



⁴⁶Every day they continued to meet together in the temple courts. They broke bread in their homes and ate together with glad and sincere hearts, ⁴⁷praising God and enjoying the favor of all the people. And the Lord added to their number daily those who were being saved.
Acts 2:46-47

Small Group Online Portal Training

Create A Small Group Leader Account:

- Step 1** Receive Email from Sarah Zamora. **Click link** to create account
- Step 2** Click the "**Login**" option on the top right
- Step 3** Select "**Create an account.**"
 - Enter your **Name** and **Email** (email address you just received at)
This links to your church database profile.
 - Create **Password** and click "**Create Account**"
- Step 4** **Check your Email** again for an activation link in an email Subject titled: 'Welcome to Milestone Church Groups'.
- Step 5** Click the **link in the email** to login and activate your account

Login to your Account

- Step 1** Go to MilestoneChurch.com > Small Group > Leaders > Manage Group
- Step 2** Click the "**Login**" option on the top right
- Step 4** Enter **email** and **password** to login
- Step 5** A Welcome Page will come up showing groups you belong to. **Click your group.***

***If your group is not listed, it may be that...**

1. You have entered a different email address than the one on file with Milestone, the system will not recognize you. Contact Sarah.Zamora@milestonechurch.com to find the correct email.
2. We need to put you in the system as a group leader.
Contact Sarah.Zamora@milestonechurch.com to be added to the group as a leader.

Update/Personalize your account: (Your Personal Info)

- Step 1** Login (See Login Steps Above)
- Step 2** Click on '**Account**' in the top left corner
- Step 3** Select '**Update your Profile**' on the right side.*
- Step 4** **Personalize Your Profile**
 - Add Your **Picture** - next to your name is a generic silhouette image. **Click 'Change'** underneath it, and you will be able to upload an image from your computer to replace it.

Social Media - Link your group page to your website, blog, Facebook, twitter, linkedin. (use full address: "http://www....")

* This page contains important contact information that Milestone uses for you and your family. Please double check contact information for accuracy. This page also contains info that will be publicly viewable so people can learn more about the group leader.

Modifying your group: (Change meeting time, name, location)

Step 1 Login

Step 2 Select your group

Step 3 On the right, you'll see a '**Settings**'. Click to change group info.

Inviting People to Your Group

Step 1 Login

Step 2 To the right under "Actions" you can

- View Prospects
- Invite someone to join
- Email the group

Accepting Group Members

Step 1 Check your email

Step 2 Click the link

Step 3 Approve/Decline Group Member

Contact Sarah Zamora for assistance with your group:

- If you are unable to access your account
- If you need to change your group type (the entire group will need to be deleted and recreated)
- When your group is full, and you need us to 'close' it to new members
- To add a new group to the system or delete a group
- If you Need to add a Leader to your group
- For any issues changing schedule, group type, etc.
- If you receive an error when entering personal information, social media

Spring 2010 Small Group Calendar

1.22	<i>All Group Info must be turned into office</i>
1.30/31	Small Group Rally Weekend*
2.6/7	Small Group Rally Weekend*
2.6/7	First Week of Small Groups
3.14	Week off for Spring Break
5.2	Last Week of Small Groups