

Video Transcript

0:00 This video is going to walk you through navigating your small group within Brock and also navigating our landing page, which is going to have all of your Decide to Thrive resources for the semester.

0:13 So here you'll see I have my Brock profile already pulled up. Once you've registered Thank you. your group and your group has been created, it'll show up in this, uhm, toolbar of groups.

0:25 So you'll locate your Decide to Thrive group and it'll bring you to this page. This page has all the details and information that you 'll need as you're going through the semester with your group.

0:38 So any of your group details are going to be listed right here. So anything that you put in the description, uhm, it'll show up right here.

0:46 Any of the filters that you've selected will also show up right here. If you have a co-leader, they will show up here, and if you need to add a co-leader, I will show you how to do that in just a moment.

0:58 If you need to change any of these details, all you have to do is select the edit button, and then you can make any edits to your name, let's just say you want it to be a little more specific in the title, you can talk about where you're going to meet, uhm, anything like that you can add that here.

1:22 Make sure, or if you need to tweak the day of the week, the time, uhm, if it's online, in-person, you can change those, you can change your filter times, and then you're just going to go ahead and hit save once that looks the way that you need it.

1:38 to look. Now, down here is where you're going to find your roster. So here you'll have your active members. Now, I had mentioned if you had a co-leader and the co-leader is not showing up right here, what you would do is you would add that person to your roster.

1:56 You would select the little pencil and then from there you can change their role to a leader, hit save, and then that person will show up on the list of leaders for you.

2:09 Now, Come on. If you needed to approve pending members, which we hope that you are approving your members within 24 hours of receiving that email notification.

2:21 But if you need to approve any pending members, they will show up above your active list of members. Now, it's a little bit tricky.

2:29 It's worded a little bit differently. So what you're going to do is you're going to click the pencil. You'll see that their member status is inactive, active, or pending.

2:42 You're going to go ahead and switch it to active. Their role will be a member. And then you're going to hit save.

2:48 And now that pending member has moved into your roster with all of your other active members. Here on your roster, you're going to find contact information.

2:58 You're going such as an email and a phone number, but if you wanted to email your entire roster, you're going to click the email roster button.

3:07 This will take you to a communications window where you can leave all your members there to send bulk communication, or you can remove members and email certain ones.

3:20 And then you'll just fill in the fields, and once you fill in everything that you need to fill in, you can send the communication.

3:27 You can send it as a test to yourself and see how that email works. It's a look, but this is how you're going to go ahead and send that bulk communication.

3:36 Now, if you have somebody that you would like to invite to your group, we have a nifty invite button here, so you'll click the invite member button.

3:46 You'll fill in the first name, last name, email, phone number, and this will go directly to that person, and all that person has to do is accept the invitation to join, and you don't even need to confirm the pending request.

3:59 They will automatically get added to your group. Another really important thing for you to know, uhm, during your semester, we need you to take attendance, okay?

4:10 So, you're gonna get an email to your inbox that'll tell you, uh, it pops up a little bit before your group meeting time, and it'll tell you, it's time to take attendance, it'll leave you to a page where you just select all of the people who are in attendance, and then you submit it, and it's super easy
4:28 . So, we're asking that you take attendance at the end, or by the time your small group is over, during- of each meeting.

4:36 Now, let's just say you happen to miss something, someone comes in late, so you need to go here to get your attendance.

4:44 You'll click the attendance tab, and then you'll see a list of- all of your meeting times. Uh, but you can just click this little plus button.

4:57 You'll select the date that you need to take attendance. And then you can select all of the people who were there.

5:06 And then you can save it. If your group, um, did not meet, which this is a weekly meeting group, but if for whatever reason, your group needed to cancel, uhm, you would hit, we did not meet, and you would submit that.

5:22 As well. So that's how you take attendance. It's really, really simple. Now, as far as resources go, we are resourcing you through our landing page.

5:32 So you'll go to our home page, right? NorthrockSA.com. We have a 50 button right here on the very first page that leads you to the Decide to Thrive page.

5:44 We also have Decide to Thrive listed right here for you. So you have two avenues to get to it. On the Decide to Thrive landing page, you'll- Find weekly devotional videos.

5:57 Those are teachings, additional teachings from Pastor Jonathan, umm, that your group will need to watch together every meeting, okay? So that'll be updated here for you.

6:09 This is where you will retreat. Keep the videos. Right now, people can join group through the landing page. Umm, leaders who are still wanting to lead a group, they can register their group through the landing page, and then you can access small group leader.

6:26 to training, which is where you'll also find this video. You can access that information. There is well. Our student information is here.

6:35 Should you need that? And then you're going to have your small group of resources here. So this will be your.

6:42 All right. A small group leader guide, your devotional guide, your questions. If you wanted to purchase the book, the book is not required, but if you wanted to have this additional resource, you can purchase your book here as well.

6:57 And then we also have a list. A list of frequently asked questions that people can, uhm, go to to find a quick answer, okay?

7:05 So everything that you need will be here. A PDF copy to the handout that everyone will be receiving. Umm. Umm, that walks you through sermon notes and devotional questions and small group questions that PDF will be here.

7:22 Umm, PDF of your leader guide. Everything that you need is at your fingertips. We hope that this helps answer any questions.

7:30 And we can't wait to see what God does through you as you're leading your deciding to thrive group this semester.