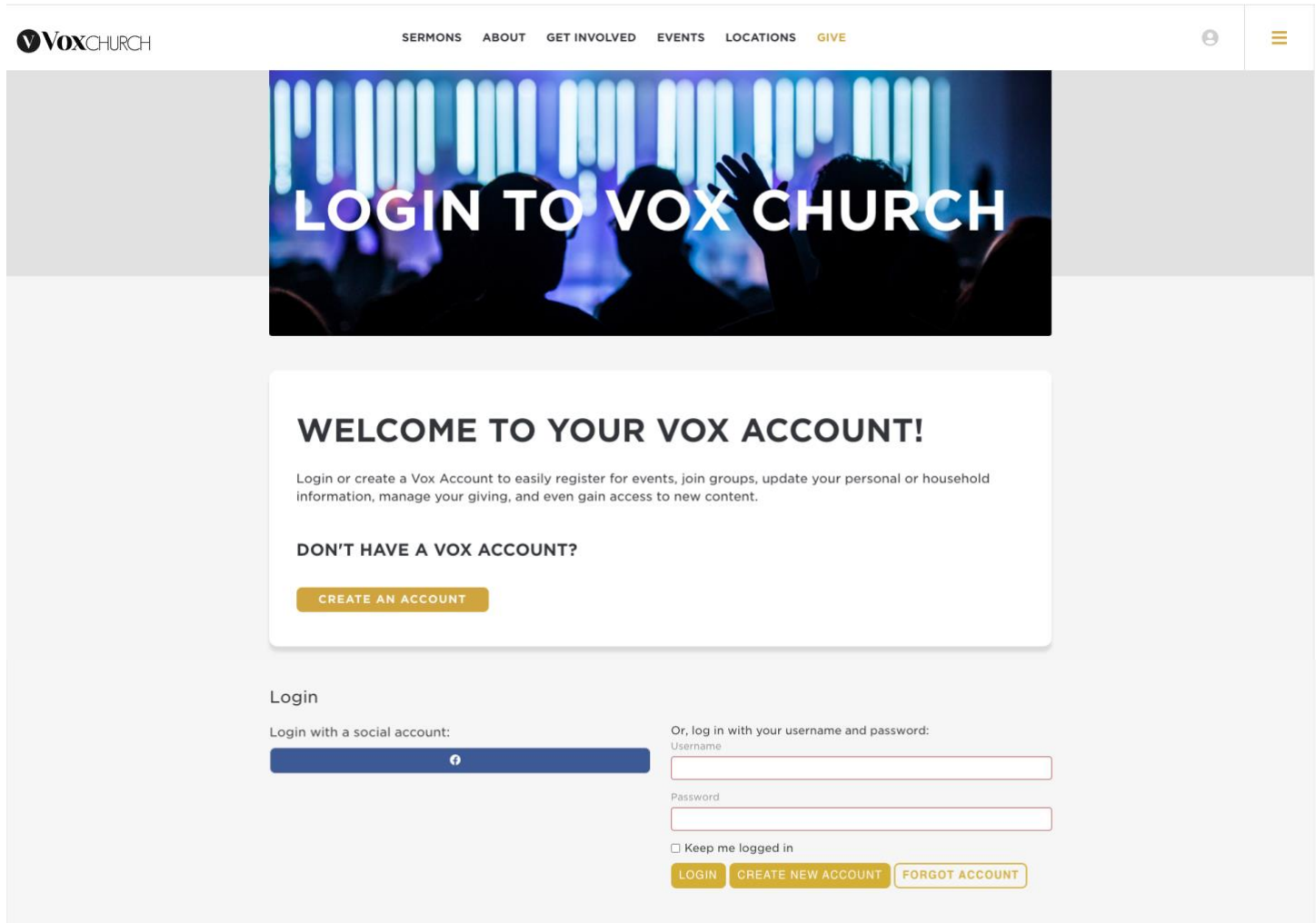


# Community Group Leader Website Manual

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.



The screenshot shows the Vox Church website's login page. At the top, there is a navigation bar with links for SERMONS, ABOUT, GET INVOLVED, EVENTS, LOCATIONS, and GIVE. Below the navigation bar is a large banner image with the text "LOGIN TO VOX CHURCH" overlaid. Underneath the banner is a white box with the heading "WELCOME TO YOUR VOX ACCOUNT!" and a paragraph explaining the benefits of a Vox Account. Below this is a section titled "DON'T HAVE A VOX ACCOUNT?" with a "CREATE AN ACCOUNT" button. The "Login" section includes a "Login with a social account:" button with a Facebook icon, and a "Or, log in with your username and password:" section with fields for "Username" and "Password". There is also a "Keep me logged in" checkbox and three buttons: "LOGIN", "CREATE NEW ACCOUNT", and "FORGOT ACCOUNT".

## I. Login/Register

1. You can login using your Facebook account, or an account that was created for Vox My Account.
2. If you never created a Vox My Account, you can create one by clicking “**Create New Account**”.

The following page will come up:

## ACCOUNT REGISTRATION

**New Account**

Username \*

Password \*

Confirm Password \*

**Your Information**

First Name \*

Last Name \*

Email \*

Gender

Birthday \*

Phone Numbers

Mobile  SMS  Unlisted

Home  SMS  Unlisted

Address

NEXT

3. Fill in the requested information and once complete, click **NEXT**
4. At this time our system will attempt to match either your Facebook email, or the email you've entered into a prior welcome card or registration request.
  - a. If the match is found, a verification email will be sent, and you will be directed to confirm your account. Once confirmed, log into your account.
  - b. If a NO match is found, the Admin team will have to link your newly created account to the right person record.
    - i. You can email [info@voxchurch.org](mailto:info@voxchurch.org) letting us know that your new account isn't attached to your person record.

### 5. Forgotten Password:

1. If you forgot the password or username for your account, you can simply click the “**Forgot Account**” button.
2. Enter your email address and this will send an email to the account with reset instructions.
  - If you get a notification that your email cannot be found, please follow the instructions above to create a new account.
3. Once you've reset your password and logged in, you'll be brought to the My Account Page, you'll be able to update any of your contact information, your family information, update your password, and manage your Community Group.

## 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.

## MY ACCOUNT

**Important Links**

Change Password >	Communication Settings >
My Giving >	Get Help >

**MY GROUPS**

Jake's Community Group (Leader\*)

**CORE GROUPS**

CORE Curriculum

**MY EVENTS**

You are not registered for any events. [VIEW CALENDAR](#)

**My Family**

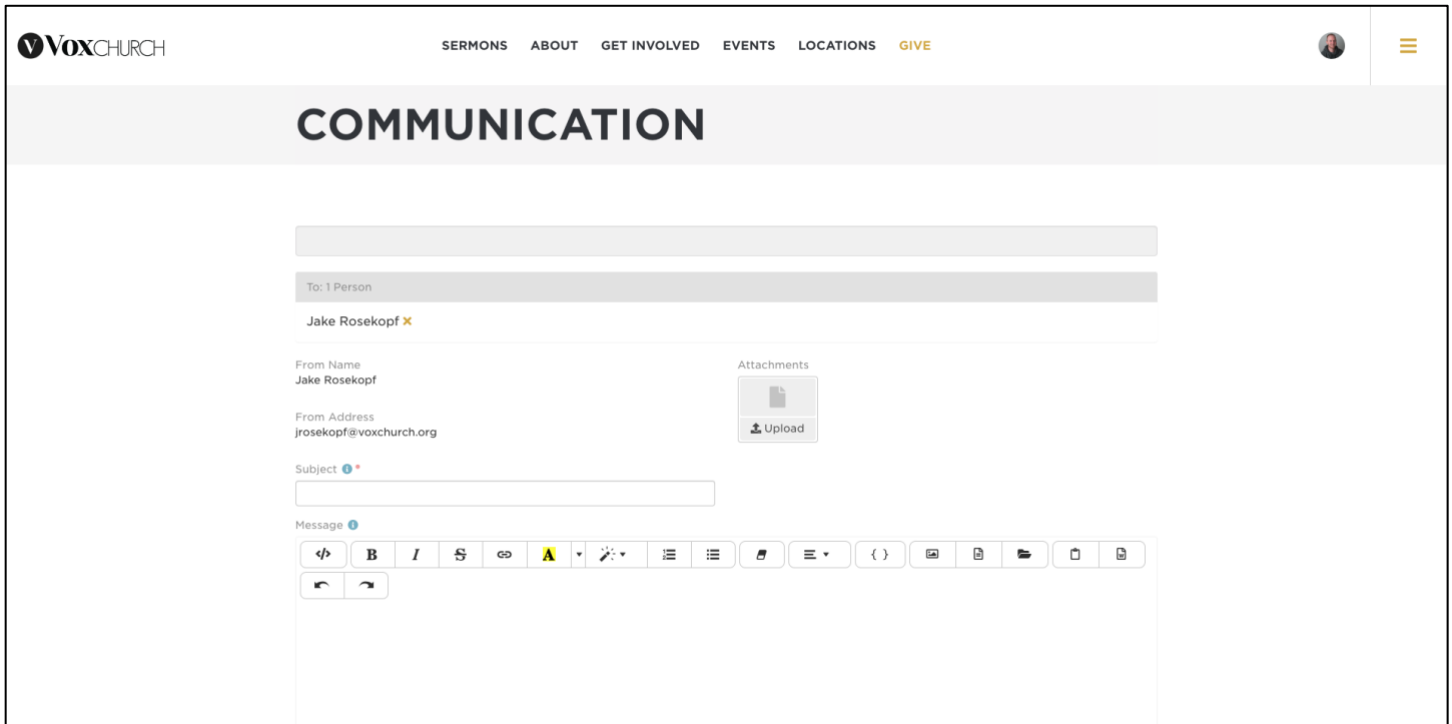
ADD FAMILY MEMBER

- Inside the Group Toolbox is where you add and remove group members. It's also where you make pending members either active or inactive. It's also where you take attendance after each gathering.
- You can also email the whole roster right in the Group Toolbox!

### 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 toolbox.

- To email your group, simply click the **"Email Roster"** button. When you do, you will see the COMMUNICATION box appear (see below).



- 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,  
Jake

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