



SMALL GROUP LEADERS – Infellowship (F1) Training

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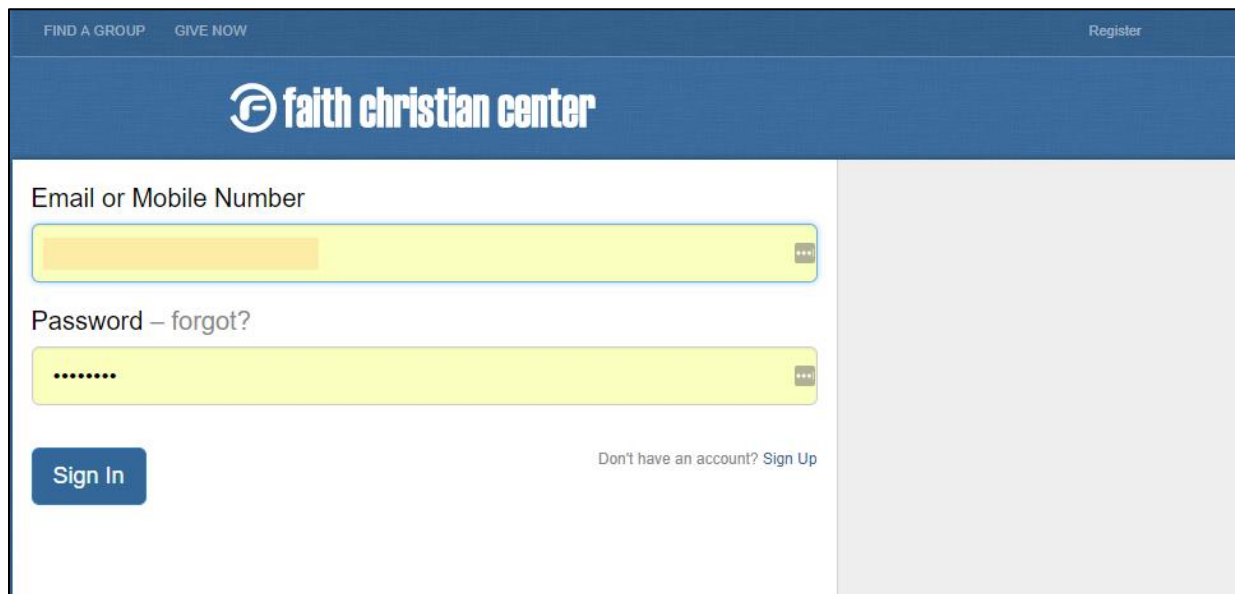
Overview

Faith Christian Center uses Fellowship One for its church management software. Fellowship One contains features for Small Group Maintenance. Infellowship is the functionality within the Fellowship One suite of products that targets Small Groups. Infellowship is also used for online donations and some event management.

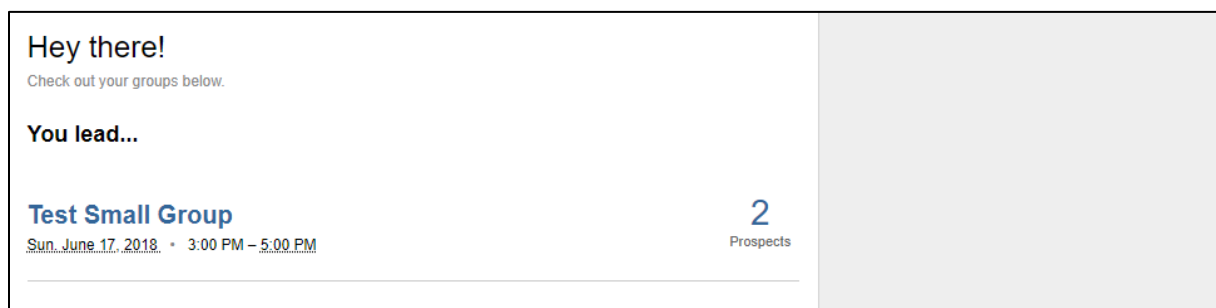
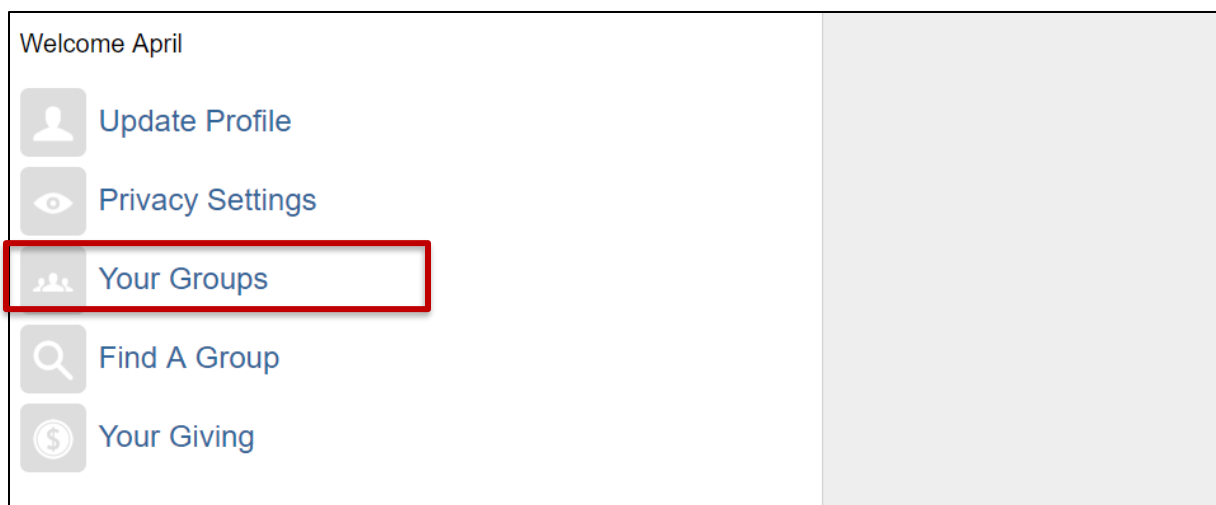
Accessing Infellowship

There are two ways to access Infellowship:

1. Go directly to the website by typing: <https://fccpaz.infellowship.com>
2. Via the FCC website:
 - a. Go to fcc-phx.com
 - b. Click the iGive Tab or Give Now from the drop down
 - c. Select the Member Giving option
3. Enter your email address and password.
4. If you have forgotten your password you can click the **'Forgot?'** link and follow the instructions.
5. If you do not have an account setup you can simply press the **'Register'** button at the top right of the page.
6. When logged select the **'Home'** button from the top left hand corner of the screen. You will see a screen similar to this.



The screenshot shows the login interface for Faith Christian Center. At the top, there are navigation links: "FIND A GROUP", "GIVE NOW", and "Register". The main header features the "faith christian center" logo. Below the header, there are two input fields: "Email or Mobile Number" and "Password – forgot?". The "Email or Mobile Number" field is highlighted with a yellow border. Below the input fields, there is a blue "Sign In" button and a link that says "Don't have an account? Sign Up".



Dashboard Overview

Once logged in click the **'Your Groups'** link to access the Small Groups section and to view the details of your group. You will see multiple groups listed if you are a Hub Leader. Click on the name of a group to see the details of that group.

The **Dashboard** tab describes the basic information about your group including schedule, location, meeting times, and frequency. If you notice any issues or discrepancies please send a request to smallgroups@fcc-phx.com.

The **Roster** tab will give you access to the leaders and members of your small group. You can add, invite, and email individual members or the entire group from this tab.

The **Attendance** tab is where you will enter attendance. It also will display attendance for past dates.

Lastly, the **Prospects** tab list the people who have expressed interest in your group. It is important that you follow up with them and note it here.

Dashboard
Roster
Attendance
Prospects 2
⚙

Schedule — when do we meet?

Next meeting: Sun, June 17, 2018 • 3:00 PM – 5:00 PM

Meets Sunday every 2 weeks effective 5/20/2018 until 7/1/2018 3:00 PM to 5:00 PM

Location — where do we meet?

Name	Faith Christian Center
Description	Faith Christian Center
Address	2640 E. McDowell Rd Phoenix, AZ 85008 Map

Information

Time zone	(GMT-07:00) Arizona
Description	This is a test of the small groups platform.
Children	✓
Start date	5/12/2018

ACTIONS

- [View roster](#)
- [View settings](#)
- [Add someone to join](#)
- [Send an email to the group](#)

MEMBERSHIP

Leaders	2
Members	5
Prospects	2

ADMINISTRATORS

- Cameron Broome
- Evelyn Gaskin
- April Goudy
- My Smith

Roster Maintenance

It will be vital to the success of your group to maintain an accurate list of people who have attended your group. The Roster tab is where this is accomplished. The leader(s) of the group have already been added.

The roster will show all members of the group. You can click on their name to view their contact information, group history and attendance. Group members cannot see contact information of other members or contact them through the system.

Managing Prospects

Prospects are people who have expressed an interest in the small group by either finding the group online or by being invited.

- A potential group member can show interest in a group through the **'Find a Group link'** on the FCC website.

- Next, they will select the group that they want to join.

Postal Code Category Weekday

Start time Children are welcome Show meets online

1 Group found

Group	Location	Meets	Children	Start	End
Test Small Group This is a test of the small groups platform.	Phoenix, AZ 85008	Su every 2 weeks	✓	3:00 PM	5:00 PM

1 - 1 out of 1

- Next, they will complete the interest form on the right-hand side of the page. This does not register them for the group but will notify the group leader that they are interested in the group.

Test Small Group

Next meeting : Sun. June 17, 2018 • 3:00 PM – 5:00 PM

Description This is a test of the small groups platform.

Gender Coed

Marital status Married or Single



Age range 18 – 60

Meets on Sunday every 2 weeks effective 5/20/2018 until 7/1/2018 3:00 PM to 5:00 PM

Time zone (GMT-07:00) Arizona

Children ✓

Location 2640 E. McDowell Rd
Phoenix, AZ 85008
[View large map](#)

Leader	Profile
 Evelyn Gaskin	–
 April Goudy	–

Interested in the group?

Have an account? [Login](#) or [Create one](#)


Your name (required)

First Last

Email (required)

Phone number

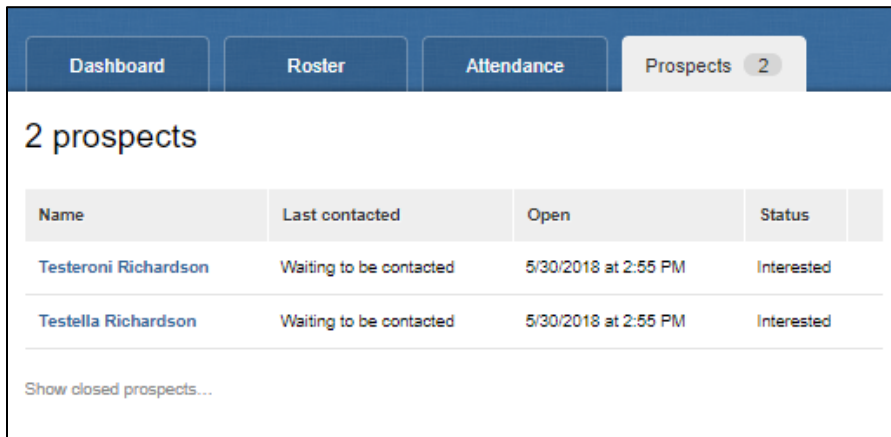
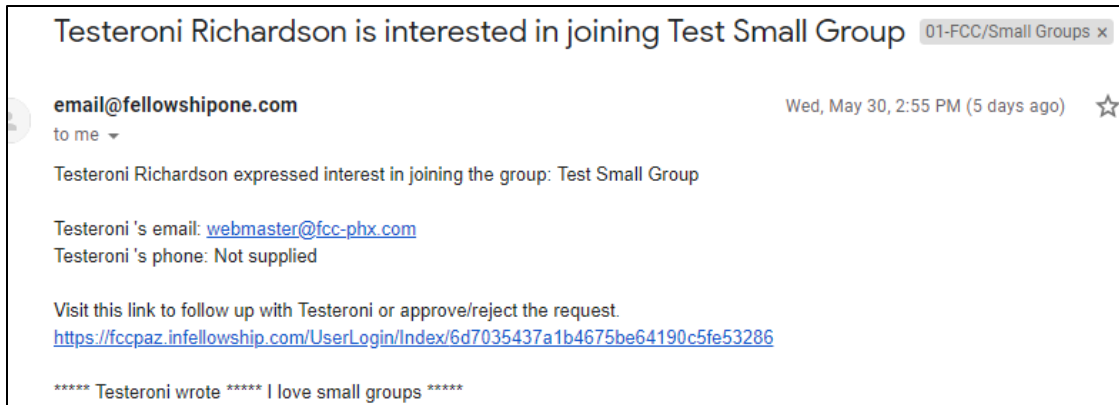
Message



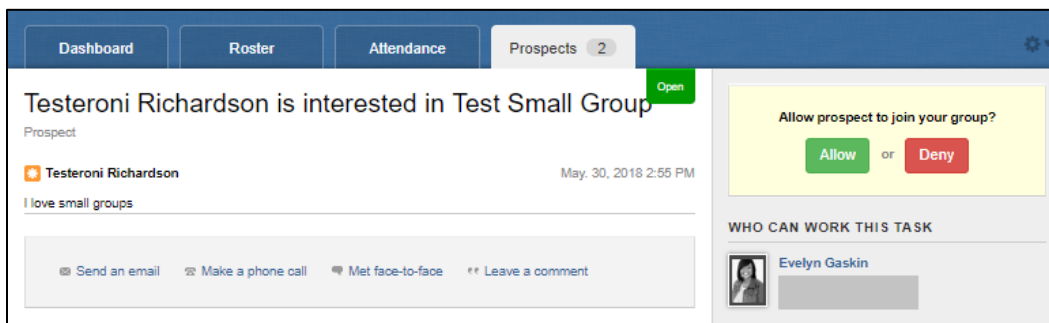
Retype the characters from the picture (required)

PLEASE NOTE: The following steps will occur whether someone shows interest in the group from the FCC website or if they are invited by the group leader to join the group.

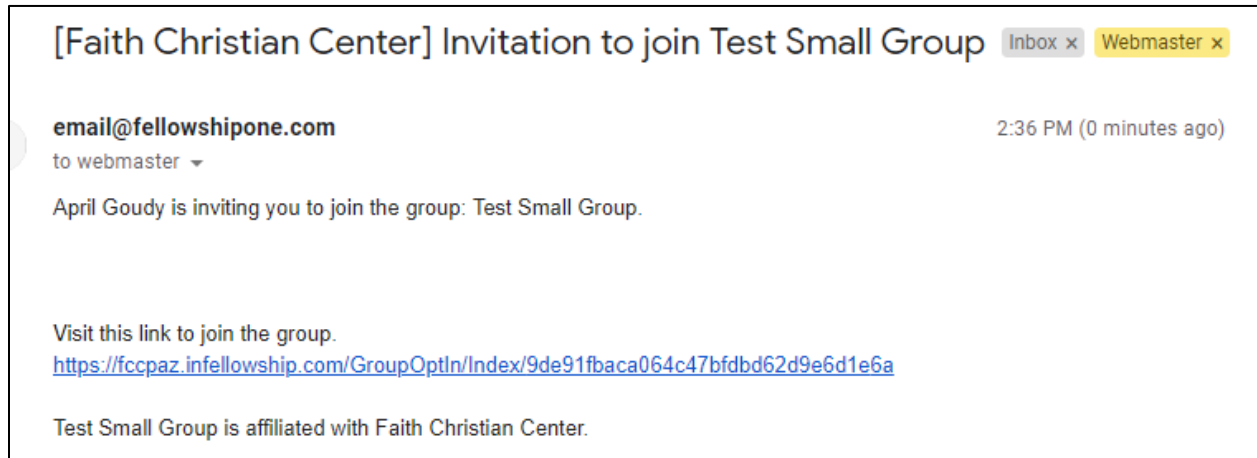
- Once a prospect shows interest in a group, the group leader will receive the following email. You can click the link in the email or navigate to the Prospects tab to approve or deny them. Clicking on the link in the email will cause you to login to F1 and navigate to the prospect tab.



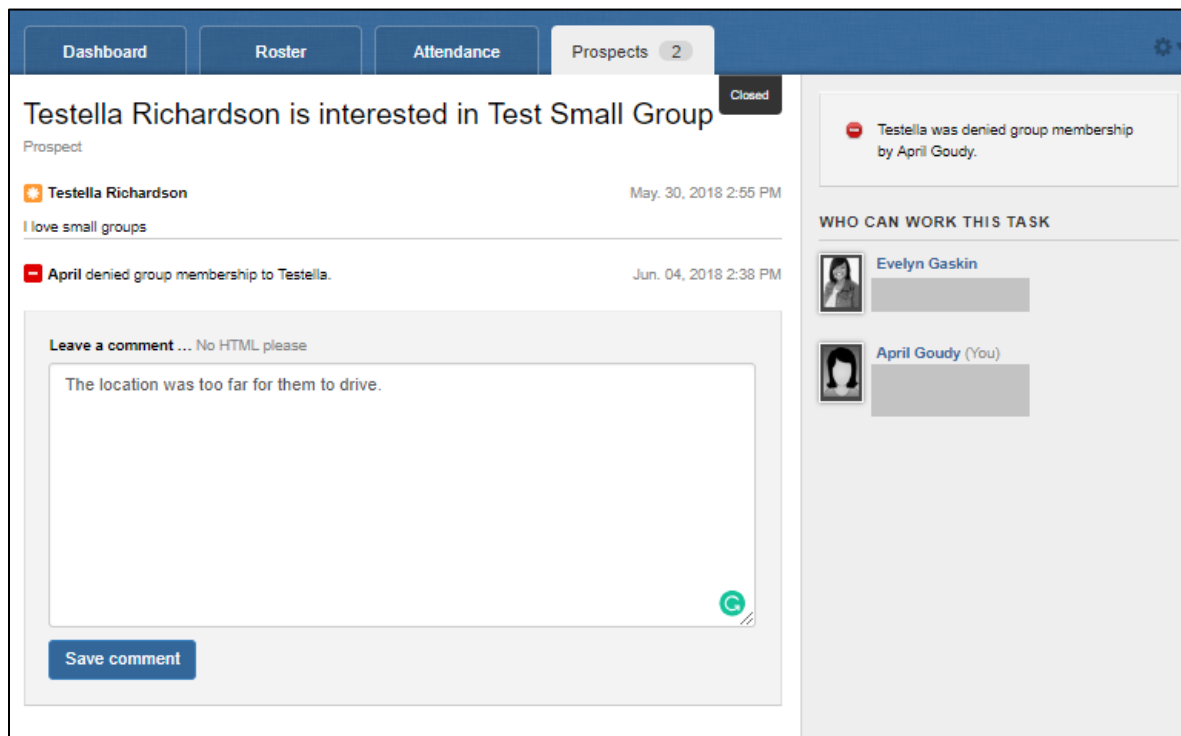
- Click on the prospects name to approve or deny them. You can also contact them through this page.



- If they are **APPROVED** they will receive an email inviting them to the group. To complete their small group registration, they will need to click the link in the email which will cause them to create a profile or login to their F1 profile. **If they do not click the link they will not get added to the group.**



- If they are **NOT APPROVED** please leave a detailed reason why they were not able to join the group. They will receive an email stating that they have not been approved for the group.



Add or Invite to Group

- To add a person or invite someone simply click the **'Add someone'** to join link from the **Roster** tab.
- The system will ask you for their first name, last name, email address, and phone number.

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

Select
Select the correct match and confirm the add

Add someone to Test Small Group

Who would you like to add?

Name (required)

First

Last

Email

Phone

[Cancel](#) [Next >>](#)


- Enter all the information you have and click next.
- The system will then search our database for the person. If anyone matches what you have entered their information will be displayed. You can then add or invite them to the group.

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	
 Testella Richardson (43 yrs.)	webmaster@fcc-phx.com	Add to group Send invite

Original — what you entered

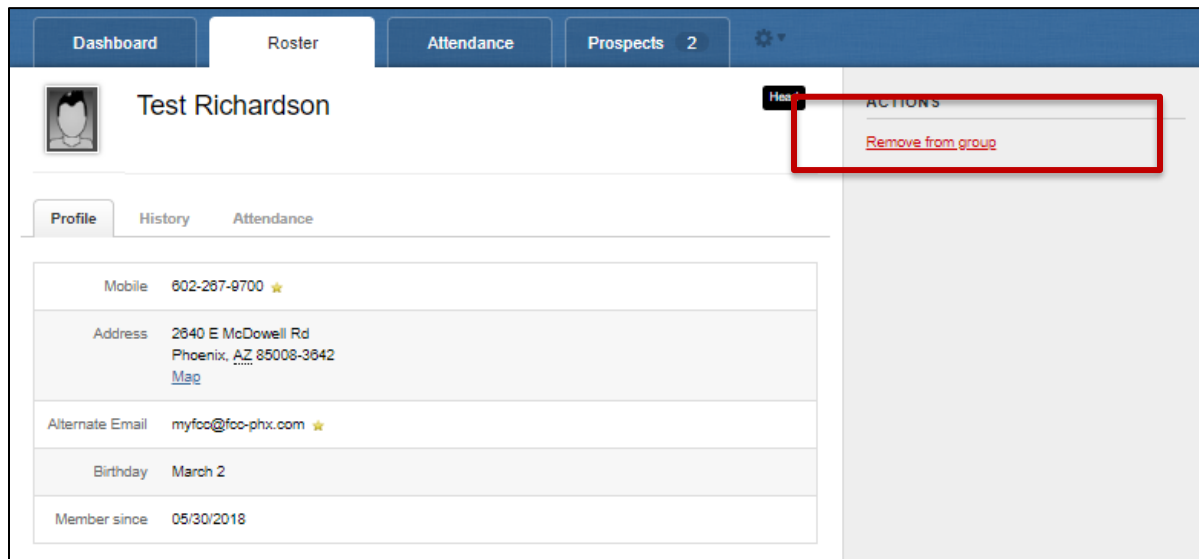
 Test Test Webmaster@fcc-phx.com	Send invite
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[Start over](#)

- If a match is not found you can move forward with adding the person based on the information you have.
- Email smallgroups@fcc-phx.com if there is member information that seems incorrect, duplicated, or needs to be updated.

Remove a Group Member

1. Click the **'Roster'** tab.
2. Click on the group member's name.
3. Select **'Remove From Group'** from the actions section on the right hand side.



Emailing Your Group

You can email your group through the Infellowship system.

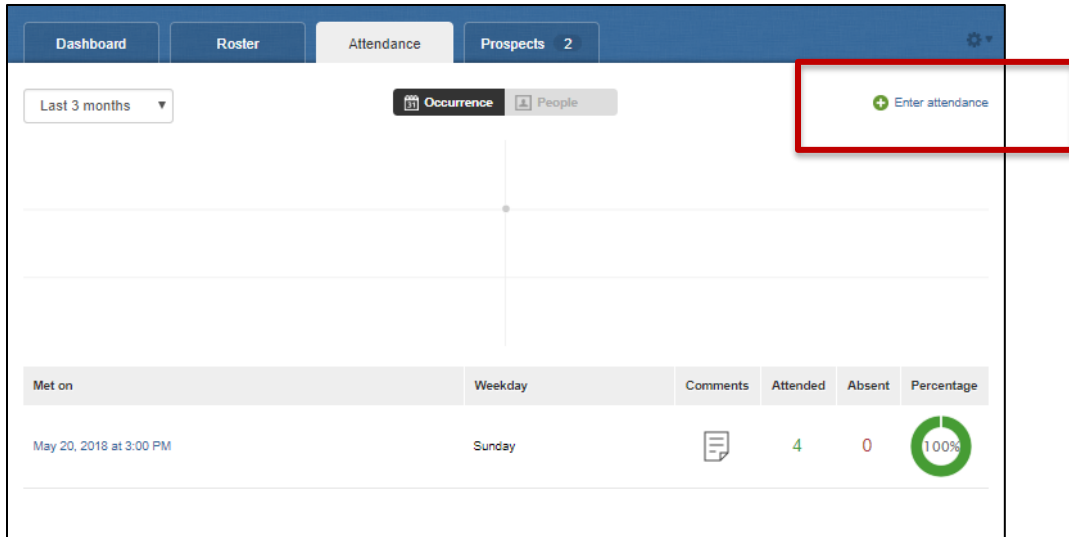
- Select the **'Roster'** tab.
- Select **'Send an Email to the group'** from the Action section on the right hand side of the screen.
- You can choose to send an email to everyone in the group or choose specific group members to email.
- Enter your subject, message, and attach and files you want to share and press Send Email Now.
- **PLEASE NOTE:** When a group member responds to your email the response will go to your personal email address listed in Fellowship One.

The screenshot shows a web interface for composing and sending an email. At the top, there are navigation tabs: Dashboard, Roster, Attendance, and Prospects 2. The main heading is "Compose and send email". Below this, there is a "Select recipients" section with two radio button options: "Send an email to everyone in the group (6 of 7 people have an email address)" (selected) and "Let me choose which people to email". Below the recipients section is a "Subject (required)" text input field. Underneath is a "Message" text area with the note "plain text, no HTML". At the bottom left, there is an "Attach a file..." link. A "Note" states: "Please be sure to proof-read your message before sending." At the bottom, there are two buttons: "Send email now" (blue) and "Cancel" (red). A red rectangular box highlights a yellow instruction box on the right side of the screen. This box contains the following text: "Steps for composing and sending an email", "Select. Either select everyone in your group or choose specific people to receive your email.", "Subject. Enter a subject that represents the message of the email.", "Message. Enter the body of text you want to send to the email recipients.", "Attach. Browse and select a single file that you would like to send as an attachment.", and "Send. When your email is ready, click 'Send email now'."

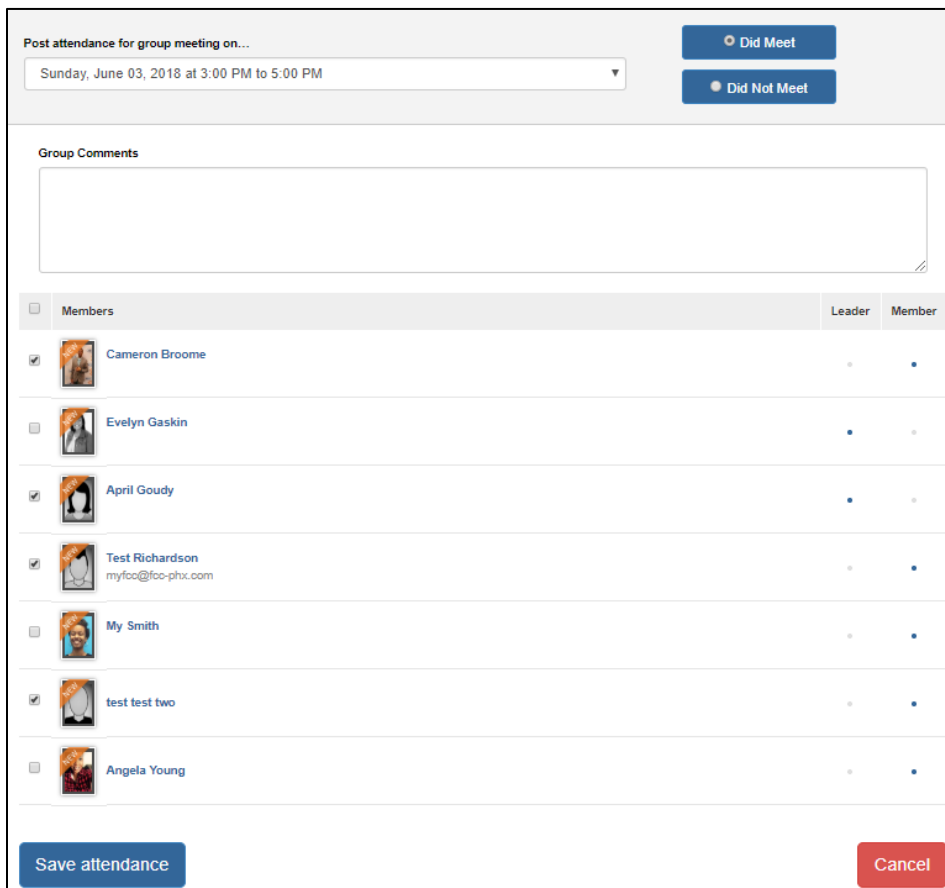
Submitting Attendance

Submitting attendance is really simple and should require only a few clicks of the mouse:

1. Login to infellowship.
2. Click on **'Your Groups'**
3. Click the name of the group.
4. Click the **'Attendance'** tab.
5. Click the **'Enter Attendance'** link on the upper right portion of the screen.



6. Select the meeting date
7. If your group met click 'Did Meet' and simply click the check box next to the person's name that was in attendance.
8. Lastly, click 'Save Attendance'.



9. If your group did not meet select the date and select 'Did Not Meet'
10. Enter the reason your group did not meet.

Post attendance for group meeting on...

Sunday, June 03, 2018 at 3:00 PM to 5:00 PM

Did Meet

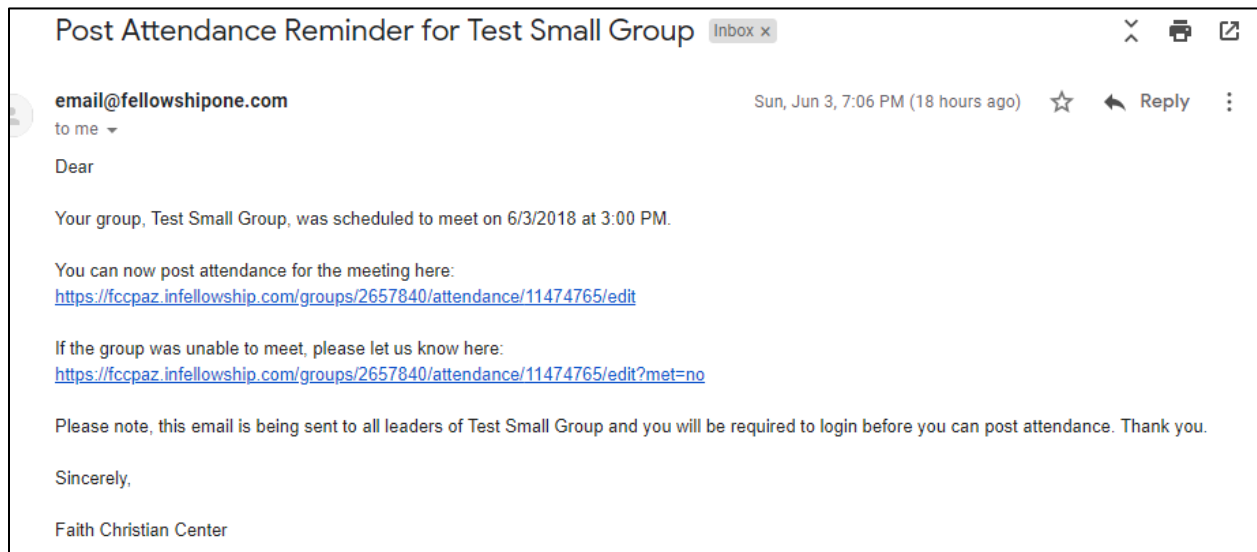
Did Not Meet

Group Comments

Save attendance

Cancel

11. If you do not enter attendance follow a meeting, you will receive an email reminder from Fellowship One.



If you have any questions about utilizing Infellowship, please reach out to the Small Groups Leadership Team at smallgroups@fcc-phx.com.