

DG
discipleship groups

DG LEADER INFORMATION



PRACTICAL INSTRUCTIONS



HOW TO SIGN IN ON THE WAY APP



HOW TO FIND YOUR GROUP ON THE WAY APP



HOW TO EDIT YOUR GROUP/ROSTER



HOW TO SUBMIT ATTENDANCE ON THE APP



HOW TO LAUNCH A DG GROUP/CREATE A DG GROUP



HOW TO SIGN SOMEONE UP FOR A DG

HOW TO SIGN IN

THE WAY WORLD OUTREACH APP



THE WAY WORLD
OUTREACH APP

1



DOWNLOAD THE APP

Go to the App Store and download the Way World Outreach app.

2



OPEN THE APP

Open the app and tap the icon in the top right corner.

3



CLICK SIGN IN

Tap "Sign In" to continue.

4



ENTER YOUR PHONE NUMBER

Enter your phone number when prompted.

5



VERIFY YOUR ACCOUNT

You will receive a verification code.
Enter the code, and you will be signed in.

HOW TO FIND YOUR GROUP ON THE WAY APP

1



OPEN THE APP AND SIGN IN.

Launch the Way App and sign in to your account.

2



SELECT DISCIPLESHIP GROUPS.

Scroll down and tap on Discipleship Groups.

3



CLICK ON MY GROUPS.

Tap on My Groups to view your groups.

4



SEARCH FOR YOUR GROUP.

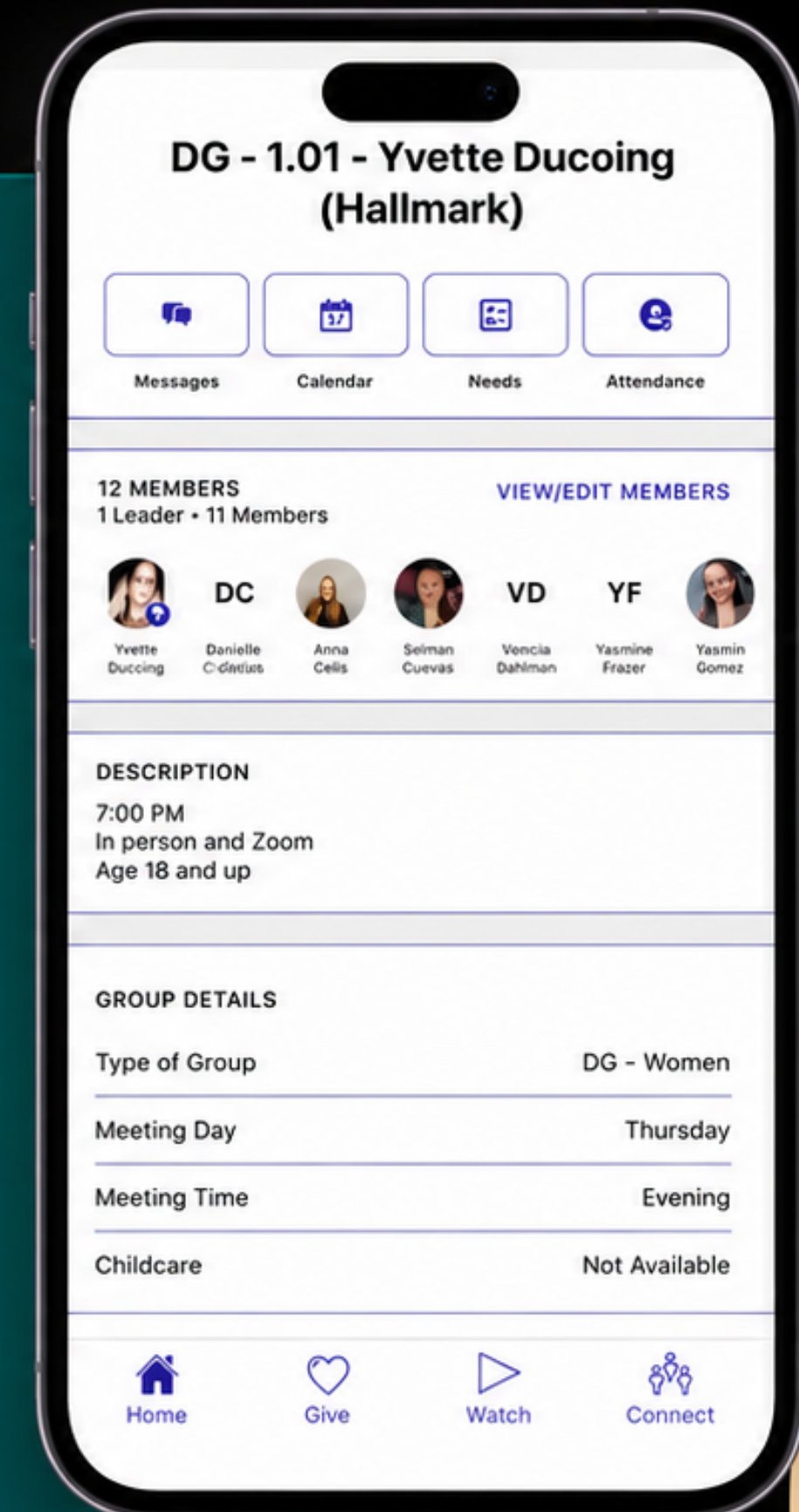
Type your name in the search bar.

5



SELECT YOUR GROUP.

Tap on your group from the search results.



HOW TO EDIT YOUR GROUP ROSTER



MANAGING YOUR DG MEMBERS

- 1 Open the app and sign in.
- 2 Scroll down and select Discipleship Groups.
- 3 Click on My Groups.
- 4 Type your name in the search bar.
- 5 Select your group.
- 6 Click on View/Edit Members to see a list of all your DG members.



TO REMOVE A MEMBER

- 1 Click the three dots on the right side of the person's name.
- 2 Select Remove.



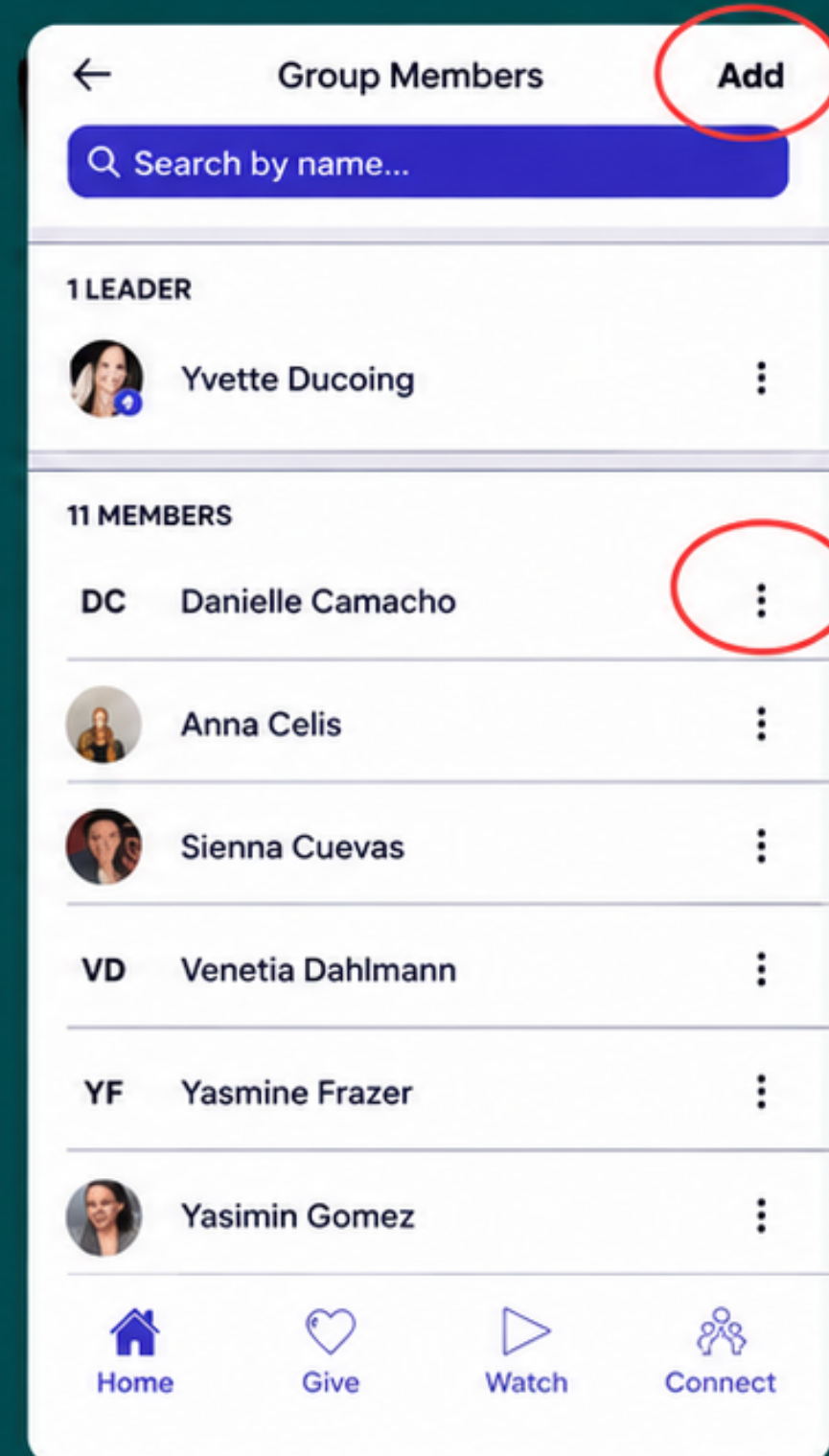
TO ADD A MEMBER

- 1 Click the + icon in the top right corner.
- 2 Search for the person you would like to add.
- 3 Select their name and add them to your group.



IF YOU CANNOT FIND SOMEONE

- If the person's name does not appear in the search results, they may not have a profile in the database yet. Please contact the DG Team at DG@tww.org and request that a profile be created for them.



HOW TO SUBMIT ATTENDANCE ON THE APP



SUBMITTING ATTENDANCE

-  1 Open the app and sign in.
-  2 Scroll down and select Discipleship Groups.
-  3 Click on My Groups.
-  4 Type your name in the search bar.
-  5 Select your group.
-  6 Click on **Attendance**.
-  7 Select the date for which you would like to submit attendance, then click **Take Attendance**.
-  8 You will see a list of all your DG members with a checkbox next to each name. Check the boxes for everyone who is present.
-  9 Once you have marked attendance, click **Save**.

←

Attendance

Q

Search by name...

Group Members

Select All (11) ☒

DC

Danielle Camacho

☒



Anna Celis

☒



Sienna Cuevas

☒

VD

Venetia Dahlman

☐



Yvette Ducoing

☒

YF

Yasmine Frazer

☒

Save



HOW TO LAUNCH A DG

CREATE A NEW DISCIPLESHIP GROUP

1



OPEN THE APP

Launch The Way App.

2



SELECT DISCIPLESHIP GROUPS

Scroll down and tap **Discipleship Groups**.

3



TAP "LAUNCH A DG"

Scroll to the bottom of the page and select **Launch a DG**.

4



SUBMIT THE FORM

Complete all required information and tap **Submit**.

WHO SHOULD COMPLETE THIS FORM?



NEW LEADERS

Anyone interested in launching a new Discipleship Group (DG).



CURRENT LEADERS

Leaders who would like to relaunch their DG.



ATTENDANCE ISSUES

Leaders who already have a DG but cannot submit attendance because their group has not been created in CCB.

The screenshot shows the 'Launch a DG' form in the app. At the top, there is a back arrow, the title 'Launch a DG', and two buttons: 'CANCEL' and 'SUBMIT'. Below the title is a section 'DG - Launch Form'. There is a language selector set to 'ENGLISH'. A message states: 'If you're ready to launch your discipleship group, this is the form for you!'. The form is titled 'Basic Info' and contains the following fields: 'First Name*' (text input), 'Last Name*' (text input), 'Email*' (text input), 'Mobile Phone*' (a dropdown for country code set to 'US +1' and a text input for the number with a placeholder 'e.g. (201) 555-0123'), and 'Mobile Carrier*' (a dropdown menu with the option 'Select Carrier'). At the bottom of the screen is a navigation bar with four icons: 'Home' (house icon), 'Give' (heart icon), 'Watch' (play button icon), and 'Connect' (group of people icon).



HOW TO SIGN SOMEONE UP FOR A DG

JOIN A DISCIPLESHIP GROUP

1



OPEN THE APP

Launch The Way App.

2



SELECT DISCIPLESHIP GROUPS

Scroll down and tap **Discipleship Groups**.

3



TAP "JOIN A GROUP"

Scroll down and select **Join a Group**.

4



SELECT A CAMPUS

Choose the campus that best fits the person.

5



COMPLETE THE FORM

Enter the person's information and submit the form.

6



DG TEAM FOLLOW-UP

A member of the DG Team will contact the person and help match them with a Discipleship Group based on their availability and preferences.



WHAT HAPPENS NEXT?

Once the form is submitted, the DG Team will personally connect with the individual and help them find the best group match.

← Hallmark Campus

CANCEL Discipleship Group Sign Up Form SUBMIT

ENGLISH

Use this form to sign up to be a part of a Discipleship Group (DG) – our dynamic small groups at The Way!

Discipleship Group Sign-Up

First Name*

Last Name*

Email*

Mobile Phone*
US +1 e.g. (201) 555-0123

Mobile Carrier*
Select Carrier

Campus*
Select Campus

Home Give Watch Connect



DON'T FORGET



1. TAKE OUT your phone



2. GO TO your calendar



3. GO TO the day you meet for DG



4. SET A REMINDER to submit attendance



THANK YOU!

YOUR FAITHFULNESS MAKES A DIFFERENCE.

