Using GroupFinder Web-based Group Management

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:

Go to http://www.westwoodgroups.com, click on "Leader Stuff", then scroll down to the bottom white box at the bottom (Church Teams Leader Login). Next enter the password "leader" and click the Login button. After logging in the GroupFinder 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.

Creating a new small group

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.

Updating your small group information

1. Click the *Browse existing small groups* link from the main menu.
2. Click on your group name.
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. Select your group name from the report filters.
3. Click the Run Report button.
4. Print the page by clicking your browser's Print button or menu item.

Entering meeting information

1. Click the *Browse existing 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 your 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.

Adding or updating group member information

At times it may be more convenient for you to update information about your group members than having them each individually update their own information.

Adding member information

1. Click the *Browse existing small groups* link from the main menu.
2. Click on your group name.
3. Scroll to the bottom of the list of group members.
4. Scroll through the list box labeled "Select member to add" and select the person if you find them in the list.
5. If you found them in the list and selected them then click the *Add Selected Member* button.
6. If you did not find the person in the list then click the *Add member who is not in the list* link and enter their name, address, and contact information.

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.

Looking for people to join to your group

1. Click the *Listing of people not in a group* link from the main menu.
2. Review the listing online or print it out and contact potential members for your group.

Viewing/printing directory information

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