

# Using the Home Group Organizer (HGO)

## Why Use It?

- Assists group leaders in managing group (group email, attendance, meeting info)
- Automatically requests weekly attendance report (email with link, use check boxes to mark attendance)
- Weekly report which includes prayer requests emailed to all group members
- Allows printing of group directory and other reports
- Leaders can access group contact information anywhere there is an internet connection

## Logging in to GroupFinder:

1. Go to <http://www.westwoodgroups.com>.
2. Click on **HG Organizer** on the left.
3. Enter the password "leader" and click the **Login** button.
4. Next, the main menu will be displayed. Select the option you want from the list on the main menu. For more detail about specific tasks and options see the documentation below.

## Adding group members

1. Click the **Browse small groups** link from the main menu.
2. Scroll down to your group or group leader's name and click it.
3. Click the **Add new members** button at the bottom of the list.
4. A calendar appears. Click the date the person first attended, or just click today's date if they haven't attended.
5. Scroll through the list of names and if you find the person you need to add, click their name and click **Add Selected Member(s)** box. If you don't find them, click the small text link below that says *Add member who is not in the list* link and enter their data. At a minimum, you must enter their name and either a telephone number or email address. (It is strongly suggested that you enter both of these to fully use the features of the system.) Many of the fields are not used by Westwood.

## Updating member information

1. Click the *Browse members* link from the main menu.
2. Either click the letter of their last name or enter their last name in the text box and click the *Search by Last Name* button.
3. Locate the person in the list and click on their name.
4. Click the *Update name/address information* link.
5. Update the appropriate information.
6. Click the *Save Information* button.

## Updating your small group information

1. Click the *Browse existing small groups* link from the main menu.
2. Click on your group name. See the links above the group member names.
3. Add or change the information that needs updated for your group.

## Emailing your group

1. Click the *Browse existing small groups* link from the main menu.
2. Click on your group name.
3. At the bottom of the page click either the option to email the group from your email account or email the group via GroupFinder. Typically you will use your email account.

## Printing a group roster

1. Click the *Group Reports* link from the main menu.
2. After selecting the report you want, select your group name under the **Specific Groups...** field.
3. Click the Run Report button.
4. Print the page by clicking your browser's Print button or menu item.

Group Members		
Member Name Select:	Group Role	Email Address
<input type="checkbox"/> Gordon, Jay	Home Group Leader	jgordon@ewestwood.org
<input type="checkbox"/> Gordon, Liz	Home Group Leader	liz.gordon@e3pa.com
<input type="checkbox"/> Ballinger, Gaven	Member	gaven.ballinger@westwood.org
<input type="checkbox"/> Ballinger, Jennifer	Member	jennifer.hayes28@westwood.org
<input type="checkbox"/> Chiaramonte, Alisha	Member	alishachiaramonte@westwood.org
<input type="checkbox"/> Chiaramonte, Vincent	Member	vincent_trg@bell.com

### Home Group

Select an option below

- Browse small groups - Quickly find specific groups by...
- Create a new group - Fill out forms to enter a new sma...
- Browse members - Add new members or search for a...
- Login to My Place - Find a group, update personal info...
- Group reports - Group roster, labels, meeting reports...
- Ministry organization chart - Displays the hierarchy of...
- Online bookstore - Online resource list (available at W...
- Frequently asked questions

[Main Menu](#) | [Westwood](#)

### Name/Address

First Name:  Last Name:

[Click here for a business record](#)

Family/Household Role:

Mailing Address:

Address Line 2:

City:  State/Province:  Zip/Postal Code:

Email Address:

Home Phone:

## Entering meeting information

Best option: Reply to the email you will receive the day following each weekly meeting. If you don't receive it, follow this:

1. Click the **Browse small groups** link from the main menu.
2. Click on your group name.
3. Click the **Add/update meeting information** link.
4. To update or view information about a past meeting click on the date of the meeting you are interested in.
5. To add information about a meeting click the **Add new meeting** link.
6. Fill out information about your meeting including date, location, attendance. If you want to email information about this meeting to your small group coach or anyone else fill in the email address(es) in the text box at the bottom of the screen.
7. Click the **Save Meeting information** button.

Entering meeting information after each small group meeting is a great way for you and your coach to track your small group. The *Group Report* link on the main menu contains reports you can run to view meeting attendance information to see how your attendance looks over time.

## Group Directory: View or print

1. Click the *Individual member options* link from the main menu.
2. Click the *View directory listing* link.
3. View or print the report.

## Creating a new small group (Westwood usually does this.)

1. Click the *Create a new group* link.
2. Fill in the Basic Group Info.
  - Group names are easy to find if you use your last name.
  - If the group rotates locations, just enter "Various".
  - Enter the original start date of your group.
  - Enter 15 for maximum size.
  - GroupFinder will not place more people in your group than your maximum size.
  - Please allow browsing of your group unless there is a specific reason for confidentiality.
3. Select *Continue to Group Leader Information*.
4. Select the appropriate leader option.
5. If your name isn't listed, fill out the form.
6. Select *Continue to Group Preferences*.
7. Select answers to the questions about your group.
  - These will be the criterion for matching people to your group.
  - Use the selection "Various" if it fits your group.
8. Select *Save Group Profile*.
9. Add group members.
  - Add members from the list box to the group.
  - For members who are not in the list box, click on the *Add member who is not in the list* link and enter their information. You'll need address, phone, and e-mail, but these can be added or modified later.

FILE NAME: HGO OVERVIEW.doc

**Meeting Information**

Meeting Date (mm/dd/yyyy): 08/08/2010 Location: Gordon's  
[Click here](#) if you did not meet this week. (Note: information typed on this page is saved.)

Topic: Spiritual Gifts

Next meeting date: 08/15/2010

Attendance (place a check by the people that attended):  
Click the member name to update their contact information.  
\* indicates "Home Group Leader"

[Check all members](#) [Uncheck all members](#)

<input checked="" type="checkbox"/>	*Gordon, Jay	Family
<input checked="" type="checkbox"/>	*Gordon, Liz	Family
<input checked="" type="checkbox"/>	Ballinger, Gaven	Family
<input checked="" type="checkbox"/>	Ballinger, Jennifer	Family

**Campus Base**

Alabaster Campus Limit group to members who select this campus

**Area of town**

Alabaster Central Limit group to members who select this area of town

**Lifestage**

Various Limit group to members who select this lifestage

**Status**

Closed Limit group to members who select this status

**Origin of Group**

Home Group Multiplication Limit group to members who select this origin of group

**Generation**

Second Generation Group (3-4 yrs.) Limit group to members who select this generation

\* Meeting Day: Sunday

\* Group Description: (This group is mostly married couples with teen  
Various Ages and Life-stages (25-55), from newlyweds to grandkids. (We have a new born, a preschooler well as grown adult children.)

\* Time of Day: 5:30 PM

\* Meeting Frequency: Weekly

Meeting Place: Various

Meeting Address: Varies