

ROCK Life Group Leader Guide



Greetings, Life Group Leader!

Here is everything you need to know about the ROCK database for you and your Life Group. Let your Campus or Life Group Pastor know if you have any questions or run into an issue.

You can access ROCK at anytime by going to: <https://my.celebrationchurch.org/myaccount>

Getting Started:

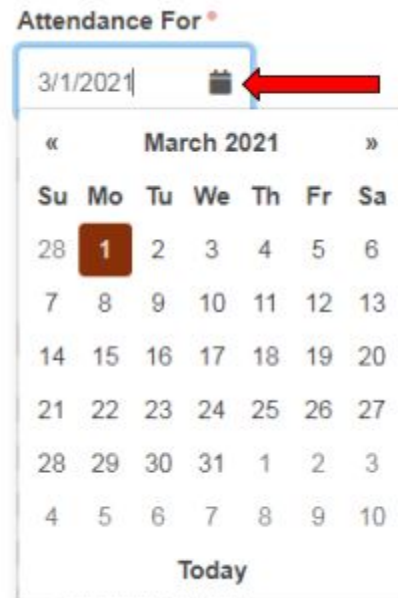
You will receive an email titled, "New Account Set-up For Leaders." This email will contain your user name and password. (HINT: If you didn't get it, check your spam folder.) Once you have logged in, you can update your password to something more memorable.

Entering Life Group Attendance:

Enter Attendance

Each time your Life Group meets you will receive an email notification on that day with a "button" that says Enter Attendance. Select that button.

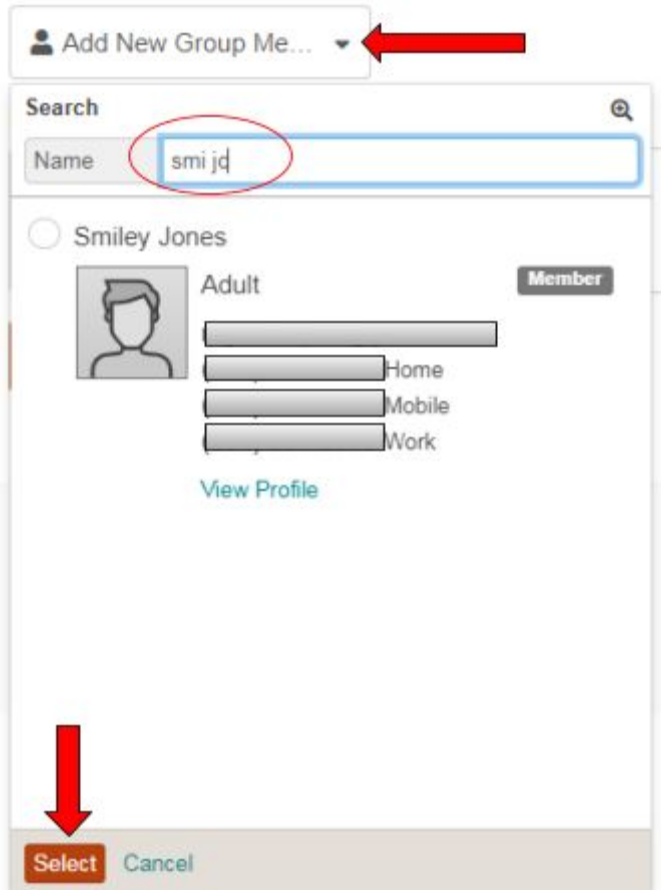
Once you select that button, you will be taken to a page that says Life Group Attendance. Make sure that is the correct date. You can update it by clicking on the calendar icon pictured here.



We Did Not Meet

If your group did not meet, just select this box and add a “comment” to let your Life Group pastor know your group didn’t meet.

Under that you will see a list of the Life Group members. This list can be sorted by First Name OR Last Name, whichever you prefer. Then check the box next to the names of those that attended the group on the date selected above.



Did you have a new person join you? Simply select the dropdown box that says, Add New Group Member. Then, type the first few letters of their first name and the first few letters of their last name. (HINT: There may be multiple people that show up, so just scroll through the list until you find the name of the person that attended your group.)

Then, click on the Select button.

That person is now a member of your Life Group.

You can also add any prayer requests, updates or comments you would like to share with your Life Group pastor by adding them in the Notes box.

Notes

Save

Cancel



Then click Save. And you are all set! Great job!

Viewing the Group Roster

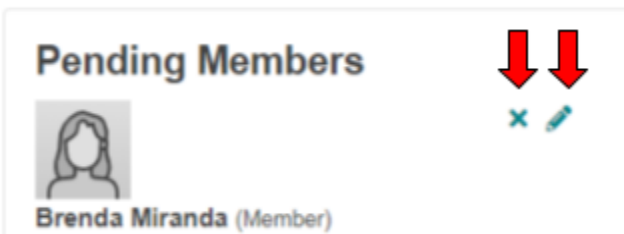
To view the group roster to communicate with the group, make updates or find pending members, go to: <https://my.celebrationchurch.org/myaccount>

Under your Group Details, you will see Roster and Attendance. (HINT: This is where you will go if you need to access Attendance, but do not have the email handy.)




Here you will find:


- Pending Members
- Active Members
- Inactive Members




Pending Members - Pending members have used the Group Finder on www.celebrationchurch.org and would like to find out more information on your Life Group.

Reach out to Pending Members by a phone call or text letting them know a little more about your group and that you would love to have them visit your group.

If you reach out to the person and they let you know they are not able to attend your group, then select the  and it will remove the Pending Member. To move the Pending Member to an

Active Member, select the  and the following screen will appear:

Person *



Member Status 
 Inactive Active Pending

Role *


Communication Preference
 Email SMS

Under Member Status, select the radio button that says, Active, then select Save. The Pending Member will now be an Active Member in the group.

Active Members - Active Members are those currently attending the group. From here you can

select the  to remove them from the group or select the  move a member to Inactive.

Person *

Member Status 
 Inactive Active Pending

Role *

Communication Preference
 Email SMS

Inactive Members - Inactive Members are those that may not be regularly attending, but are planning to come back. This is a great way to keep track of those that you want to stay in touch with, but they won't show up on your Active Member roster. You can always move them back from Inactive to Active the same way.



Email the Group:

You can email the group from the Roster. Go to the bottom of the page and click



Once there you can add attachments, subject line and add the message. Also, if you need to remove someone from the email, click on the **X** and they will not receive the email.

The screenshot shows an email composition window. At the top, it says 'To: 10 People' and lists ten recipients: Aly Nicholas, Michelle Geoffrey, Brenda Miranda, Hollie Mule', Brenda Miranda, Smiley Jones, Vicky Ponce, Geri Harding, Rhonda Fraisee, and Vannessa Romero. Each name has a small 'X' icon next to it. A red arrow points to the 'X' next to Vicky Ponce. Below the recipient list, the 'From Name' is Michelle Geoffrey and the 'From Address' is michelleg@celebrationchurch.org. To the right, there is an 'Attachments' section with a document icon and an 'Upload' button; a red arrow points to this section. Below that is a 'Subject' field with a red arrow pointing to it. At the bottom, there is a 'Message' field with a red arrow pointing to it and a rich text editor toolbar with various icons for text formatting and alignment.

Update Your Profile:

You can update your profile in ROCK at <https://my.celebrationchurch.org/MyAccount>. There you can:

- Add a profile picture
- Change your password
- Update your personal information
- Add a family member

- Request additional changes

my.celebrationchurch.org/MyAccount

My Account

Michelle Geoffrey
 44 yrs old (8/1/1976)
 Female
 Single

(504) 555-9876 Mobile
 (504) 831-8673 Work
 michelleg@celebrationchurch.org

Home Address
 123 Main Street
 New Orleans, LA 70123

Account Info
 Change Password

Groups

- Alexandria Couto - Metairie - Ladies Only (Leader ✪)
- Ashley Griffith - Metairie - Mom 2 Mom (Community Pastor)
- Adrienne Heaton / Michelle Maples - Metairie - Mom

Update

Michelle Geoffrey
 Add New Family Member Request Additional Changes

We are so thankful for you and look forward to seeing how you can build the Kingdom of God through your Life Group. We appreciate you letting us know how your group is going and who is attending, so that we can know how to pray, encourage and equip you as the leader.

Be sure you know the condition of your flocks, give careful attention to your herds... Proverbs 27:23

We want to be able to go after the ONE, each time you enter your attendance, you let us know who the ONES are.

Let us know if you have any questions or need additional help at:
michelleg@celebrationchurch.org

