

Small Group Leader FAQ

So you have submitted your online profile to Hope and now your group is on the website! Congratulations! Now you want to access and manage that information. Here is what you need to know. You can manage everything about your group through your InFellowship account. You access that through this link:

<https://gethope.infellowship.com/> (also the “my account” link on the bottom of the Hope homepage)

Getting Started:

Many of you will already have an account through InFellowship since this is also where you can manage your contributions to Hope and update your personal information. If you do not yet have an account, click the blue “Sign Up!” link in the bottom right-hand corner of the page. You will need to enter your First and Last name, the email you want to have associated with your account and create a password. InFellowship will email you a link to verify that you are really you (if you can’t find it, check your junk or spam folder) before it finalizes your account. Once you verify you are a real person, you will be able to log in.

Logging In:

Enter the email associated with your account in the Login box. Enter your chosen password in the password box and you will be logged into your account.

From here you can see your profile, adjust your privacy settings, manage your groups, find a new group and see your giving statement.

Editing your group profile:

Click on “Your Groups” to manage information for your small group.

You will see three main fields: Schedule, Location and Information. You can edit any of these fields by clicking the blue “view settings” link under the word “Actions” on the right side of the page. Once you click this, you will be able to edit details for your group, change your schedule and change your location information.

Adding Members:

To add someone who attends Hope, simply click Add someone to join under Actions. Type in their name and click next. You should see their name pop up on the next screen. If the information is correct and it is the right profile, click the “Add to group” button.

If you cannot find the person you are trying to add or you know that person does not attend Hope, please email your area pastor and they will send you further instructions.

Removing members:

To remove someone who is no longer attending your group, click on the Roster tab at the top of the page. Click on the person you would like to remove from your group. Under actions, click the red "Remove from group" link.

To see those who are seeking to join your group:

Click "Prospects" at the top of the page. You will see everyone who has indicated interest in your group in the last two weeks. To see those who have ever expressed interest in your group, click on "show closed prospects" and you will see everyone. It is important that those who are interested in joining your group be responded to promptly. You can email them directly from InFellowship.

Emailing your group:

Click on the gear icon at the top of the page. Select "Send an email" from the dropdown menu. You can either email everyone in the group or select specific people to send an email to.

Multiplying:

Your coach and Area Pastor will walk you through this process. When the new group forms, the new leader will fill out the profile form to be entered into the database and they will add new members to their group. You can then remove members who have gone to the new group.

Ending your group:

This will only occur after you have had a conversation with your coach and/or Area Pastor. They will do what is necessary in the database to have your group removed.

If you have questions about any of these actions in InFellowship, contact your coach or Area Pastor and they will help you.