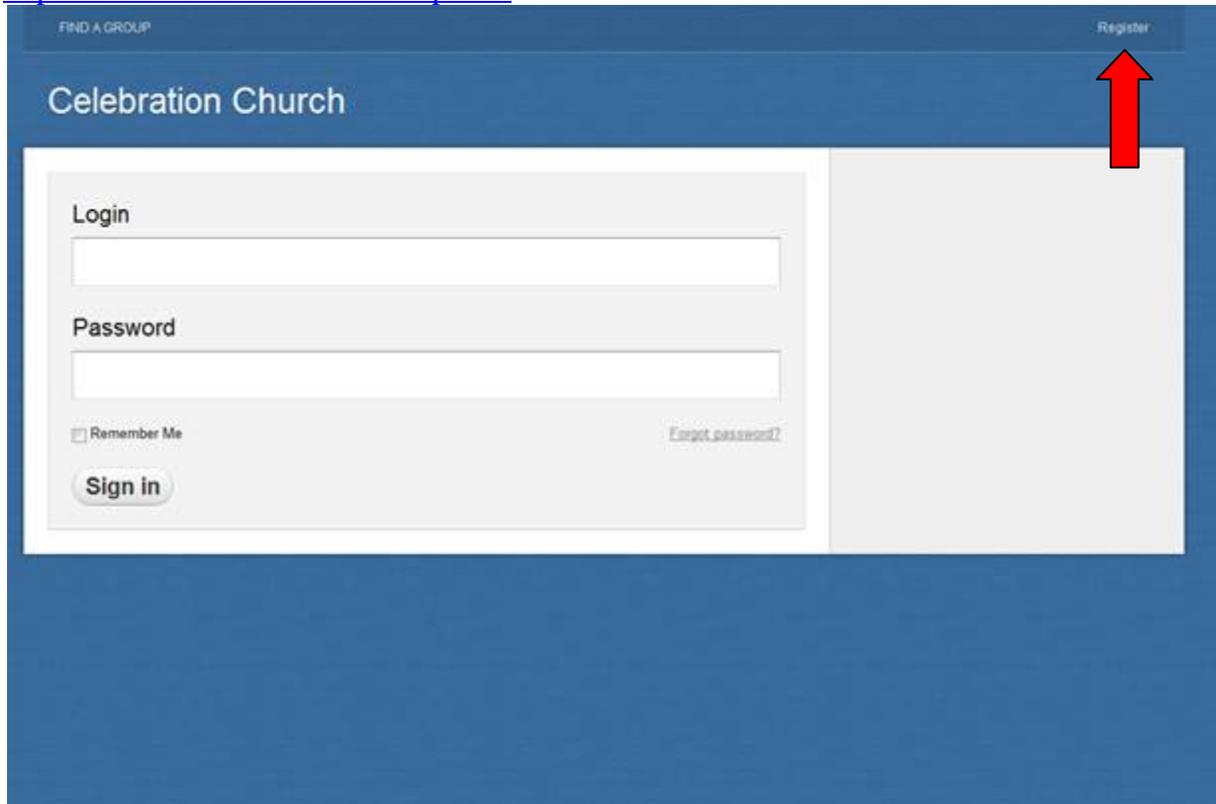
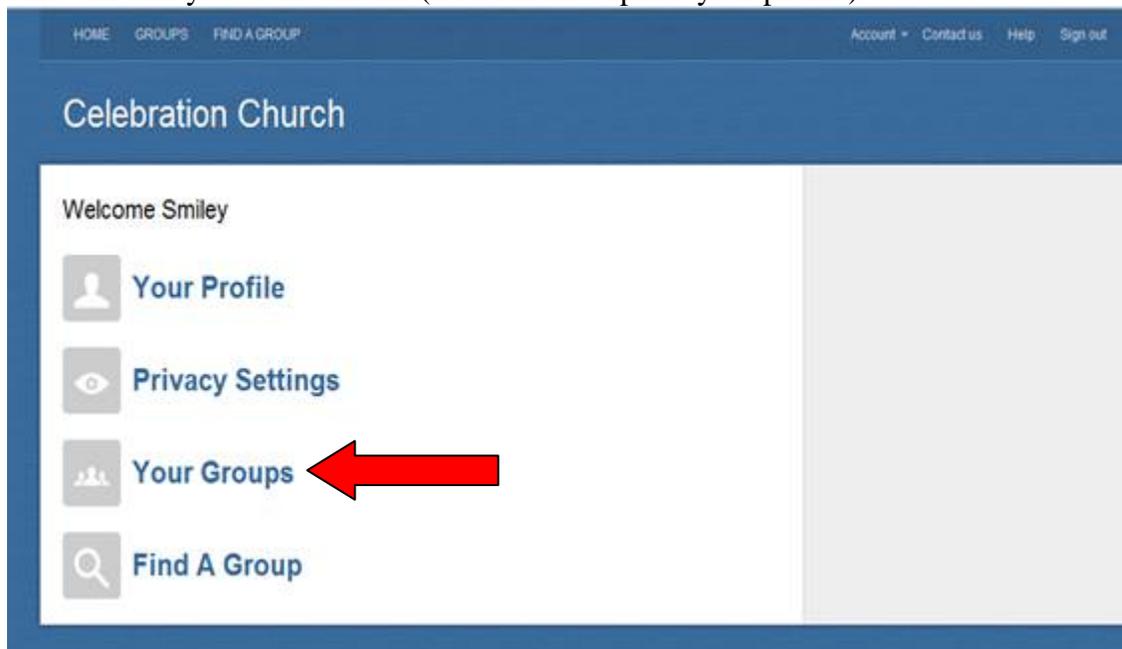


We are working on creating a little web video on how to use the site, but here are the instructions if you'd like to try before then...

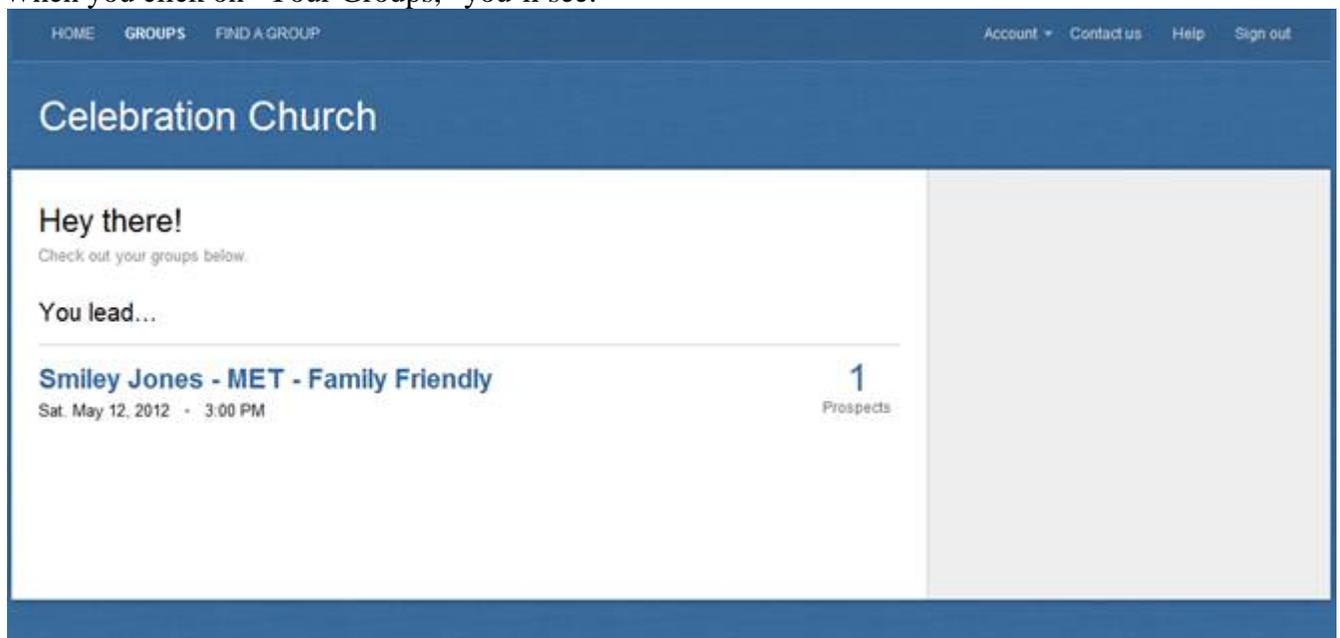
This is a whole new system, so you can create a new log-in and password. Go to <https://celebrationmla.infellowship.com> and click here:



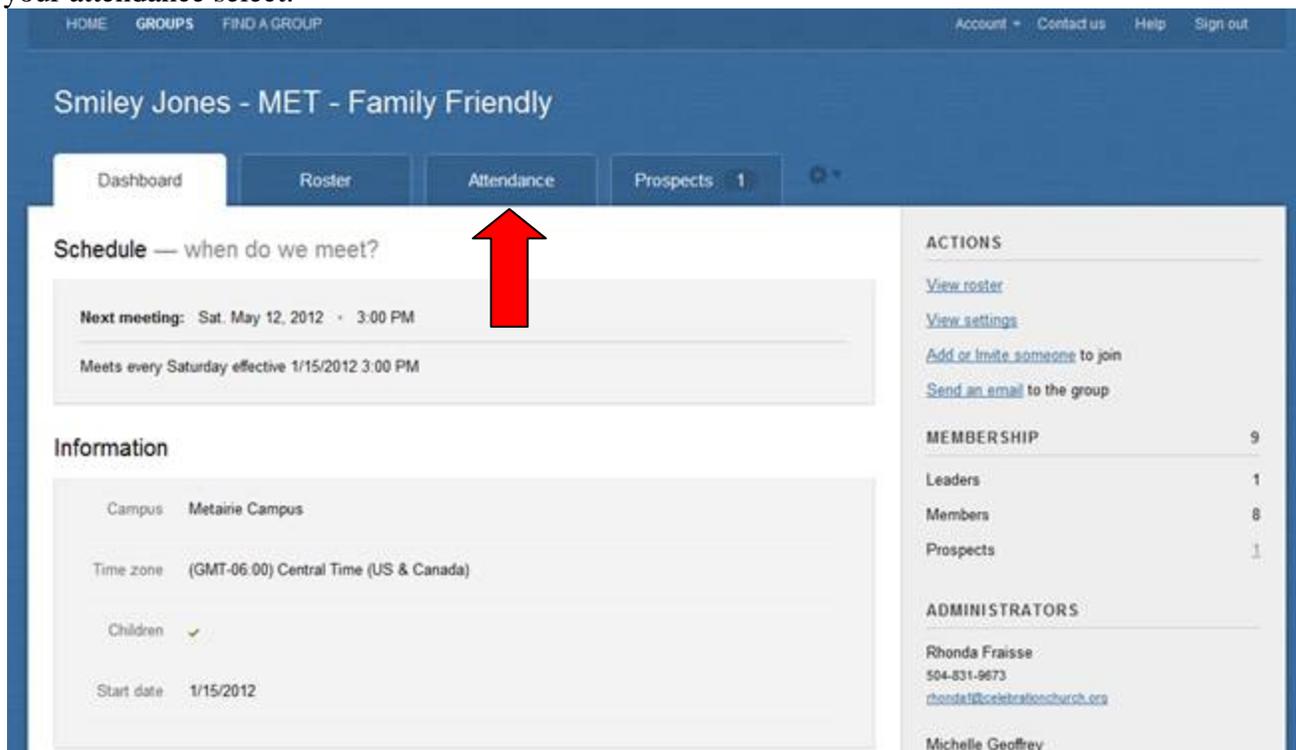
This will take you to the screen: (You can also update your profile)



When you click on “Your Groups,” you’ll see:



Select the group and from there you can see your roster, add people, email the group and to enter your attendance select:



Then click on  [Enter attendance](#)

Then select the date and check off those present.

To add a person to the roster, click on “roster”:

The screenshot shows the group page for "Smiley Jones - MET - Family Friendly". The "Roster" tab is selected and highlighted with a red arrow. The page displays a "Schedule" section with the next meeting on Saturday, May 26, 2012, at 3:00 PM. Below the schedule is an "Information" section with details like "Campus: Metairie Campus", "Time zone: (GMT-06:00) Central Time (US & Canada)", "Children: ✓", and "Start date: 1/15/2012". On the right side, there are sections for "ACTIONS" (View roster, View settings, Add or Invite someone to join, Send an email to the group), "MEMBERSHIP" (10 total, 2 Leaders, 8 Members, 1 Prospect), and "ADMINISTRATORS" (Rhonda Fraisse, Michelle Geoffrey).

Please note:

1. If you enter a person in after the group met, then they will not show up on the roster for a previous date. That is ok, they will be on all future rosters.

Then click,

The screenshot shows the "Roster" tab selected, displaying a list of 10 people in the group. The list includes names, email addresses, phone numbers, and social media links. A red arrow points to the "Add or Invite someone to join" link in the "ACTIONS" section on the right. The "LEADERS" section lists Smiley Jones (You) and Stevie Sinless.

Members (8)	Email	Phone	Social
Brian Fraisse	rhondafr@celebrati...	985-652-1649	
Dana Miller	dana@manleyfresh.com	504-638-7229	
Debbie Pell	debbiep@celebrati...	504-722-1128	
Jack-Hayden Miller	-	504-818-6899	
Johnny Pell	bubbapell@aol.com	504-736-1397	
Manley Miller	manlym@celebrati...	504-818-6899	
Preston Miller	-	504-818-6899	

Enter their name and email address:

Celebration Church

Search
Provide information about the person you'd like to add/invite

Select
Select the correct match and confirm the add/invite

Add or invite someone to Smiley Jones - MET - Family Friendly
Who would you like to add or invite?

Name (required)

First Last

Email Phone

[Next >>](#) [Cancel](#)

You can then, select the original person or the potential match from the database:

Celebration Church

Search
Provide information about the person you'd like to add/invite

Select
Select the correct match and confirm the add/invite

1 potential match found.
Review the results and select the correct match. Otherwise, you can send an invite using the information you entered.

Name/Age	Email/Phone	
 Robert "Dennis" D. Watson (53 yrs.)	Dennisw@celebrationchurch.org 504-738-5211	Add to group Send invite

Original — what you entered

 Dennis Watson iluvjesus71482@yahoo.com	Send invite
--	-----------------------------

[Start over](#)

If they are already in the database, then you just have to click “add to group.” If they are not in the database, then select “send invite.”

If you believe someone is in the database or should be in the database, but is not coming up, please let us know. They may go by a different first or last name.

To take someone out of your group, go to the roster and click on their name then:

The screenshot shows a web interface for a church group named "Smiley Jones - MET - Family Friendly". The navigation bar includes "HOME", "GROUPS", "FIND A GROUP", "Account", "Contact us", "Help", and "Sign out". Below the navigation, there are tabs for "Dashboard", "Roster", "Attendance", and "Prospects 1". The main content area displays the profile of "Rhonda Fraisse", marked as "Wife". The profile includes contact information (Home: 985-652-1649, Mobile: 504-401-0723), address (2004 Cartier Dr, Laplace, LA 70068), login email (rhondaf@celebrationchurch.org), alternate email (rhondaf@celebrationchurch.org), birthday (March 22), and member since date (05/08/2012). On the right side, there is an "ACTIONS" section with links for "Edit this person" and "Remove from group", with a red arrow pointing to the latter. Below that is a "HOUSEHOLD" section listing "Brian Fraisse" as the husband and "Rhonda Fraisse" as the wife.

They will no longer appear on your roster.

Please note:

1. **Prospects 1** is where all new people will be that are interested in you group.
2. If you meet on a different day than your group usually meets, then select:

The screenshot shows a dropdown menu titled "Post attendance for group meeting on...". It contains a list of dates and times, starting with "Saturday, May 05, 2012 at 3:00 PM" and ending with "Saturday, March 03, 2012 at 3:00 PM". Below the list, there is a section titled "Create a new event" with a link "Add your new event".

And go from there!

3. If your group did not meet then select:

The screenshot shows a form titled "Did this group meet?". It has two radio buttons: "yes" and "no". The "no" radio button is selected and circled in red.

And enter the reason for no meeting.

Please let me know if you run into any difficulties... thank you for all you do. We really hope you enjoy this new system and appreciate your patience as we transition to the new system. You are one of the first people trying it out, so let me know if you run into any snags.