



## GROUPS

**Planning Center Online has several modules.** One of those modules is designed to enable ministry and group leaders the ability and essential tools to manage the communication and administration of individual ministries or groups. This module is called **GROUPS**.

### Through Planning Center Groups, leaders can:

- Manage the group roster.
- Keep track of who is present and when group members are missing.
- Keep tabs on the individual group members and their information.
- Send important communication to the entire group at once or individually.
- Post important events to the group's unique calendar.
- Share relevant resources with the group.



## CHURCH CENTER

Both leaders and members are able to access their ministry or group page from the OVC website, **OCEANVIEWCHURCH.COM**, or using the **Church Center App** on their smart device.

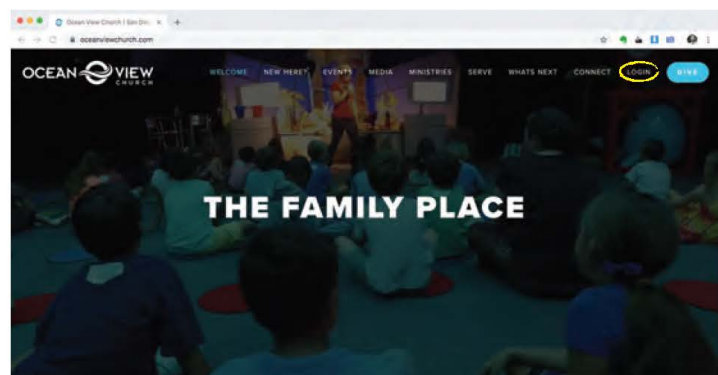
**SEARCH FOR CHURCH CENTER IN YOUR APP STORE.**



## MANAGING YOUR GROUP

### To access your group:

- Visit OceanViewChurch.com.
- Then click "Login" from the main navigation menu.



# ADMINISTRATION

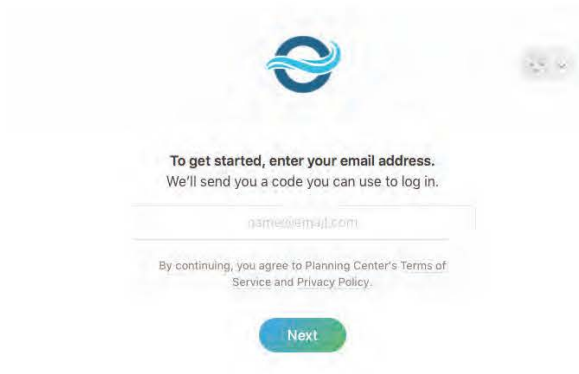
## groups

### ACCESSING YOUR GROUP

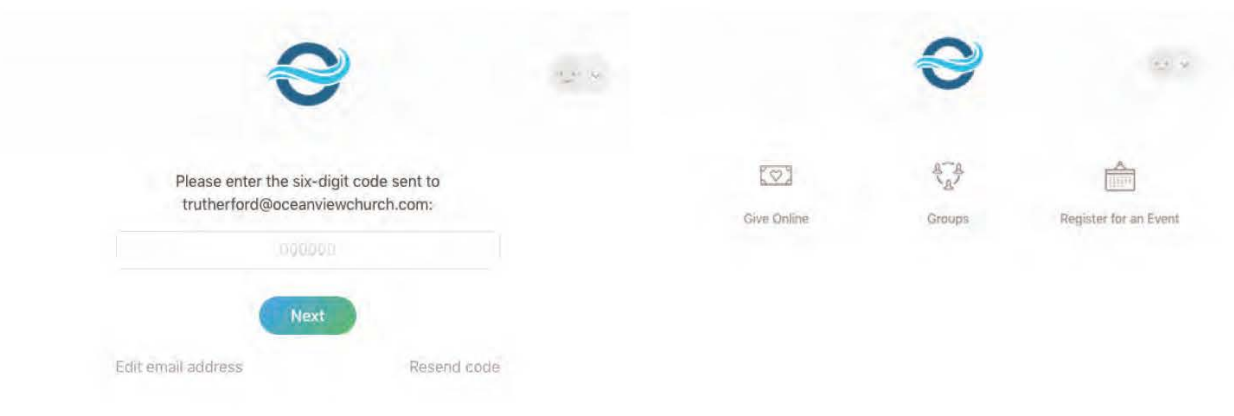
- On the next screen, select “Log In” from the drop-down menu at the top right corner.



- Enter the email address associated with your PCO account and click “Next.” You will receive an email from “**Ocean View Church** <no-reply@churchcenter.com>” Be sure to add this to your contacts to avoid messages being sent to spam.



- Enter the 6-digit code that you received in your email message into the field in your web browser and click “Next.” From the next screen, select “Groups” from the available choices.



- Once logged in, you will see a section labeled **“MY GROUPS”** where you will see any ministry or groups that you manage. NOTE: Other ministries or groups in which you are a member will appear below this area on the page.



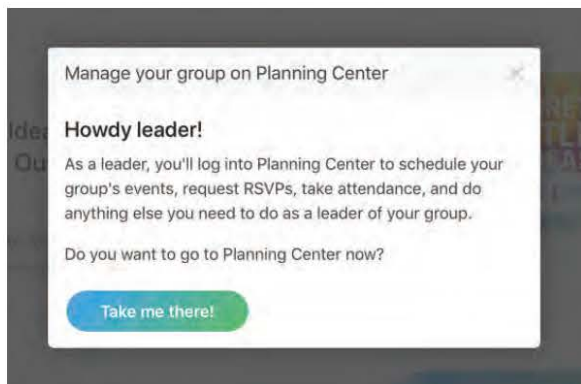
- Click on the ministry or group you would like to manage.

### MANAGING YOUR GROUP

- The next screen you see is similar to the screen that your ministry/group members will see when they access your page in a similar way. PCO provides access for you to manage this group by clicking on the **“Manage Group on Planning Center”** button.



- You may see a popup box welcoming you as a leader. Click the link that says “Take Me There.”



- PCO may prompt you to create a password to login in the future. Follow the prompts to complete this process.

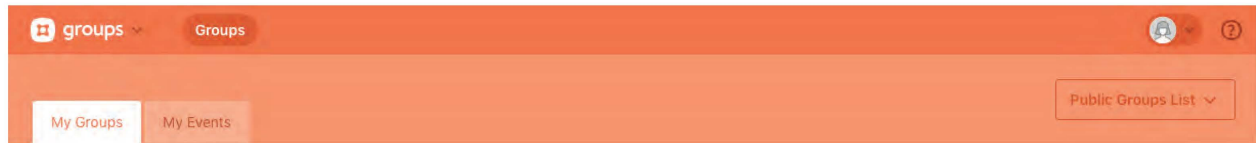
- After you complete the login process, you will be taken to the admin page for your group.

# ADMINISTRATION

## groups

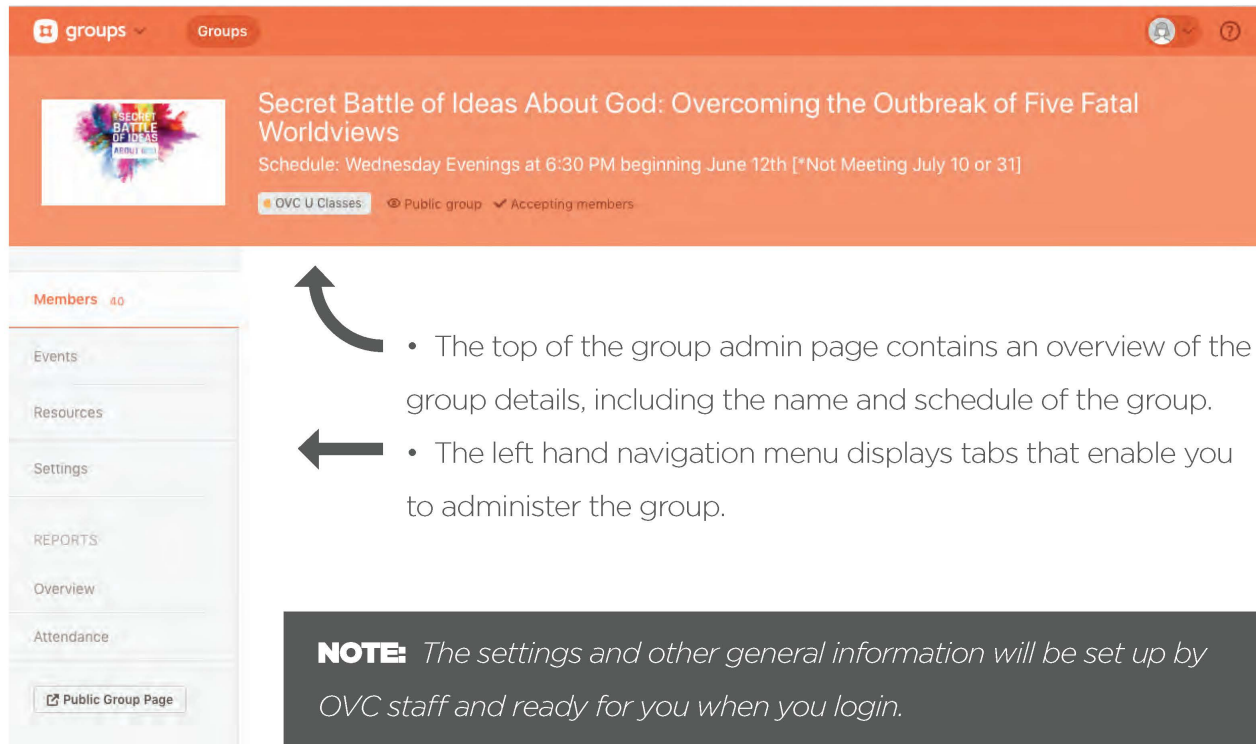
### USING PCO GROUP ADMINISTRATION

- Once on the **PCO group admin page**, there are many options that allow you to manage the group you are leading; from setting up the group calendar to emailing your group, from taking attendance for your group to sharing resources.



### PAGE NAVIGATION

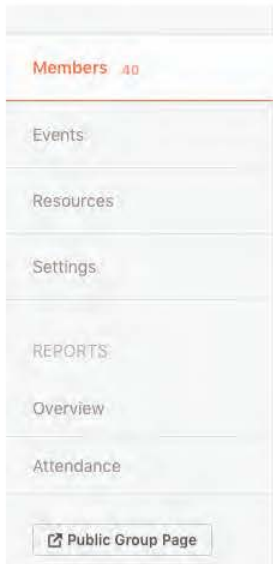
- “My Groups” displays all of the groups in which you are a part, either as a leader or a member.
- “My Events” displays all of the upcoming events for any group with which you are associated.
- **After clicking on the group you lead from the “My Groups” tab, you will be directed to the group administration page.**

A screenshot of a group administration page. The top section shows the group name 'Secret Battle of Ideas About God: Overcoming the Outbreak of Five Fatal Worldviews' and its schedule: 'Wednesday Evenings at 6:30 PM beginning June 12th [\*Not Meeting July 10 or 31]'. Below this, there are tags for 'OVC U Classes', 'Public group', and 'Accepting members'. On the left, a navigation menu lists 'Members 40', 'Events', 'Resources', 'Settings', 'REPORTS', 'Overview', and 'Attendance'. A 'Public Group Page' button is at the bottom of the menu. Two arrows point from the text to the top of the page and the left navigation menu.

- The top of the group admin page contains an overview of the group details, including the name and schedule of the group.
- The left hand navigation menu displays tabs that enable you to administer the group.

**NOTE:** *The settings and other general information will be set up by OVC staff and ready for you when you login.*





## MEMBERS TAB

The “Members” tab provides all of the tools needed to manage (add/remove) group members and to communicate with group members either individually, or as a group.

**Invite a new member**

## ADDING A MEMBER

To add a group member, click on the green “Invite a new member” button. A popup dialogue box will appear that will allow you to enter that person’s email address and send a group invitation email. Once that new member joins, he/she will appear in your member list.

**GROUP MEMBER TIP:**  
The easiest way to add group members is to ask them to download the “Church Center” app from their app store. After they sign into the app, they can navigate to “Groups,” locate your group name and click “Join.”

**Invite a new member**

Email address

Message

**B I S**

**Cancel** **Deliver invitation**

## REMOVING A MEMBER

To remove a member, next to the member’s entry, select the drop-down arrow from the “Actions” menu. Select “Remove from group.”

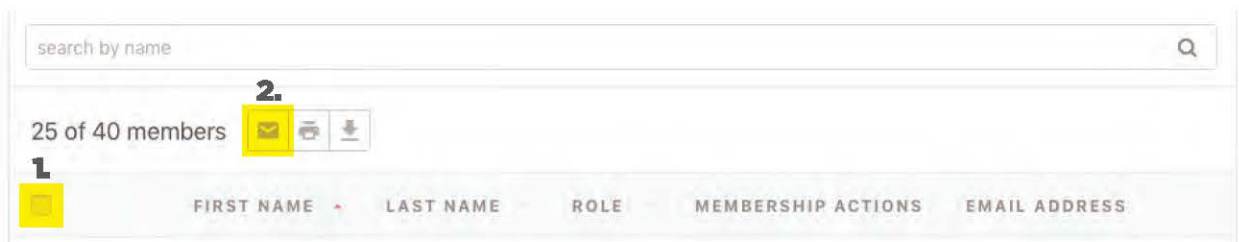
ROLE	MEMBERSHIP ACTIONS
Member	Actions
Member	Remove from group
	Edit membership date

# ADMINISTRATION

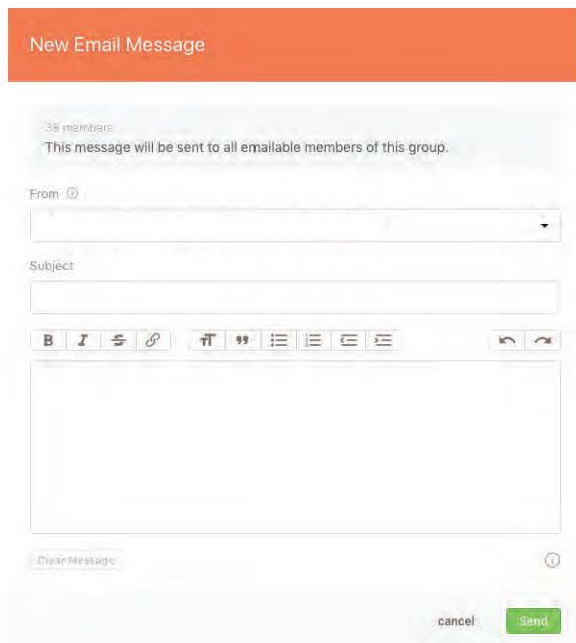
## EMAILING GROUP MEMBERS

Emailing group members is done through the **MEMBERS TAB**.

1. From the “Members” tab, select the members you would like to email.
  - To email all group members, check the top box on the left above your group member list. This should select all members with a green check mark.
  - To email individual members, check the box/es left of each group member you wish to email.
2. Once your recipient’s are selected, click on the email icon above the member list.

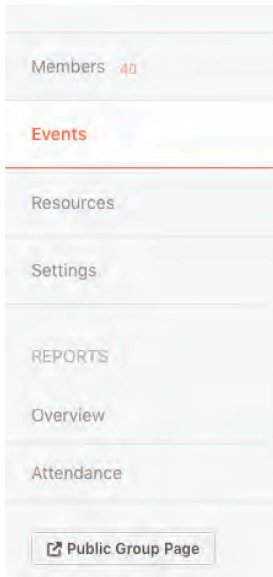


3. A dialogue box will pop up for you to compose the email message to your selected recipients.



## EMAIL TIPS FOR GROUP LEADERS

- Please use PCO for your group email communication. PCO will format your email and add the OVC logo to your email messages automatically so that all group communication is uniform.
- Please reach out to the group regularly. Keeping the group informed via email is an important way to keep the group together and connected.
- To avoid losing your work, compose your email in a word processing application then copy and paste into the PCO email editor.



## EVENTS TAB

The “Events” tab allows group leaders to schedule group events and group members to subscribe to the group’s event calendar. It also allows group leaders to record the attendance for group functions. Keeping the group calendar accurate helps group members to stay informed and to participate in the group activities.



## SCHEDULING AN EVENT

To schedule a group event, click on the green “Create a new event” button. Enter the event name, date, start and end times, location, and description. There is an option to have the event repeat if you will be meeting at the same time on a regular basis. You can also select the option to have PCO email an event reminder to your group 3 days before an event. After you have entered the needed information, click the green “Create event” button. This event should now be viewable on the group calendar.

## RECORDING ATTENDANCE

The “Events” tab also allows group leaders to track the attendance of group members at group functions. This is important for a number of reasons. OVC requests that all group leaders keep attendance of group functions so that we can know how many people are participating in ministries and meaningful discipleship opportunities like **LIFEgroups**.

This is at the CORE of the GREAT COMMISSION. We don’t use these numbers to assess leader effectiveness, as a one on one or small group mentoring/discipleship relationship can be much more meaningful and productive than a large group. However, when viewed in a larger context, this can be a measure of how many people overall are engaged in a meaningful ministry or discipleship activity.

**PCO TIP:** *Taking attendance in PCO can be very simple. A reminder email is sent to group leaders prior to the event and attendance can be recorded on any mobile device.*

# ADMINISTRATION

## RECORDING ATTENDANCE [CONT'D]

Attendance can be taken by navigating to the “Events” tab on the PCO group admin page. Group leaders may also click on the blue “Report attendance now” button in the PCO email reminder.



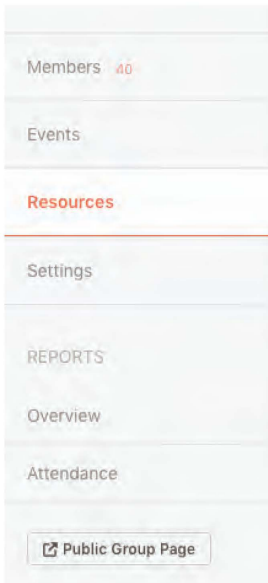
- The “Events” tab features two sections, a calendar display at the top of the page and a list display at the bottom of the page.
- To take group attendance, scroll down to the list view. Locate the date of the event and click on the corresponding “Report Attendance” link.

DATE & TIME	EVENT	STATUS	RSVP
7/3/2019 6:30 pm - 8:00 pm	Secret Battle of Ideas About God: Overcoming the Outbreak of Five Fatal Worldviews	21 of 40	Not Requested
7/17/2019 6:30 pm - 8:00 pm	Secret Battle of Ideas About God: Overcoming the Outbreak of Five Fatal Worldviews	24 of 40	Not Requested
7/24/2019 6:30 pm - 8:00 pm	Secret Battle of Ideas About God: Overcoming the Outbreak of Five Fatal Worldviews	21 of 40	Not Requested
8/7/2019 6:30 pm - 8:00 pm	Secret Battle of Ideas About God: Overcoming the Outbreak of Five Fatal Worldviews	<a href="#">Report Attendance</a>	Not Requested

- On the following page, check the boxes next to those who are present at the group activity, leaving anyone absent unchecked. Click the green “Submit Attendance Report” button to complete your attendance for the event. If your group did not meet, click the gray “Actually, We Didn’t Meet” button.





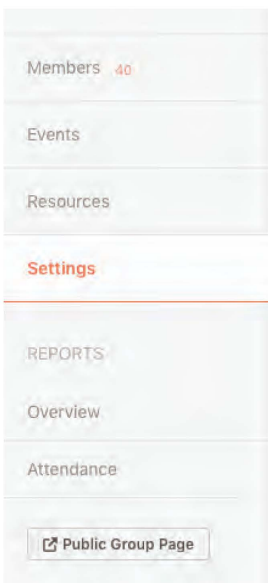


## RESOURCES TAB

The “Resources” tab provides the opportunity for group leaders to share electronic resources with group members. This is useful to share important files or links.



Click the green “Add a group resource” button and a pop up dialogue box will appear. Choose whether you would like to add a “File Upload” or a “URL Link.” Attach the file or paste the link, complete the other needed information (name, description, visibility), and click “Save.” The resource will be added to your group resources section.



## SETTINGS TAB

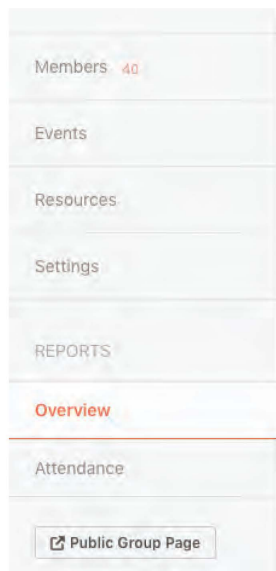
The “Settings” tab contains the group settings that distinguish this ministry or group. The information on this page is very static and will generally be managed only by OVC staff. If any information on this page needs to be updated, please inform your assigned **OVC MINISTRY POINT PERSON**.

**NOTE:** Please do not change the image for the group you lead.

*This image may be viewable by the public through the OVC website and/or the ChurchCenter app and should be consistent with other similar groups.*

## REPORTS

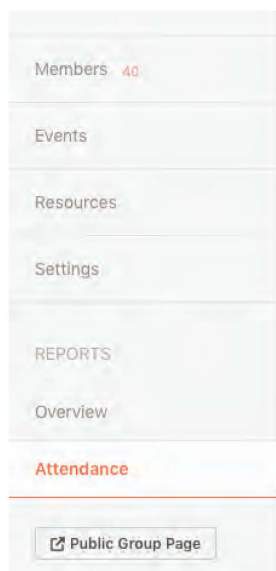
The following left hand menu navigation tabs fall under the heading “**REPORTS**.” These tabs allow you to access information about the group and to report attendance for group activities.



## OVERVIEW TAB

The “Overview” tab displays group statistics based on events, attendance, and demographics. This data relies on the group leader managing these data sources. The more accurate reporting the system receives, the more accurate these reports will be.

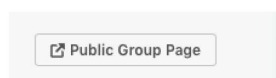
**NOTE:** *Demographic data is managed by the individual and OVC staff. Having accurate data is essential to functioning effectively as a ministry. For communication and outreach purposes, please report any data changes to the OVC office and encourage group members to keep personal information up to date in their PCO profile.*



## ATTENDANCE TAB

The “Attendance” tab allows group leaders to track the attendance of group members over time. This is helpful to know who misses group functions more often. It also helps with outreach to those who need an extra nudge to stay connected. Identifying those who struggle to be connected can help group leaders fulfill their role of caring for the group and welcoming them into relationship with the body of Christ. Data for both the “Overview” and “Attendance” tabs can be filtered and exported.

**NOTE:** *Attendance is taken in the “Events” tab. See previous section for the “Events” tab for detailed instructions on taking attendance.*



## PUBLIC GROUP PAGE

If you would like to see the group member view at any time, click on the “Public Group Page” link at the bottom of the left-side navigation menu.