

my.northway Small Group Leaders Training

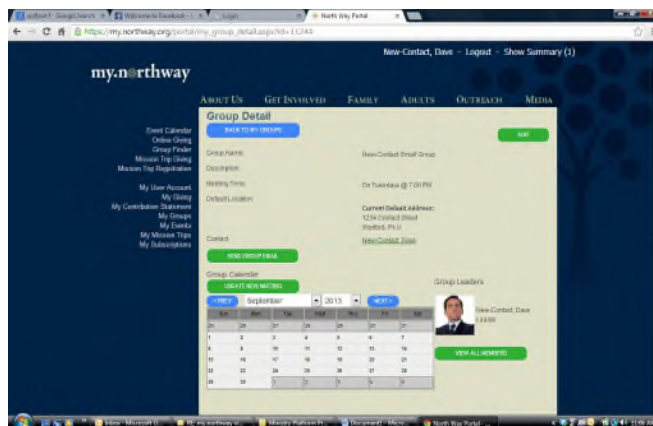
my.northway can be very useful to Small Group Leaders. It will make communication with your group much easier! You can use my.northway to:

- View all of your small group members' contact information.
- Update who is currently a part of your small group by adding or removing members.
- E-mail your small group.
- Create one-time or recurring meetings which will appear on your group calendar only, not the all-church calendar.
- Invite your small group members to meetings/events and receive and track their RSVP.
- Keep track of members' attendance.
- Respond to inquiries about your small group from interested church-goers.

Here are step-by-step directions to use my.northway. This access is only available to the "Primary Contact" and "Leader/s" for each group. Your group members can also see your group calendar & each other's contact info (unless a member requested that it be unlisted). If you have questions, please email contactus@northway.org

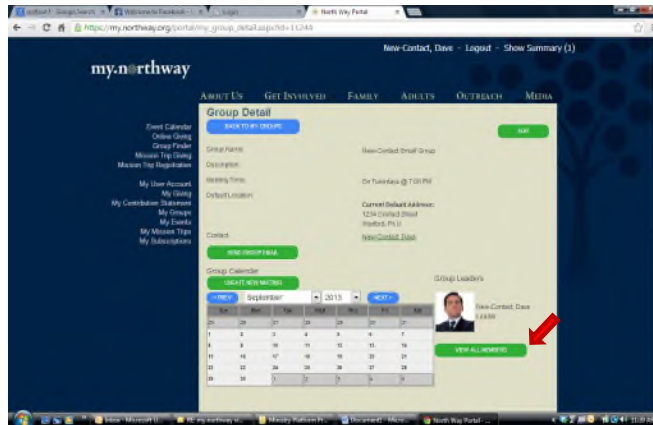
Review Group Information:

- Go to your user account at my.northway.org and log in.
- Click on "My Groups" in the left hand links.
- Choose your small group from the My Groups page and click on it.
- Be sure that your group name, description, meeting time, and location are correct. If not, click edit and make the appropriate changes.

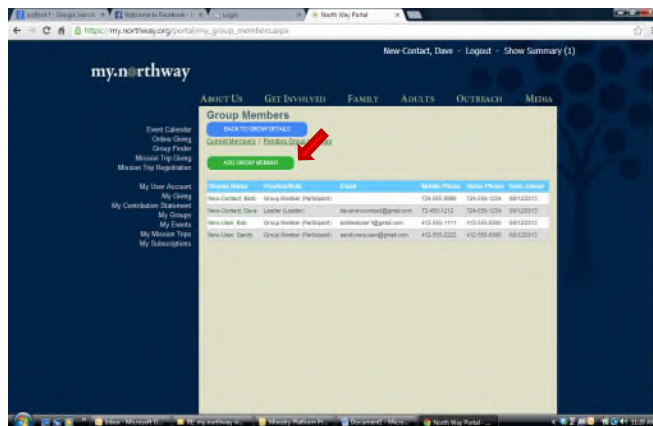


View/Edit Members:

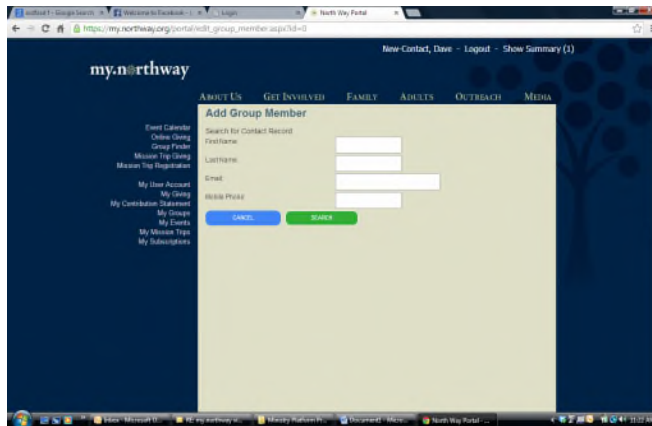
- You can view the contact information of all the members in your group by selecting View All Members



- From here, you can also, add new members by searching for their User Account. Select “Add Group Member.”



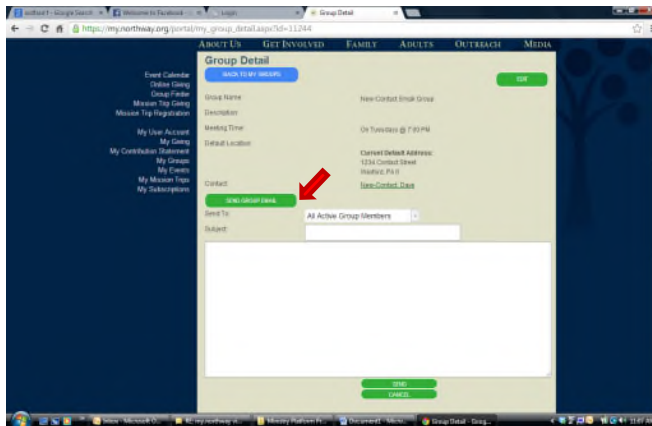
- Enter the information on the “Add Group Member” screen. Click on “Select” to add the person to the group. Assign the new group member a Group Role of group member, then select “Save.” Please note that if the member you want to add does not have an account, you will need to request that they do so.



E-mail Your Group:

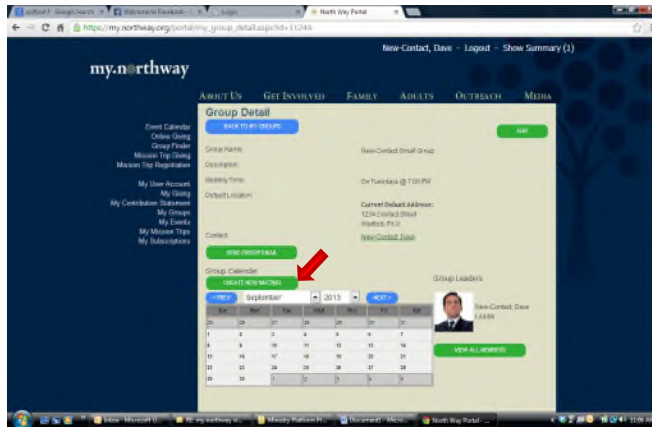
- Send everyone in your group an email by clicking “Send Group Email.” Fill in the contents and click send.

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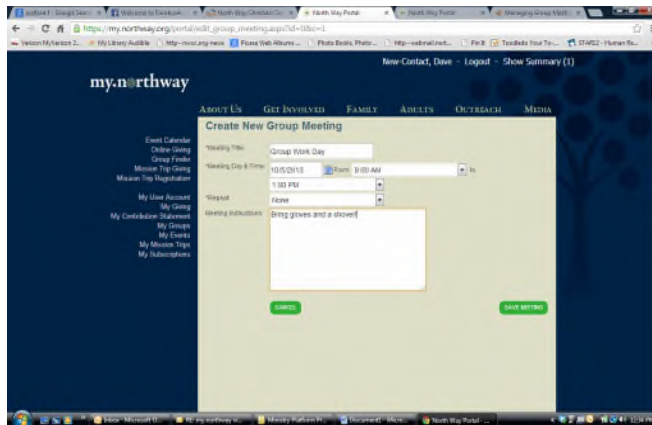


Create New Group Meeting:

- Click on “Create a new meeting.”

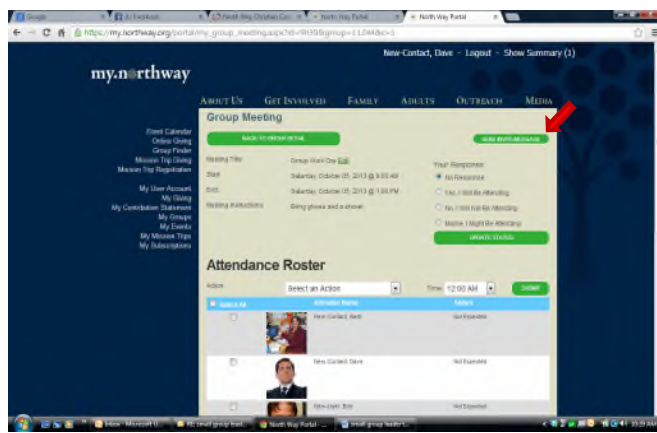


- Fill in the contents and then click “save meeting.”



Invite People to Your Group Meeting:

- After creating your meeting, you will be on the Group Meeting page, click “send invite/message”
- Choose those you want to send the message to (i.e. Not Expected). Write your message and click send. An e-mail with the option to respond with a “yes, no, or maybe” will be sent to each person you selected. When they respond, this page will be updated.
- You can also change the response/status of an individual or multiple people in your group by selecting them and then using the “select an action” drop down menu and then clicking submit.



Record Attendance:

- After your event, you can record attendance by selecting the check box of those who have attended and choosing “attendance confirmed” from the “select an action” drop down menu and then click submit.

