

PLANNING CENTER ONLINE (PCO) GROUP LEADER TRAINING

Adding Group Members to your group - If your group is 'listed', meaning it shows up for public view on the web, and is accepting members, there are two ways members can be added to the group:

- Potential Group Members can click '[request to join](#)' on your group's page
- OR you can add them **manually**

WHEN SOMEONE REQUESTS TO JOIN YOUR GROUP:

- You, as the leader, will get an email notification
 - You then respond via the link in the email by clicking 'view group requests'
 - Select 'notify the member by email' and type a personal welcome message to your new group member. Include important information about your group and just welcome them!

ADD MEMBERS MANUALLY:

- Type groups.planningcenteronline.com in your web browser's address bar
- This takes you to a log in page for Planning Center Online
 - Log in using your email
 - If you don't have a password, click 'Need a password' and it will walk you through getting a password
- After you have logged in, click on your Group
- Under the Members Tab on the far left, you can view your members in your group and Add members (see example of a Campus Group below)
 - Click on 'Add member'
 - Enter their email address
 - They will get an email notifying them that they have been added to your group and the ability to view the group event calendar
 - For more info about **CREATING A GROUP EVENT** (a one time event, or recurring meeting) go [HERE](#)

The screenshot shows the PCO interface for a group named 'Campus Group Test'. The group is listed as 'Open to the Public' and 'Accepting members'. The 'Members' tab is selected on the left sidebar, showing a list of 3 members. The members list includes columns for First Name, Last Name, Role, Email Address, Phone Number, and Member Since. There are 'Add member', 'Edit', and 'Remove' (X) buttons for each member.

FIRST NAME	LAST NAME	ROLE	EMAIL ADDRESS	PHONE NUMBER	MEMBER SINCE
Steve	Alexander	Leader	s.alexander@gmail.com	(910) 450-3210	02/19/23
Michelle	White	Member	michelle1244@yahoo.com	(881) 871-0922	02/19/23
Lauren	Whitney	Member	l.whit@aol.com	(555) 321-0900	03/20/23

It is also important to keep your group roster up to date. **Please remove members** from your roster as they leave the group. You can do this by simply selecting the red X beside their name. As people leave, make great effort to help them connect into a different group or take their next step in their spiritual growth. Your responsibility does not end when they leave your group, but should continue until you've made every effort possible to help them connect into another group.

- If you need to do any of the following, fill out a request [HERE](#)
 - Add another leader to your group
 - Change the group name, group description, group tagging, location, or description

Please Note: It is important that you do not make any changes in the **Settings Tab** of your group. There are many settings that are set to ensure visibility and functionality of your group's page on the website.

If you see anything that needs to be changed in your **group settings**, please go [HERE](#) and fill out a request form and the Communications Ministry will take care of that for you! Your Campus Group Director will get a copy of your request as well.