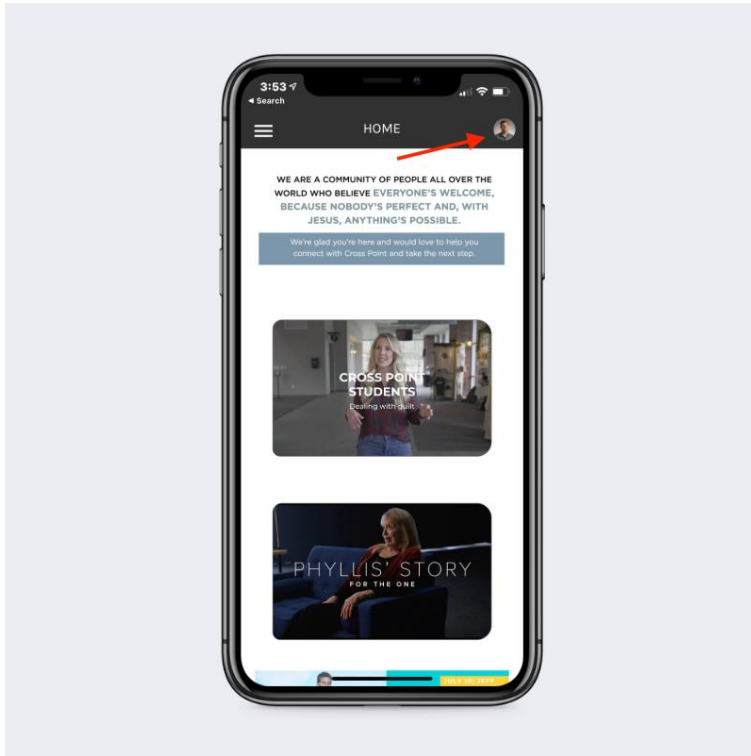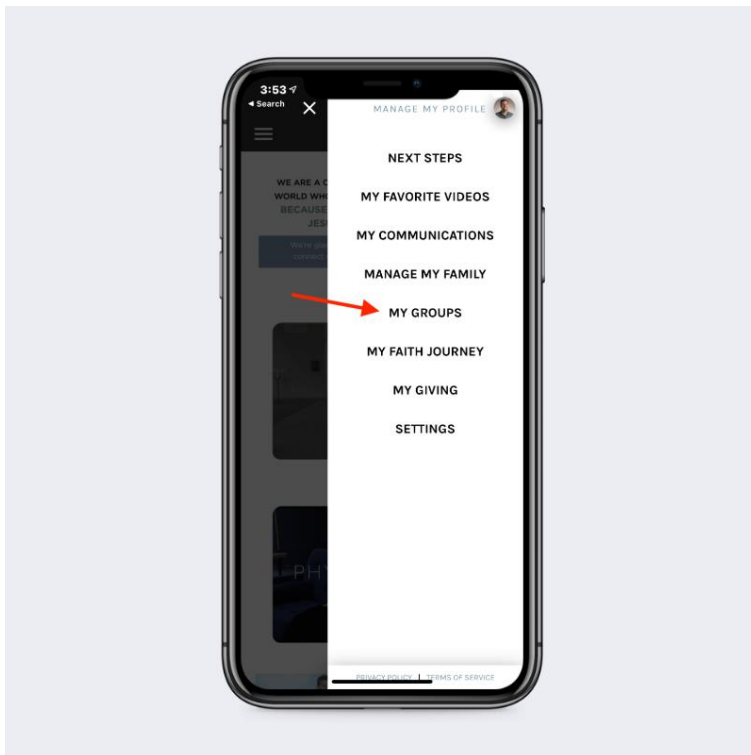## Groups Management in the Cross Point App: Group Leader Walkthrough
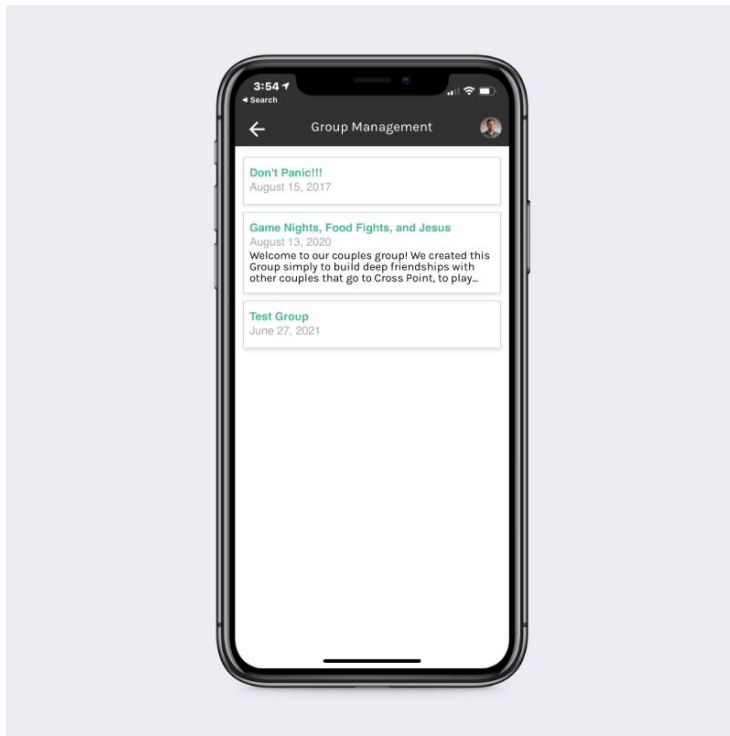
1. To access your Groups, click on the Right Hand Navigation menu in the top right corner.
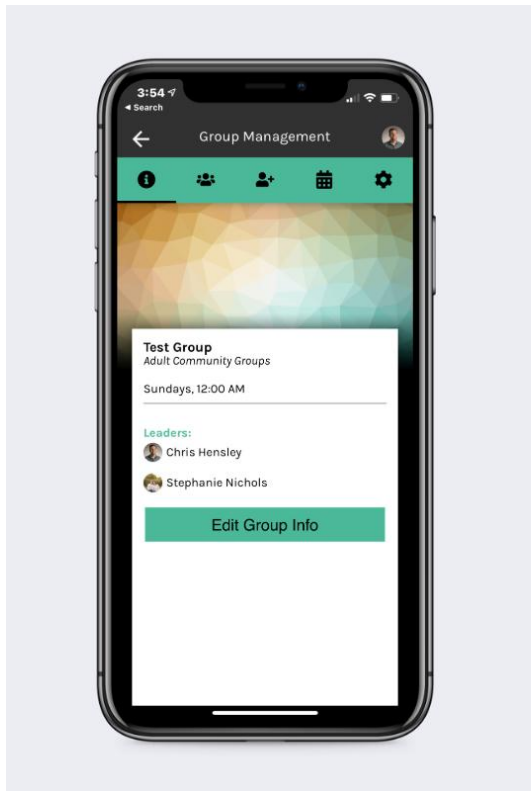

2. Click on "My Groups".

3. Select the group you want to manage.

4. On the main screen of your group, you will see an overview of the details of your group. *If you change your meeting day, time or frequency, please update this using the "Edit Group" option. Please do not edit your group name or group description.*
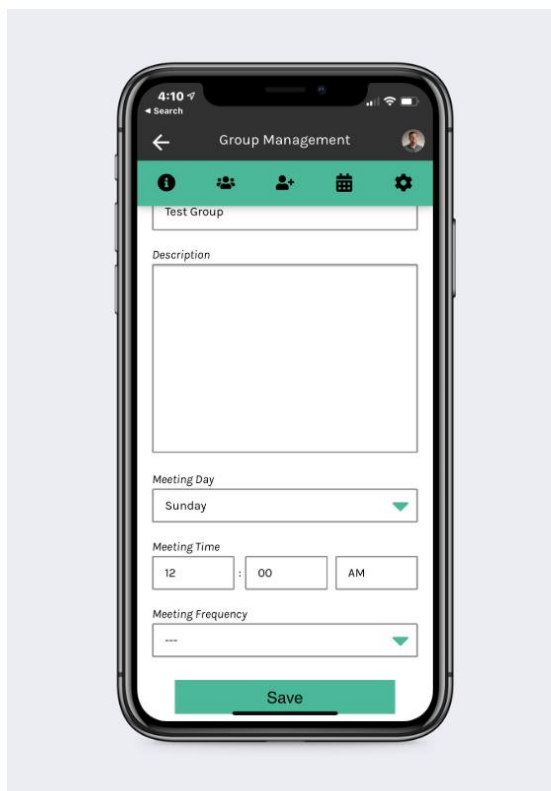
5. The next tab will allow you to view, manage or contact your current group members.
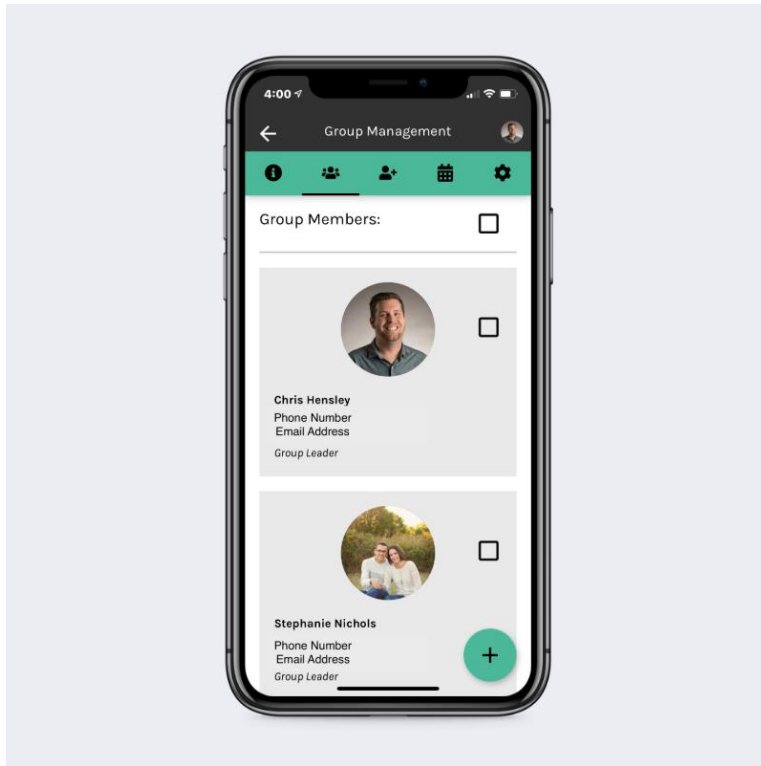
6. To add someone to your group who did not sign up, click the + button in the bottom right hand side. Fill in the requested email and select "Group member" for the group role.
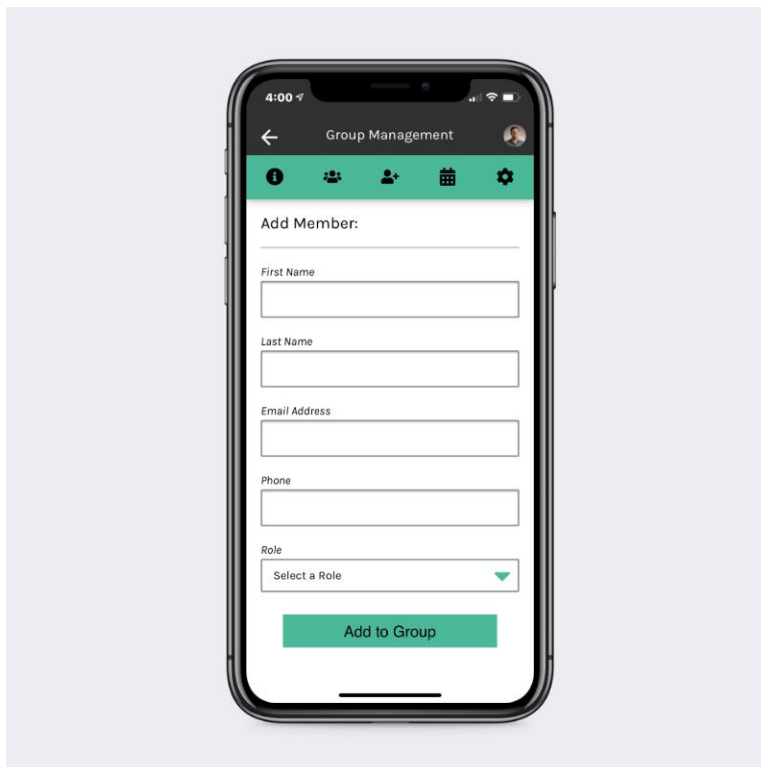
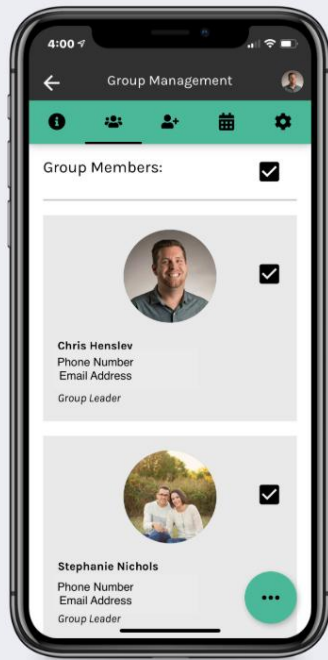7. **To email one or multiple group members,** select the checkbox on their record. Click the "..." that appears in the bottom right hand of the screen and "send email." **To remove someone from your group**, select the checkbox on their record, then "..." and "remove from group". *Pro tip: any time someone leaves your group, please remove them!!*

8. On the third tab, you can manage your **group sign ups/inquiries**. To add someone to your group from an inquiry, click the checkbox beside their record and press the "add the group" button that appears.
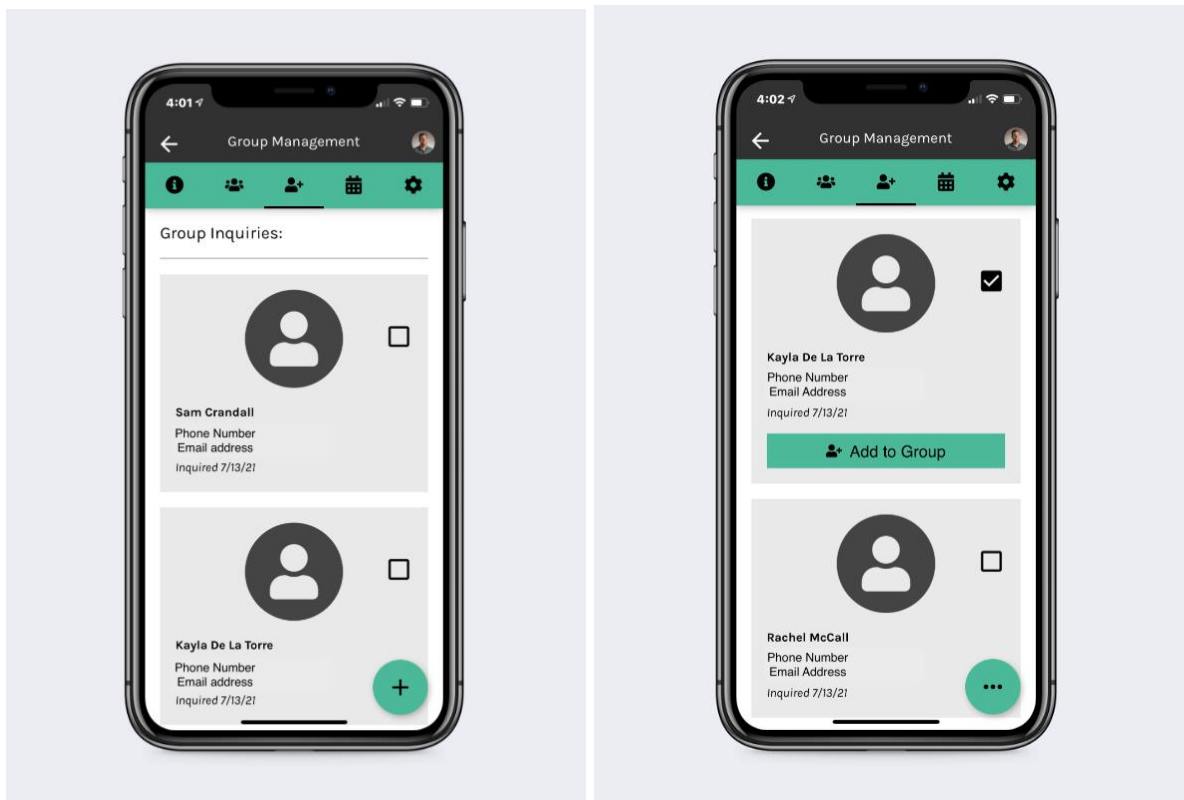

TO REMOVE SOMEONE FROM YOUR INQUIRIES THAT DOES <u>NOT</u> JOIN YOUR GROUP:
Unfortunately through the app there isn't a straightforward way to do this <u>at this time</u>. (Please know we are working to get this feature installed ASAP!) To remove someone who does not join your group, first ADD THEM TO THE GROUP from the inquiries screen. Then, immediately go to your group members section (2nd tab) and remove them from the group as seen in step 7.

9. On the fourth tab, you can set any **group meetings**. Select the + button from the bottom right hand corner of the screen. You can set a meeting title & description, as well as a date/time. This is not required, just a nicety if you would like to keep your group meetings listed.
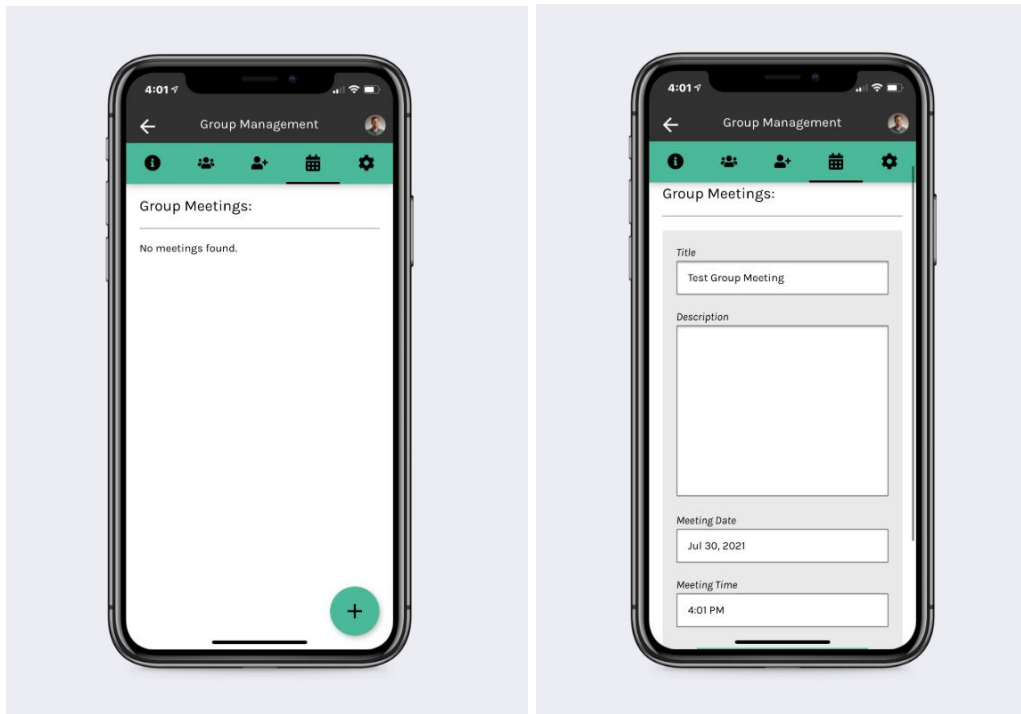
10. The fifth & final tab is where you (or your group members, from their app) can manage their privacy settings for the group and how much information is displayed publicly.
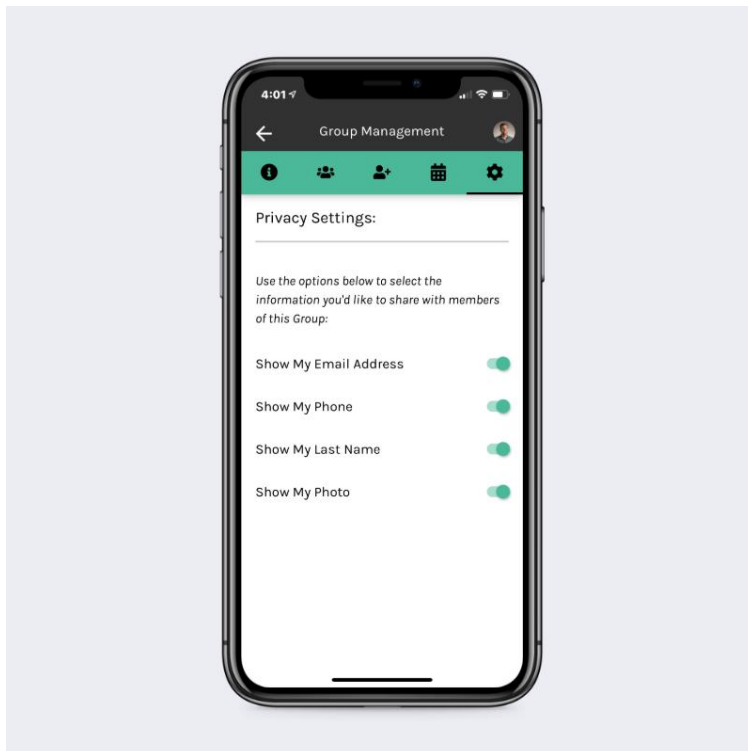
**Note: the app will replace the use of the Cross Point portal, so please get accustomed to using the app to manage your group.

**Group members mostly have the same access to your group, without the options to remove/add group members, add meetings, or manage inquiries. They can view group members, group details, manage their privacy preferences in the group, and see all calendar meetings set. They can access your group using the Right Hand Navigation menu, clicking My Groups, and opening the group. Only groups that you or your group members are a part of will show in the My Groups section, so all information is kept private to you & your group members (and Cross Point staff).

**For assistance using the My Groups section of the app or if you encounter any issues, please email your campus's Groups Director.