



CONNECTION GROUPS

We are better together!

InFellowship Group Leader Guidelines

The first step in connecting people is knowing who is in your Group. The way we manage that at [Connection Point Church](#) is through our website and a tool called **InFellowship**. One of the first steps as a new leader is to setup your Group account by creating a leader profile. To create your profile, follow these steps:

1. Visit <https://connectionpc.infellowship.com>
2. If you have don't have an InFellowship Account, Choose "Sign Up" (lower right hand corner).
3. Fill out your information and choose "Create an account"
4. Activate the account by going to your email and opening the Fellowship One email.
5. Click on the link in the email.

InFellowship Home Page

Once you have setup your account, the next time you go to the InFellowship Link: <https://connectionpc.infellowship.com> Choose "Sign In" and enter the email and password you used to create your account. This site can be accessed by anyone with an **InFellowship** Account – not only leaders, but members, attendees, and/or guests.

How do I update my Profile & Group Information?

Update your profile, Group description (bio), meeting time and place as well as other details of your Group.

My Profile

Click on Your Profile to Change Login/Password Information and set your **Privacy Settings**. To make changes, click on Update your profile or Change Login/Password link on the right side of the screen. Your contact information cannot be changed through **InFellowship**. You will need to contact the church office.

Privacy Settings

1. Privacy Settings allows you to indicate for each of the four people Groups shown, how much of your information is viewable in **InFellowship**.
2. Click and drag the green bar to the desired level of privacy. The default for all users is everyone.
3. Click Save Changes at the bottom of the screen.

Dashboard

The dashboard tab displays details about the Group.

Roster

How do I add & remove people from my roster?

The roster tab displays the Group members.

Adding people to your roster:

1. Login to your InFellowship account and click “Your Groups.”
2. Select your Group and click “Add or invite someone to join” on right column.
3. Enter the individual’s information and click “next.”
4. Confirm individual and click “Add to Group.”

Removing people from your roster:

1. Login to your InFellowship account and click “Your Groups.”
2. Select your Group and click “Roster.”
3. Select the member you wish to remove.
4. Click “Remove from Group” on right column and confirm choice.

Create a paper roster of your Group:

1. Select the Roster tab
2. Select “Download CSV” on right column.
3. Choose Information that you need i.e. name, email, phone number, click Next

Attendance

How do I complete attendance for my Group?

It is **important** that you complete attendance each week for your Group. It’s easy!

1. Click the attendance link you receive each week in your email. *If you cannot find the link, login to InFellowship and click the “Attendance Tab”
2. Login to InFellowship and select the individuals who were in attendance.
3. If a name doesn’t show up on your roster, they have not yet been added to your Group. See above: How do I add & remove people from my roster?
4. Click Save Attendance!

Prospects

How do I follow up with prospects?

When your Group is listed online, people will have the opportunity to send you an email inquiring about your Group. Following up with prospects to your Group is simple!

1. You will receive an email with a link to the prospect(s) interested in joining your Group, click the link and sign in to InFellowship.
2. Click "Your Groups" and then select "Prospects" on right side of page.
3. Contact prospect by selecting "Send an Email" or "Make a phone call" where their contact information will appear.
4. LEAVE NOTES! If you make a phone call, please complete the drop down window in that link and provide information about your call, then click "Save" You can also leave notes in the "Leave a comment" section.
5. If the prospect joins your Group, click "Allow." If they don't, click "Decline." *If prospects are accepted into your Group, they will automatically show up on your roster.

Other Things You Can Do Within InFellowship

Edit your Group Information

How do I edit my Group information and make it searchable on the Groups website?

Be sure and make your Group searchable on our website in 3 easy steps:

1. Login to your InFellowship account and click "Your Groups."
2. Select your Group and click "View Settings" on **right column**.
3. Next to "Details" click "Edit". Check the box: "This Group is searchable" and click "Save Changes" at the bottom. Your Group will now be displayed online!

Using the Gear Icon to Right of Your Group Page, You Can...

1. Send Group or Individual Emails
2. Add or Invite Someone to Your Group
3. Tell a Friend about Your Group