GroupVitals

Group Vitals
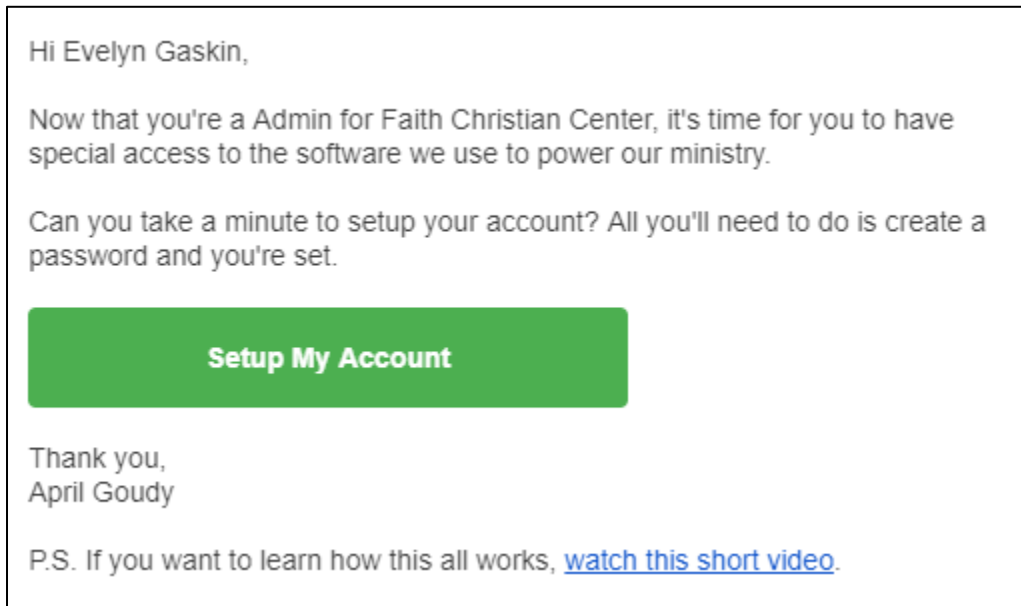# Leadership Training

Contents

Account Creation

Once you have been added to the GroupVitals system by an FCC administration you will receive an email that will allow you to complete your account in the system. Click the 'Setup My Account' button to get started.

Once your account has been completed, you will go to https://fcc.groupvitals.com/login to access your small group.

Hi Evelyn Gaskin,

Now that you're a Admin for Faith Christian Center, it's time for you to have special access to the software we use to power our ministry.

Can you take a minute to setup your account? All you'll need to do is create a password and you're set.

Setup My Account

Thank you,
April Goudy

P.S. If you want to learn how this all works, watch this short video.

Your Personal Settings

1. The first thing you'll want to do is to make GroupVitals your own by configuring your personal settings.
2. In the top-right navigation, click on the user icon and from the drop-down, click My Profile.
3. Click the default picture on the left to pull up the image upload box and upload your picture, to make GroupVitals more friendly.
4. Next, to edit your profile details like your phone number, address, spouse, etc. click the "Edit" tab near the top.

Finally, determine which email notifications you'd like to receive.

1. Click on the user icon in the very top-right.
2. From the drop-down click on "My Notifications"
3. We have quite a few notifications you can toggle on and off. Go through each one and toggle on what's important to you. Note that all staff members and even group leaders will have a personal notifications page like this one. The notification options they see will determine which roles they have. So, group leaders for example, will only see notification options related to leading a group.
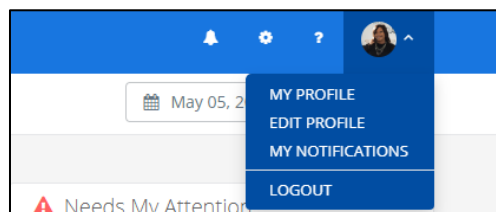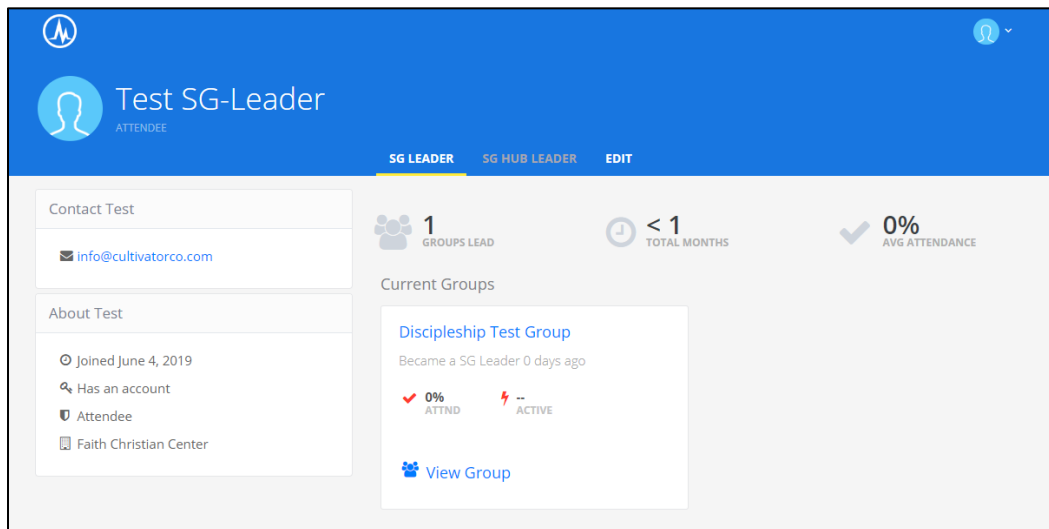
Forgot Password

If you forget your password, select the 'Forgot Password' option from the login screen and you will receive an email like the one below to set a new password.
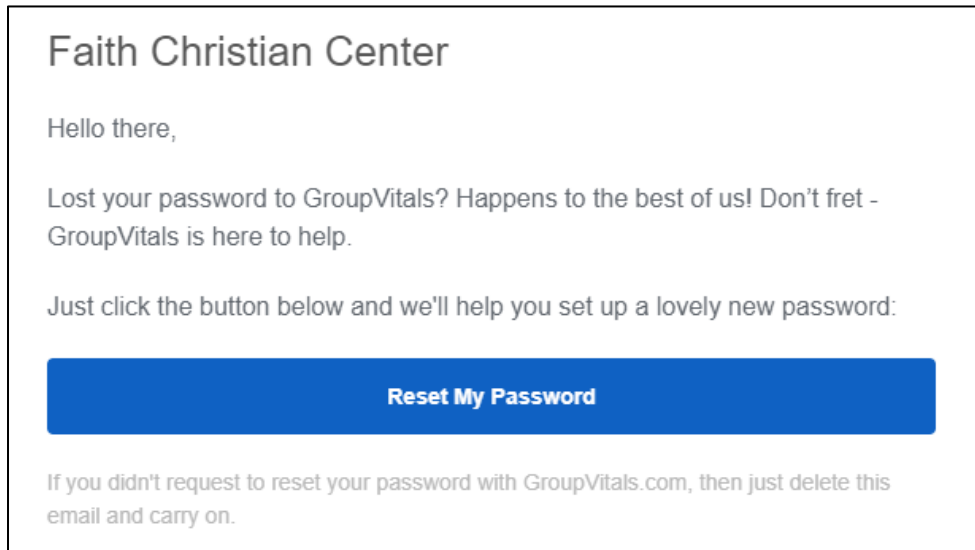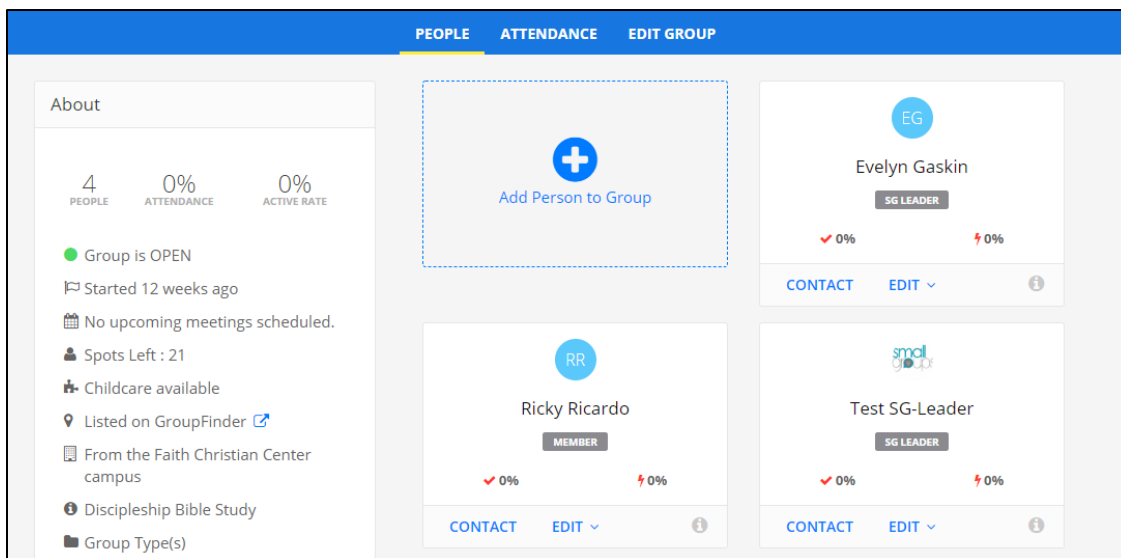

Dashboard

Once logged in to GroupVitals, you will land on the dashboard. Here you can see the groups that you lead and can edit your personal information. Click on 'View Group' to manage your group.

People Tab

On the People tab you can view the details of the people in your group as well as the group information. This layout cannot be changed.

By clicking the 'Edit' button on a person's tile you can change their position, send them an email, view the contact information and remove them from the group.

Please note: Although you have the ability to change their position in the organization, please contact the FCC Small Groups admin team if you need a person's status changed. By clicking 'Edit Profile' it may seem that you have the ability to change someone's information however any changes you made will not save in the system as this must be performed by the small group attendee or an FCC Admin.
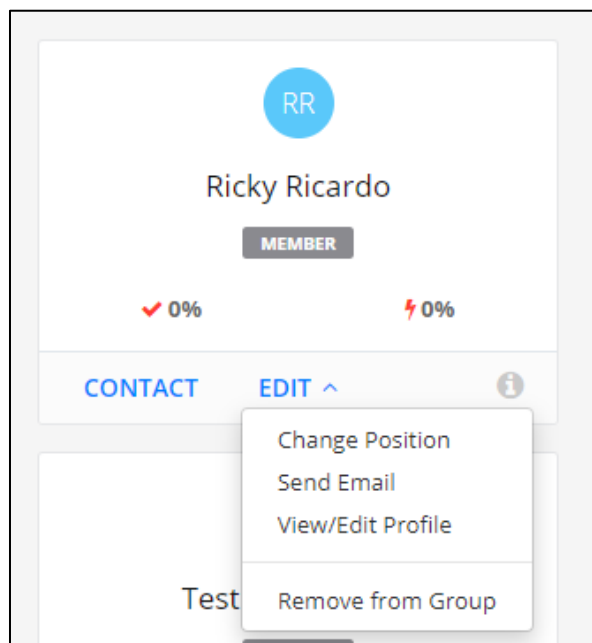
Attendance Tab

Please complete attendance at the completion of each small group session. If attendance is not completed within 24 hours of your session ending, you will receive an email reminder to complete your recent attendance.

1. Click on the blue 'Take Attendance' button. Select the 'We Did Not Meet' button if you did not meet.
2. Initially, all group members will be marked with a green checkmark. Select the checkmark next to their name to mark them as absent.
3. Next enter and guest information and notes about the group.
4. Click the 'Submit' button.

Edit Group Tab

On this tab you can edit all of the detail for your group.

Details & Settings: In this section you can edit the group name, description, start and end time and what will happen to the group once it has ended.

Status: In this section you can set the group to active/inactive or open/closed. You can also set the group to close at on a certain date.

Meeting Time: In this section you can set the meeting details of the group

Meeting Time

Group Meets

| Regularly | ▼ |

Frequency   Weekly ▼

Meets every   2 ▼ week(s)

Repeats   ☐ S ☐ M ☐ T ☐ W ☑ T ☐ F ☐ S

Next Meeting Date   03-11-2019 📅

Start Time   7:00 PM 🕐

End Time   8:30 PM 🕐

Location Details: In this section you can set the location details for the group as well as set the max number of people who can join your group. Once your group has reached the max number of attendees, you group will close in GroupFinder. Please note: The Max# of people in your group may be higher than your requested to accommodate the Leaders and Hub Leaders.

Location Details

Where Does the Group Meet?

| Off Campus | ▼ |

Meeting Location Name

| Home Meeting |

| **Address** | **Address 2** |
| 4506 E. Desert Wind Dr | Address 2 |

| **City / Town** | **State / Province** |
| Phoenix | Arizona ▼ |

| **Zip / Postal Code** | **Country** |
| 85044 | United States ▼ |

| **Campus** | **Childcare** |
| Campus: Faith Christian Center ▼ | Yes ▼ |

Max # of People In Group

| 25 | ▼ |

GroupFinder: In this section you can set whether your group is visible to the public or not. **Please do not edit the setting in this section.**
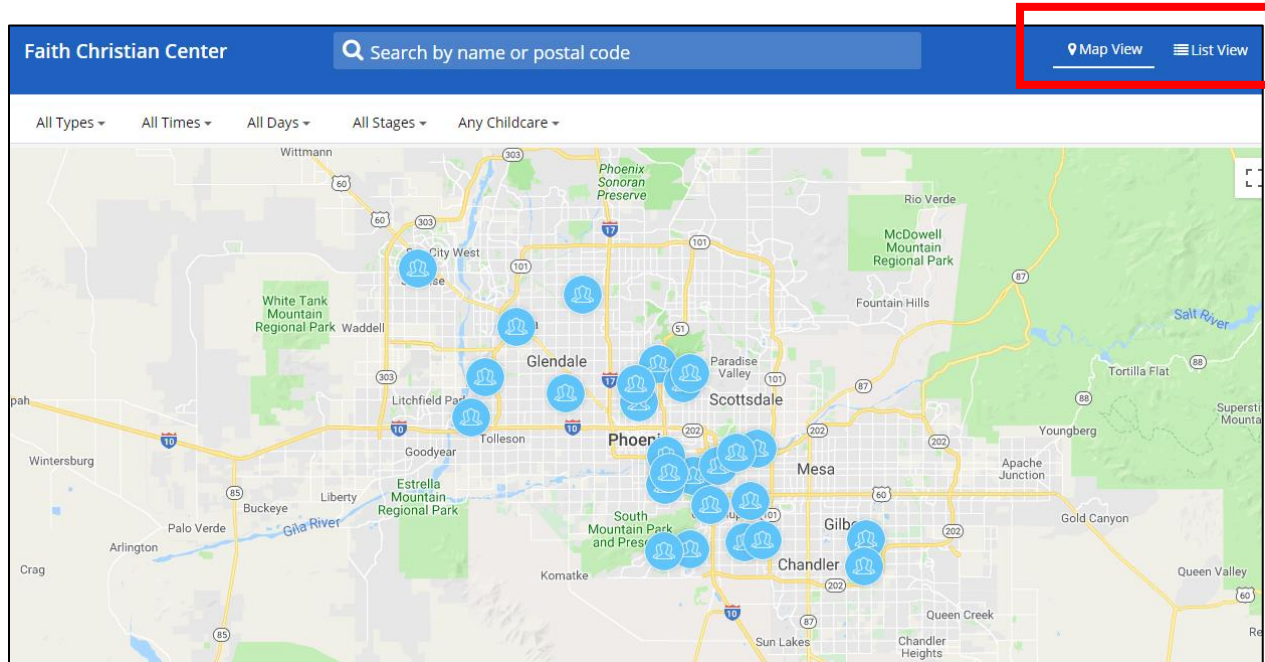

Locating A Group: There are several ways to locate a group. In the Map View, groups will appear as icons based on their locations. Views can be changed in the top right-hand corner.

In the list view, groups will appear as tiles in alphabetical order.
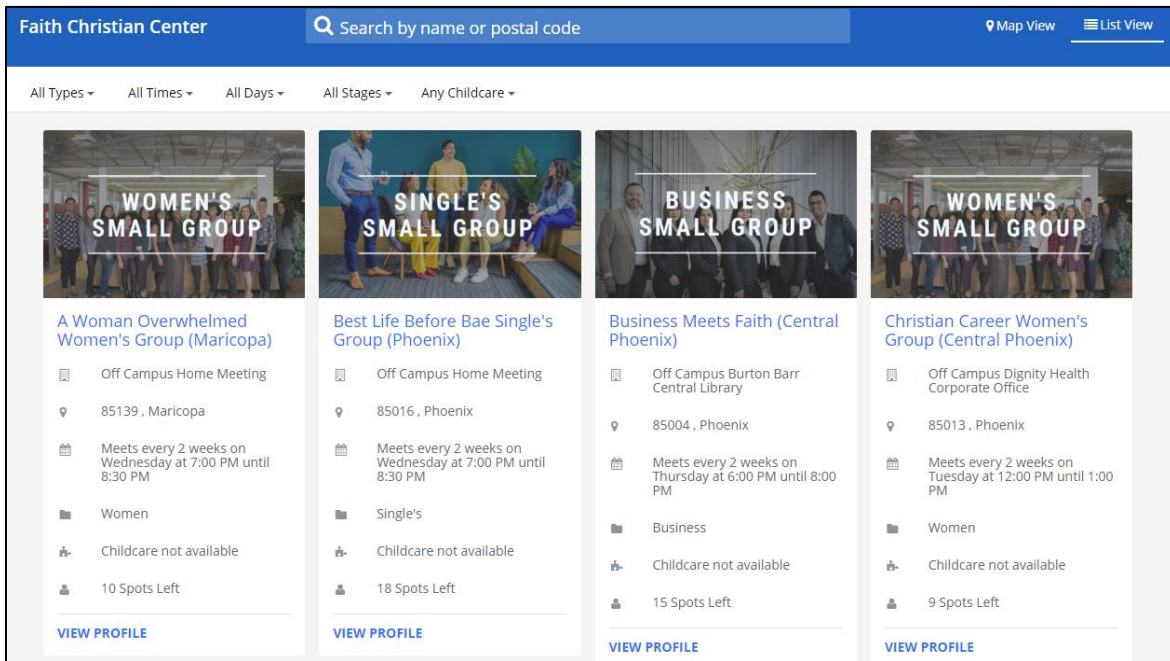
You can also search by small group criteria at the top of the page. Search options include Name, Postal Code, Group Type, Time, Days, Stage and Childcare Available.
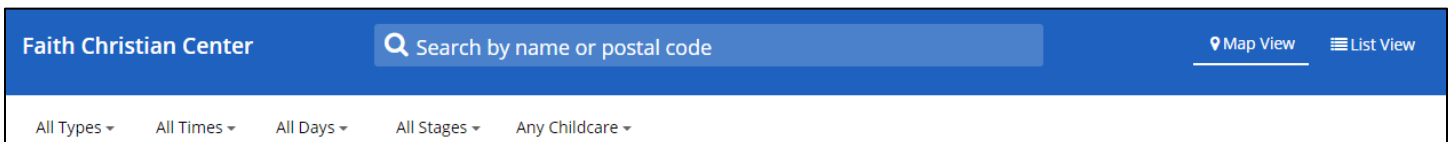
Joining A Group: Once a group has been identified, select 'View Profile' to see the details and join that group. This will take you to the details page and allow someone to register for a group. Once registered, the group leader and member will receive an email.

Adding Someone to A Group: In the group dashboard you will see any new prospects. To accept them in your group, click on the green check mark. Next select YES and they will be added to the group.

small group test would like to join your small groups.
Would you like to add small?

Yes   No

☐ Send SG Hub Leader an email alerting of new member.

☑ Send small an email with information on the small groups if added.

Once someone has been added to a group, they will receive the following email.

Faith Christian Center

Hey small,

Thanks for your interest in a Small Groups with Faith Christian Center. We wanted to let you know you've been placed into a Small Groups!

The name of your Small Groups is FCC Test Group.

The group leader is:
April Nowlin
marketing@fcc-phx.com 602-267-9700

The group started on February 1st, 2019 and meets every 3 weeks on Tuesday at 3:45 PM until 5:00 PM
Location: 2640 E McDowell Rd
Phoenix, AZ 85008

If you have any questions, please contact:
FCC Small Groups
smallgroups@fcc-phx.com 602-267-9700

Faith Christian Center