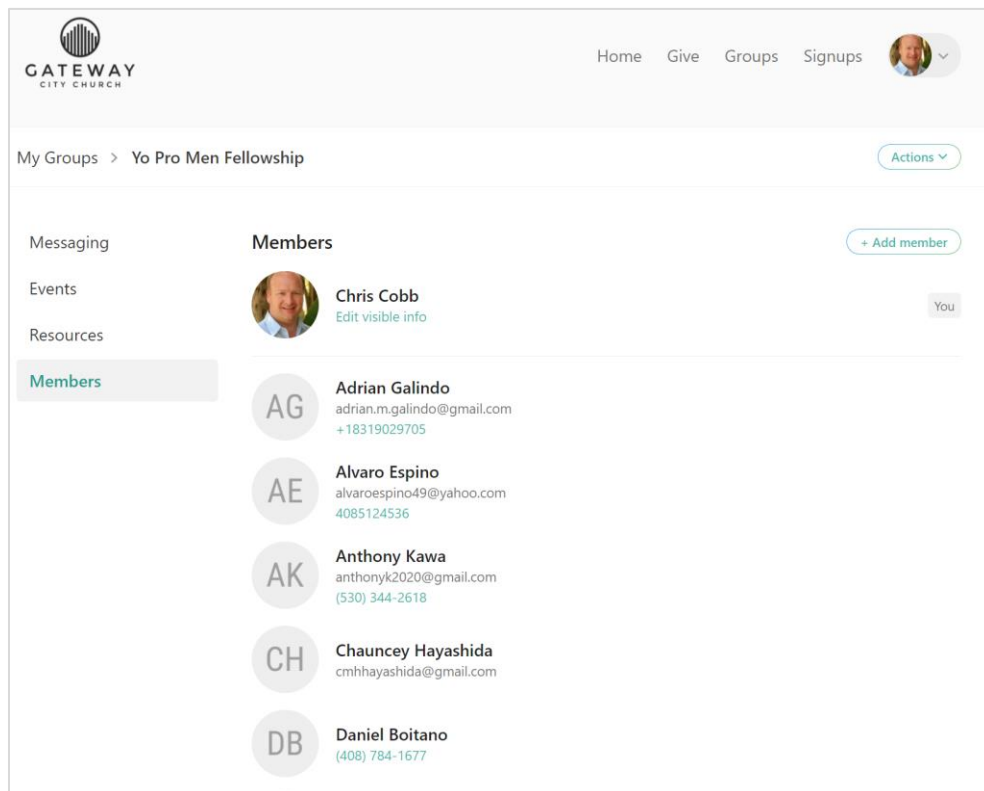
If there were any resources such as group notes they would be listed here. To add resources you will need to insert them into the Planning Center Group Setup page which a leader will have access too.



The screenshot shows the Gateway City Church website interface. At the top left is the church logo. Navigation links for Home, Give, Groups, and Signups are at the top right. Below the navigation is a breadcrumb trail: My Groups > Yo Pro Men Fellowship. A sidebar on the left contains links for Messaging, Events, Resources (highlighted), and Members. The main content area is titled 'Resources' and features a document icon next to a resource titled 'Deep & Wide #2 - Changed by God's Word'. The description reads: 'Here are the notes from this past Sunday where Pastor Jordan spoke about the power of God's word and it's ability to change our lives.'

## Members

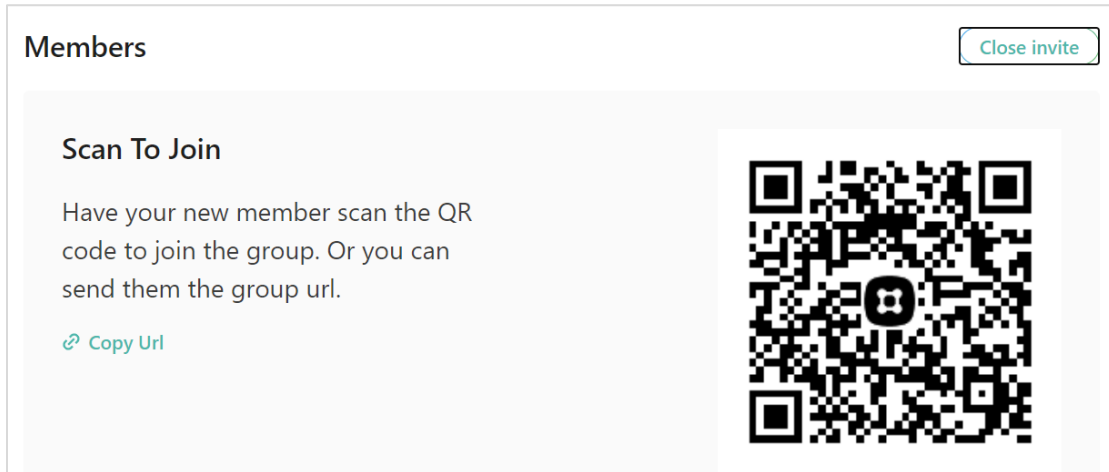
This is a sample group members page listing those who attend, contact information, and you have the ability to add members.



The screenshot shows the Gateway City Church website interface for the Yo Pro Men Fellowship group. At the top left is the church logo. Navigation links for Home, Give, Groups, and Signups are at the top right. Below the navigation is a breadcrumb trail: My Groups > Yo Pro Men Fellowship. A sidebar on the left contains links for Messaging, Events, Resources, and Members (highlighted). The main content area is titled 'Members' and features a '+ Add member' button. Below the button is a list of members, each with a circular initials icon, a name, and contact information:

- Chris Cobb** (You) - Edit visible info
- AG Adrian Galindo** - adrian.m.galindo@gmail.com, +18319029705
- AE Alvaro Espino** - alvaroespino49@yahoo.com, 4085124536
- AK Anthony Kawa** - anthonyk2020@gmail.com, (530) 344-2618
- CH Chauncey Hayashida** - cmhhayashida@gmail.com
- DB Daniel Boitano** - (408) 784-1677

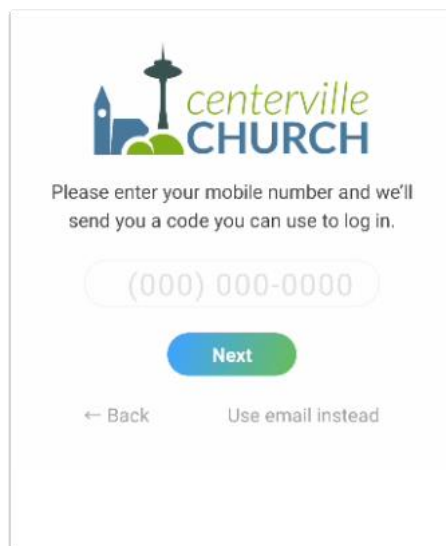
To add members simply click on “**Add member**” in the upper right and this sample QR code will appear. Have your new member scan the QR code, or send them the group URL (in green below). Once scanned they will be taken to the regular login process and automatically added to your Life Group page.



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.