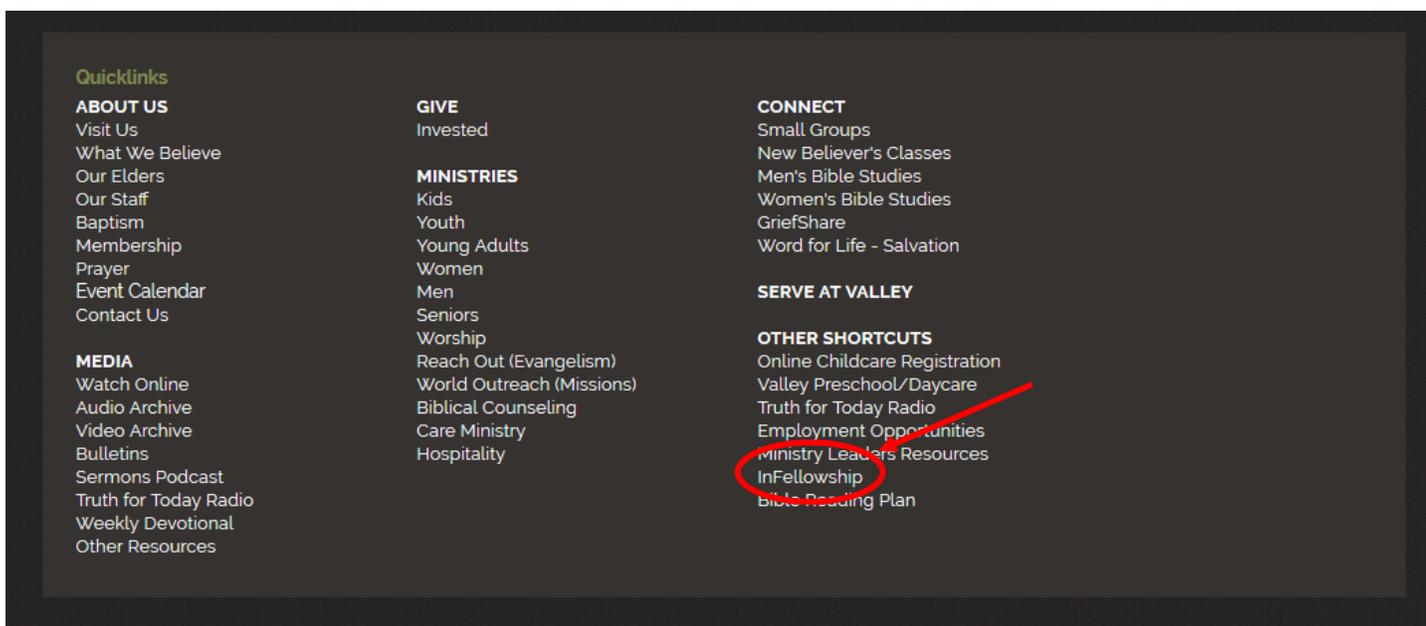


HOW TO MANAGE YOUR SMALL GROUP

1. Go to Valley's webpage at www.valleybible.org
2. At the very bottom of the page under **Quicklinks**, you will see a link to **InFellowship**.
3. Click on this link and it will take you to the login page for InFellowship



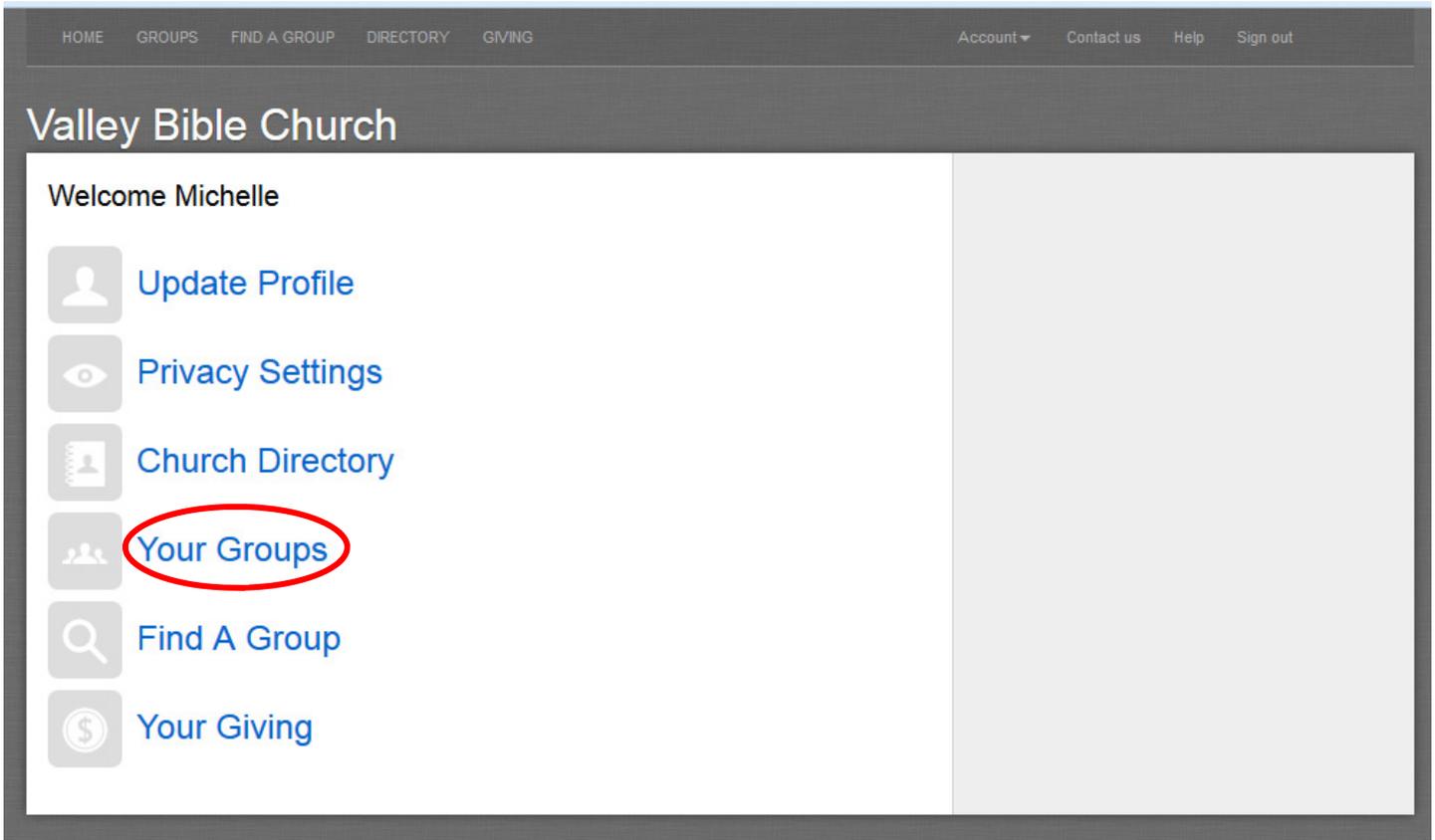
4. Login with your email address (or mobile number) and password. If you do not have an account you can create one using the **Sign Up** link.

The image shows the login page for InFellowship. At the top, there are links for "FIND A GROUP", "GIVE NOW", and "Register". The main heading is "Valley Bible Church". Below this, there is a form with two input fields:

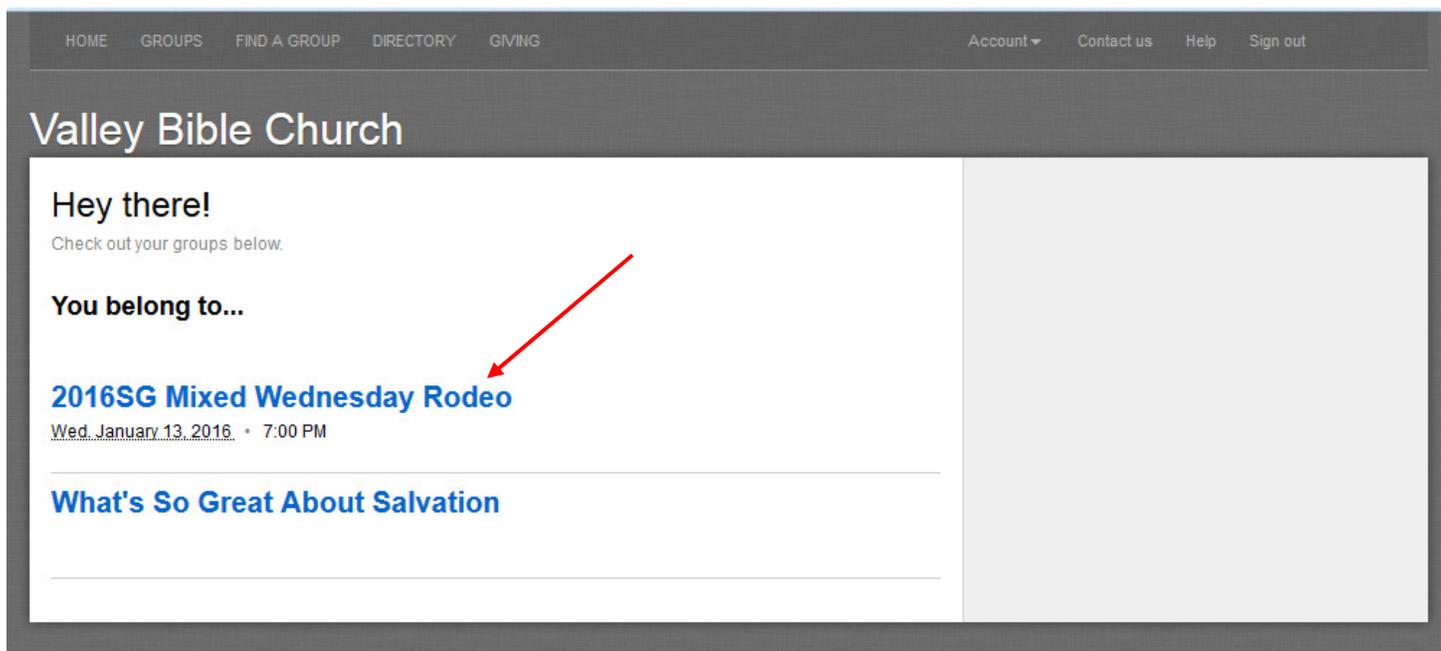
- Email or Mobile Number**: A text box containing the email address "mfilbert@valleybible.org".
- Password – forgot?**: A text box for the password.

At the bottom left of the form is a black "Sign In" button. At the bottom right, there is a link that says "Don't have an account? [Sign Up](#)".

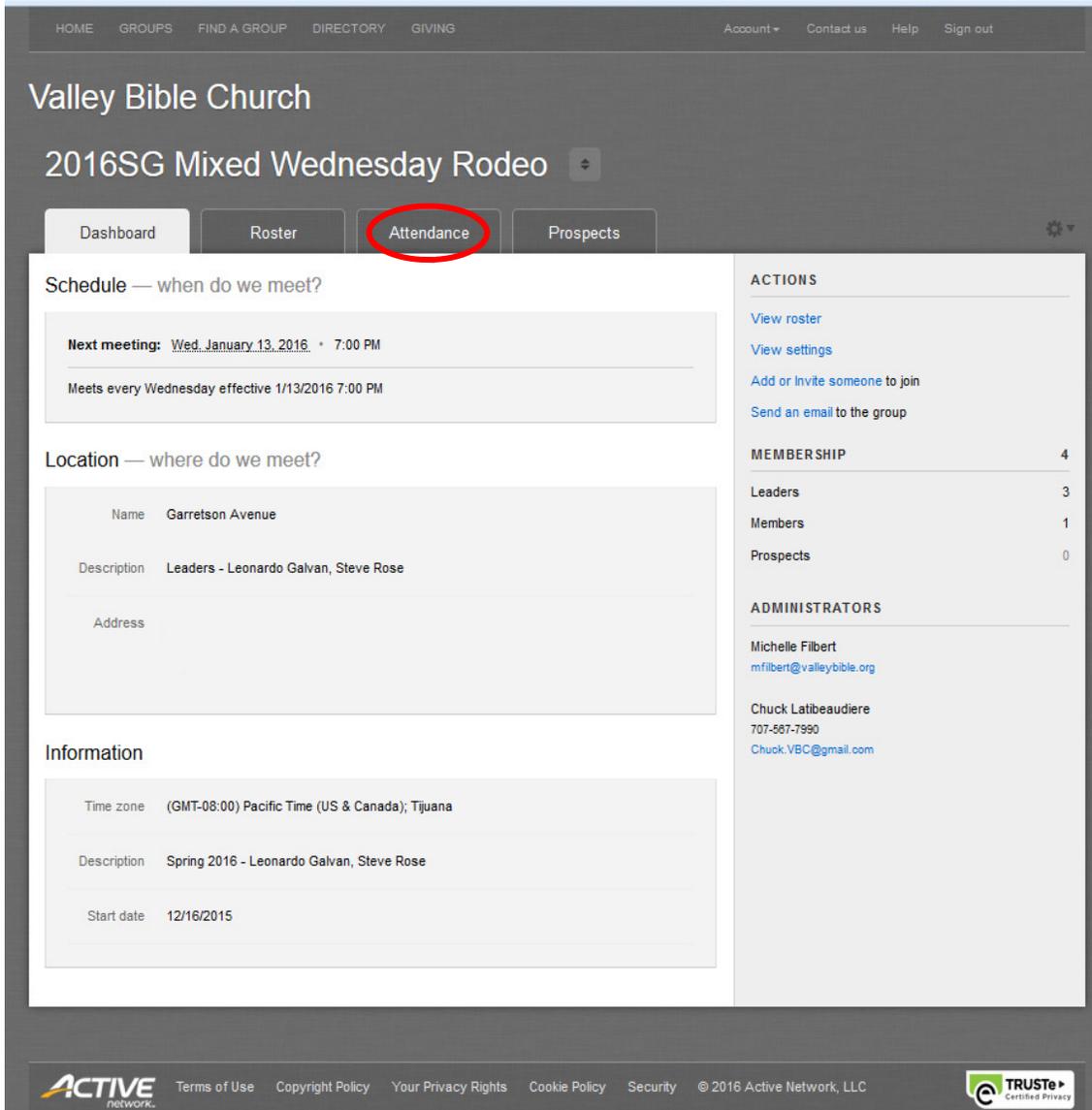
5. Once you have successfully logged in, you will see the **Home** tab. Click on **Your Groups**.



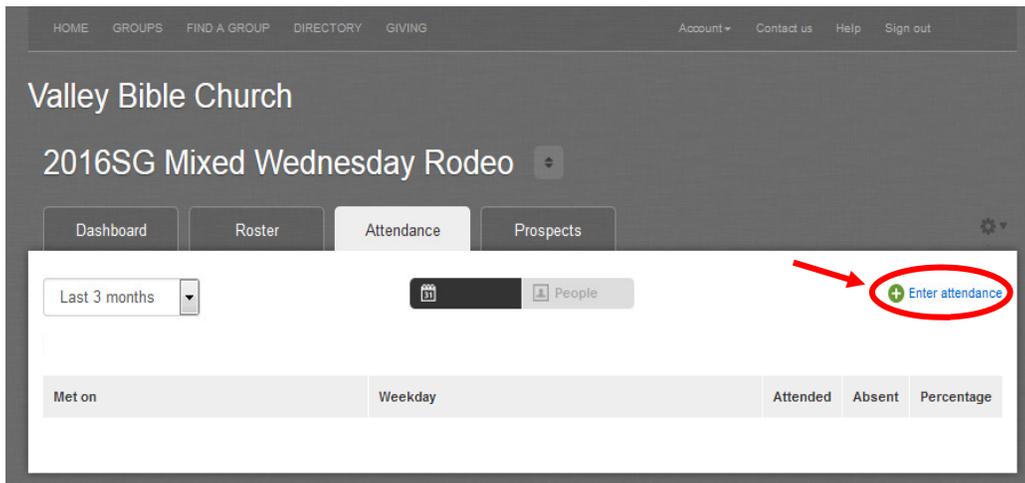
6. This window shows all the groups you are a member of. Click on the group name you want to manage.



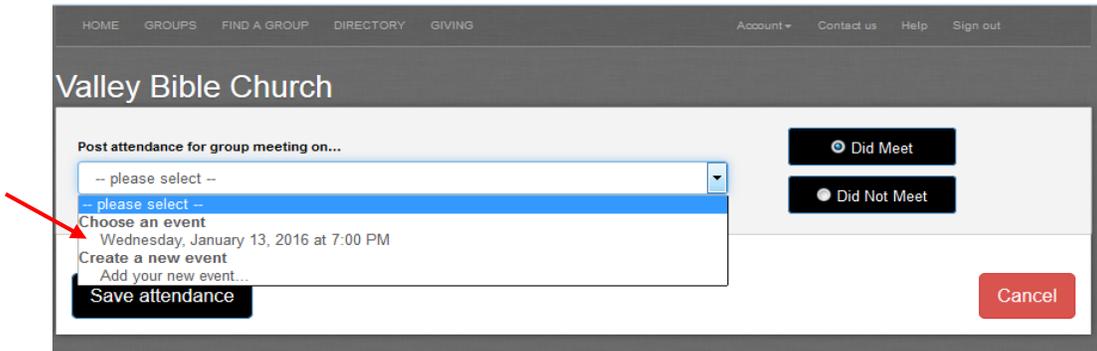
7. If you are designated as a **Leader** in your group, you will see an **Attendance** tab. Click on it.



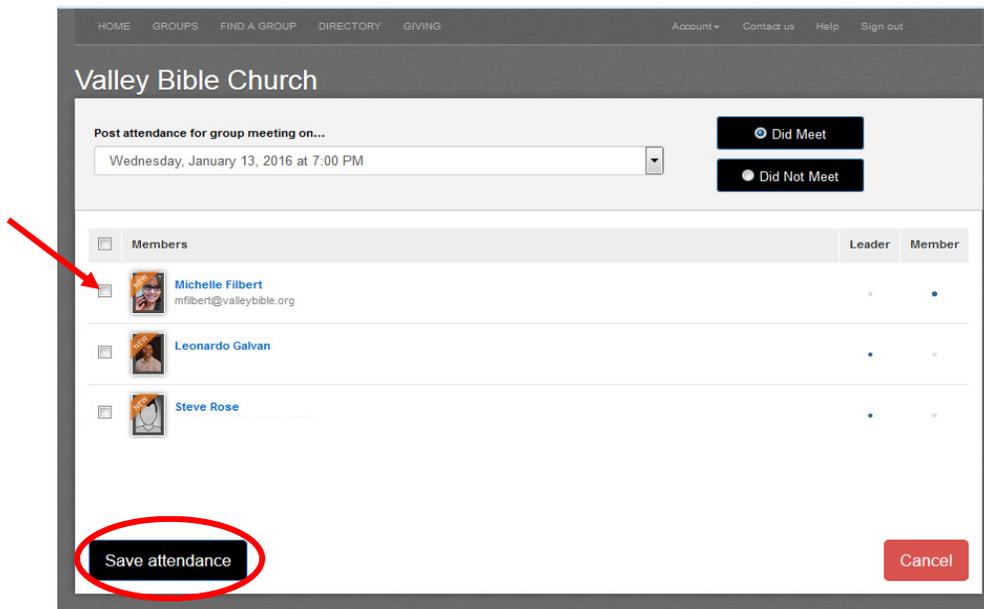
8. Select **Enter attendance**.



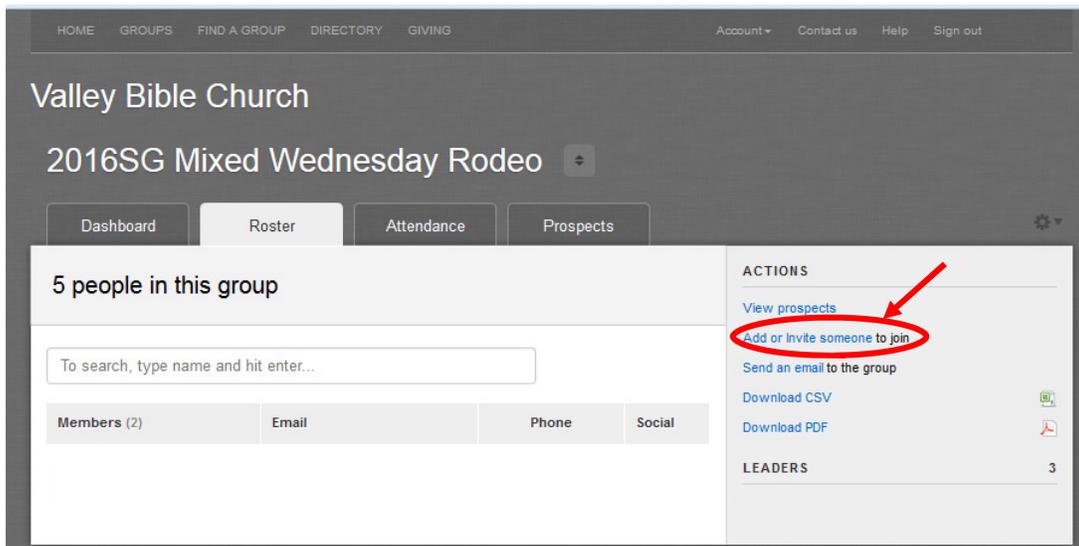
9. Select the date your group met from the dropdown list.



10. Check the box next to each member that attended that session. Click **Save attendance** when done.



11. If you need to add people to your group, simply select the **Roster** tab and click on **Add or Invite someone** to join located on the right side under ACTIONS.



9. Type in the person's **complete** First and Last name (required).

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

Valley Bible Church

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 2016SG Mixed Wednesday Rodeo

Who would you like to add or invite?

Name (required)

First: Susie Last: Fernandez

Email: Phone:

Cancel Next >>

10. Select **Add to group** and this person will now show up on the **Roster** and also in your **Attendance** list.

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

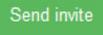
Valley Bible Church

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

Select
Select the correct match and confirm the add/invite

1 potential match found.

Review the results and select the correct match. Otherwise, you can send an invite using the information you entered.

Name/Age	Email/Phone
 Susan "Susie" A. Fernandez	 

Original — what you entered

 Susie Fernandez 

Start over

If you add new people to your **Roster** after your first meeting, you will need to modify their 'join date' in order to show they attended previous meetings.

1. Click on the **Roster** tab and find the name of the group member who's "joined date" needs to be modified and click on their name.
2. Notice at the bottom where it says **Member since** with a date and the [Edit](#) button. Choose the [Edit](#) button and you have the ability to change the date to a date in the past via the drop-down calendar. Be sure to click **Save**.

The screenshot shows the '2016SG Mixed Wednesday Rodeo' group page. The 'Roster' tab is highlighted with a red circle. Below the group name, there are tabs for 'Dashboard', 'Roster', 'Attendance', and 'Prospects'. The profile of Michelle Filbert is displayed, including her name, a 'Wife' tag, and various contact information. The 'Member since' field is circled in red, showing the date '01/13/2016' and an 'Edit' link. A modal window is open for editing the 'Join date', with a red arrow pointing to the calendar icon next to the date field. The modal also contains 'Save' and 'Cancel' buttons.

Once complete, this action allows the group leader to post attendance for the member from the very first time they attend a group meeting.

Now when you go back to **Attendance** (see page 4 of 6), this person will show up in the list and you can select the box next to their name and add them to your attendance.

If you have any questions, or need help with anything pertaining to **InFellowship** and managing small groups, please call or email the **FellowshipOne Administrator**, Michelle Filbert, at 510-799-3171 x124 or mfilbert@valleybible.org