



GROUPS 2.0 - GROUP LEADER'S GUIDE

LOG IN / CREATING AN ACCOUNT

1. Go to midtown.baysideonline.com/groups
2. Click on **Group Leader Login**
3. Enter your **Email**.
4. 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.
 - **If you do not have an account**, click on the **Register** link in the top right corner. On this page enter your email address and create your password. 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. 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. Finally select the *Save and Create Account* link
 - You will now be directed to your Bayside Group account.
5. Click on **Sign in**.
6. Click on **Your Groups**.
7. Select your group.

HOW TO ADD SOMEONE TO YOUR GROUP

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

TAKING ATTENDANCE

1. Click on **Attendance** tab.
2. Click on **Enter attendance**.
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 **Dashboard**.
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 **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 midtown.groups@baysideonline.com or visit our website at midtown.baysideonline.com/groups