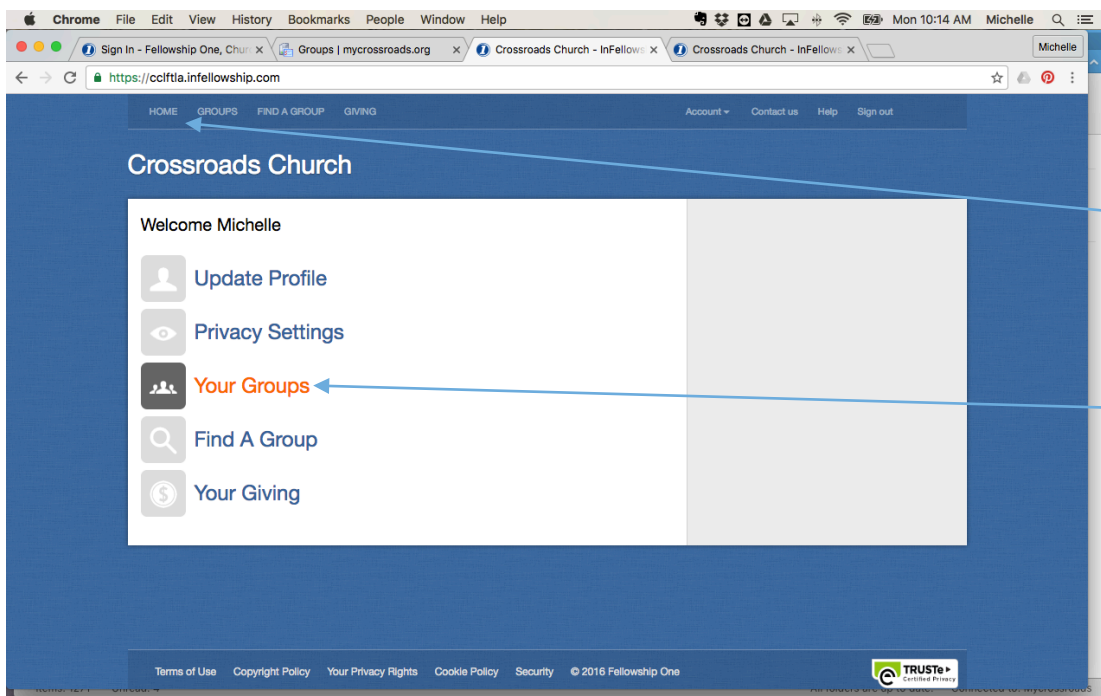


If you already have created an account enter your information to login.

If you forgot your password click "Forgot" and it will send your email a link to reset your account.

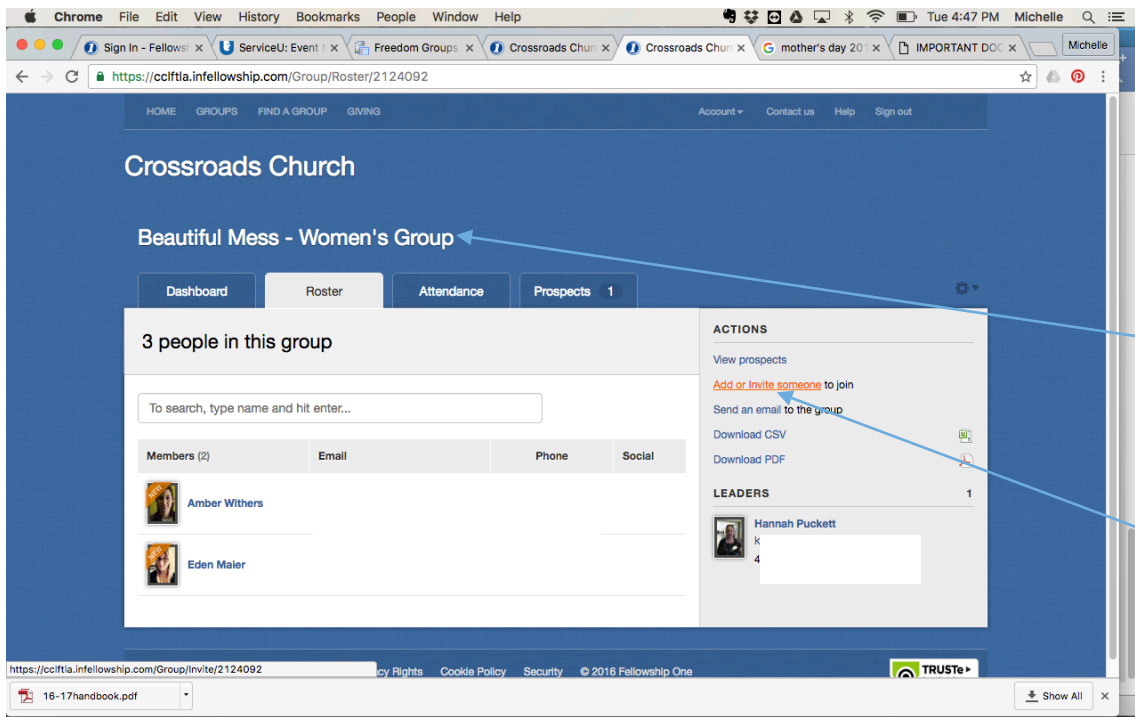
If you have not yet created an account click "Sign Up"\*

\*For those of you that need to create an account follow the instructions sent to you in your email. After you have created it you will need to sign in and you should see something that looks like the picture below.



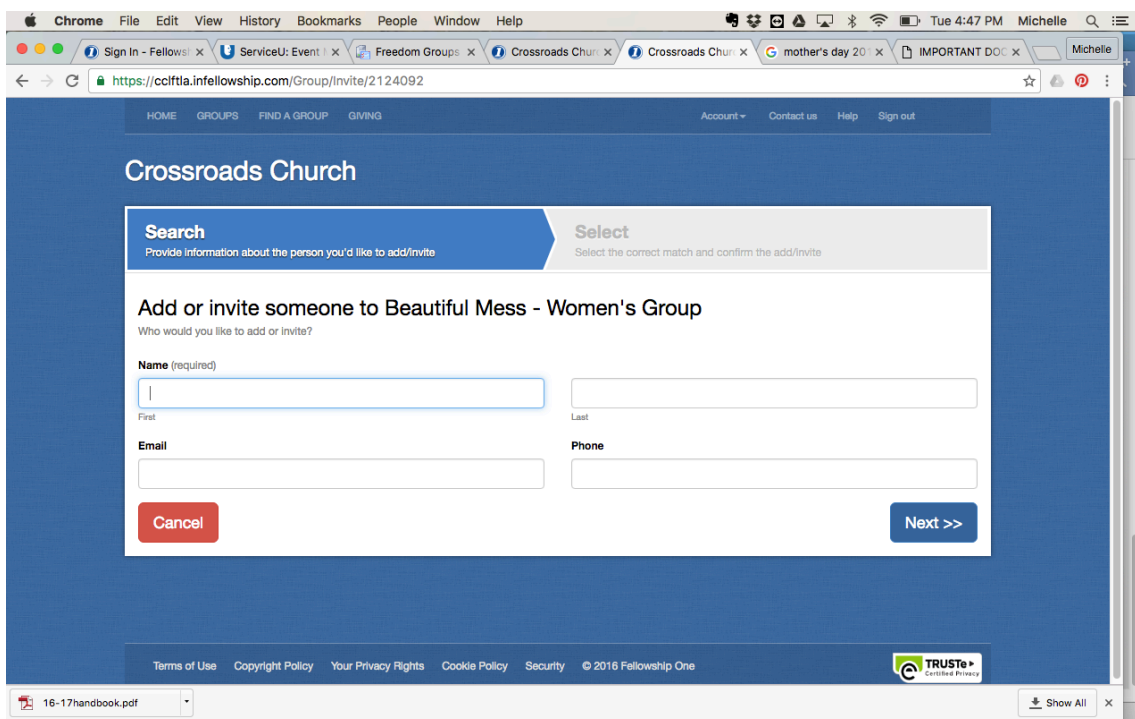
Click on "Home" and it will look like this.

Then Click "Your Groups"



Once you click on your group, it should look something like the picture to the left. With your group title showing here.

Next step is to add all your people from the expo. So click on the "Add or invite someone"



For this part you don't have to fill every box to search for them. I like to fill out their name, email, or phone number only. And let it search our church database for them.

Chrome File Edit View History Bookmarks People Window Help Tue 4:49 PM Michelle

Sign In - Fellowship x ServiceU: Event x Freedom Groups x Crossroads Church x Crossroads Church x mother's day 20 x IMPORTANT DOC x Michelle

https://ccflla.infellowship.com/Group/invite/2124092

Crossroads Church

HOME GROUPS FIND A GROUP GIVING Account Contact us Help Sign out

**Search**  
Provide information about the person you'd like to add/invite

**Select**  
Select the correct match and confirm the add/invite

**Add or invite someone to Beautiful Mess - Women's Group**  
Who would you like to add or invite?

**Name (required)**

First: jane Last: lantier

Email: Phone:

Cancel Next >>

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16-17handbook.pdf Show All

I added Jane Lantier to this group as an example.

Chrome File Edit View History Bookmarks People Window Help Wed 11:29 AM Michelle

Groups | mycrossroads x Crossroads Church - x Crossroads Church - x Sign In, Register or Gr x ServiceU: Event Man x New Tab Michelle

https://ccflla.infellowship.com/Group/inviteNoMatch/2124092?id=0

Crossroads Church

**Search**  
Provide information about the person you'd like to add/invite

**Select**  
Select the correct match and confirm the add/invite

**No matches found.**

michelle jaqua was not found in the system. You may send an email inviting michelle to join the system and your group, but you must first provide an email address. You may also provide a phone number, but the invite will only be sent via email.

Name: michelle jaqua

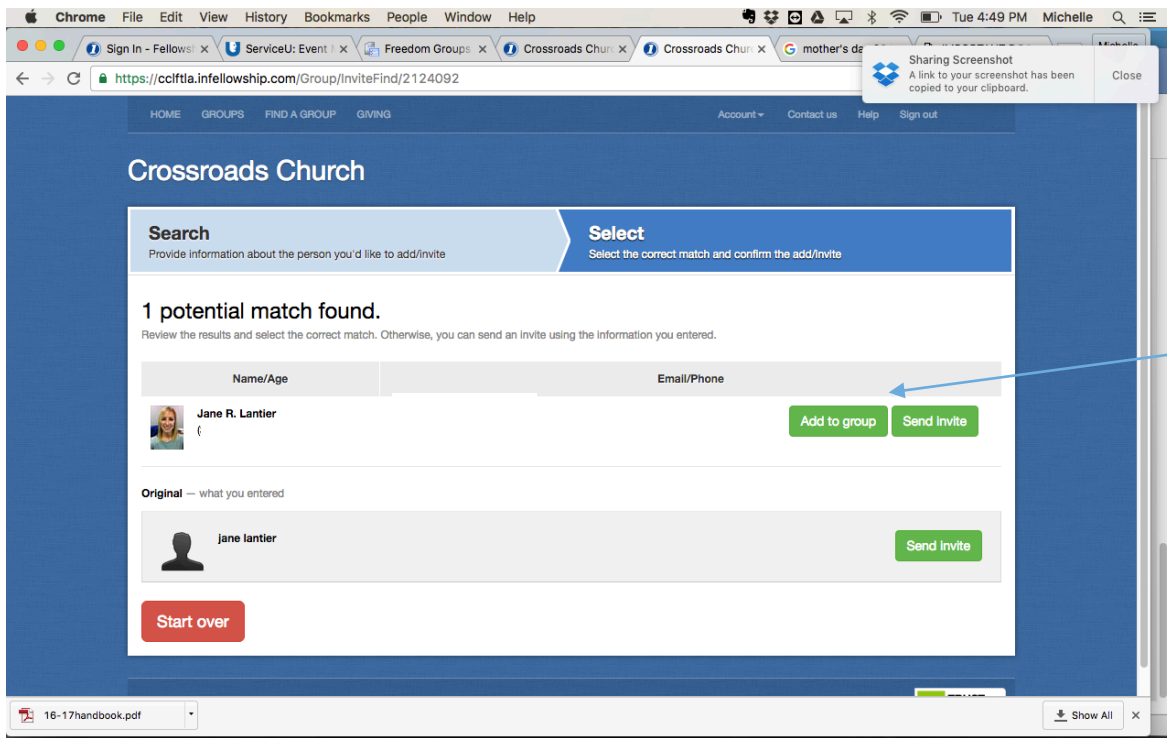
Email: Phone:

Message (Optional):

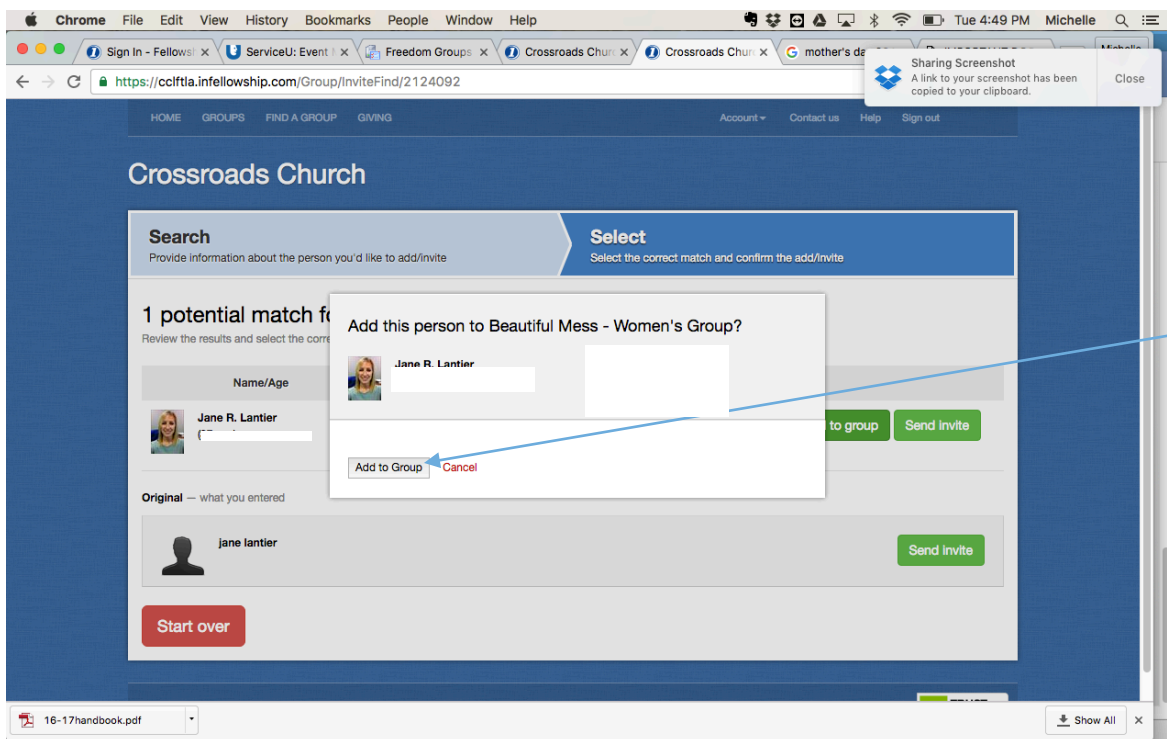
Plain text, no HTML

Send Invite Cancel

If they are not in the system... it will look like this. Just fill out their info and send the invite.



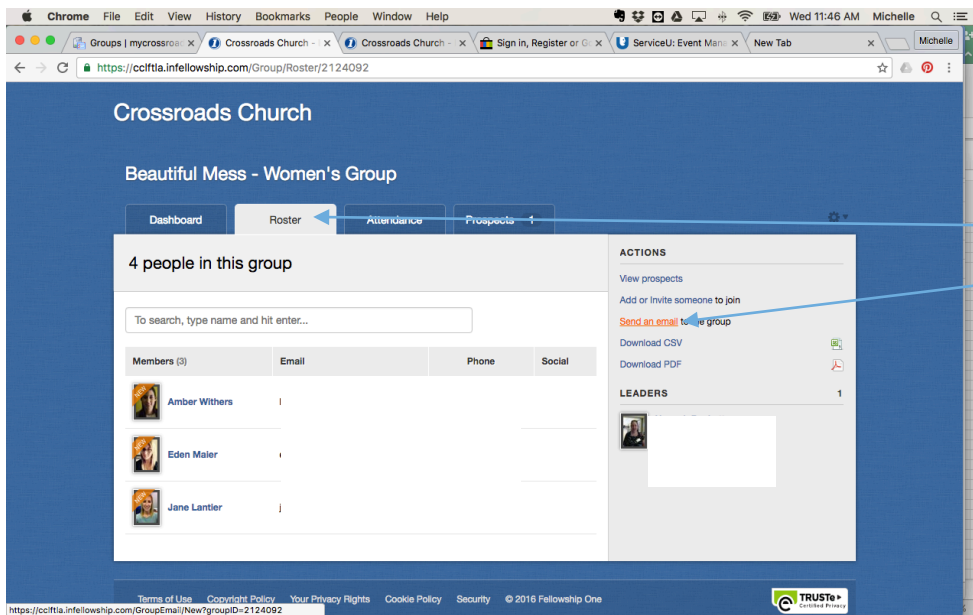
If they are in the system... it will look like this. Select “Add to group”



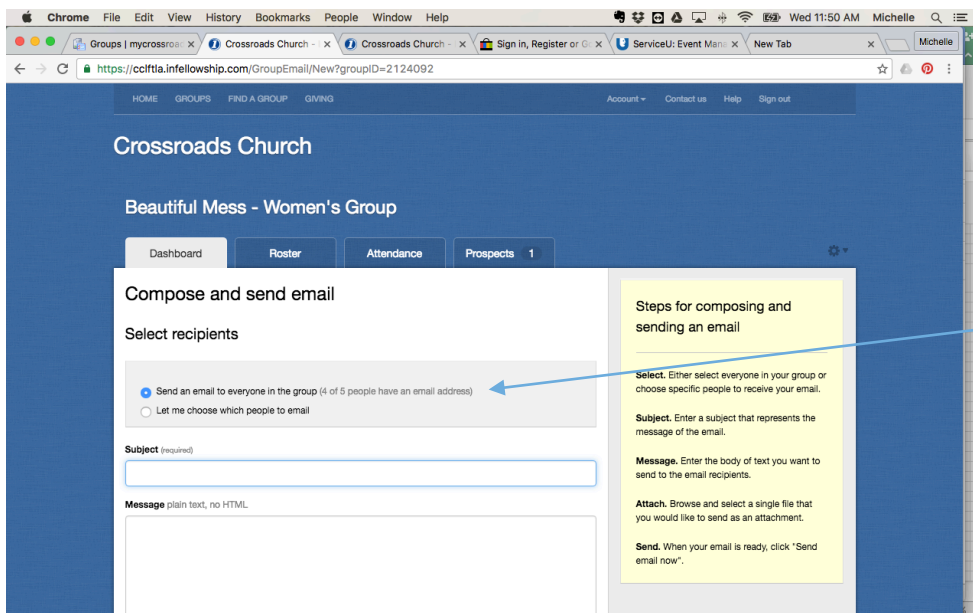
If they are in the system... it will look like this. Select “Add to group”

Then repeat this process for the rest of your sign – ups. After you have added and accepted everyone interested you can use the “Roster” tab to view everyone in your group and email them!

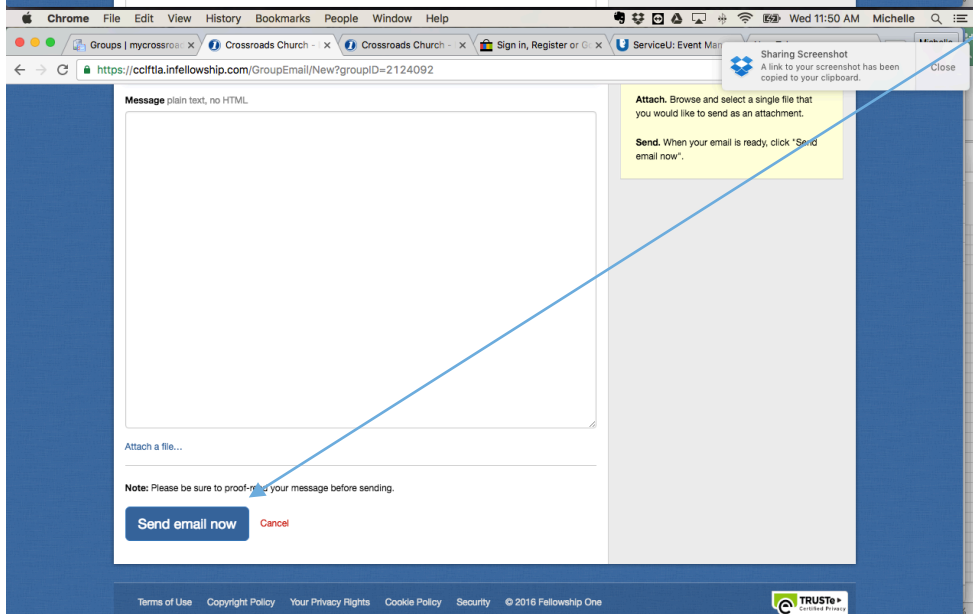




To send an email  
click "Roster" then  
"Send an email"



In the email format,  
you can select if you  
would like to email  
the whole group or  
individuals.  
Then you can  
compose your e-mail  
and send it out.



Accepting people in your group... I added myself to The Bowlers Club as an example.

As the group leader... click on "Prospects"

Chrome File Edit View History Bookmarks People Window Help Wed 12:21 PM Michelle

Groups | mycrossroads | Crossroads Church | Crossroads Church | Sign in, Register or G | ServiceU: Event Man | New Tab | Michelle

https://ccfita.infellowship.com/Group/Show/2124946

Crossroads Church

The Bowlers Club

Dashboard Roster Attendance Prospects 2

Location — where do we meet?

Name	Description	Address
Lafayette Lanes	This groups meet ONCE per month of a Sunday... exact dates will be announced	2825 Johnston St. Lafayette, LA 70506 Map

Information

Campus	Time zone
Lafayette Campus	(GMT-06:00) Central Time (US & Canada)

Description: Singles, couples, families, everyone is welcome! A parent must accompany children.  
Write Exact dates TB& - One Sunday per month

ACTIONS

- View roster
- View settings
- Add or invite someone to join
- Send an email to the group

MEMBERSHIP

	4
Leaders	2
Members	2
Prospects	2

ADMINISTRATORS

Name	Email
Paul Burke	paulburke@mycrossroads.org
Michelle Jaqua	michellejaqua@mycrossroads.org

Chrome File Edit View History Bookmarks People Window Help Wed 12:21 PM Michelle

Groups | mycrossroads | Crossroads Church | Crossroads Church | Sign in, Register or G | ServiceU: Event Man | New Tab | Michelle

https://ccfita.infellowship.com/Group/Prospects/2124946

Crossroads Church

The Bowlers Club

Dashboard Roster Attendance Prospects 2

2 prospects

Name	Last contacted	Open	Status
Belinda Taylor	Waiting to be contacted	8/21/2016 at 7:32 PM	Interested
Michelle Jaqua	Waiting to be contacted	Today at 12:20 PM	Interested

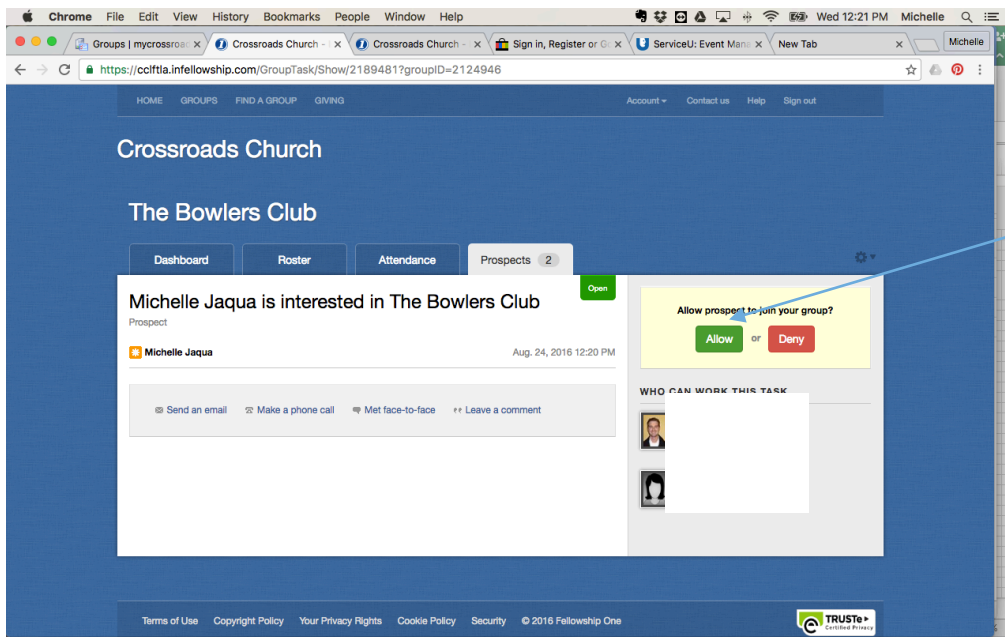
LEADERS

	2
Paul Burke	
Michelle Jaqua	

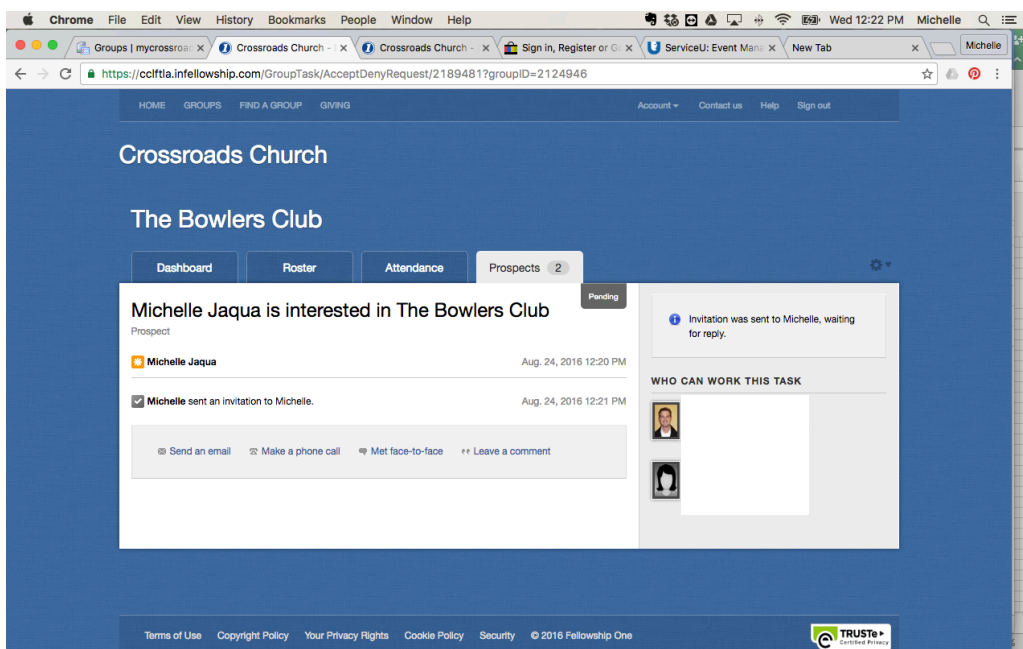
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TRUSTE+

Click on the individual you would like to accept. I clicked on my name in this instance.



Click “Allow” or “Deny” – Deny is really only if they do not meet the group requirements such as... wrong gender, age, or marital status.



This is now what you will see and you are waiting for them to respond.

## [Crossroads Church] Invitation to join The Bowlers Club



[Show all 10](#)

Wednesday, August 24, 2016 at 12:21 PM

To: Michelle Jaqua

Michelle Jaqua is inviting you to join the group: The Bowlers Club.

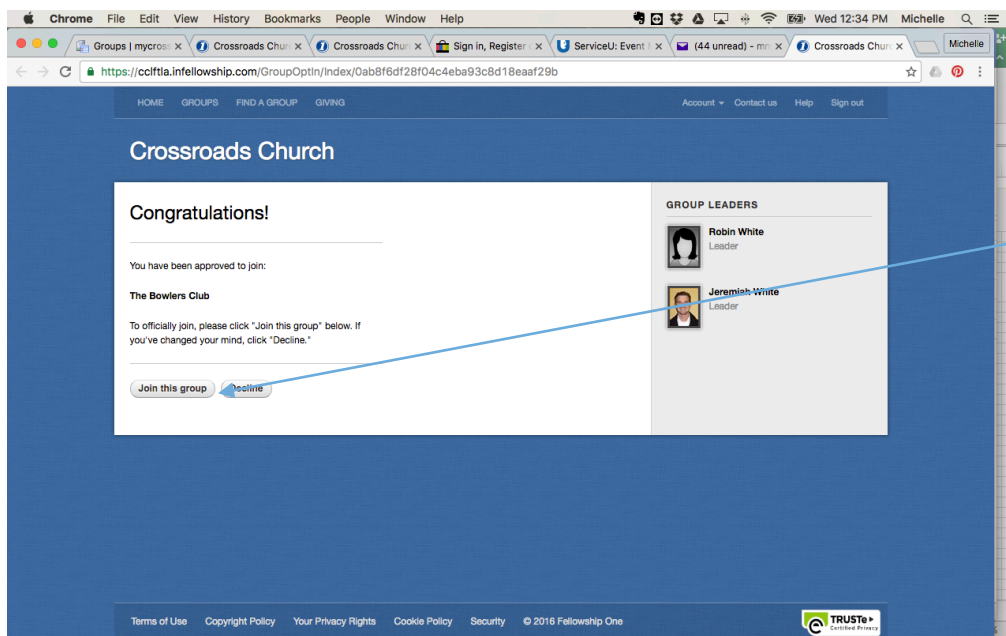
Visit this link to join the group.

<https://cclftla.infellowship.com/GroupOptIn/Index/0ab8f6df28f04c4eba93c8d18eaaf29b>

The Bowlers Club is affiliated with Crossroads Church.

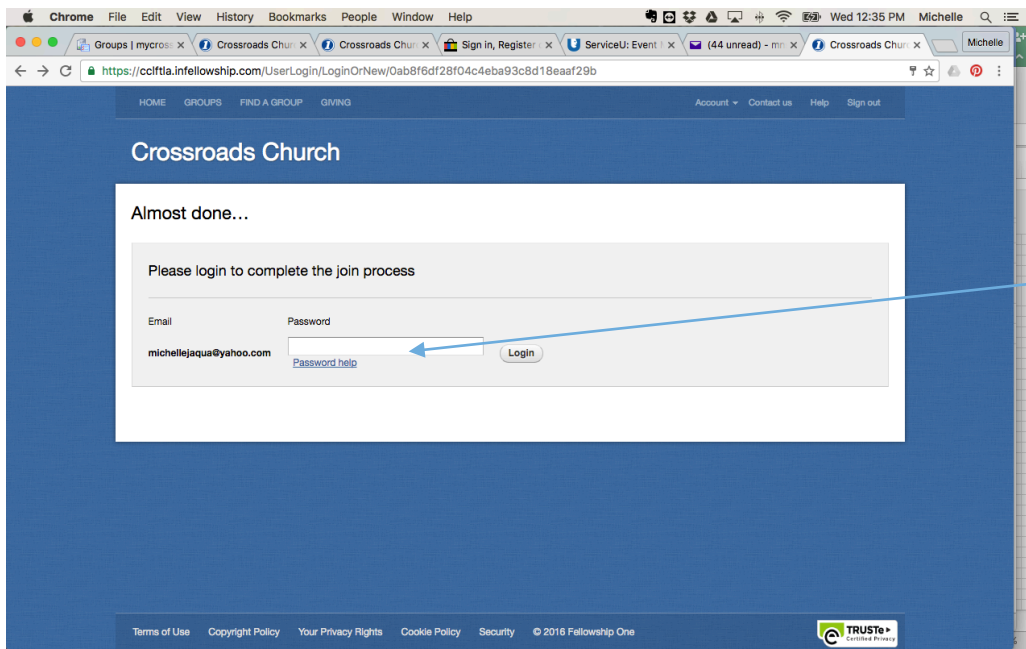
The next few pictures is what the individual that is asking to join your group will receive.

This is the email... they just need to click the link.

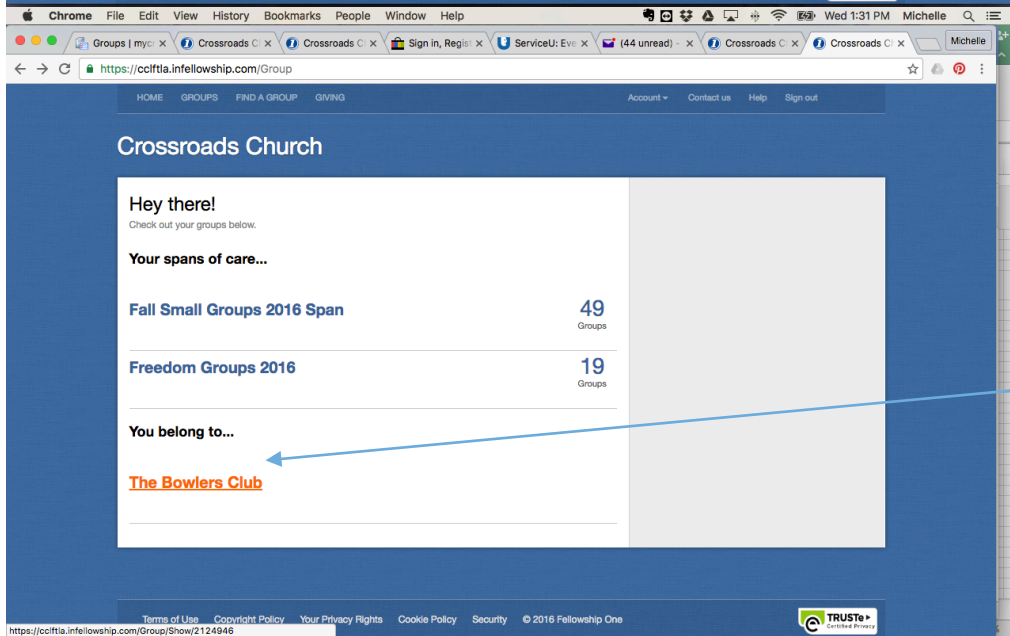


Once they click on the link in the email it will bring them to this page. They need to click "Join the group"





InFellowship will prompt them to type their password.



Once they login with their password it will bring them to their Home page in InFellowship and they will see the group they just joined under "You belong to..."

If you have any questions, please feel free to call the office or e-mail us!

337-234-4308 ext. 209

[janelantier@mycrossroads.org](mailto:janelantier@mycrossroads.org)

THANK YOU for partnering us in leading a Small Group!