

Community Group Leader Rock Manual

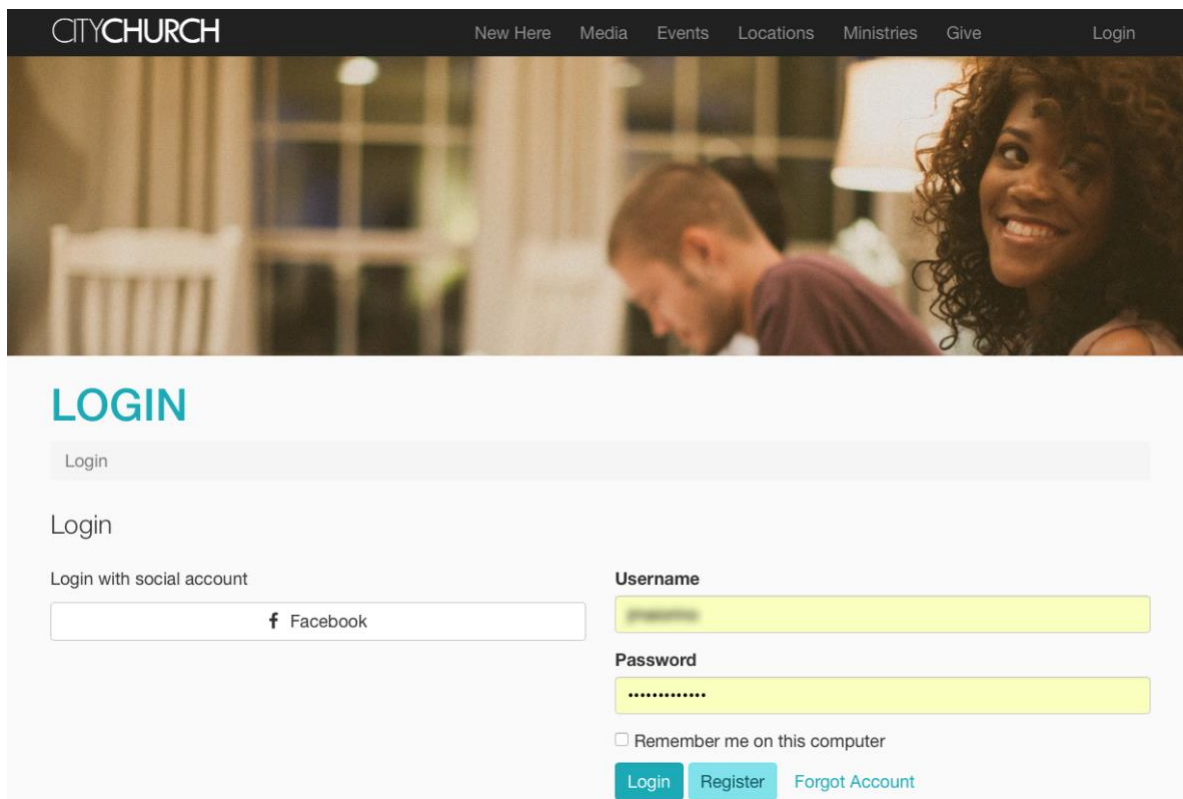
This manual will walk you through:

- How to create a user account with us.
- How to log in to manage your personal and group information
- How to add or remove people from your group roster.
- How to send mass communications to your group.

*If you have any questions or issues at all during this process, please reach out to your local Community Group Director.

I. Login/Registering

The Community Group Leader portal is now attached to the new VoxChurch website. This site can be found at www.voxchurch.org/myaccount



CITYCHURCH

New Here Media Events Locations Ministries Give Login

LOGIN

Login

Login with social account

f Facebook

Username

Password

Remember me on this computer

Login Register Forgot Account

1. You can login using your Facebook account, or an account that was created for Rock. If you don't have an account, you can create one by clicking "Register".

ACCOUNT REGISTRATION

Account Registration

New Account

Username *

Password *

Confirmation *

Your Information

First Name *

Last Name *

Email *

Gender

Birthday
 / /

Next

- When registering for an account for the first time, or logging in using Facebook for the first time, Rock will attempt to match either your Facebook email, or the email you've entered to a person record that we have in our Database.
 - If the match is found, a verification email will be sent, and any community groups you lead will automatically be attached to your account. I
 - If a match is not found, the Admin team will have to link your newly created account to the right person record.
 - You can email info@voxchurch.org letting us know that your new account isn't attached to your person record. You'll know that your account isn't linked correctly if your community groups do not show up.
- If you forget the password or username for your account, you can simply click the "Forgot Account" link. This will send an email to you automatically to reset your password.
- Once you've logged in, you'll be brought to the My Account Page. Here you'll be able to update any of your contact information, your family information, update your password, and manage your community group.

MY ACCOUNT



JOSH MAIORINO

32 yrs old (11/8/1984)
Male
Married 2 yrs (10/25)

Home Address

1234567890
1234567890

1234567890 Mobile
1234567890 Work

1234567890

Account Info

[Change Password](#)

Groups

[Josh Maiorino's Group
\(Leader ✪\)](#)

Update

MAIORINO FAMILY



Amanda Maiorino

32 yrs old (11/8/1984)
Female
Married 2 yrs (10/25)

1234567890 Mobile

1234567890

Update

[Add New Family Member](#)

[Request Additional Changes](#)

II. Managing Your Group

1. To Manage your group, click on your group’s link on the right-hand side of your account page. This will bring you to the Group Toolbox.

The screenshot shows a user's account page titled "MY ACCOUNT". On the left is a profile picture of Josh Maiorino. To the right of the picture, his name "JOSH MAIORINO" is displayed in large blue letters. Below his name, personal details are listed: "32 yrs old (11/8/1984)", "Male", and "Married 2 yrs (10/25)". There are also fields for "Home Address" and contact information for "Mobile" and "Work". On the right side of the account page, there are two menu sections: "Account Info" with a "Change Password" link, and "Groups" with a link to "Josh Maiorino's Group (Leader ★)". This "Groups" section is circled in red. Below the account information is a map showing the group's location in Amity, with a red pin. Below the map, the group name "JOSH MAIORINO'S GROUP" is shown in large blue letters. Underneath, there are sections for "GROUP DETAILS:" (Age Range, Specialties: Financial, Has Special Needs) and "LEADERS:" (Josh Maiorino (Leader)). There is an "Edit" button to the right of the group details. At the bottom, there are tabs for "Roster" and "Attendance", and a section for "ACTIVE MEMBERS" showing Josh Maiorino as the leader with his contact information. At the very bottom right, there are buttons for "+ Add Member" and "Email Roster".

2. **Edit Your Group Details:** You can edit any of the basic details about your group by clicking the “edit” button.

- This information will automatically be updated on the Vox Church website. If you don’t want your group to be listed on the website, speak to either the Community Group Coach at your campus, or your Community Group Director.

Community Group Leader Rock Manual

Josh Maiorino's Group (Leader ★)

Country Club
Woodbridge

AMITY

243 63 10

Fountain St

Crescent St

Sherman Pkwy

ell Ave

JOSH MAIORINO'S GROUP

GROUP DETAILS:

Age Range:

Specialties: Financial

Has Special Needs:

LEADERS:

- Josh Maiorino (Leader)

Edit

Groups

Josh Maiorino's Group (Leader ★)

Name

Josh Maiorino's Group

Description

Day of the Week

Thursday

Time of Day

Has Special Needs

Age Range

to

Specialties

Men's Group Women's Group Marriage Group Single's Group Children Welcome

Parenting Financial

LOCATIONS

Member Location Other Location

Member

Josh Maiorino Home

- Adding/Editing/Removing Members:** You can add and remove members under the “Roster” tab. To remove a member, simply mouse over their information and click the ✕ button.

JOSH MAIORINO'S GROUP

GROUP DETAILS:

Age Range:
Specialties: Financial
Has Special Needs:

LEADERS:

- Josh Maiorino (Leader)

Edit

Roster Attendance


ACTIVE MEMBERS



Josh Maiorino (Leader)
(Mobile)
(Work)



+ Add Member Email Roster

- If your group is listed on the website, people will be able to sign up for your group.
- When someone signs up online, you will get an email saying you have “Pending” members in your group.
- To contact and officially add these people to your roster, you will log into your account and edit their status.
 - To edit a person’s role and status within your group, mouse over their information and click the  button.
 - To add a new member, click the Add Member button.

GROUP TOOLBOX

My Account / Group Toolbox

Groups

Josh Maiorino's Group
(Leader ✱)

Person *

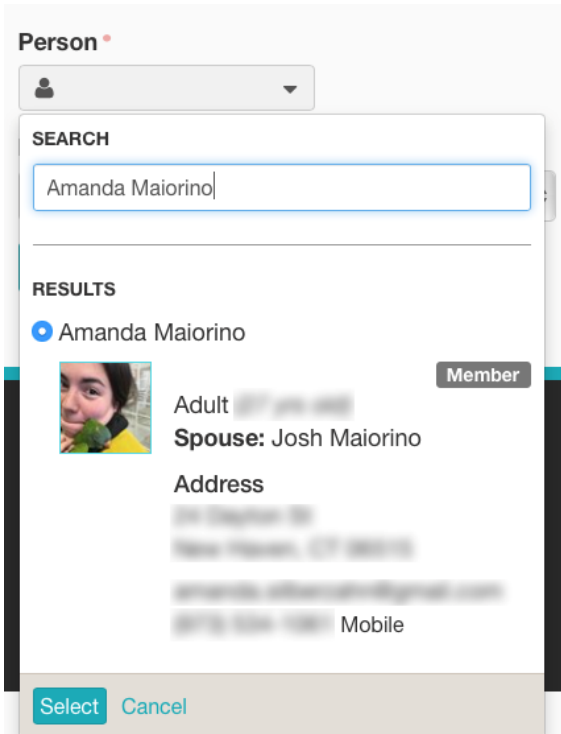
Member Status

Inactive Active Pending

Role *

Save Cancel

- Search for the person using the drop down. Verify the person by checking their basic information and click select. Then set their role and status and click “save”.



4. **New Members:** Outside of having new members added to your group yourself, new members can also be added a couple of other ways.
 - a. New members can sign up themselves through the website. You can preview the sign-up page here: <https://www.voxchurch.org/community-groups>.
 - b. Members can also be added as part of the welcome card process by either the Community Group Director at your location.

Note: All new members added in these fashions will show up as a pending member and you will receive a notification email.

III. Emailing and Connecting with Your Group

At this point, it's your responsibility as the leader to follow up with this individual and help them connect to your group. Once they're connected, you can edit their status through the group tool box.

1. To email your group, simply click the "Email Roster" button.

Community Group Leader Rock Manual

To: 1 Person
Josh Maiorino ✕ Remove All Pending Recipients

From Name
Josh Maiorino

From Address
[Redacted]

Subject ⓘ

Attachments
Upload

Message ⓘ

Rich text editor toolbar: Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Link, Unlink, Undo, Redo, Text Color, Background Color, Indent, Outdent, Link, Unlink, Insert Image, Insert Video, Insert Audio, Help.

- a. You'll be able to see all the recipients across the top.
 - b. If someone's name is highlighted it means they won't receive your email. This can be due to multiple reasons. You can mouse over their name to see why.
2. Once you've verified all the recipients, enter your subject and message and click send. It's that simple.
 3. You can add merged fields to your subject or message. Click the { } button to see all the fields available. This will allow you to personalize your email.
 4. One basic example of this is as follows:

Hello {{ Person.NickName }},

[Body of the message]

Thank you,
Josh

{{ Person.NickName }} will be replaced with the persons first name or nick name if they have one.