

PLANNING CENTER ONLINE - GROUPS | GROUP LEADER NAVIGATION

Reference Points: Church Center = public side
Planning Center = admin side

Mobile App

Downloading the Church Center App

- Click here to get the app: <https://ccconbell.churchcenter.com/setup>

Getting to Groups

- Open the Church Center app.
 - Select 'Groups' at the bottom.
 - Select the group you lead under 'My Groups.'
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Members Tab

- Add Member
 - Click the 'add' button at the bottom right.
 - Have the person scan the QR code or you can text/email them the link.
- Remove Member
 - Find their name and click on them.
 - Select 'Remove Member.'
- Email
 - At the top right, select 'Email Group.'
 - To email specific members, select the 'To:' field of the email. Click the check box next to each person's name, and then hit 'Select #' at the top right.
 - Click 'Send' in top right.

Events Tab

- Take Attendance
 - Select the event you want to take attendance for.
 - Select 'Take attendance.'
 - Check the boxes for people who were there.
 - If someone new is joining the group, select "add member.'
 - Select 'Submit' in upper right when done.

Desktop

Getting from Church Center to Planning Center

- Login to ccconbell.churchcenter.com
 - Click 'Groups' tab at the top.
 - Click on the group you lead under 'My Groups'.
 - Click on 'Actions' on top right.
 - Click 'Manage on Planning Center.'

Note: You will be directed to the admin side where you can further manage your group.

Members Tab

- Add Member
 - Click green 'Add Member' tab in upper right corner.
- Delete Member
 - Find their name and click the red 'x'.
- Email
 - At the top, next to the total count of members, there are 3 icons. Click on the envelope icon to email the entire group.
 - To email specific members, select the check box to the left of each member name. Once selected members are chosen, click the envelope icon.

Attendance Tab

Note: You can only take attendance after an event is created.

- Take Attendance:
 - Select 'Take Attendance' button that coordinates with the correct event date.
 - Only select members who attended your group.
 - To add members of your group who are unlisted, first select 'visitor' and switch it to 'member'; then type their name into the search bar at the bottom.

Note: Do not change anything under the settings tab. You may utilize the 'Events' tab and the 'Resources' tab if you choose. If you have questions, reach out to Justin@ccconbell.com or office@ccconbell.com.