

Fellowship One's New Online Group Application Stonecreek Church :: Training Guide

Module 1.1: Creating A Fellowship One Account

Module 1.2: Adding & Deleting New Prospects



Welcome & Training Guide Contents

Welcome to Stonecreek’s newest way to quickly and easily connect people into a study or group. As a group leader, this new application will give you the ability online to:

1. Easily add and remove people from your group.
2. Edit group details, location and schedule.
3. Edit group member details.
4. E-mail group members throughout the semester.

For this training we will only cover #1, adding and removing people from your group. In this training guide you will find the following three sections.

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I. Group Search Overview

This new online search application makes it easy for people to search for a Connection Group to join. You can find our new group search application at <https://sccatlga.infellowship.com/GroupSearch>. (NOTE: People will access this page by going to www.stonecreekchurch.org/pursue-life/connection-groups and clicking on the **SEARCH ONLINE** button.

How It Works

1. People searching for a group can search by Zip Code or Category. They can also search for groups that provide childcare.
2. Then click 'Search.'

The screenshot shows the 'Find a Group' search application interface. At the top, it says 'FIND A GROUP' and has 'Sign In' and 'Register' links. The main header features the 'STONECREEK CHURCH' logo and the text 'Find a Group'. Below the header, there are search filters: 'Postal Code' (input field), 'Category' (dropdown menu showing '-- any --'), and 'Children' (checkbox for 'are welcome') with a 'Search' button. The main content area is divided into two columns. The left column features a large image of a 'Welcome' mat with a list of four steps: 1. Search by zip, location or category. 2. Find a group that matches your needs. 3. Submit your interest. 4. Confirm with the leader & visit the group. The right column contains two promotional banners: 'HOST YOUR OWN GROUP Learn More' and 'Make this your best year ever. BLUEPRINT FOR LIFE. LEARN MORE'.

I. Group Search Overview

3. The page below will appear with the results of the groups found that match the criteria. They also have the option on this page to refine their search by Zip Code, Category, Weekday, Start Time and if the group only meets online.

STONECREEK CHURCH Find a Group

Postal Code: 30004 | Category: -- any -- | Weekday: -- any -- | Start time: -- any -- | Children: are welcome meets online | Search

6 Groups found List Map

Group	Location	Meets	Children	Start	End
Swenton Group	Alpharetta, GA 30004 3 miles away	F every week		7:00 AM	8:30 AM
Training Group This is not a real group. It is set up for training leade...	Milton, GA 30004 5 miles away	F every 2 weeks		7:00 PM	-
Women's Morning Study: James Come along with Beth Moore on a journey to get to know bo...	Milton, GA 30004 5 miles away	W every week	✓	10:00 AM	11:45 AM
Women's Evening Study: James Come along with Beth Moore on a journey to get to know bo...	Milton, GA 30004 5 miles away	W every week	✓	6:30 PM	8:30 PM
The Case for Christ	Alpharetta, GA 30004 7 miles away	F every 2 weeks		7:15 AM	-
Strength for the Storm Study by Mary Southerland	Alpharetta, GA 30009 7 miles away	W every 2 weeks		6:30 PM	8:00 PM

I. Group Search Overview

4. Once a person finds a group they are interested in, they can click on the name of the group to view more details. Details include a group description, gender, marital status, age range, schedule and location with a map.

NOTE: With the map feature, we may choose to not show the exact location for security and privacy purposes (i.e., women’s groups, recovery groups, etc.). We will determine with the leader when building the entry if the group address should be shown.

The screenshot shows the Stonecreek Church website's 'Find a Group' interface. The main heading is 'STONECREEK CHURCH Find a Group'. Below this, the group details for 'Training Group' are displayed:

- Next meeting:** Fri. January 13, 2012 • 7:00 PM
- Description:** This is not a real group. It is set up for training leaders to use InFellowship to manage their Connection Groups.
- Gender:** Coed
- Marital status:** Married or Single
- Meets on:** Friday every 2 weeks effective 1/13/2012 7:00 PM
- Time zone:** (GMT-05:00) Eastern Time (US & Canada)
- Location:** 13540 Hwy 9 N, Milton, GA 30004. A link for 'View large map' is provided.

Below the details is a 'Leader' section with a profile for Jason Howard. At the bottom of the details is a map showing the location in Milton, Georgia.

On the right side of the page, there is a form titled 'Interested in the group?'. It includes the following fields and options:

- Have an account? [Login](#) or [Create one](#)
- Your name (required): Two input fields for 'First' and 'Last'.
- Email (required): One input field.
- Phone number: One input field.
- Message: A large text area for a message.
- A 'Send' button at the bottom of the form.

5. If the person is interested in joining the group, they will complete the section on the right. When they send their interest an e-mail is sent directly to the group leader(s) of the group indicating someone is interested in joining.

Next we will go through your role as the group leader in responding to interests in your group and how you help the person connect.

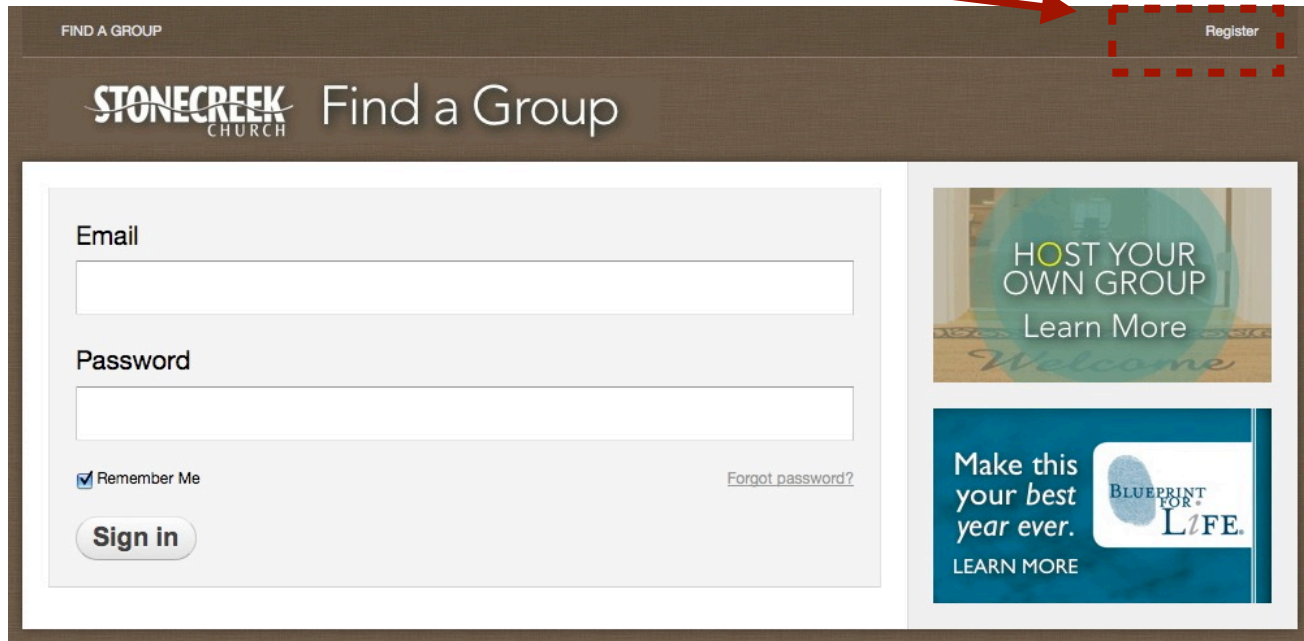
II. Creating A Fellowship One Account

To help us manage group interests we need you to either

- use your existing Fellowship One login (the e-mail address and password you use if you give online), OR
- Create an account. If you need to create an account, simply:

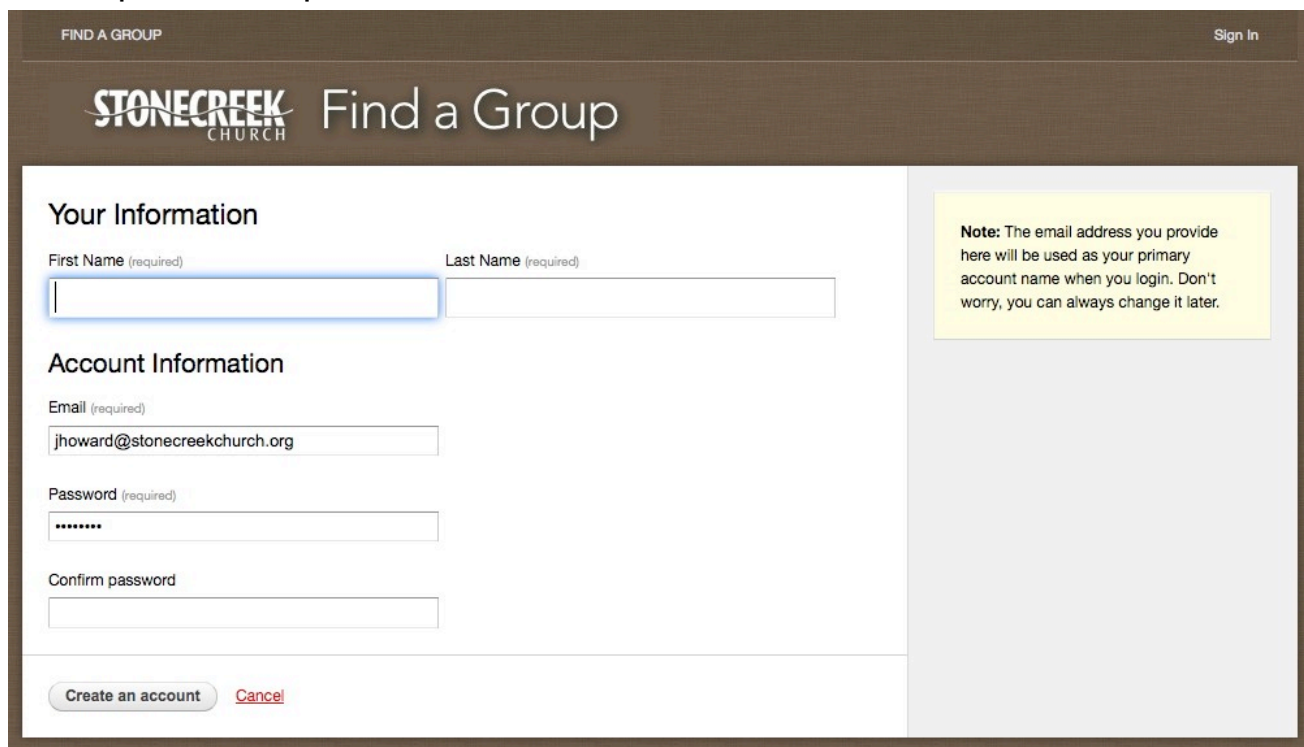
1.Go to <https://sccatlga.infellowship.com/UserLogin>

2.Click on Register in the upper right.



The screenshot shows the top navigation bar with "FIND A GROUP" on the left and "Register" on the right. A red dashed box highlights the "Register" button, with a red arrow pointing to it from the text above. Below the navigation bar is the "STONECREEK CHURCH Find a Group" header. The main content area is split into two columns. The left column contains a login form with fields for "Email" and "Password", a "Remember Me" checkbox, a "Forgot password?" link, and a "Sign in" button. The right column contains two promotional banners: "HOST YOUR OWN GROUP Learn More" and "Make this your best year ever. BLUEPRINT FOR LIFE. LEARN MORE".

3.Complete all required fields and click 'Create an account.'



The screenshot shows the account creation page. The top navigation bar has "FIND A GROUP" on the left and "Sign In" on the right. Below the navigation bar is the "STONECREEK CHURCH Find a Group" header. The main content area is split into two columns. The left column is titled "Your Information" and contains fields for "First Name (required)" and "Last Name (required)". Below this is the "Account Information" section with fields for "Email (required)" (containing "jhoward@stonecreekchurch.org"), "Password (required)" (masked with dots), and "Confirm password". At the bottom of the left column are "Create an account" and "Cancel" buttons. The right column contains a yellow note box with the text: "Note: The email address you provide here will be used as your primary account name when you login. Don't worry, you can always change it later."

II. Creating A Fellowship One Account

4. Check the e-mail account you used to create your Account. You will receive an activation e-mail that includes a link to activate your account. Click the activation link in the e-mail to complete the process.

NOTE: There is a possibility you will need to complete a secondary form upon activation. This form asks for date of birth, gender, address and phone in order to complete the new account. This form can appear for a variety of reasons such as you recently changed your e-mail address or you used a nickname rather than your formal name to create the account. Please help us by completing the form to provide the most accurate

III. How To Add New People To Your Group

There are two types of prospects for your group:

1. Those people that express interest in your group from the Website.
2. Those that you personally invite to the group.

1. Managing Prospects From The Website

When someone expresses interest from the Internet, you will receive an e-mail notifying you. The e-mail provides the contact information of the prospect and a quick link that will take you directly to the Prospects page for your group in Fellowship One.

The image shows an email client interface with a list of emails. The selected email is from 'no-reply@infellowship.com' with the subject 'John Smith is interested in joining Training Group'. The email body contains contact information for John Smith and a link to follow up on his request. A red dashed box highlights the link, and a red arrow points from it to the 'Prospects' tab in the website interface below. The website interface shows the 'Training Group' page with a 'Prospects' tab selected, displaying a table with one prospect: John Smith, who is 'Interested' and 'Waiting to be contacted'.

From: no-reply@infellowship.com
Subject: John Smith is interested in joining Training Group
Date: January 10, 2012 11:52:43 AM EST
To: Jason Howard

John Smith expressed interest in joining the group: Training Group

John's email: jhoward2474@yahoo.com
John's phone: 678-555-1212

Visit this link to follow up with John or approve/reject his request.
<https://sccatga.infellowship.com/UserLogin/Index/cad5b681b90e4515aafec6b4a9dd5a>

***** John wrote ***** Interested in the group. Do you offer snacks? *****

HOME GROUPS FIND A GROUP Account Contact us Help Sign out


Training Group

Dashboard Roster Prospects 1

1 prospects

Name	Last contacted	Open	Status
John Smith	Waiting to be contacted	Today at 11:52 AM	Interested

LEADERS 1

 **Jason Howard** (You)
jhoward@stonecree...
404-886-5757

III. How To Add New People To Your Group

As the leader, you now have the opportunity to connect directly with this prospect, tell them more about your group and provide all of the details to join in the next meeting. You can also take notes on any e-mails or phone calls you have with the prospect through the management feature in this application.

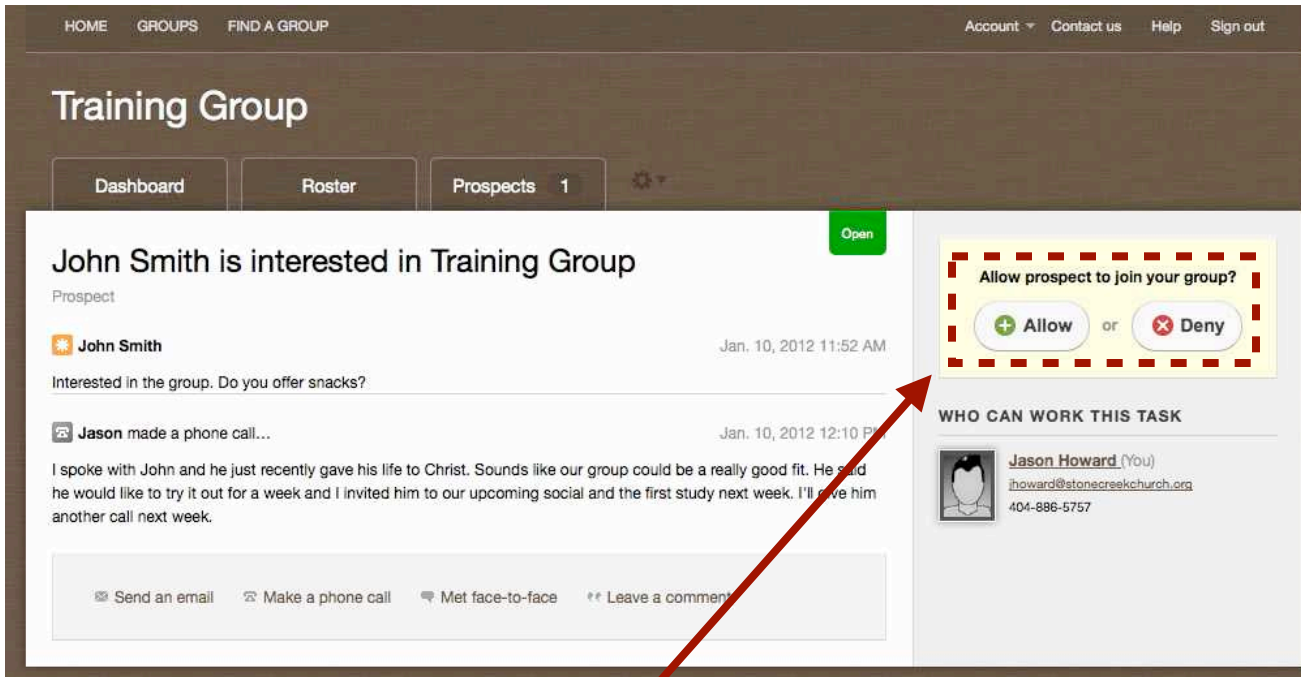
To communicate with and keep notes on your dialogue with this prospect, click on the prospect's name. Then, you can:

- Send An E-mail: E-mail the prospect from within this application. The e-mail is sent from you and is retained here for fast and easy reference.
- Take Notes: You can keep track of the outcome from a phone call or a face-to-face meeting with the prospect. You also have a field to record any additional personal notes or comments about the prospect.

This feature also allows the staff overseeing the groups ministry to see what is going on with prospects and provide assistance where/when needed.

The screenshot displays the 'Training Group' management interface. At the top, there are navigation tabs for 'Dashboard', 'Roster', and 'Prospects' (with a count of 1). The main content area shows a notification: 'John Smith is interested in Training Group' with a green 'Open' button. Below this, the prospect's name 'John Smith' and a timestamp 'Jan. 10, 2012 11:52 AM' are visible. A message preview reads: 'Interested in the group. Do you offer snacks?'. Below the preview are action buttons: 'Send an email', 'Make a phone call', 'Met face-to-face', and 'Leave a comment'. An email composition form is open, with the subject field containing 'Interest in Training Group' and the message body field empty. A 'Send email' button is at the bottom of the form. On the right side, there is a yellow box asking 'Allow prospect to join your group?' with 'Allow' and 'Deny' buttons. Below that, a section titled 'WHO CAN WORK THIS TASK' lists 'Jason Howard (You)' with contact information: 'jhoward@stonecreekchurch.org' and '404-886-5757'.

III. How To Add New People To Your Group



Accepting A Prospect

1. If you and the prospect determine the group is a good fit, make sure you record these notes.
2. After making a note, click 'ALLOW' in the upper right hand corner. This will send an invitation e-mail to the prospect to have them officially join or not.
3. When they click join, they will be asked to create a groups login. When they have created a groups login, they will be added to your roster.

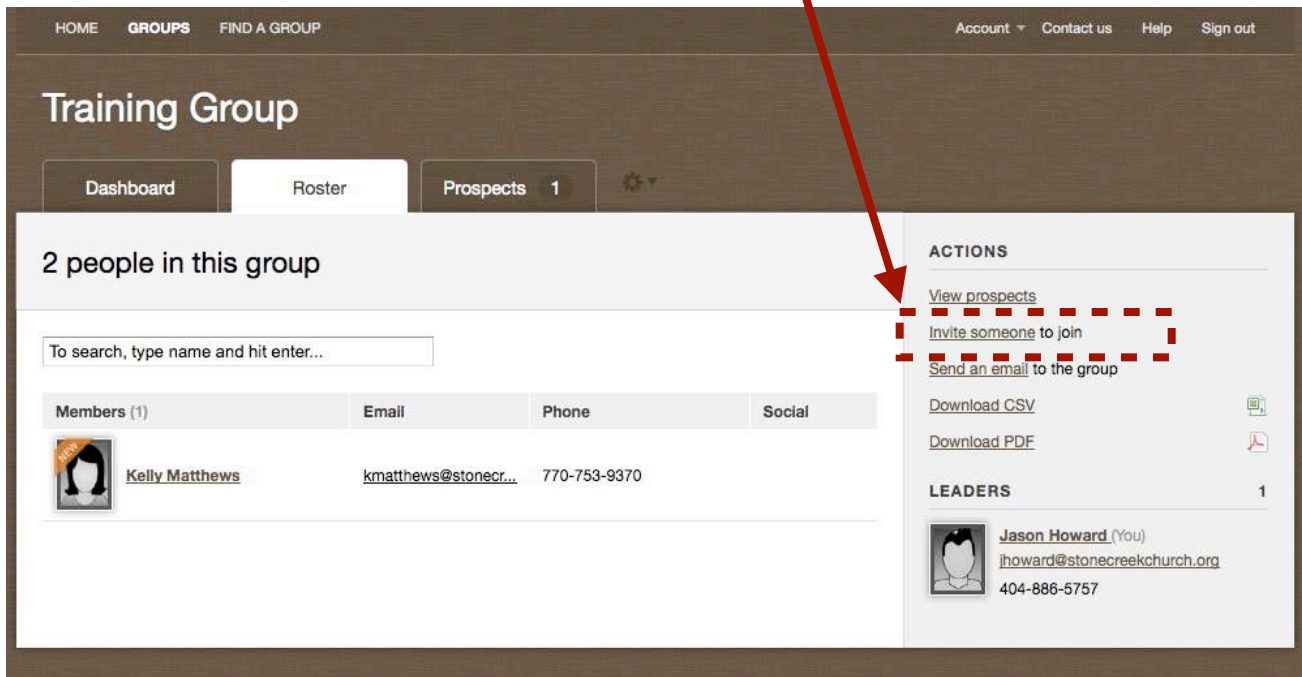
Denying A Prospect

1. If you or the prospect make a determination that this group is not a good fit, make sure you confirm the reason why with the person (e-mail or phone call). This is very important! If you simply hit Deny, they will not receive any communication from you.
2. After you have confirmed with them the reason they won't be in the group, click 'DENY' in the upper right hand corner. You will get the opportunity to type in a reason for our records. This WILL NOT be sent to the prospect. This action simply removes them from your list.

III. How To Add New People To Your Group

2. You Can Invite Someone To Join

You can use this groups application to quickly and easily invite someone to join your group. Sign in to the application and go to the Roster tab. The 'Invite Someone to Join' link is on the right hand side.



1. Click '**Invite Someone to join**'
2. Type the person's first and last name, e-mail address and any message you would like to send him or her.
3. Click '**Next >>**'. We may have a match for this person in our database.
4. If there is a match, Fellowship One will find him or her and show you all of the possible matches. Simply click '**Select**' next to the person you want to invite. If there is not a match, you will go to the confirmation screen.
5. Confirm the invitation by clicking '**Send Invitation.**'

IV. Frequently Asked Questions

Will my current group members already be listed in my group, or do they need to express interest online?

Yes, if you let us know who has already committed to your group. We can add any existing members on the back-end so you will only need to work with new prospects for your group. Please send an updated list to kmatthews@stonecreekchurch.org.

Will everyone in my group need to create an account?

Eventually, yes. Working with prospects is the first step in using this new online groups application. Over the next year we will encourage everyone to create an account so they can manage their own profile and group membership.

How long will a prospect remain a prospect in the system?

A prospect will remain in the system for 14 days. After that time, the prospect will expire and become inactive. Our desire is to never have a prospect waiting to hear from us longer than 24 hours. Please do everything you can to respond within this amount of time.

Can someone express interest in more than one group at a time?

Yes. The great thing about this new system is it allows a prospect to search for and find several groups that seem like a good fit, talk with the leaders and then decide if they want to “opt in” or “opt out” of a particular group. And for you as a leader this new system help you know those who “opt in” to your group are more committed than just expressing a passing interest.

What happens when my group is full?

The system is setup to accept a maximum number of members. We will work with you to set this limit. When you have that number of prospects, your group will automatically come off the online listings. As you allow prospects to become members or deny them, your group will update again to either allow new registrations or remain hidden.

IV. Frequently Asked Questions

Why can't I see my group in group search results?

We have hidden groups who are not accepting new registrations. If this is a mistake, please let Kelly Matthews (kmatthews@stonecreekchurch.org) know as soon as possible and she will make your group searchable.

Who do I contact if I have more questions?

Jason Howard, 770-754-7900 x112, jhoward@stonecreekchurch.org
Kelly Matthews, 770-754-7900 x100, kmatthews@stonecreekchurch.org

You can also click on Contact Us at the top of the online groups application anytime you are logged.