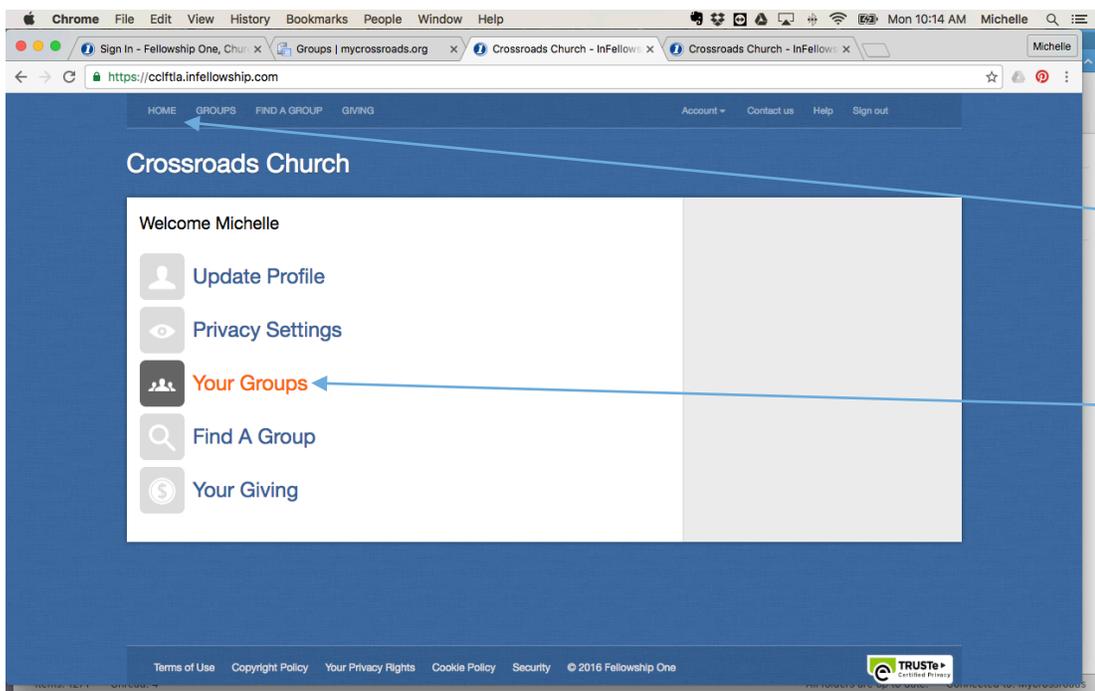


If you already have created an account enter your information to login.

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

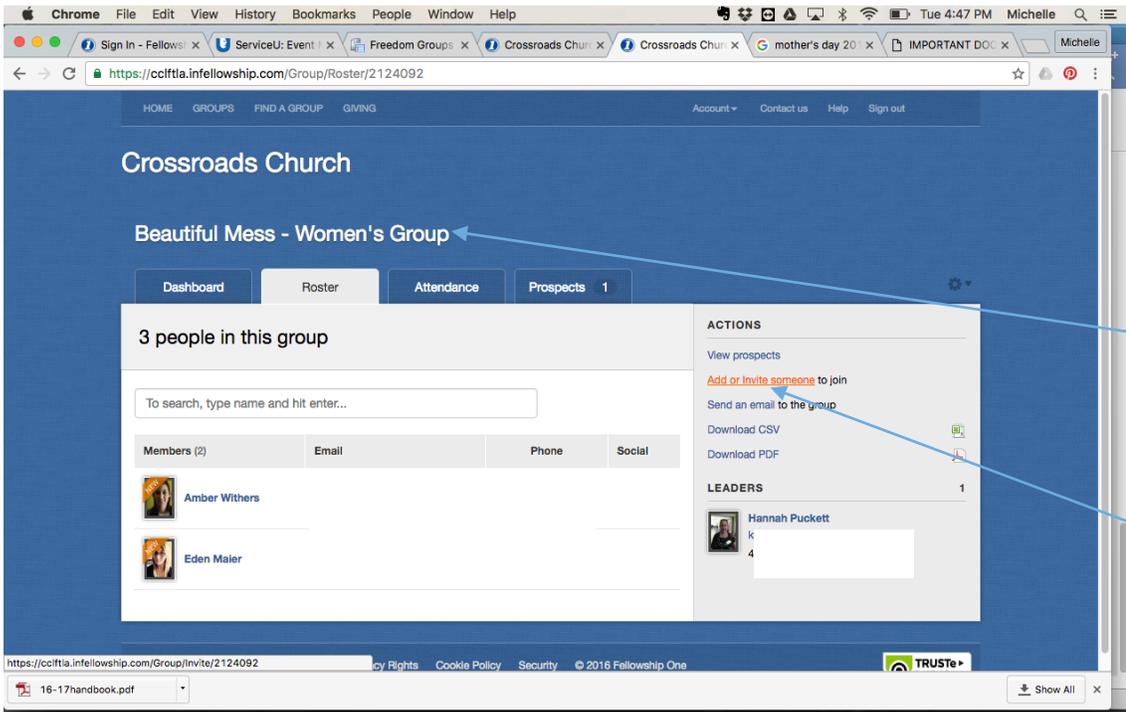
If you have not yet created an account click "Sign Up"*

*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.



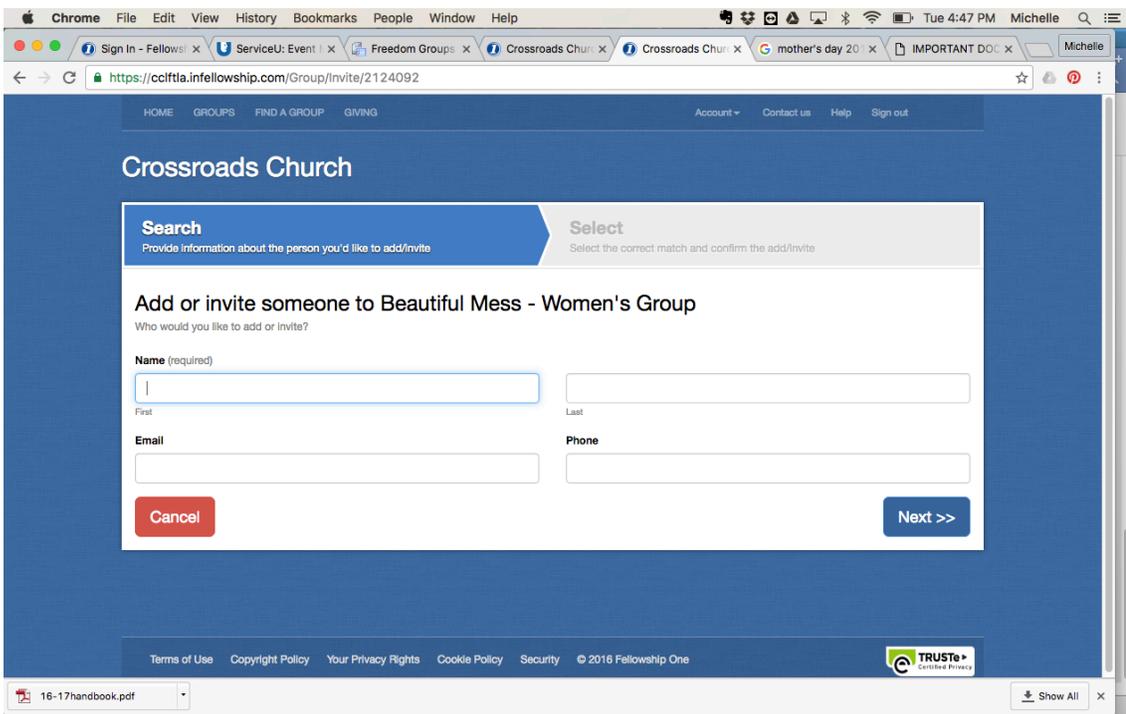
Click on "Home" and it will look like this.

Then Click "Your Groups"

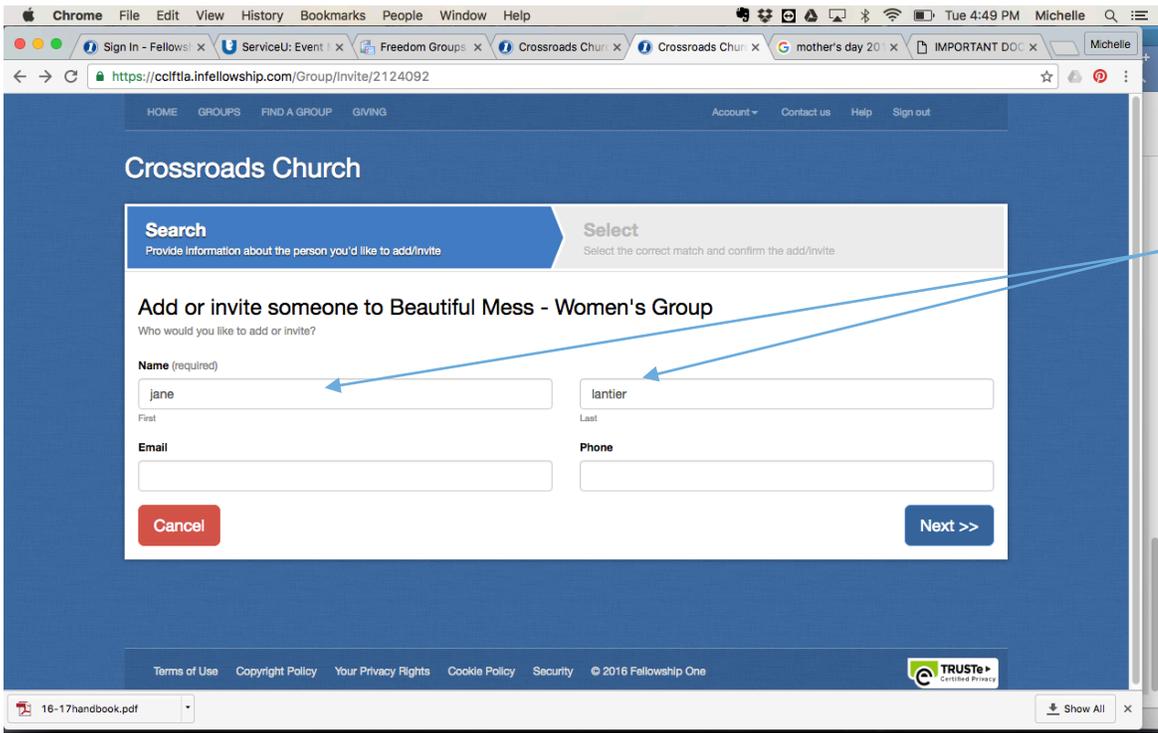


Once you click on your group, it should look something like the picture to the left. With your group title showing here.

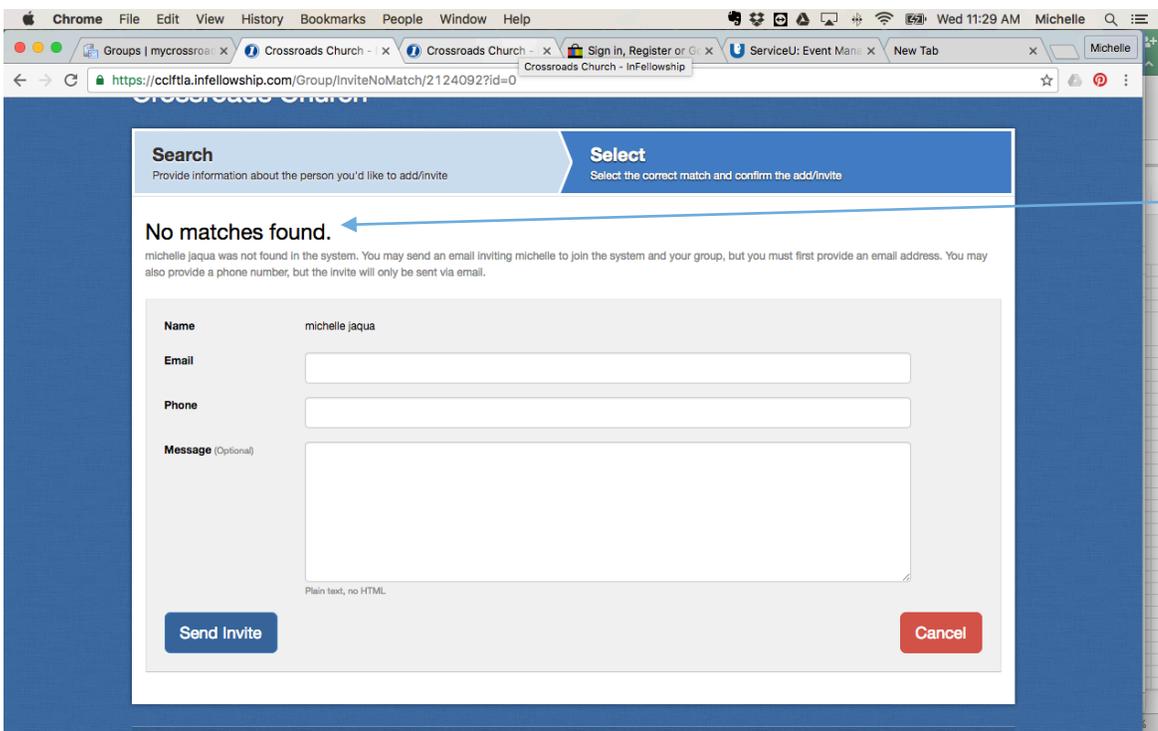
Next step is to add all your people from the expo. So click on the "Add or invite someone"



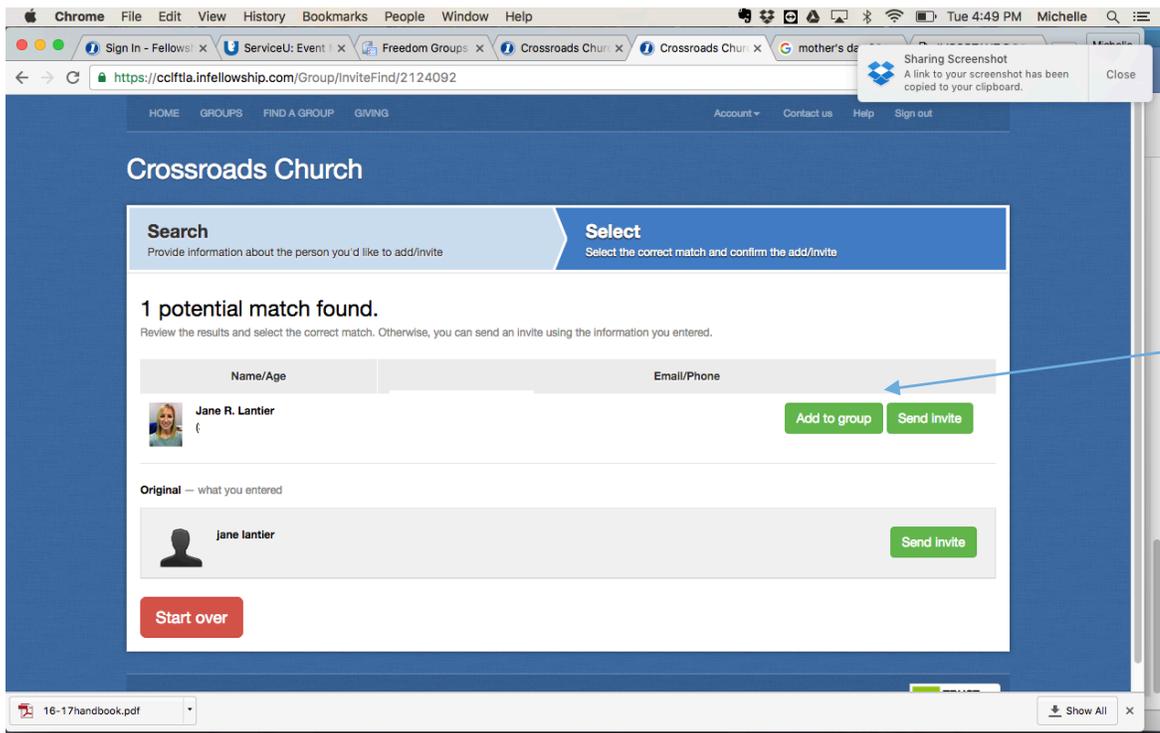
For this part you don't have to fill every box to search for them. I like to fill out their name, email, or phone number only. And let it search our church database for them.



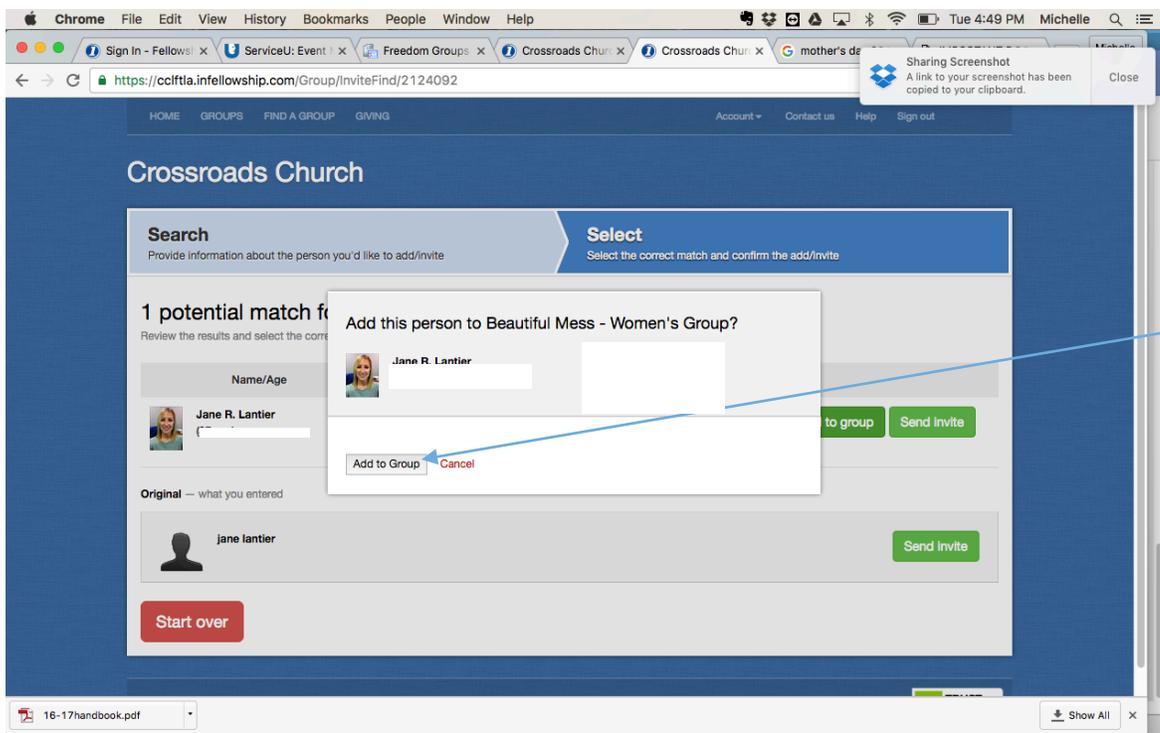
I added Jane Lantier to this group as an example.



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

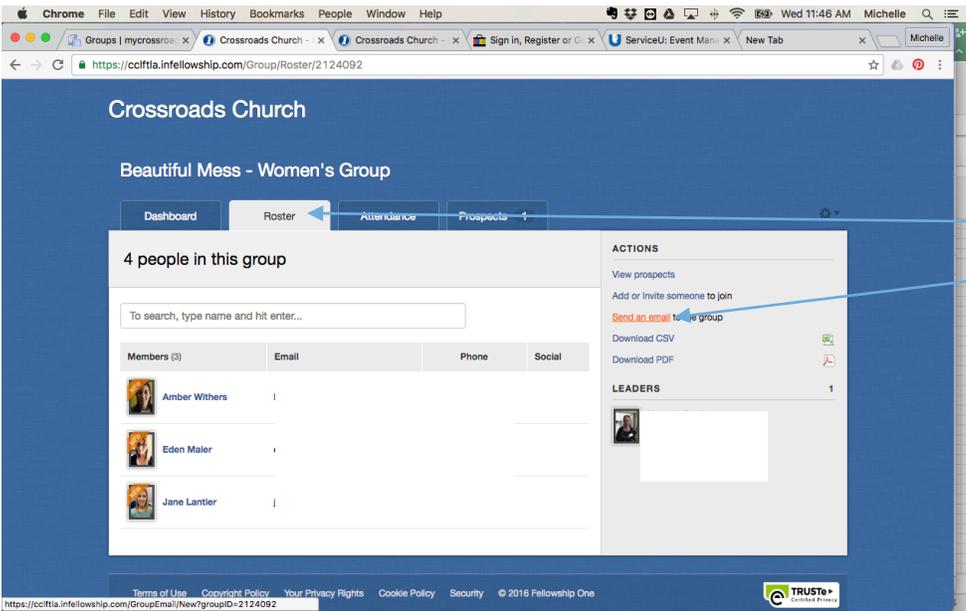


If they are in the system... it will look like this. Select "Add to group"

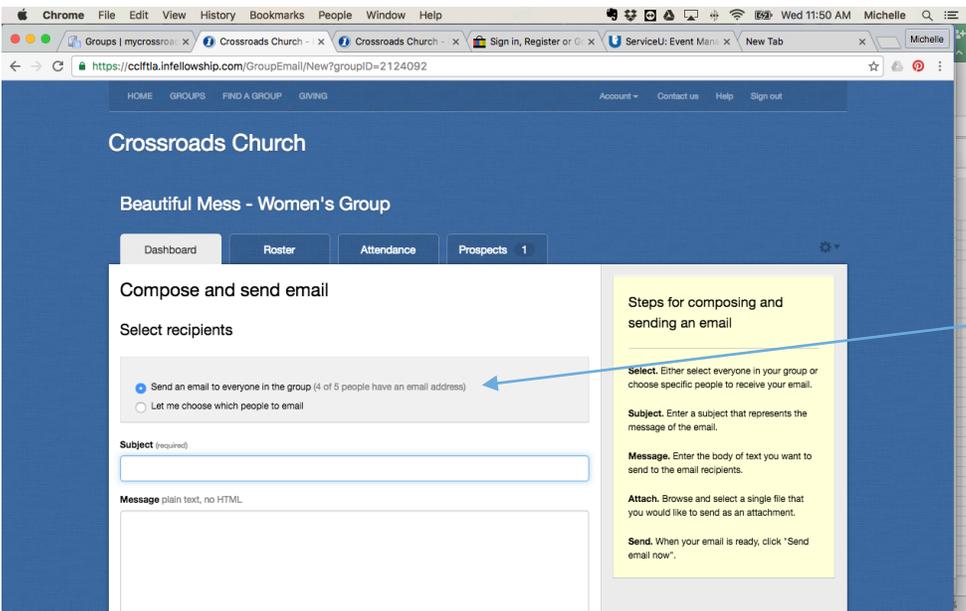


If they are in the system... it will look like this. Select "Add to group"

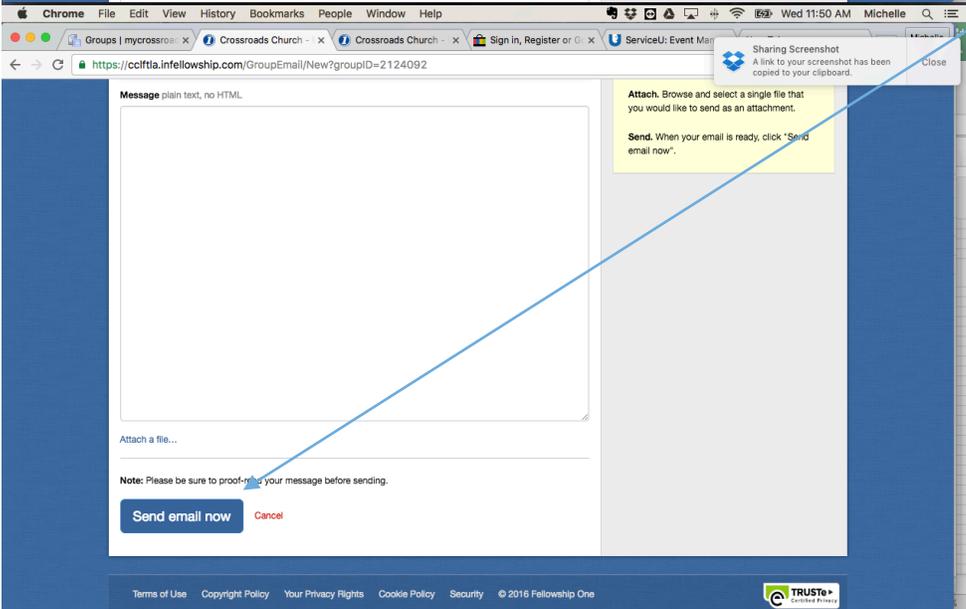
Then repeat this process for the rest of your sign – ups. After you have added and accepted everyone interested you can use the "Roster" tab to view everyone in your group and email them!



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"

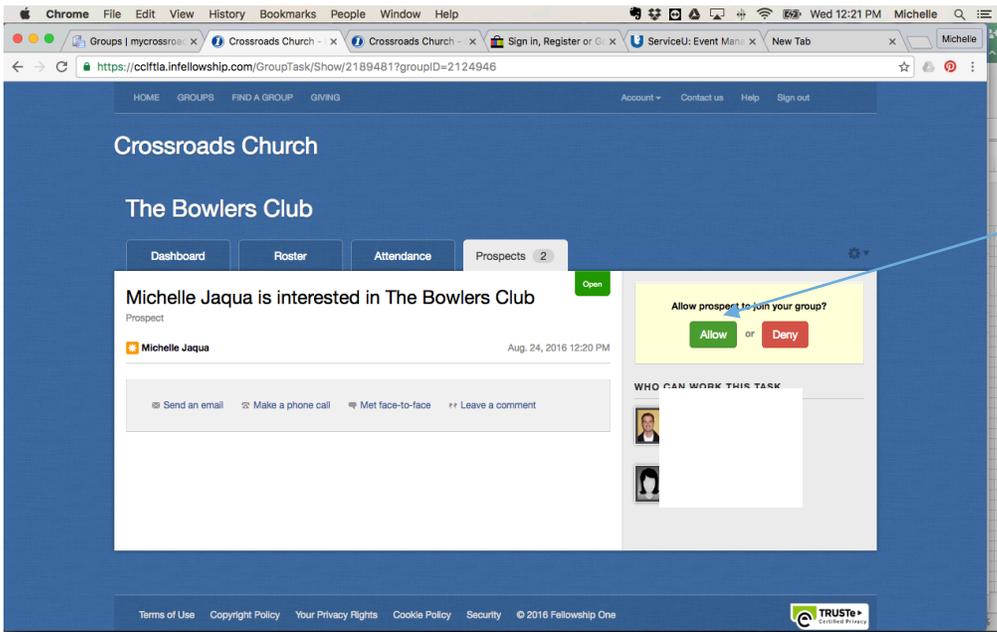
The screenshot shows the 'The Bowlers Club' group page on the Crossroads Church website. The page has a blue header with the church name and navigation links. Below the header, there are tabs for 'Dashboard', 'Roster', 'Attendance', and 'Prospects' (which is selected and has a '2' next to it). The main content area is divided into sections: 'Location - where do we meet?' with details for Lafayette Lanes, 'Information' with campus and time zone details, and 'ACTIONS' with options like 'View roster' and 'Add or invite someone to join'. A 'MEMBERSHIP' section shows 4 members and 2 prospects. An 'ADMINISTRATORS' section lists Paul Burke and Michelle Jaqua. A blue arrow points from the right side of the page to the 'Prospects' tab.

This screenshot shows the same group page but with the 'Prospects' tab selected. A table titled '2 prospects' is displayed with the following data:

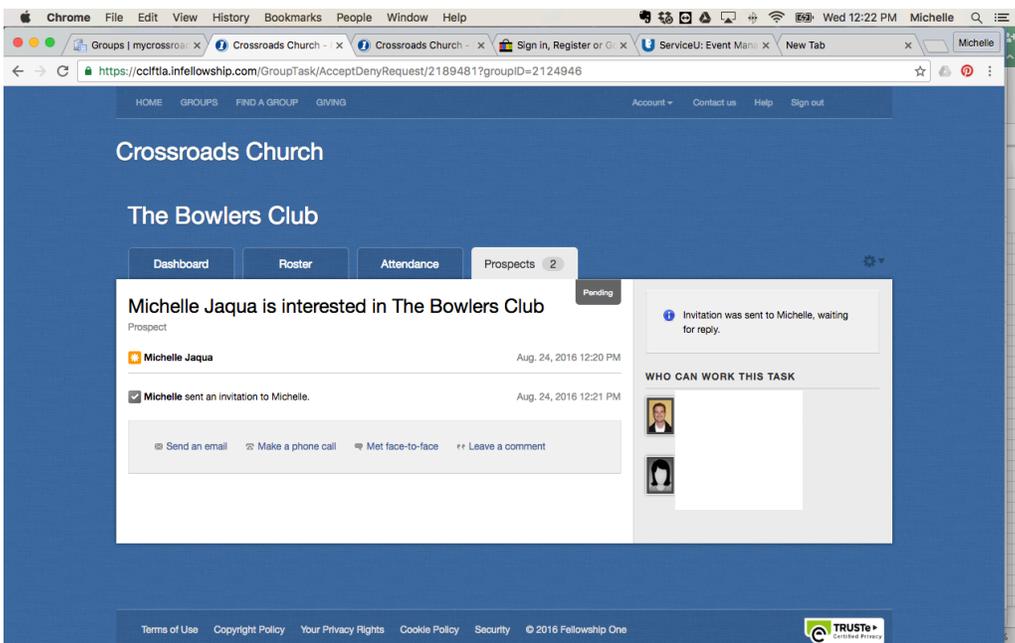
Name	Last contacted	Open	Status
Belinda Taylor	Waiting to be contacted	8/21/2016 at 7:32 PM	Interested
Michelle Jaqua	Waiting to be contacted	Today at 12:20 PM	Interested

A blue arrow points from the right side of the page to the name 'Michelle Jaqua' in the table. To the right of the table is a 'LEADERS' section with a count of '2' and two profile pictures.

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.

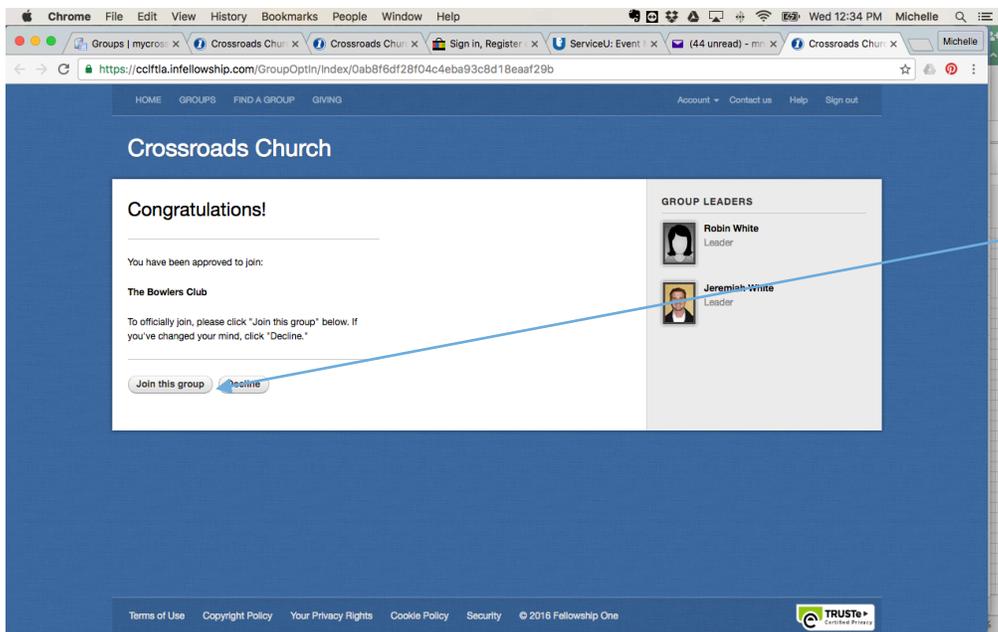
Visit this link to join the group.

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

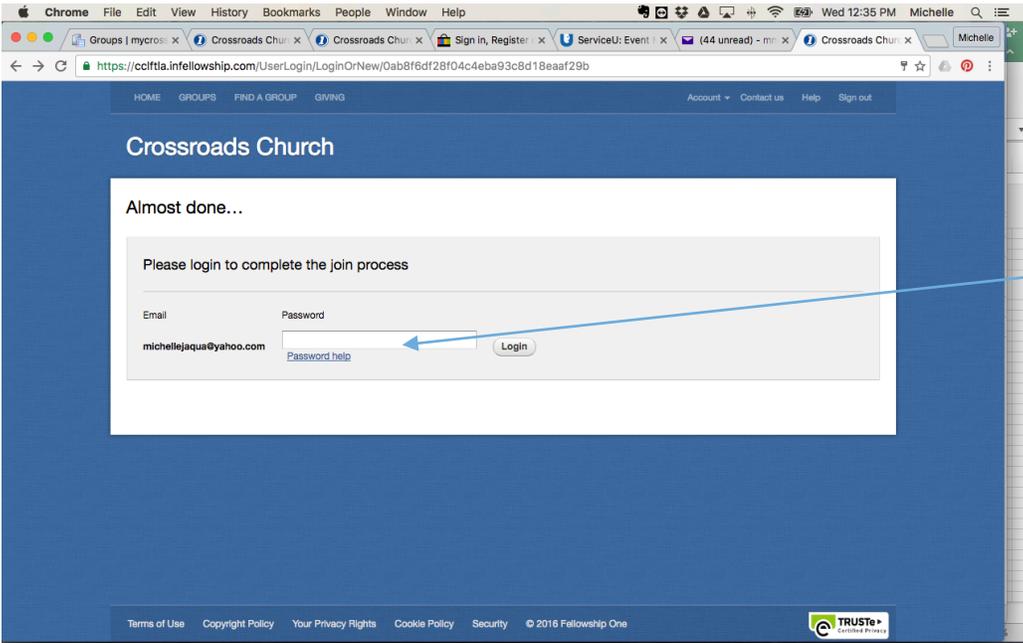
The Bowlers Club is affiliated with Crossroads Church.

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

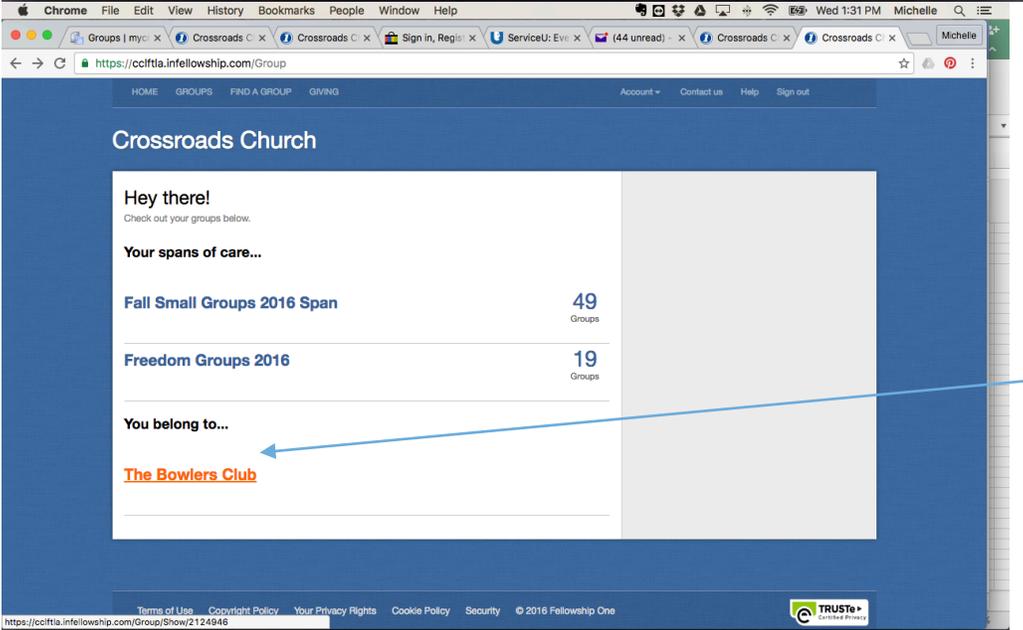
This is the email... they just need to click the link.



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

misty@mycrossroads.org

THANK YOU for partnering us in leading a Small Group!