

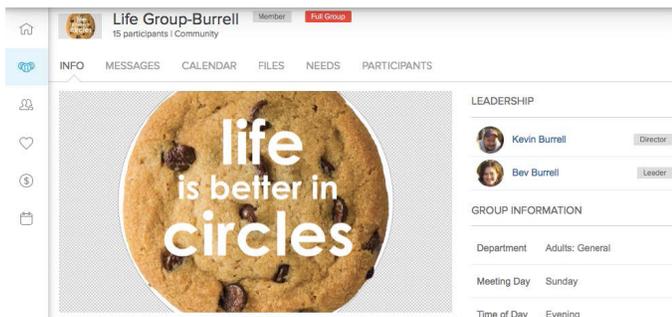


A Bridge Primer for LifeGroup Leaders

The Bridge is not only a great tool for your group, but it helps connect all the smaller pieces of our church into a more intentional whole. Thanks for using The Bridge and playing your part; we really do appreciate it!

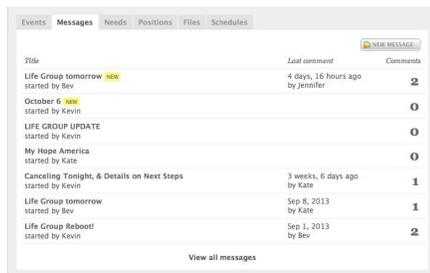
Finding Your Life Group

When you log in to The Bridge, you'll see your life group (and other groups you're already in) along the right on the page. You can also click the 'Groups' tab on the left-side menu to bring up the same list (or search for other groups).



TAB #1: Info

Notice that there's a series of tabs under your group name. These tabs take you to the main features The Bridge offers for managing your group. Your group usually opens to the 'info' tab, seen below. If you're the group leader, you'll be able to edit your group photo and description (in case you don't like this cookie...).



TAB #2: Messages

This is the easiest way to send out e-mails to your group. It saves them in your 'message board' as discussion threads. Click a thread to respond to an existing conversation, or click 'new message' to make a new communication.

When you do, you'll get this pop-up. Go ahead and compose your message. When you hit send, members will get an e-mail.

In the 'To' menu, you'll usually want to select 'all participants.'

In the 'Reply To' field, you have 3 choices.

Here's the important differences between the first two (the third is rarely if ever used):

'Reply to all participants' means that members can reply to the e-mail they receive and it will go to everyone (and save in the message thread). They don't even have to sign in to the Bridge to do this. Easy-peazy. It's good for people to know that their reply is a reply-all, so they don't reply with 'Barbara's bean dip last week gave me food poisoning' and hurt Barbara's feelings. 'Reply to only me' means just that. There's won't be a saved thread on the message, and if they reply to your e-mail, it goes only to



you. For life groups, the 'reply all' is best, as long as everyone knows that Barbara is listening.

TAB #3: Calendar

This tab lists the group's calendar and upcoming events for the group. Members can even subscribe to the calendar within their own calendar program (Outlook, iCal, etc.); just click the 'subscribe to group calendar' link below the calendar. We can help you in confirming settings to make sure your regular meeting schedule functions properly. But here's how you set up the basics.

- 1) Start by clicking 'New Event' to the top right of the calendar.
 - 2) In the next panel, the Bridge will ask you if you need rooms or resources. Select 'not needed', unless your group is meeting at the church. If your group is meeting at the church, cease and desist, and contact Ruthanne, who will set up your calendar for you!
 - 3) Give the event a name, date, and time. You can also add location, a description, etc. (Make the event recurring if you wish)
 - 4) If you're setting up your schedule, click 'make this event repeat' and set your pattern (every week, every other week, etc.).
- TIP: If you're meeting most weeks, it's easier to set it to repeat weekly, and then go back and delete the dates you're not meeting.
- 5) When done, click 'Save.' But you're not QUITE done yet! Next you'll see this screen. Note the tab that says 'attendance'; click it.
 - 6) Click 'attendance settings (upper right corner).
 - 7) If Attendance Grouping is not already selected, select 'Life Groups.'
 - 8) Check this box. Super important. Why, you ask? Read the next page!
 - 9) Don't forget to hit 'save.'

The screenshot shows the 'Awesome Party' event creation interface. The 'Event Type' is set to 'Rooms & Resources not needed'. The event name is 'Awesome Party'. The description is 'Our group will have an awesome party on Friday. It will be awesome.' The group is 'Life Group-Burrell'. The date is '09/07/2018' and the time is '5:00 PM' to '11:45 PM'. The 'Attendance settings' modal is open, showing 'Attendance Link' set to 'Link Only' and 'Attendance Grouping' set to 'Life Groups'. There is a checkbox for 'Make this event repeat' which is currently unchecked.

Recording Attendance

Recording attendance for your life group is such an important way of helping the church in shepherding the flock, and it gives you an easy avenue to communicate what's happening in your group with our life group pastor, shepherding elder, and others who are trying to coordinate care for our church body.

If you've done steps 6-9 on the prior page, you've just made attendance-taking as easy as possible. The group leaders will get an automated e-mail reminding you to take attendance, and you can simply click the link and take care of it. You'll get up to 4 e-mails:

1. An hour before the event. This is helpful if you just want to take attendance as people show up.
2. The next morning. In case you forgot.
3. The morning after that, in case you forgot again.
4. One last-ditch effort the morning after that. Then it gives up, and your group gets five demerits and a trip to the principal's office.

The screenshot shows the 'Attendance settings' modal. It has several text input fields: 'Discussion Topic: Session 2 of the Keller series', 'Event Notes: The party was truly awesome.', 'Praises & Prayer Requests: No food poisoning this time.', and 'People Info: Barbara was out of town.' Below these fields are radio button options for 'Email an event summary to:'. The selected option is 'No one - Don't send an email.' There are 'Cancel' and 'Save' buttons at the bottom.

Even without the e-mail link, you can always go back to the event in your group, click that attendance tab, and you'll see a 'record attendance' button in the top right, to take or to edit your attendance. If you did not meet, well, select 'Did not meet.'

You can also make notes on the group, what you studied, etc. If you'd rather not take notes, no problem.

You have three options under "E-mail an event summary to":

1. Most of the time, select the third one, 'No one.'
2. If you're using the fields to share prayer



requests, you can select the second one to send an event summary to the whole group.

3. The third one will send an e-mail to your group leaders, and Kevin. No need to do this unless there's something specific you're wanting to make sure Kevin sees!

TAB #4: Files

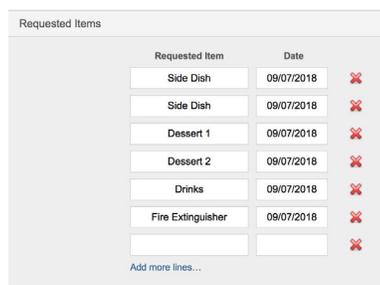
Your group might not use this very much. But if you're so inclined, you can upload files you want your group to have access to. 'Nuf said.



In case you were wondering, the files feature is not really helpful for photos and such; we recommend a Facebook group or Instagram or Flickr site or pretty much anything else for photos.

You must be a group leader or assistant leader to upload a file, but any group member can view.

TAB #5: Needs



Requested Item	Date	Status
Side Dish	09/07/2018	✘
Side Dish	09/07/2018	✘
Dessert 1	09/07/2018	✘
Dessert 2	09/07/2018	✘
Drinks	09/07/2018	✘
Fire Extinguisher	09/07/2018	✘

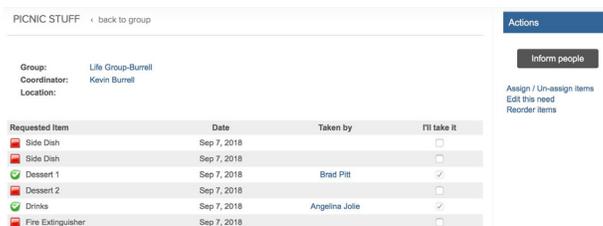
The 'Needs' tab is a feature that allows easy sign-ups for anything from discussion leaders to hosts to who's bringing the salad. It's a built-in 'Sign-Up Genius' for your group.

Click the tab and click 'New Need'. Give it a name like 'Meeting Location Schedule' or 'Fixin's for the Picnic.' After you've created the list, click 'save.'

You'll see a screen like the one below. On the right, you can click the 'Inform

People' button, which will send an e-mail and a link to sign up. You can also click 'assign/un-assign items' to assign people manually.

People who sign up will get an auto-generated reminder e-mail (though it never hurts to follow up more personally, just to make sure).



Requested Item	Date	Taken by	I'll take it
Side Dish	Sep 7, 2018		<input type="checkbox"/>
Side Dish	Sep 7, 2018		<input type="checkbox"/>
Dessert 1	Sep 7, 2018	Brad Pitt	<input checked="" type="checkbox"/>
Dessert 2	Sep 7, 2018		<input type="checkbox"/>
Drinks	Sep 7, 2018	Angelina Jolie	<input checked="" type="checkbox"/>
Fire Extinguisher	Sep 7, 2018		<input type="checkbox"/>

TAB #6: Positions

To be honest, this one's great for larger groups; it advertises ministry needs and gives people an opportunity to find places to serve. But unless you're electing a president or recruiting a drummer for your life group, it's probably not very helpful for your purposes.

TAB #7: Schedules

Like the prior tab, this one's not helpful for small groups. In fact, we still haven't figured out how to use it even for large groups. Best to avoid. But if you figure out a cool use for it within your life group, let us know!

TAB #8: Participants

This tab will give you a list of group members and their contact info at a glance.

Adding/Removing members in your group

As a group leader, you can add or remove people in your group. If you do this, please let Kevin know, so he can make a note of it on his master lists.

Click on 'Group Actions' in the top right corner. You'll open a pulldown menu.

Click the 'Edit Participant List' option from the action menu on the right.

To remove people, click 'Edit the group participants list.' You can select the checkbox for the person being removed, and then click the pulldown

menu above the list of names (which says 'If checked, set group status to...') and select 'remove from group.' Hit OK. Gone. If only we could remove all our life group problems this easily.

+ New Member To add people, you'll see a '+ New Member' button from the participants tab.

A second screen will pop up and you can search for a person by name. You can either add directly (if they've already said yes to your group) or you can send an e-mail invite by clicking the appropriate choice. *Again, please let Kevin know if new people join your group.*

NOTE: For someone to be added to a group, they already have to be 'in the system' of The Bridge. If you have someone attending your life group who isn't a part of StoneBridge, and want to add them, let us know and we can get their names in the system.



Group Reports

In any of the various tabs on your group page, you'll see an icon to the left of the 'Group Actions' button in the top right, that looks like this:



This 'Reports' button allows you to run a series of pre-made reports for your group. You can print a picture directory, a birthday list, anniversary list, family list, etc. These reports can be displayed on screen or exported to send out to your group members.

There's lots of options, and the best way to see what you can do it be selecting a report and playing with it. If you're trying to make a report and can't figure out how to do it, just contact Kevin and he'll help you with all your data solution needs...

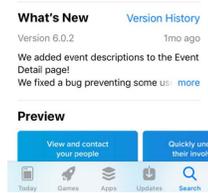
The LEAD App

And now that we've taught you everything you need to know, let's make it even simpler, shall we? The Bridge (Church Community Builder) has an app called LEAD that does almost all this—more simply and smoothly—right from your phone.

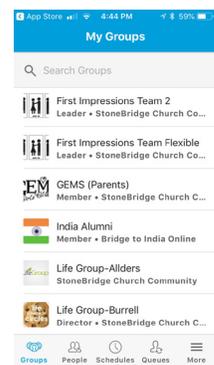
The LEAD app is only for group leaders. Your group members cannot use LEAD.



1) Find LEAD in your App Store. It's free. Once it loads, it will guide you to find StoneBridge via a GPS-guided search, and ask you to log in with your Bridge credentials (if your phone has thumbprint verification, you can set that with LEAD, and you'll never have to type your login again!)



2) Any group in which you're a leader should be listed by clicking groups (bottom of page). (and by the way, that 'people' button is awesome for searching for church members, though you might not have full purview of the whole church...)



3) Behold! There's all the features we've already described, and more! Attendance is especially easy from the LEAD app. And notice the additional features:

- Send a group text message!
- And click 'Special Days' to see upcoming birthdays and anniversaries of your life group members!