inFellowship

Goal: Learn to manage, report and communicate with your online group roster.

Guiding Principle: An important role of a Connect Leader is to keep track of your group. InFellowship is the database system Grace Church uses. Connect Groups use InFellowship to manage all Connect Groups, leaders and attenders.

LOGIN:

1) Gsdsanca.infellowship.com or gracesd.com click connect, then the InFellowship tab (If you don't have an account click the "sign Up" link to create an account).

2) Click "Your Groups", under groups You Lead... click your group name.

SIGN UPS:

Each week during FILL month members will be added one of 2 ways. Be sure to check both places & follow up with new members (Smart phones don't work well, so use a computer).

> Prospects- All of your on-line sign-ups will appear as a prospect. You will get an automated email letting you know you have a prospect. You need to invite them to our group to add them to your roster.

> Roster- Anyone who signs up on the connection card or at the Connect Fair will appear directly on your roster. Scan your roster for new members each week. You will NOT get an automated email.

> Add or Invite Someone- To add a person you spoke with who wants to join you can add them here. To send out invitations for your group to people you know from Grace you can choose that options as well.

EMAILS:

Email your entire group roster or specific members of your group. Communication is crucial. Send emails to welcome new sign ups and weekly emails for upcoming group meetings.

ATTENDANCE:

Each week you will receive an email prompting you to take attendance for your group.

GROUP INFORMATION:

You can update/ edit your group info. If there is a change email us to so we an change it on the website and other promotional materials.

GATHERING HEADSHOTS OF GROUP MEMBERS:

Set up a photo booth at your first meeting and email photos with names to connect@gracesd.com.

Questions

Email your leadership at connect@gracesd.com