Group Connect for Group Leaders

Group Connect (formerly GroupLife)

Group Connect is a website app, accessible on My Groups, for group members to access information specific to their groups. Group members who are **Leaders or Primary Contacts** of a Group have more extensive functionality available to them in *Group Connect*.

Group Members

Group members can view:
- General group information (meeting day/time/duration, group size, location, leaders, description)
- Group members (by default, leaders can see all members' contact info -- *but only name and photo are visible to other group members*. If someone wants their contact info visible to all group members, they can change their privacy setting via the My Privacy button in *Group Connect*)
- Activities (any Events associated with the Group)

Group Leaders

Group leaders or primary contacts can do the following via *Group Connect*.
- ** **Place (Accept or Decline) Sign-up Inquiry Group Members** **
- Add or Remove Group Members
- Send an email
- Schedule or Cancel an Activity
- Take Attendance

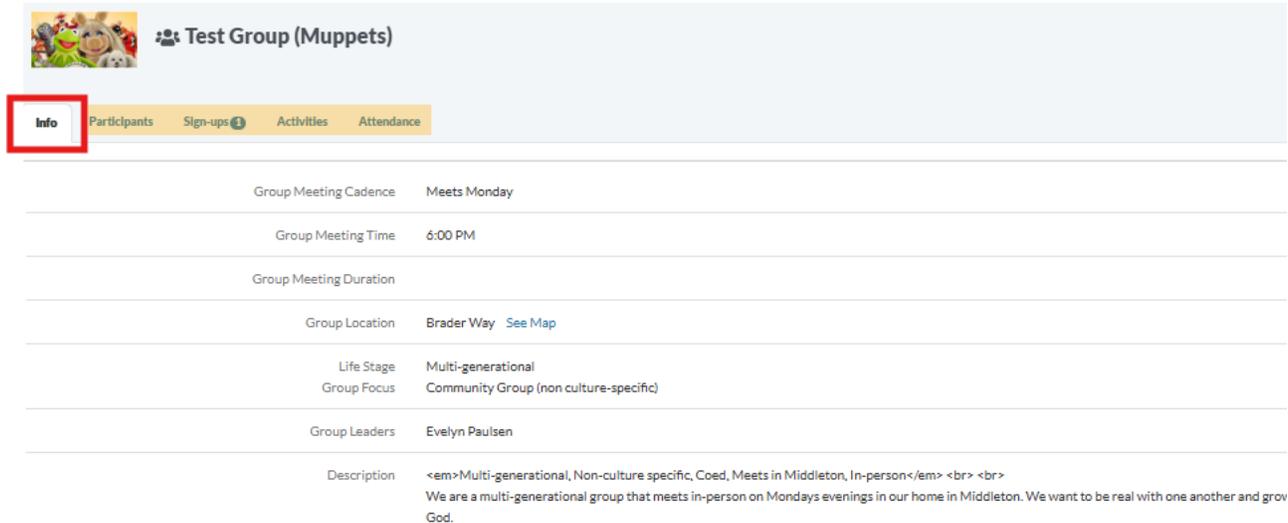**To access Group Connect**, please go to blackhawk.church/my-groups and log in using your My Blackhawk account credentials.
- *Don't have a My Blackhawk account?* Click here, click "Create Account," enter the email address where you received this message, and follow the instructions to finish the creation process.
- *Have a My Blackhawk account but forgot your password?* Click here, click "Reset Account," enter the email address where you received this message, and follow the instructions for the reset process.
- *Tried the above and still have difficulty logging in?* Happy to help! Please email portal@blackhawkchurch.org.

Once there, simply **click the Group Connect button** on the applicable group tile.

Test Group (Muppets)
9620 Brader Way, Middleton, WI, 53562-9296
Monday @ 6:00 PM
Already Meeting

Multi-generational, Non-culture specific, Coed, Meets in Middleton, In-person

We are a multi-generational group that meets in-person on Monday evenings in our home in...

Group Connect

Group Connect Home Page View – Info (*contact Evelyn to update or change*)

Your initial view when you click on *Group Connect* button will be the group **Info**. *This information is entered by Evelyn Paulsen, epaulsen@blackhawkchurch.org, based on your input so please reach out to Evelyn if you need anything in this section changed.* Note at the top of the page there are 4 more tabs that I have highlighted "**Participants, Signups, Activities, and Attendance**."
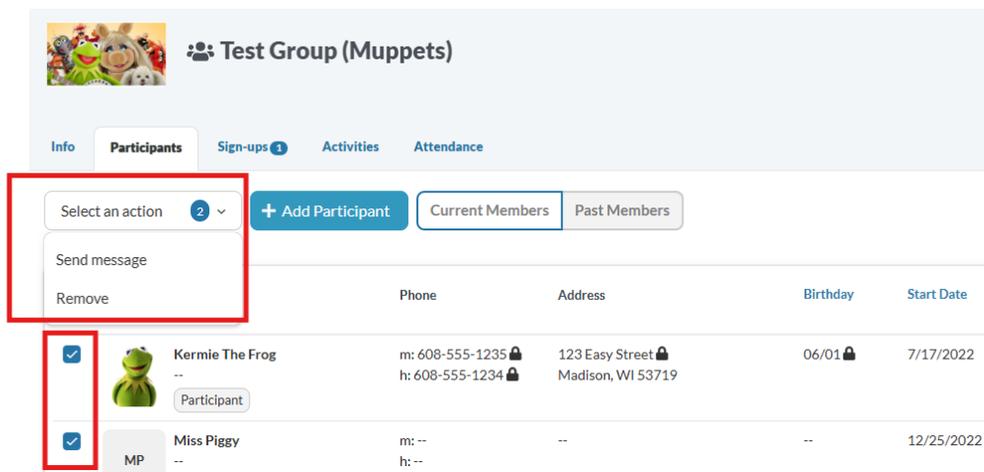

Participants Tab (Add or Remove Participants, Send email message):

Click on the second tab over for **Participants** to see your current group members (if you click on Past Members you can see a list of past members).

- Click on **Add Participant** to manually add a new participant. A pop-up screen will appear for you to enter the participant's First Name*, Nickname, Last Name*, Household Position*, Email address*, mobile phone, start date*. (All the * fields are required.)
- Use the **checkbox in front of each member** to check members and "**select an action**." You can use the box at the top of the column to select all or individually check some members. *** IMPORTANT – you must select at least 1 person to be able to select an action. ***
  Your 2 actions are 1) **Send message** *by email* and 2) **Remove Participant Member**.

Sending an email:

- **Select at least 1 group member** from the checkboxes to be able to select the action of "Send Message."
- Click the dropdown menu of **Select an action** and choose **Send Message**.
- The pop-up box below should then appear.
  - ○ You can confirm your selected **recipients**
  - ○ ==You must input a **subject line** and a **message** before the "**Send**" button at the bottom of the page is available.==
  - ○ You can format your message using the formatting buttons and also attach links.
  - ○ You can use the **attachments** tab (next to Message) to add attachments.
  - ○ When you are done, you can click on **Send** to send the email message.

New Message ✕

Message Type: ⦿ Email

Recipients*   Selected Participants ②

Subject Line*   Testing Email

Message   Attachments

B *I* U̲ S̶   T̲▾   ≡ ≡   🔗 ⤫

Here is my email to my group.

Close   Send

- Emails sent from *Group Connect* have a "From" sender of our proxy email address (portal@blackhawkchurch.org).
- When recipients reply to an email sent from *Group Connect*, the "Reply To" is the sender's personal email address (whatever email is indicated in their Contact record). So while the email will appear as "From" the proxy, the replies will go to you the original sender.
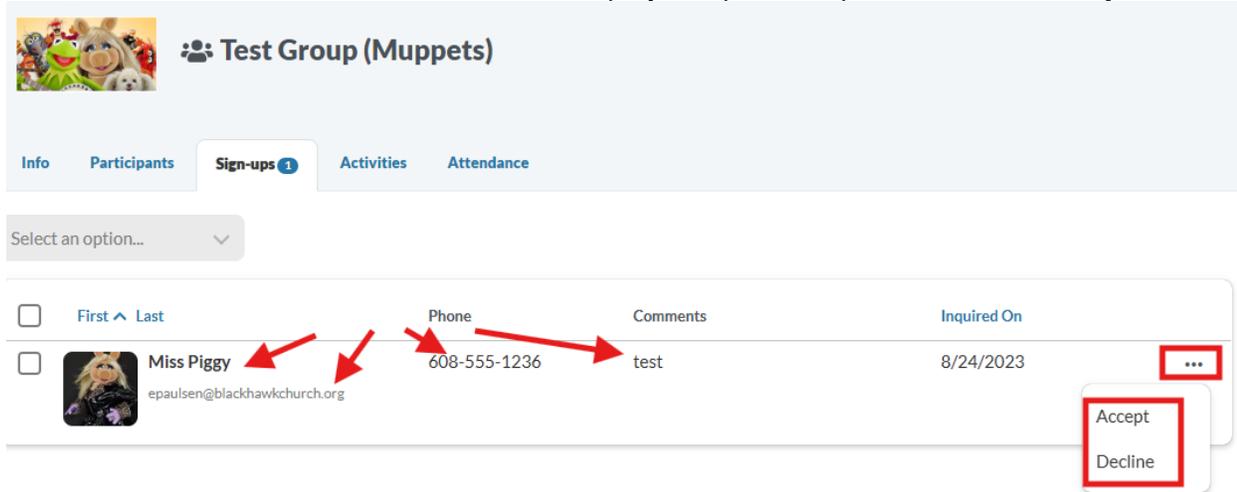
Sign-ups Tab - Place (Accept or Decline) Inquiries as Group Members

Click on the 3rd tab over called Sign-ups to respond to inquiries. If you have unplaced inquiries, you will see the total number of open unplaced inquiries next to the tab.

For each inquiry listed – you will see the first name, last name, email, phone and any comments. You will want to reach out to the inquiry to confirm fit and share group details.

There are 2 ways to respond to a sign-up inquiry (*after you have determined accept or decline*):
1) Click on the 3 dots at the end of the inquiry to open a response box with **accept** or **decline.**

OR
2) **Check the box in front** of 1 or more inquiries to **activate the "Select an option"** dropdown and have the choice of "**Accept All Selected**" or **Decline All Selected**."
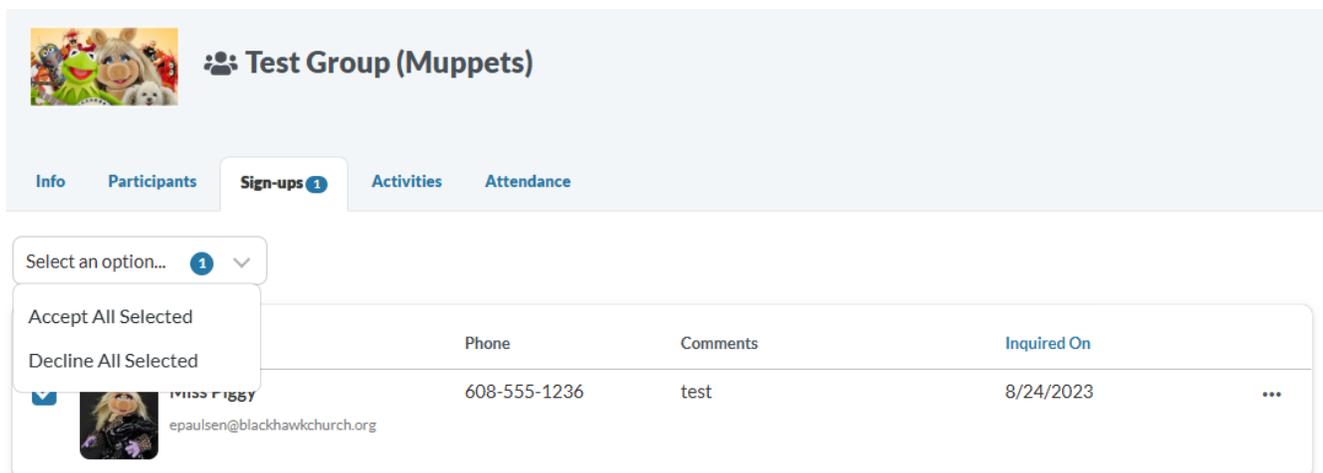
If you accept a participant and determine later it is not a good fit after they attend, then use the participants tab as instructed above on page 2 to remove the member/participant.

Activities Tab

If your community reserves rooms at our sites or a zoom meeting link, then you may have activities listed for your group.

You have the ability to add your own activities manually but we do not typically have groups do this as anything you add does get added to our database.

Attendance Tab

We do not typically take attendance for our community groups. But if you do have activities because you have reserved rooms or have a zoom link OR you add your own, you are able to take attendance for your meetings.

To take attendance:
- Click on the attendance tab
- Select an **Event** from the **Events drop down** (can add to past events within 14 days)
- Use the checkboxes in front of participants to mark those that attend
- At the bottom of the page click on **Mark Attendance**
- You can add notes for each participant if you would like for that event.