How to Manage your Group on HOPEconnect

HOPEgroup/HOPEclass settings:

- Select Groups tab as seen here:

- Select the group to which you want to change the settings (if you are searching for a group, type in the last name of your small group or title of your class/group:

- Now you should be in a page that looks like the below image. Please note the highlighted areas and also the section on the right labeled "Actions." This is where you will be doing most of your work from.

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Adding people to the group:

- If you select the "Add People" option under the actions tab (seen above), you will end up at this page. Then select the "People by name" option to search for people to add to the group.
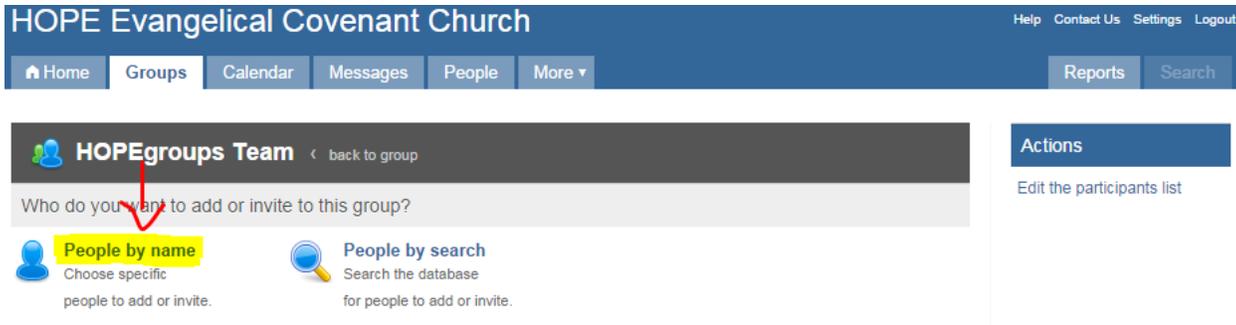
- If you type in part of their name it will bring up all names that are similar to what you typed in. Select the name that you want to add and it will bring it into a position that looks like this image below. Keep selecting people until you have everyone, then hit "Add Now" in the bottom of the window and it will add them to the group.
  - If you want to invite them, select the option above the search bar for "Invite" instead of the default search option, "Add Directly." Keep in mind you will have to invite people separate from when you add people.
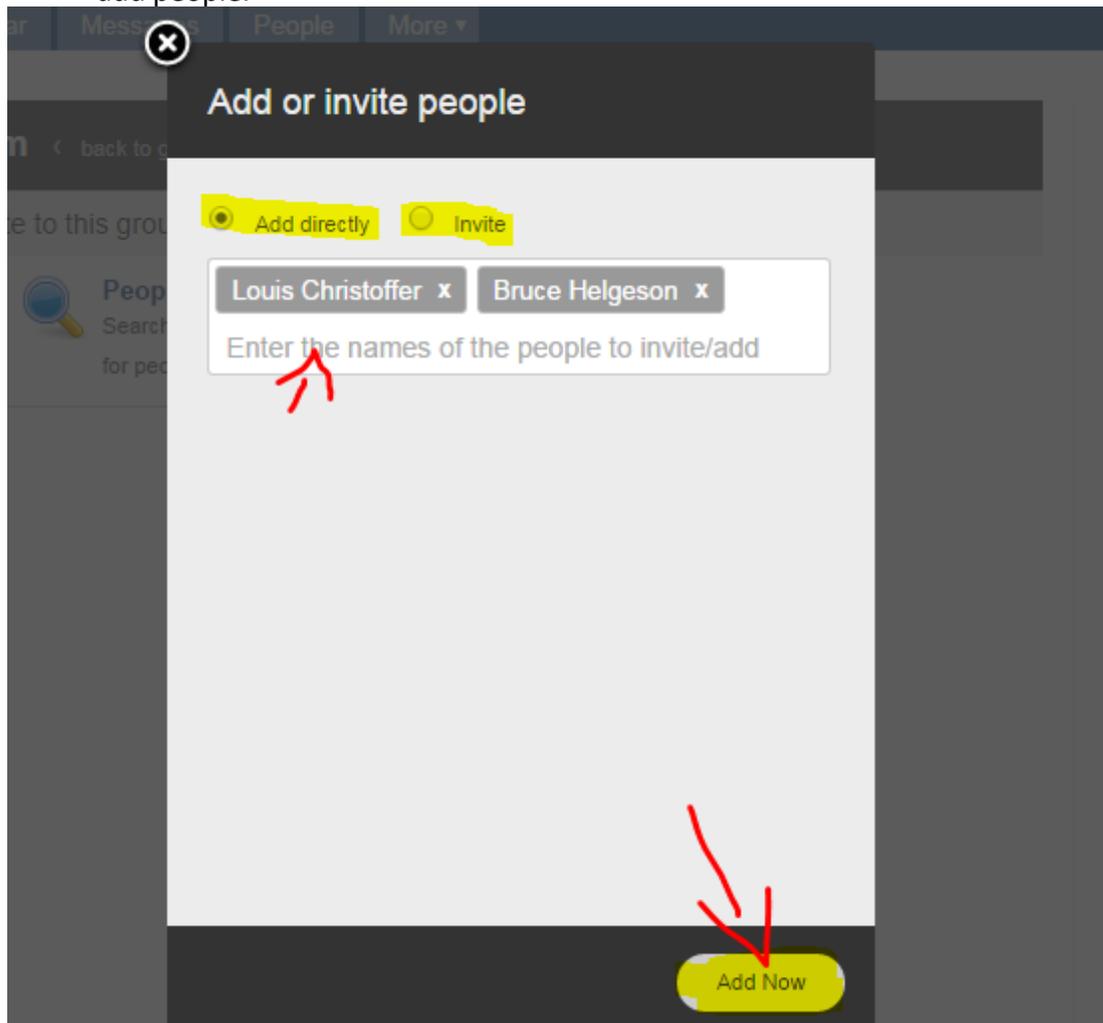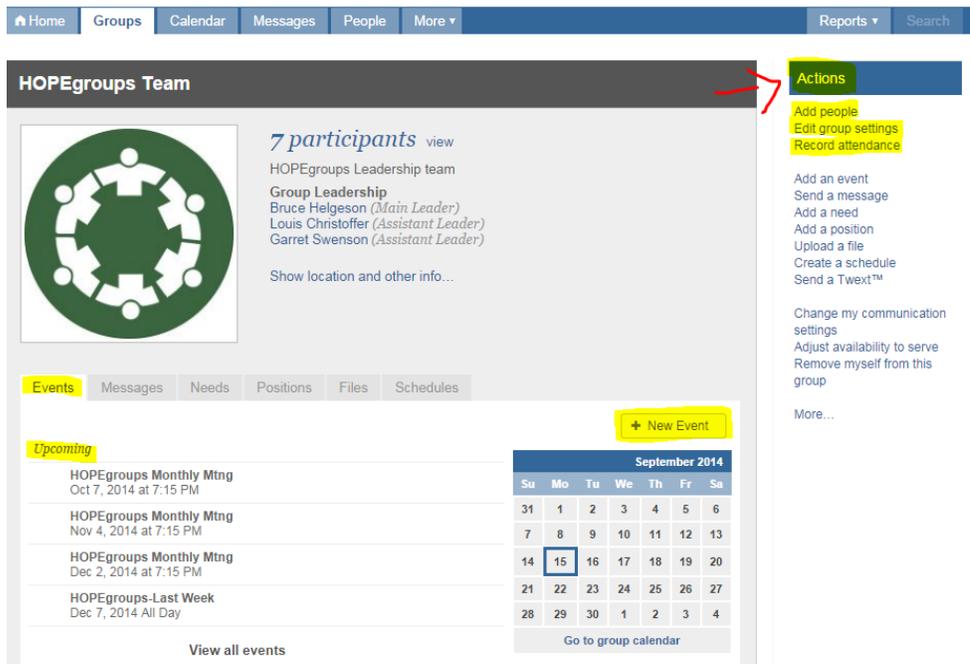
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## Creating an event for you group (i.e. Meetings)

Select the "back to groups" option next to the group's name to get back to the group's main page
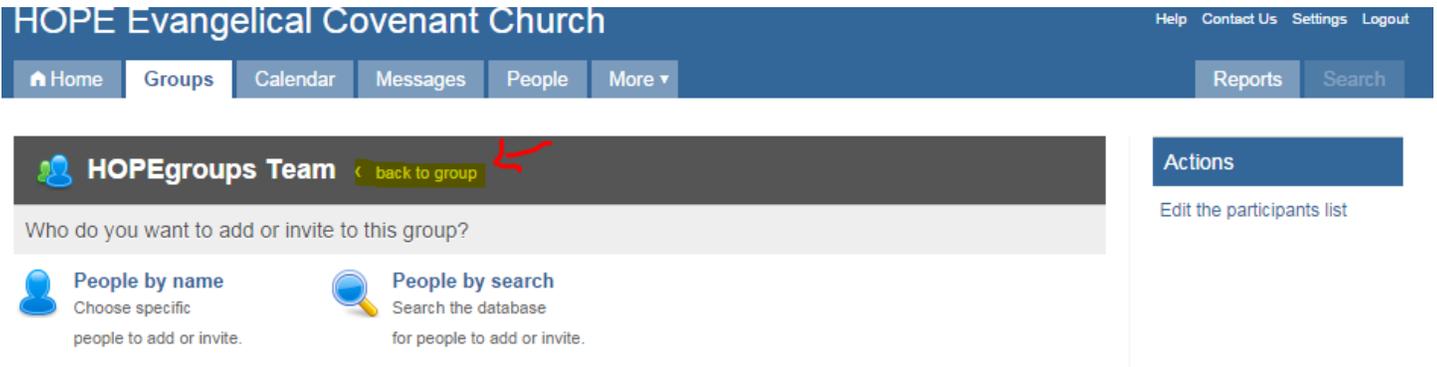
- Once on the group's home page, select the "Create event" option just above the calendar.

- Now follow the prompts and complete the information as needed for the event/meeting you are adding. 1st select if you will need HOPE Church resources or not, then finish the rest of the information (the rest will show up when you select one of the below two options). Be sure to select "make this event repeat" which is underneath event time then identify the ending time as well Once all the info is filled out, scroll down and hit save. Bam!! Event added!!!
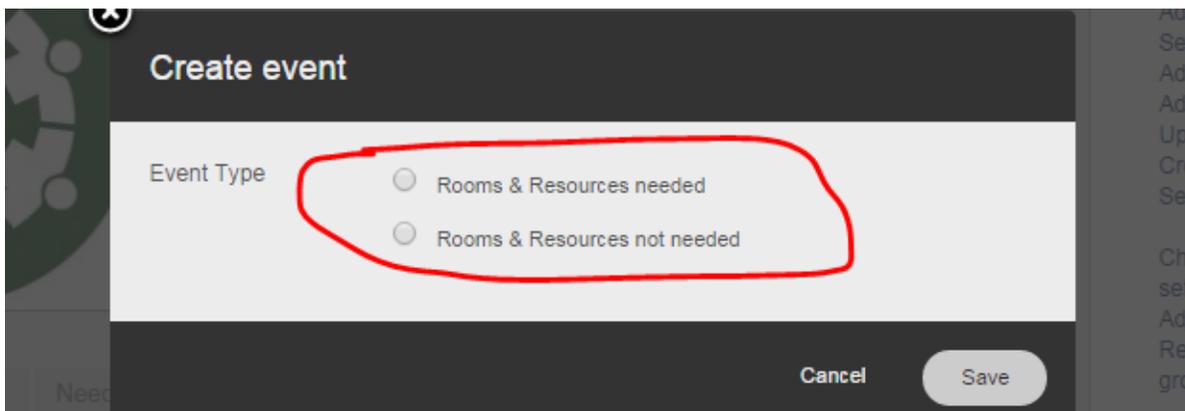
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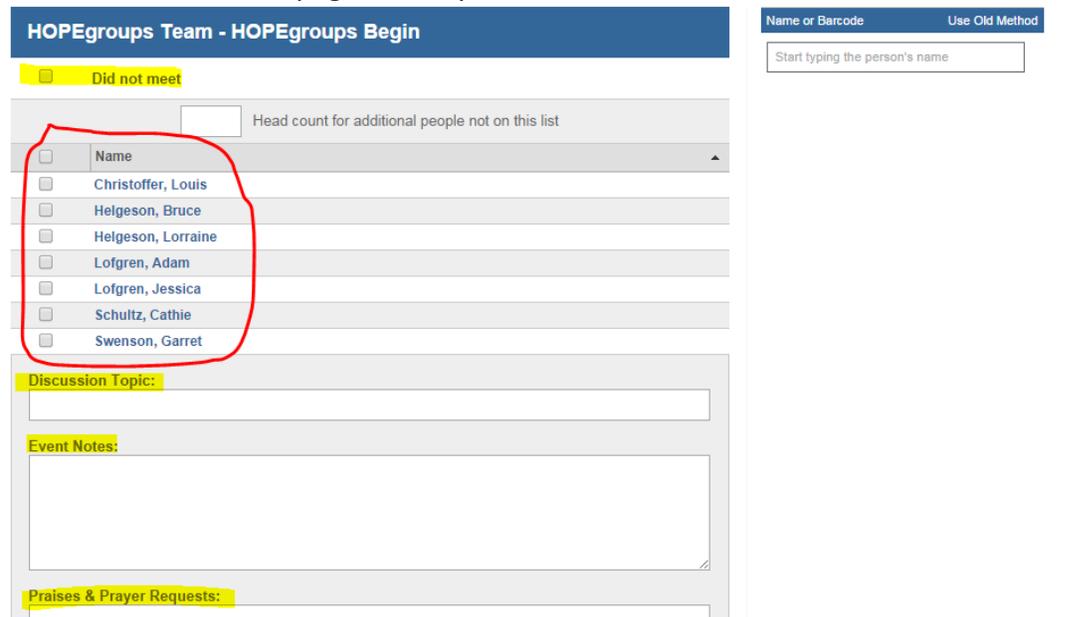## Adding attendance for the group's meetings:

- First get back to the group's main page again (refer to 1st photo on top of page 3 or bottom of page 1 if you are starting from logging in)
- Once you are there, select the "Record Attendance" option in the actions tab on the right. **Please note that you can only add attendance AFTER the meeting has taken place.**
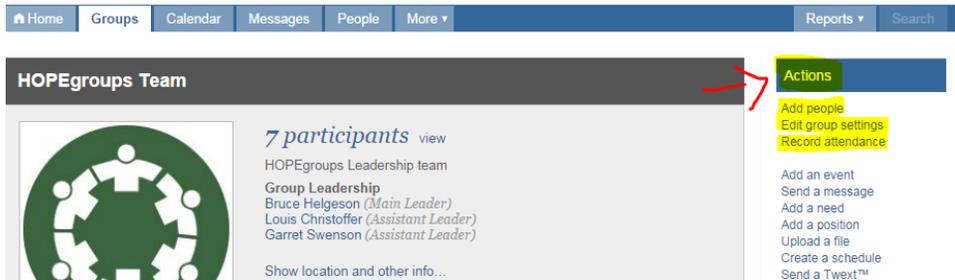
- That will bring up the image below. Select which meeting/event you wish to record attendance for.
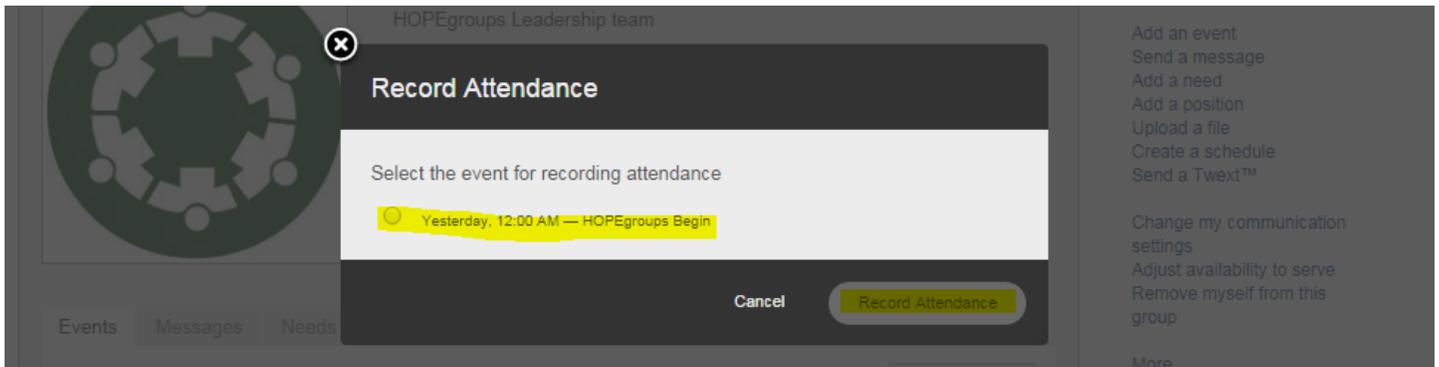
- Then you will end up at this page. Select the people who attended the meeting/event. For the people who are not in your members list, include them in the "head count" section just above the list of names (only a number is needed). You can also add these people in a section lower in the window (not shown in picture) as well as the discussion topic, notes from the meeting, and prayer requests. You can also add, although not shown in photo, People info (new members, visitors, etc. if they are on HOPEconnect) and also select who you want to see a summary of the event if at all. After you've entered all the necessary info, select "save" at the bottom of the page. There ya have it, attendance recorded!