# **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 (<u>www.newcovenantbible.org</u>); 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.

Login	
Login with social account	Username
<b>f</b> Facebook	1 🗖
	Password
	Remember me on this computer
	Login Register Forgot Account
Trustwave* Trusted Commerce* Click to Validate	

#### 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.

My Account Home > My Account			
	Scott Fuemmeler		Account Info
(25)	Male	(319) Main/Home (319) Work (319) Mobile	Change Password Manage Your Giving
		Home Address	Member Resources
		Cedar Rapids, IA 52402-7633	Member Directory
			Life Groups
			Fuemmeler's Group (Scott) - CLOSED (Small Group)

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.

uemmeler's Group (Scott) - CLOSED					
Group Details: Topic:	Leaders: • Andi Fuemmeler (Leader) • Scott Fuemmeler (Leader) Edit				
Roster Attendance					

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.

Version 1.3 Fuemi	meler's Group (Scott	c) - CLOSED			
Group D	etails:	Leaders:			
Topic:	opic:		<ul><li>Andi Fuemmeler (Leader)</li><li>Scott Fuemmeler (Leader)</li></ul>		
				Edit	
Roster	Attendance				
Active M	embers				
A	nne Boerhave (Member)	Cibugsbunny	eve Boerhave (Member) @yahoo.com		
(9)	(	<u>*</u>			
Andi Fuen	nmeler (Leader)	Jcott Fuem	meler (Leader)		
(319)	(Internal Extension)	(319)	(Main/Home)		
(319)	(Main/Home)	(319)	(Work)		
(319)	(Mobile)	(319)	(Mobile)	_	
(319)	(Work)				
_					

To add a new group member, click the +Add Member button at the bottom of the group list, then fill out and submit the Add Member Request form.

## **Taking Attendance**

We ask that you take attendance for your weekly group meetings and have worked hard to make this as easy as possible.

Each week you will receive a reminder email on the day that your group meets. The email will have a direct link to the attendance page for that week.



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.

Attendance For 8/7/2016
We Did Not Meet
Members
🗆 Andi Fuemmeler
Scott Fuemmeler
🛔 Add New Attendee 📼

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.

Fuemn	neler's G	roup (S	Scott) - CI	LOSED	1		
Group De	talls:		Leaders:				
Topic:				Andi Fuemmeler (Leader) Scott Fuemmeler (Leader)			
Roster	Attendance	>					Edit
Enabled Date Ran 6/1/2016	Filters ge: from					1	ilter Options 💟
Enabled Date Ran 6/1/2016 Date	Filters ge: from Location	Schedule	Attendance Entered	Didn't Meet	Attendance Count	Percent Attended	ilter Options 🗸
Enabled Date Ran 6/1/2016 Date	Filters ge: from Location	Schedule	Attendance Entered	Didn't Meet	Attendance Count 0	Percent Attended 0 %	die: Options 💙
Enabled Date Ran 6/1/2016 Date 8/28/2016 8/21/2016	Filters ge: from Location	Schedule	Attendance Entered	Didn't Meet	Attendance Count 0	Percent Attended 0 %	iltr Oytins V

#### 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 Communcation" button at the bottom of the screen.

To: 11 People		
Scott Fuemmeler ×	and the second second	Remove All Pending Recipients
rom Name Indi Fuemmeler rom Address	Attachments	
ubject 🛿 *		
lessage 🕢		
🕞 Source 🛛 B I U S 🚝 🚍 🍩 🛱 🖛 🔶 🛙	Kx Format → E Ξ Ξ Ξ () ဩ 🗐	