**Group Management Cheat Sheet May 2020**

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| *How do I…?* | *Steps to follow:* |
| Register my Group? And sign the Leadership Agreement? | * Register your Group each semester at CedarCreek.tv/Groups.
* Once you register the pop up confirmation window has the link to the leadership agreement, or the confirmation email you receive of your Group registration also has the link to sign the Leadership Agreement.
* Click on that link once, complete and hit submit.
* Registration and the Group Leader Agreement is needed for each semester, and opens as soon as the semester ends. If you have chosen to keep meeting between semesters, register your Group as soon as the semester ends so that it is rolling active and you maintain on-going access to your Group.
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| Login to see my Group? | * Go to CedarCreek.tv, scroll to bottom of page click Login to My.CedarCreek.tv; or visit CedarCreek.tv/login
* Once logged in to our church database called Rock, under Hello (your name) go to My Account
* Groups you are a part of or leading appear under heading on right hand side of Groups. Please note you are only able to manage the Groups you lead
* Click on the Group name to manage your Group
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| Access the Group leader site? | * Login (outlined above)
* Under Resources on right hand side at bottom is a link to Group Leader Site with a variety of resources for you on leading your Group.
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| Add a Group member? | * Click add a member, type in their name and click on their profile in Rock then hit Add
* If they are not in database, have them register for your Group at CedarCreek.tv/groups and select your Group to join; or from the directory go to the page that is your Group on the directory, copy and paste the direct link to them to register
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| Handle Active, Inactive and Pending members? | * Pending Members are individuals who register for your group. So key during our join a Group seasons!
* Once you have contacted them and they determine they want to attend, edit them to an active member. (If you have set capacity – see below - the more in pending the more people you may have to say sorry, I’m full.)
* If they never attend your Group, they should be deleted. (see below)
* If they attend and then stop attending do not delete them, instead edit them to an inactive member.
* Both inactive and active members should have the box for the current semester checked. Please do not uncheck any boxes from previous semesters.
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| Delete Group members? | * If a member never shows up to your Group, we want to delete them from the roster.
* Leaders do not have access to delete Group members, but can ask their coaches to delete them for them.
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| Communicate with Group using Rock? | * Click on email roster
* You can choose to keep coaches and HUB leaders on the email or delete them before sending by hitting the X next to their name
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| Post attendance? | * Each week and email is sent to you asking to Post Attendance.
* Click on the link provided in the email and mark who was there and hit submit (HUB leaders and coaches are on the roster but you don;t need to mark them as attending; if you like to see 100% attendance, then you can, but it’s not necessary!)
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| Edit Group Info?  | * Click on edit to update the Group description that appears on the directory
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| What does setting capacity do?  | * Capacity determines the number at which the Group appears on our public directory. For example, you can set your capacity to 10 so that once you get 10 active people on your roster (that’s why moving pending members to active is so key!) then your Group no longer appears on the directory.
* Or if you aren’t accepting new members at all at any time, set capacity at 1 to ensure it stays off the directory. Please do not set capacity to 0.
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| Close the Group? | * We don’t close Groups, they are either active or inactive; however, if your Group has stopped meeting, please notify your Coach and we will make the Group inactive.
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