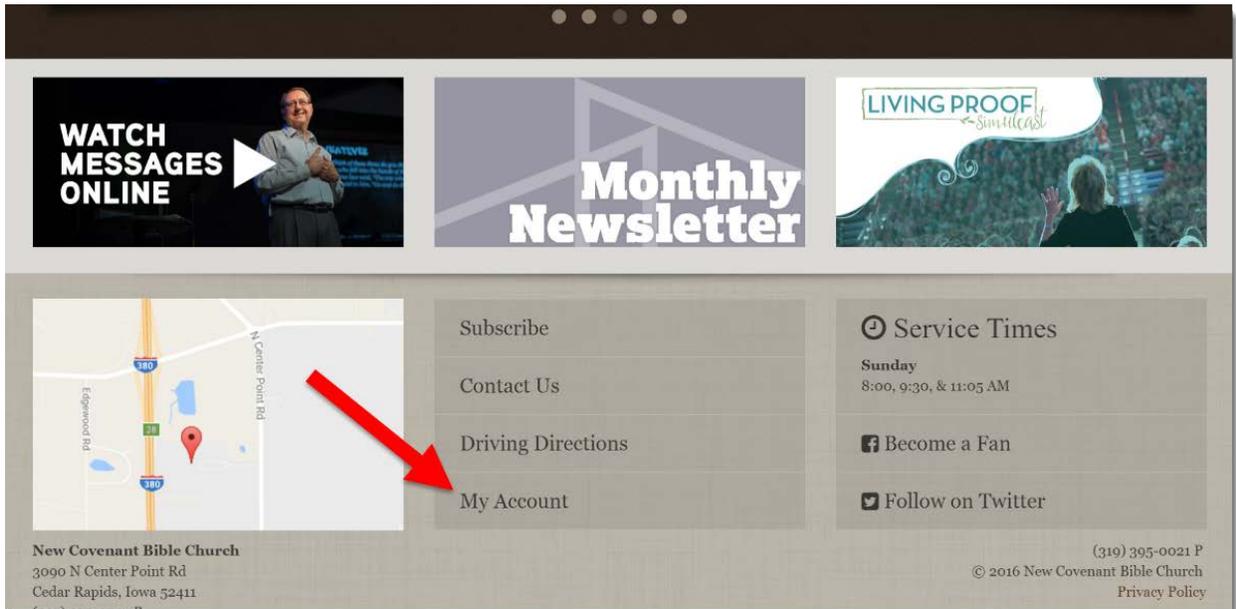


New Covenant Small Group Leader Toolbox

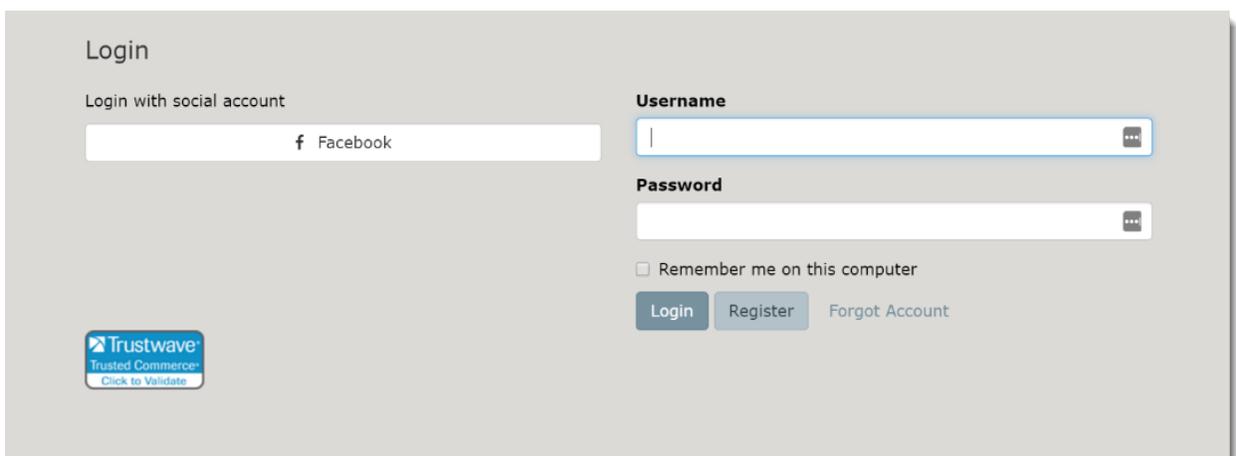
Finding the Toolbox

The Small Group Leader Toolbox can be found by logging into your account on the NCBC website (www.newcovenantbible.org); scroll to the bottom of the page and click the “My Account” link.



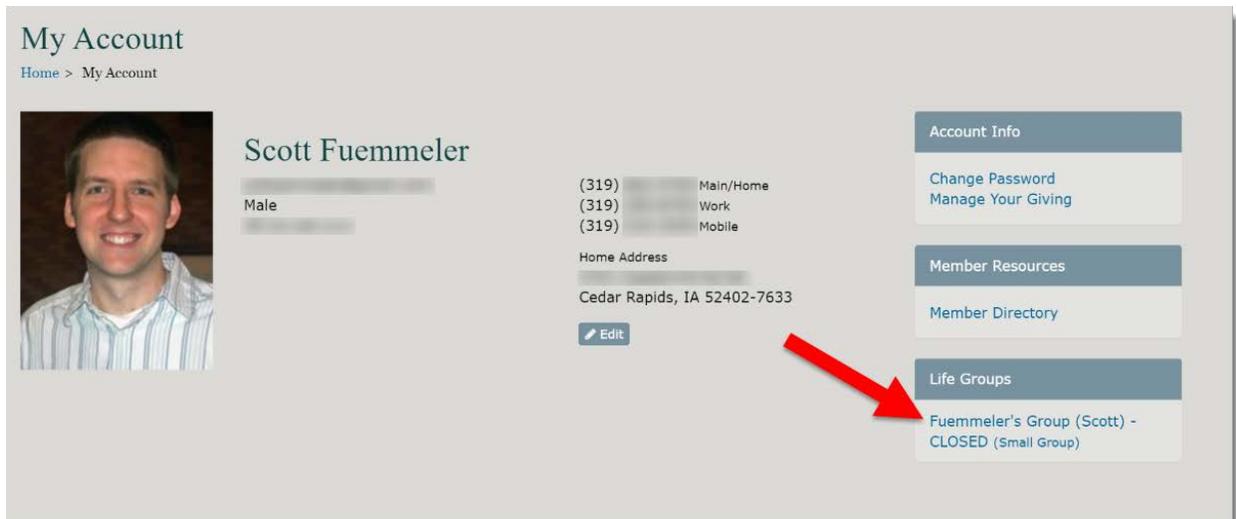
Logging In

The next page will require you to login before accessing the toolbox. If you forget your password you can select the “Forgot Account” link.



Small Group Leader Toolbox Homepage

Once you have logged into your account, you will see your Life Group listed on the right side of the screen. Click the group name to go to the Group Toolbox homepage.

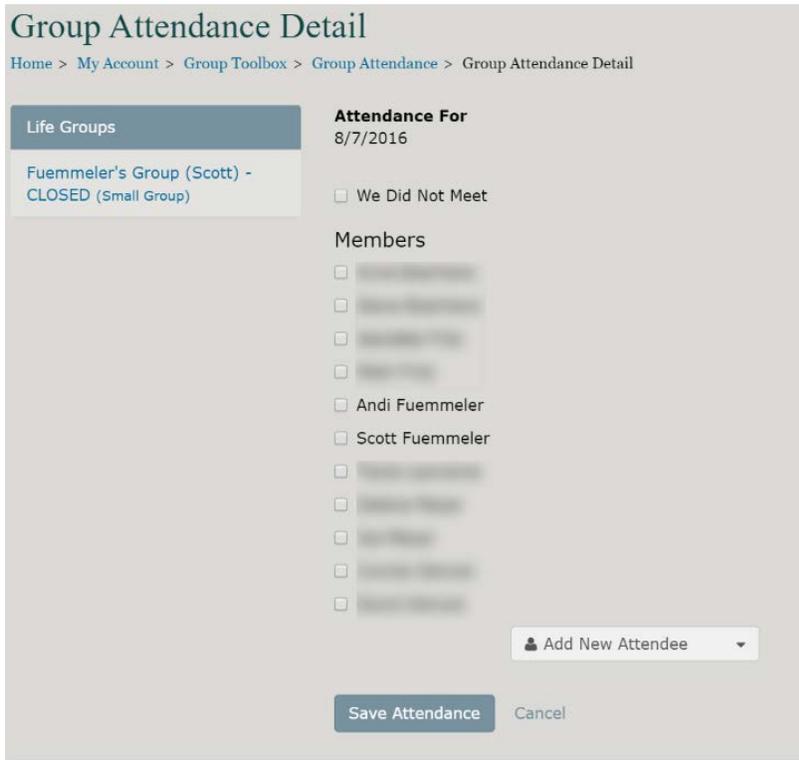


From the Group Toolbox homepage, you can edit your group's details, view your group roster, and enter attendance. To change your group's details, such as meeting day or time or study topic, click the "Edit" button.



The Roster tab displays a list of all the members of your small group, their role in the group, and some general contact information (phone number, address, etc.). Hovering the mouse over a group member's information will cause a small X and pencil icon to appear to the right of their name. Clicking the pencil will allow you to change their group role or status, and clicking the X will remove them from the group.

To record your group's attendance, select the people who attended and then click the "Save Attendance" button. You can also use the "Add New Attendee" box to include attendance for a guest who is not already on your roster.



IMPORTANT: If you do not enter your group's attendance, you will receive additional reminder emails two and four days after your scheduled meeting day. If your group did not meet that week, please check the "We Did Not Meet" box and Save Attendance; this will prevent you from receiving the additional reminder emails.

If you misplace the email with the attendance link, you can still enter attendance from the Group Toolbox homepage. Choose the Attendance tab, then click the appropriate meeting date and enter the attendance as described above.



Communicating with your group

Our Group Leader toolbox allows you to communicate easily with the members of your group. The easiest way to send an email to your group is to click the “Email Roster” button at the bottom of the Roster tab.



You will then be directed to a page that lists all of your group members, as well as a text editor to allow you to write a message to your group. Once your message is complete click the “Send Communication” button at the bottom of the screen.

