



# *Fellowship One* Groups Guide

**Parkview Christian Church**

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# Fellowship One Groups

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# Fellowship One Groups

## Welcome

Welcome to Fellowship One Groups! As the Small Groups Team, we are very excited to introduce you to this new system. As a Small Group Leader, you will have the ability to sign into Fellowship One Groups from the Parkview website and manage your group.

You will be able to do the following:

- Create and edit group details, location and schedule
- Add and remove people to and from the group
- Email group members
- Edit member details
- Make your group searchable in the new online Group Finder (only if your group is open to new members)
- Manage group prospects

## Creating An Account

From the Fellowship One Groups application, group leaders must create an account.

(Note: This account is different than your **My Parkview** web account. Leaders will need to create an account for Fellowship One Groups in addition to their **My Parkview** web account that is used for other things such as Online Giving, Event Registration, etc.)

### To Create An Account:

1. Go to <https://pccmdwil.infellowship.com/UserLogin>
2. Click **Create an account**

Parkview Christian Church

Email

Password  [Forgot?](#)

Remember Me

Looking for a group to join?  
[Find a group here](#)

Don't have an account yet?  
[Create an account](#)

# Fellowship One Groups

3. Complete all required fields. **NOTE:** Use the same email address you used for your **My Parkview** account (or an address you know you receive Parkview emails to). This email address is already linked to Fellowship One Groups and designates you as a leader.
4. After choosing **Create an account**, the account must now be activated. The leader will have to visit the email account they used to activate it. Once activated, the leader will be redirected to Fellowship One Groups where he or she can begin to manage their group!

## Getting Started

After logging in, a group leader can manage his or her group. Group settings can be changed at any time.

## Managing Group Settings

### Logging In & Welcome Screen

1. Once logged in, leaders will be directed to the Home page to view a list of groups they are associated with. Clicking the group name will navigate you to the **Group Roster** and **Dashboard** where leaders can manage group **Settings**. The group the person leads will appear with an **L** icon beside the group name. Any group the person is a member of will appear with an **M** icon.

Note: If you do not see the group you lead on this page, please click on **Contact Us** at the top right hand side of the screen and notify us. You may have created a duplicate account in our database if you used a different email address than we have on file and we will need to manually go in and merge the two accounts.



Home Account (Sierra Purvis) Contact us Help Logout

## Parkview Christian Church

Home Find a group

Welcome, Sierra Purvis  
Below is a list of groups you belong to or have expressed interest in.

You belong to...

Group	# Prospects
 <a href="#">Purvis, Sierra</a>	0
 <a href="#">Barduson, Cyndee</a>	10 • 7:30 PM – 9:30 PM

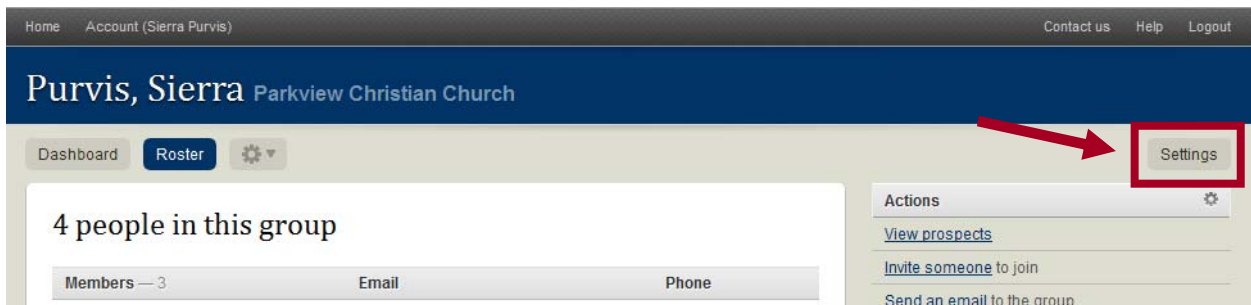
**L** means you're a leader of the group. **M** means you're a member.

# Fellowship One Groups

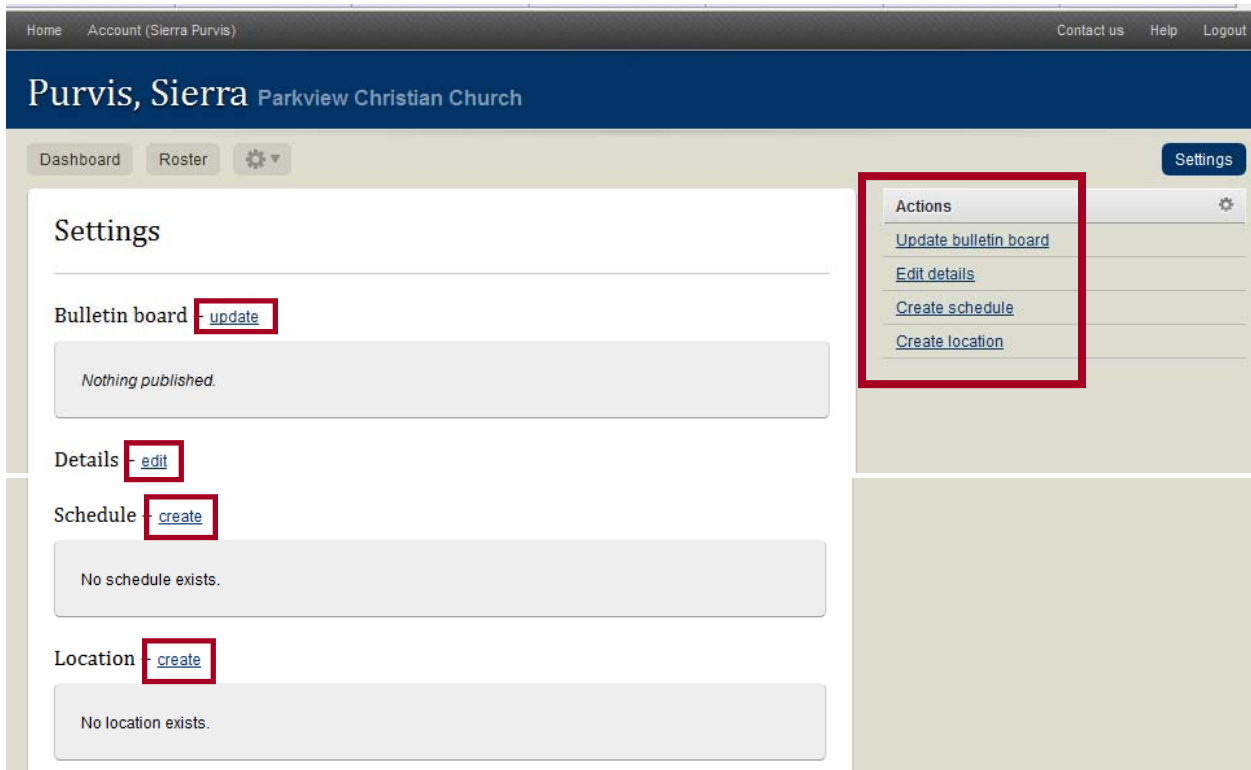
2. Click on the group you lead to bring up your Group Roster page. If you currently have any group prospects (people who have expressed interest online in joining your group), these will show at the top of the page. We will cover how to manage group prospects later on. If you don't have any group prospects, only your roster will appear.

## Editing Group Details

Click on the **Settings** menu to display the group details.



The Settings page will appear. Here, you have the ability to edit the **Bulletin Board, Details, Schedule and Location**. Click on either **create**, **edit**, or **update** next to the field you wish to modify.



# Fellowship One Groups

## Bulletin Board

The **Bulletin Board** is an open text field where leaders can communicate additional information to group members.

1. Click the **update** link to type into the **Bulletin board** section to share information pertaining to the group.



2. Leaders have the option to show the **Bulletin board** on the **Dashboard** by selecting the **Publish** check box.
3. Click **Save changes** to publish.

## Group Details

Group leaders have permission to manage the group details including **Description**, **Time Zone**, **Marital Status**, **Gender** and **Age Range**.

1. Under Actions, click on **Edit details**.
2. **Name**: Please do NOT edit the **Name** of your group. The Small Groups Team at Parkview has named the groups in a specific way, so we ask that you do not change this!
3. **Time Zone**: Make sure this is set to Central Time.
4. **Description**: When you write a description for your group, please include the following pieces of information:

**NOTE:** We ask that in the first 50 characters of what you type, please state what you're currently studying as well as the age range of your group. For example: 40 Days of Purpose; 20 thru 35 year-olds

- a. Age range of group
- b. Ages of your kids (if you have kids) and what you do with them while the group meets. Ex: "Our kids are from elementary to high school and we each arrange for our own sitter."
- c. Your current study
- d. Other interests (hobbies, serving projects you like to do together, etc).

# Fellowship One Groups

...from previous page...

(This will become extremely important if your group is open to adding new members and will be viewable in the Group Finder aspect of Fellowship One Groups. People searching for an open group in Group Finder will only be able to see the first 50 characters of your description as they scroll through the open groups listed).

5. **Marital Status:** Select the appropriate marital status for your group
6. **Gender:** Select the gender for your group
7. **Age Range:** Input an age range for your group (can be exact or broad)
8. **Childcare:** Childcare is one of the biggest issues for unconnected adults. If your group provides childcare (or your members have come up with a good solution), please check this box.
9. **Searchable:** This piece is very IMPORTANT! If your group is open to adding new members, please make sure this box is checked to assure your group is 'searchable' in Group Finder. By default, your group is not searchable, so you MUST check this box if you want people to search for/find your group.

**REMINDER: If your group is willing to add to new members to it, please make sure you check this box to make it searchable.**

The screenshot shows the 'Edit this group' interface. On the left, there are navigation tabs: Dashboard, Roster, and Settings. The main form area is titled 'Edit this group' and contains the following fields:

- Name (required):** Purvis, Sierra
- Time zone (required):** (GMT-06:00) Central Time (US & Canada)
- Description:** 40 Days of Purpose; 20 thru 35 year-olds. This group is open for couples and singles, 20 to 35. Some of us have babies, others have 10 year-olds, and others are just getting out of college. We are currently working through the 40 Days of Purpose guide and we love it! We rotate homes in the Tinley Park area every week and always have plenty of food on hand. Some members attend the Orland campus and others consistently attend Lockport. We would love to have you in our group!
- Marital Status:** Married or Single
- Gender:** Coed
- Age Range:** 20 to 35
- Childcare is provided
- This group is searchable

On the right side, there is a summary table for the group:

Original	
Name	Purvis, Sierra
Time zone	(GMT-06:00) Central Time (US & Canada)
Description	-
Marital Status	Married or Single
Gender	Coed
Age Range	20 to 35

10. Click **Save Changes** when you're all done!

# Fellowship One Groups

## Schedule

To create or edit a group **Schedule**:

1. Click **edit** next to the **Schedule** section on the **SETTINGS** page to update **date range**, **meeting time** and **event occurrence** as shown below.

**Group schedule**

**Date range**      **Meeting time**  
Start date is **required**      Start time is **required** End time is optional

Start      Start       End  
07/01/2010      7:00 PM      9:00 PM  
MM / DD / YYYY

This is a one-time event     This repeats weekly...     This repeats monthly...

...on     Su     M     Tu     W     Th     F     Sa    every    week

Stops repeating...

**Notify the group?**  
 Yes, notify all members if the schedule has changed.

2. **Date Range:** Please enter approximate date of when your small group started meeting
3. **Meeting Time:** Please enter in start and end times for your group meetings
4. **Event Occurrence:** Select **This repeats weekly**
  - a. Select the day of the week your group meets
  - b. Then in the drop down, select either weekly or every two weeks
5. **Notify Group:** Select this option if you wish an email to be sent out to your group when you change the schedule. Unselect the box if you do not wish to notify the group of these changes.
6. Click **Save Schedule** when finished

# Fellowship One Groups

## Location

1. Click **edit** next to **Location** on the **SETTINGS** page
2. If your group:
  - a. Meets in **one main location** most of the time, enter that information
  - b. **Rotates locations** every time you meet, use the following below as an example of how to enter that...

Home Account (Sierra Purvis) Contact us Help Logout

Purvis, Sierra Parkview Christian Church

Dashboard Roster Settings

### New location

Location name (required)  
**Rotates**  
Example: Bob's house / Main campus / Starbucks

Description  
We usually rotate between homes in the Tinley Park/Orland Park area.

Where does this group meet?  
 Meets in person  Meets online

Address (required)

Country  
United States

Street 1  
**Main Street**

Street 2

City  
Tinley Park

State  
Illinois

Postal code  
60477

County

Create location Cancel

Use if your group rotates locations. Otherwise, enter only the city, state, and zip (i.e. Tinley Park, IL 60477)

If your group rotates, simply type "-" in this space. Otherwise type only the street name (no house numbers, for security purposes).

3. Click **Create location** (or **Save Changes**) when you're done

# Fellowship One Groups

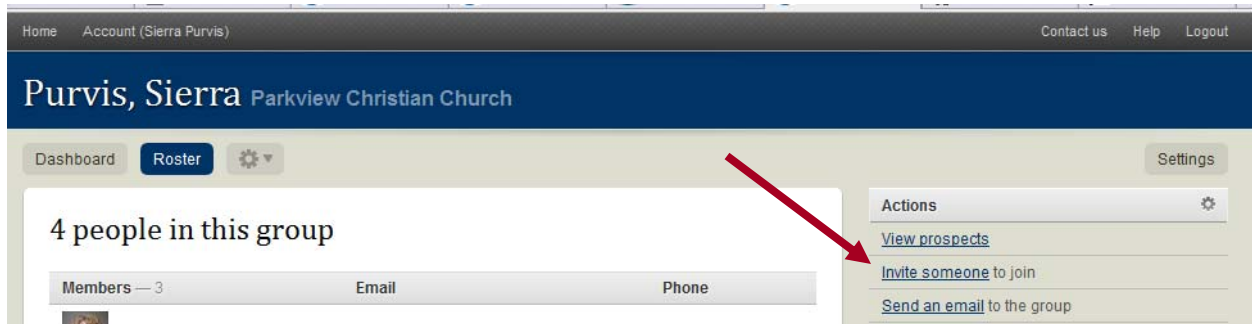
## Adding/Removing People

### Adding people to a group

To add people to the group, it's a three-step process. Leaders first must have the email address of the person they wish to invite. They then send an invitation via email to the new person to join. Lastly, the new person must accept the invitation to be added to the group roster.

To invite someone to join the group:

1. Group leaders will sign into the Fellowship One Groups application. The list of groups the person belongs to will appear. Any group the person leads will appear with an **L** icon beside the group name as shown on page 3.
2. Click the name of the group to manage. The group roster appears.
3. Under **Actions**, in the upper right corner, click **Invite someone** to join.
  - a. **Please note that at this time, this is the ONLY way to add someone into your group.** For example, if someone has been coming to your group for the last 2 months but isn't on your group roster, you will still have to send them an invite to the group. They will need to accept that invite to be added to the roster. We hope in the future you will be able to simply add them.



4. Enter the name and email address of the person you wish to invite.  
(continued on next page)

# Fellowship One Groups

Home Account (Sierra Purvis) Contact us Help Logout

Purvis, Sierra Parkview Christian Church

Dashboard Roster Settings

### Invite someone

Send an invitation to a prospective member

Name (required)

Barney Rubble

First Last

Email (required)

barneyrubble@me.com

Phone

Message – personalize the invitation

Hey Barney, we'd love for you to join our group! If you have questions or would like to talk further, please give me a call at 782-349-2743.

Plain text, no HTML

Next >> Cancel

#### Steps for sending an invitation

**Invite.** Supply the information required to send an invitation. Add a personal note to the invitation by including a message.

**Find.** If someone is found in the church's database with the same name or email address as the one entered, then you'll be able to choose the existing person. This ensures you are not creating duplicate records in the database.

**Confirm.** Ensure all the information you entered is correct and send the invitation.

**Done!** An opt-in invitation to your group will be sent to the person. Monitor the progress from Open Prospects view.

5. Click **Next>>**. Fellowship One tries to match the individual to an existing record. All possible matches display.
6. Click **Select** beside the individual to use.
7. Confirm the invitation by clicking **Send invitation**.

## Remove people from the group

Click on a person's name in the roster to display the **Remove from group** link. Click on **Remove**.

Home Account (Sierra Purvis) Contact us Help Logout

Purvis, Sierra Parkview Christian Church

Dashboard Roster Settings

Guest Guest  
Member since 7/2/2010

Actions

Edit this person

Remove from group

# Fellowship One Groups

## Managing prospects

When invitations have been sent, a new section specifically for prospects appears at the top of the roster. As shown below, the prospect list displays. To see all open prospects, click **view all**. Prospects also appear from individuals who are searching for a group to join.

The screenshot shows the user interface for managing a group. At the top, there are navigation links: Home, Account (Sierra Purvis), Contact us, Help, and Logout. Below this is a header for "Purvis, Sierra Parkview Christian Church". The main content area has tabs for "Dashboard" and "Roster". A "Settings" button is in the top right. The main content displays "5 people in this group" and a section for "Open prospects — view all". Below this is a table with the following data:

Name	Last Contacted	Opened	Status
<a href="#">Ima Prospect</a>	Today	7/2/2010 1:33 PM	Interested

On the right side, there are "Actions" and "Leaders" sections. The "Actions" section includes links for "View prospects", "Invite someone to join", and "Send an email to the group". The "Leaders" section shows "1" leader, "Sierra Purvis (You)".

Leaders can keep notes on prospect interactions by clicking the prospect's name. Any group leader can record prospect interactions in any of the following ways:

- **Sending an email** – provides an email interface where you can type an email and send it to the prospect. The email is retained in the application.
- **Recording phone call notes** – provides a drop-down list to indicate the outcome of the call (left message, no answer or spoke with individual). A note field is also available to record phone call notes.
- **Recording face-to-face meeting** – provides a note field to record notes.
- **Recording personal notes (comments)** – provides a note field for leaders to record additional notes about the prospect. Additionally, staff members who oversee the groups can also leave comments for each prospect in the group.

The screenshot shows a notification for a prospect interaction. The notification text reads: "Ima Prospect is interested in Purvis, Sierra" with a green "Open" button. Below this, it says "Prospect" and "Ima Prospect" with a star icon. The date and time are "Jul. 02, 2010 1:33 PM". The message content is "Your group sounds great, can I get more information?". At the bottom of the notification, there are icons for "Send an email", "Make a phone call", "Met face-to-face", and "Leave a comment". On the right side, there is a "Settings" button and a section titled "Allow prospect to join your group?" with "Allow" and "Deny" buttons. Below that, there is a section titled "Who can work this task" showing "Sierra Purvis (You)" as the leader.

# Fellowship One Groups

## Accepting a Prospect

1. If you and the prospect have determined that your group would be a good fit for them, make sure that you record these notes.
2. After recording them, then click on **Allow** in the upper right hand corner. This will send an email to the person that will give them the option to choose to join or not.

The screenshot shows the user interface for Parkview Christian Church. At the top, there are navigation links: Home, Account (Sierra Purvis), Contact us, Help, and Logout. Below this is a header for 'Purvis, Sierra Parkview Christian Church' with tabs for Dashboard, Roster, and Settings. The main content area displays a prospect's request: 'Ima Prospect is interested in Purvis, Sierra'. A message from 'Ima Prospect' dated Jul. 02, 2010 1:33 PM says, 'Your group sounds great, can I get more information?'. A response from 'Sierra' dated Jul. 02, 2010 1:47 PM says, 'I called and spoke with Ima. Gave her some additional information about the group and it rea she'll be a good fit. I told her we'd love to have her check it out next time.' In the top right corner, there is a prompt 'Allow prospect to join your group?' with two buttons: 'Allow' (with a green checkmark) and 'Deny' (with a red X). A red box highlights the 'Allow' button, and a red arrow points from it to a text box. The text box contains the following instructions:

**Accepting a prospect:**  
Step 1: Contact them back via email or a phone call and let them know you'd like to have them check out your group.  
Step 2: Click on **Allow** and another email will be sent to the person giving them the option to join.

## Denying a Prospect

1. If you've made the determination that a person is not a good fit for your group or is unable to join at this time, **please send them an email or talk to them on the phone explaining why.** This is very important. *If you skip this step and simply hit **Deny**, they will never receive notification from you and will be left hanging wondering if they can join your group or not.*
2. After you have communicated to the person why they can't join your group at this time, then simply click on **Deny** in the upper right hand corner of the screen. It will give you the opportunity to type in a comment there for your records – this will NOT be sent to the prospect.

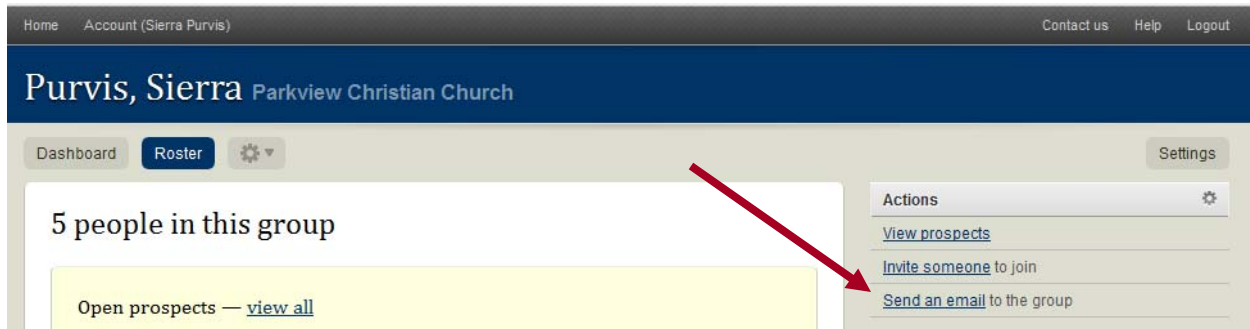
# Fellowship One Groups

## Email the group

\*Please note at this time, there is limited functionality for email within this system. We recommend using your personal email instead to email your group; but please feel free to use Fellowship's email if you desire. You may only use plain text and there currently is no spell checker, so please proofread your emails carefully. It also does not save copies of emails you send, so make sure you send it to yourself as well. We will notify you as upgrades are made to the email function in the future.\*

To send an email:

1. Group leaders will sign into the Fellowship One Groups application. The list of groups the person belongs to will appear. Any group the person leads will appear with an **L** icon beside the group name as shown below.
2. Click the name of the group to manage. The group roster appears.
3. Click **Send an email** to the group.



4. Select one of the following:
  - a. Send an email to everyone in the group
  - b. Let me choose which people to email—this option displays the roster and allows you to select the check box beside individuals to email.

# Fellowship One Groups

5. Type a **Subject**.
6. Type a **Message**.
7. Optionally, click **Attach a file** to upload an attachment.
8. Click **Send email now**.

**Note:** Recipients can unsubscribe from emails from the Groups application. If a group member has unsubscribed, his or her email address will become unlisted. You cannot send email to unlisted email addresses.

# Fellowship One Groups

## Edit and view member details

Group Leaders can edit member details, if the group type has been configured to allow leaders to do so. For example, if a group member moves or changes email providers, the group leader can update the individual's record. Additionally, group leaders can see the other groups the individual is a member of (if configured).

To edit member details:

1. From the group roster, click on the individual's name. The individual's information appears.



2. Click **Edit** this person.
3. Add or change any details in the record and click **Save changes**. The changes will also be updated in Fellowship One.

**Note:** Any other groups the person belongs to appear just under the Address details.

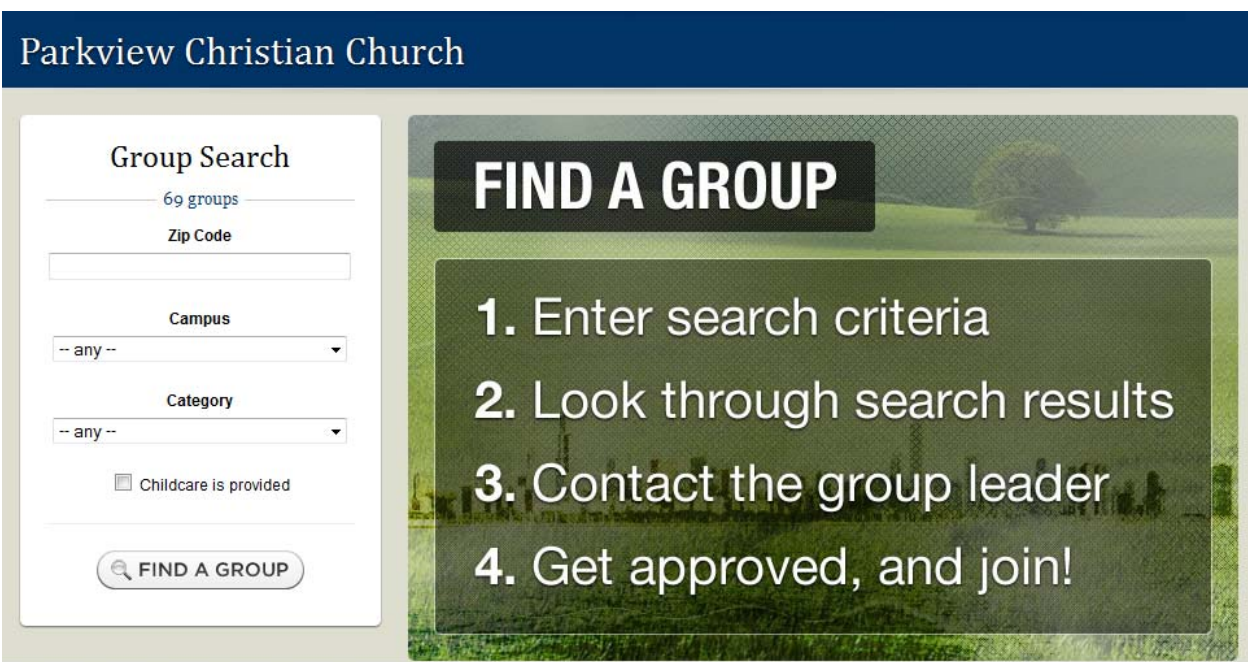
# Fellowship One Groups

## Group Finder Overview

Group Finder is the new way for people to search online for a small group to join. One of the main reasons we want to launch Group Finder is we want to make getting into a small group easy for people. We are excited to launch Group Finder to do just that!

## How it works

1. People searching for a group can search by Zip Code, Region (Frankfort, Mokena, Orland Park, etc.) or by Category (Couples, Men's, Women's, etc.). They also can search for groups that provide childcare. Then click on **FIND A GROUP**.



Parkview Christian Church

Group Search

69 groups

Zip Code

Campus

-- any --

Category

-- any --

Childcare is provided

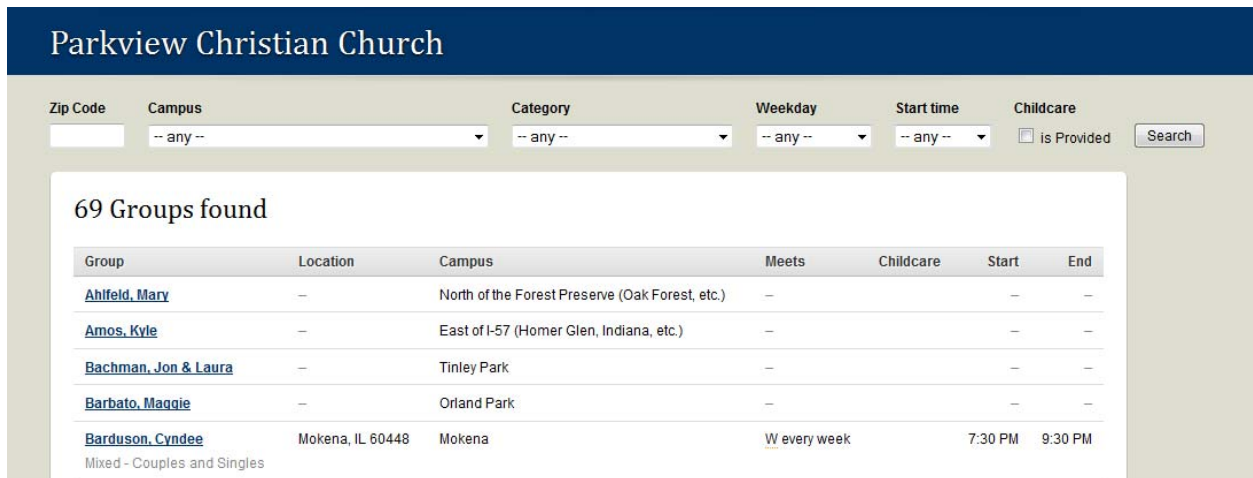
**FIND A GROUP**

**FIND A GROUP**

1. Enter search criteria
2. Look through search results
3. Contact the group leader
4. Get approved, and join!

# Fellowship One Groups

- This page will appear below with the results of the groups found that match their criteria. They also have the option on this page again to redo the search by Zip Code, Campus (region), Category, Childcare, and two new filters – Weekday and Start time.



Parkview Christian Church

Zip Code:  Campus: -- any -- Category: -- any -- Weekday: -- any -- Start time: -- any -- Childcare:  is Provided

69 Groups found

Group	Location	Campus	Meets	Childcare	Start	End
<a href="#">Ahlfeld, Mary</a>	–	North of the Forest Preserve (Oak Forest, etc.)	–	–	–	–
<a href="#">Amos, Kyle</a>	–	East of I-57 (Homer Glen, Indiana, etc.)	–	–	–	–
<a href="#">Bachman, Jon &amp; Laura</a>	–	Tinley Park	–	–	–	–
<a href="#">Barbato, Maggie</a>	–	Orland Park	–	–	–	–
<a href="#">Barduson, Cyndee</a>	Mokena, IL 60448	Mokena	W every week		7:30 PM	9:30 PM

Mixed - Couples and Singles

- Also note because people can't search by life stage, it's very important in the first 50 characters of your group description to indicate your group's life stage (age range). This will make it easier for someone to scroll down the list and immediately see what groups they fit into.
- Once a person finds a group they are interested in, they can click on the name of the group to view more details about it. They'll be able to read the full group description, see the gender, marital status, age range, day of the week it meets on, and location (see image on next page).

# Fellowship One Groups

Find a group Login

## Parkview Christian Church

**Purvis, Sierra** Campus: Tinley Park

Next meeting: Fri. July 02, 2010 • 7:00 PM – 9:00 PM

**Description** 40 Days of Purpose; 20 thru 35 year-olds. This group is open for couples and singles, 20 to 35. Some of us have babies, others have 10 year-olds, and others are just getting out of college. We are currently working through the 40 Days of Purpose guide and we love it! We rotate homes in the Tinley Park area every week and always have plenty of food on hand. Some members attend the Orland campus and others consistently attend Lockport. We would love to have you in our group!

**Gender** Coed

**Marital status** Married or Single

**Age range** 20 – 35

**Meets on** every Friday effective 7/1/2010 7:00 PM to 9:00 PM

**Time zone** (GMT-06:00) Central Time (US & Canada)

**Childcare** ✓

**Interested in the group?**

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

**Your name (required)**

First Last

**Email (required)**

**Phone number**

**Message**

5. If the person is interested in joining the group, they can fill out the section on the right hand side. Once they submit this, an email will be sent to the leader (s) of the group indicating that someone is interested in joining. This is where the leaders will then log in and look at the prospect as we covered earlier.

It's a very simple process and is also user friendly! In order for this system to work well, we are counting on you, as the leader, to make sure your group's information is always kept up-to-date. You also need to make sure that you signify your group is 'searchable' if your group is open to adding more people.

When it's full, make sure it's not searchable any longer. This will be the responsibility of you, as the leader.

If you have any questions regarding Fellowship One Groups, please call Mark Howell (Ext. 268) or Cyndee Barduson (Ext. 269) at 708-478-7477.

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