

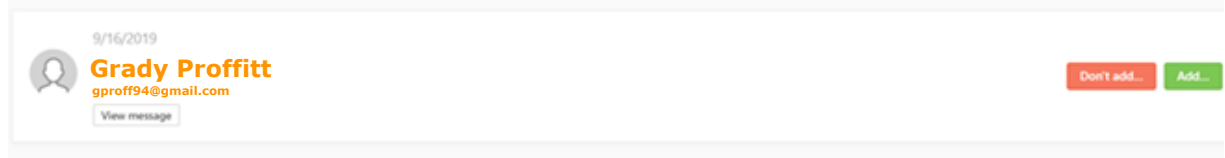
Planning Center Groups FAQ

How do I respond to Prospects interested in my Life Group?

There are two different ways to show interest in groups, so there are two ways to contact a prospect (if they have not supplied their phone number):

- **Using the “Contact” button:** If someone sends a message with the “Contact” button, it’ll come as an email directly to your inbox. You can respond directly to that message and it will email the prospect.
- **“Join this group” button:** If someone reaches out using the “Join this group” button, you’ll have to click “Accept” to respond to them. Even if in the end they don’t end up attending our group permanently, to respond to them in that case you’ll have to accept their request to join. And that’s okay!
 - This is what it looks like when a person shows interested in this way.

Group Membership Requests



- This is what you see when you Accept. You can send a message to the prospect interested in your group here!

Membership Request Response

Message from **Grady Proffitt**

Hello! I'm interested in attending this group.

Action

Add to Group as a Member ▾

Reply

☒ Send an email to New member

To

Grady Proffitt

From ⓘ

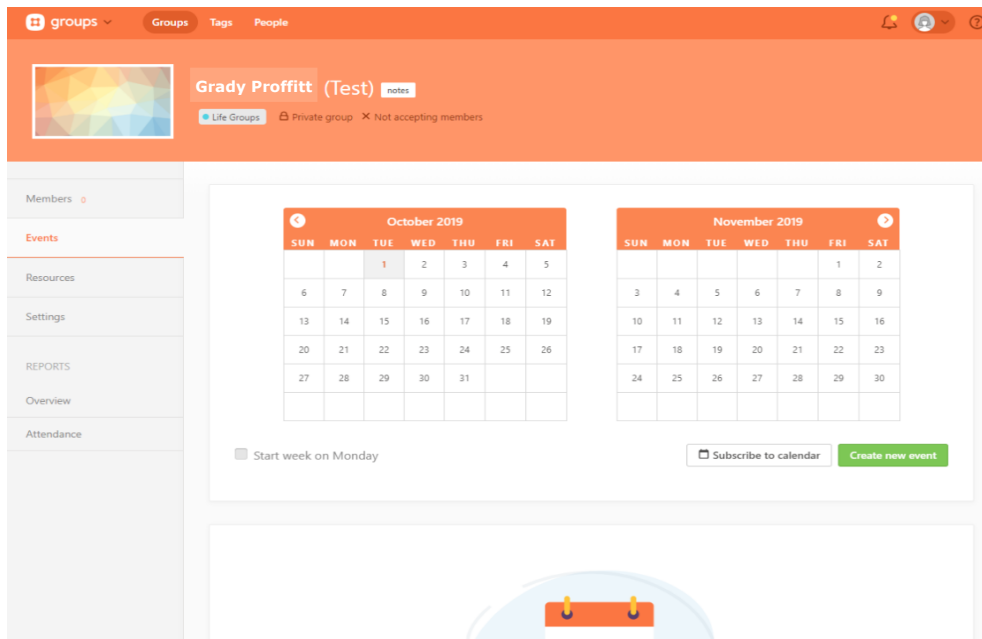
Grady Proffitt gproff94@gmail.com

Subject

B *I*

How to create Events

To create events in Planning Center Groups, click on the “Events” tab. In the “Events” tab, your page will look like this. To create an event, click on “Create New Event.”




After you click on “Create New Event” a page will appear like this. You can set up reoccurring events or fun one-time events! Creating events is necessary for taking attendance and very helpful for your group members so they are able to keep up with the group schedule. When you are finished, click “Create Event.” Remember to create an event for each time your Life Group meets!

The screenshot shows the 'New Event' form. On the left is a sidebar with 'Members', 'Events' (highlighted), 'Resources', 'Settings', 'REPORTS', 'Overview', and 'Attendance'. The main form is titled 'Events > New Event'. It has two columns. The left column, 'Event Details', includes fields for 'Event Name', 'Date' (10/1/2019), 'Start time' (9:00 am), 'End time' (11:00 am), a checkbox for 'This is a multi-day event', a 'Repeat' dropdown (set to 'Never'), a 'Location' dropdown (set to '(no location)'), and a 'Description' field with a rich text editor. The right column, 'Event Reminders', has a toggle for 'Send reminder emails' and a dropdown for '3 days before'. A green 'Create event' button is at the bottom right.

How to take Attendance

To take attendance, your group's event schedule needs to be up to date. Once you have a correct schedule, you'll be able to take attendance for those specific dates. When taking attendance, you're also able to add new members to the group or visitors to that particular meeting time!



Grady Test Group
Schedule: Every Wednesday at 8:30am
Life Groups Private group Not accepting members

Members

Events

Resources

Settings

REPORTS

Overview

Attendance

September 2019

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

☐ Start week on Monday

Subscribe to calendar

Create new event

DATE & TIME	EVENT	STATUS	RSVP
9/18/2019 8:30 am - 11:00 am	Life Group Meeting	<div>Report Attendance</div>	<div>Request now</div>
9/25/2019 8:30 am - 11:00 am	Life Group Meeting	Has not started yet	<div>Request now</div>
10/2/2019 8:30 am - 11:00 am	Life Group Meeting	Has not started yet	<div>Request now</div>

This is what it looks like when you click "Report Attendance." It will list all your current group members. You can add new members to your group from here or add visitors to certain group meeting times! You will receive an email reminder to take attendance on the same day your group is scheduled to meet.

Events > Life Group Meeting > Attendance Report

SEP

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Life Group Meeting
Location:
8:30am

Edit date/time

Cancel event

	FIRST NAME	LAST NAME	ROLE
<input type="checkbox"/>	Grady	Proffitt	leader

New Member:

name, email, or phone number

New Visitor:

name, email, or phone number

0

0 Members
0 Visitors

Submit Attendance Report

Can I take attendance on my Planning Center Online App?

Unfortunately, no. If you are a Dream Teamer, you will be familiar with Planning Center Services so you may have the App on your phone. This app is NOT the same as Planning Center Groups and you cannot access your group or take attendance on it. There is not an app for Planning Center Groups. To take attendance or make edits, you will need to use the web browser on your phone, tablet, or computer.