



## HOW TO MANAGE YOUR GROUP ONLINE – GROUPS 2.0 INSTRUCTIONS

### How to login if I already have an account

1. Go to [baysideonline.com](https://baysideonline.com)
2. Select **Your Church Campus**
3. Click on **Groups**
4. Click on **Group Leader Login**
5. Enter your Email.
6. Enter your Password - *If you've registered for a Bayside event in the past or if you tithe online, you may use the same username and password and skip to step 7.*

### How to login if I don't have an account

1. If you do not have an account, click on the **Register** link in the top right corner.
2. On this page enter your email address and create your password.
3. Finally select the **Create an Account** link - You will receive a verification email which will contain a link that you will need to click on to activate your account.
4. After clicking on the link you will be directed to a new page that will request some additional information such as your address, phone number, etc.
5. Finally select the **Save and Create Account** link - You will now be directed to your Bayside Group account.
6. Click on **Sign in**.
7. Click on **Your Groups**.
8. Select your group.

## How to add someone to your group

1. Click on the **Roster** tab.
2. Review list to verify individual is not in the group.
3. Under Actions click on **Add or invite someone to join**.
4. Enter their first and last name, then click Next (no need to enter phone/email).
5. Click on **Add to group**.
6. *Please do not use the invite feature. If someone's name does not appear when you try to add them, simply send the persons first/last name and email address to our team at **groups@baysideonline.com**. Someone on our team will manually add this person to your group.*

## How to remove someone from your group

1. Click on the **Roster** tab.
2. Click on the individual's name.
3. Click on **Remove from group**.
4. Click on **OK** to confirm.

## Taking attendance

1. Click on the **Attendance** tab.
2. Click on the **Enter attendance** drop down.
3. Click on - **please select** - to select date.
4. Check individuals that attended.
5. Click on **Save** attendance.

## Emailing group or individuals

1. Click on the **Dashboard** tab.
2. Click on **Send an email**.
3. Checkmark the box you'd like to send an email to.
  - a. Send an email to everyone in the group
  - b. Let me choose which people to email
4. Type Subject.
5. Type Message.
6. Click on **Send email now**.

## Handling prospects

1. Click on the **Prospects** tab.
2. Click on the name of the person.
3. Select your preferred method of contact. You can email them directly from the system or call them.
4. There are also options that allow you to track your conversations with them.

## Edit individual's information

1. Click on the **Roster** tab.
2. Click on individual's name.
3. Click on **Edit this person**.
4. Change or add information.
5. Click on **Save changes**.

## Edit your profile

1. Click on **Home** in the upper left corner.
2. Click on **Update profile**.
3. Under Actions click on the area you want to edit.

If you have any additional questions, please contact us at [groups@baysideonline.com](mailto:groups@baysideonline.com) or visit our website at [baysideonline.com/groups](http://baysideonline.com/groups).