MINISTRY PLATFORM

INSTRUCTIONS

CROSSPOINT.TV

MANAGING GROUPS
FROM THE MY GROUPS PAGE
HTTPS://MY.CROSSPOINT.TV/PORTAL/MY_GROUPS.ASPX

1. Follow the link above and either **Log In*** or **Create Account.**
   *If you have logged in and given through the new giving site (since February 2017) you don't need to create an account -- you can log in with those credentials.

2. Once you are logged in, you will see the list of all groups that you are associated with as a member or leader. Click on the name of the group you want to view.

3. On the group's detail page*, you will see all the info on your group as well as a group calendar.
   On the group detail page, you also have the option to email the whole group (Click **Send Group Email), as well as set up events (meetings that will show up on your group calendar) and mark attendance (instructions below for setting up events and marking attendance).*

4. To look at your inquiries and add people to the group, click on ***View All Members*** (under the Group Leader section).

5. Click **Pending Group Inquiries** to view and add your inquiries.

6. Click on the blue date of the inquiry to open a particular person's record.

7. To add a person to the group, click **Search****
   If you have an inquiry/person that does not end up joining the group, you can click Ignore **Inquiry (in place of step 7). Only do this if you are NOT adding that person to the group.

8. If the person already has a record, their name and contact info will show up. Click **Select** next to the record of the person who's info matches.

9. Choose **Group Member** in the drop down for their group role and hit **Save** (your inquiry will now show up in the list of current members).

TO SET UP AN EVENT AND MARK ATTENDANCE
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1. Log into My Groups > choose desired group > click **Create New Meeting**.

2. Fill in the required information and click Save Meeting. Meeting Dates are limited to two years in the future and one year in the past. Recurring meetings can be created using the Repeat drop-down. Once created, recurring meetings are managed individually.

SENDING MEETING INVITATION

1. Log into My Groups > choose desired group > click desired group meeting on the event calendar.

2. Choose which type of message to send:
   • **Invitation Message:** This type of message contains links for each group member to quickly RSVP as Yes, No or Maybe. You can also include a customized message.
   • **Simple Message:** This type of message does not contain RSVP links; it is meant to be an informational message related to the event.

3. Select the email recipients. If you do not select any recipients, the email will not be sent to anyone. Also, only current group participants can be emailed (i.e. not pending group members, past group members, etc.)

4. Group participants receive an invitation.

POSTING ATTENDANCE
FROM THE MY GROUPS PAGE

Group Leaders and Primary Contacts can post attendance to group-specific events as follows:

1. Log into My Groups > choose desired event from the Group Calendar.

2. Select the individuals in attendance.

3. Select an action (typically Checked In or Confirmed As Attended).

4. Select a time.

5. Click Submit.