

Events

Group Leader Perspective

*Your regular community group meeting should already be available in the system. These instructions are for creating one-time special events or gatherings for your group.

From the website:

Create a new Event:

1. Go to your group and click on the Calendar tab.
2. Click + New Event.
3. Choose either Rooms and Resources needed (if it will be on a GFC campus) or Rooms and Resources not needed (if it will be anywhere other than a GFC campus).
4. Title your event, add a photo if desired, a description, the name of the event organizer, contact phone number, event date/time, location, and Save. If you request to hold the event on a GFC campus, you can also enter setup and cleanup times in minutes that will be added to your event duration.

How to Reserve a GFC room:

1. In your event, go to the Rooms & Resources tab. Click Request Rooms & Resources.
2. Choose the correct Campus in the top right corner. This ensures the Rooms and Resources are in the appropriate campus when you request.
3. Under rooms, pick the room(s) as applicable to your event. Check the box "Request a room layout" and make your selection. Add clarifying notes for setup. Click Done.
4. Under resources, pick what is applicable to your event, if anything.
5. Add any General Setup Notes and enter Estimated Attendance on the left. Click Save.

Note: If you request to use the GFC Facility, you will not be able to invite people to your event until after it is approved. This could take up to 2 full business days.

Invite people to your new Event:

1. On the Guest List tab, click Invite People. You then have the following options:
 - a. By group. (You can invite any group in which you are a leader)
 - b. By Name
 - c. By search, choose a Criteria:
 - i) General (male, female, single, etc)
 - ii) More About (Fit: Gift, Passion, Ability)
 - iii) This Event (send reminder to open invitations)
 - iv) Process Queue
 - v) Church Defined
 - vi) Admin (membership type etc)
2. Once you decide on a-c, click and choose "Invite" so they will be notified. Add your recipients and the email text and click Send Now.

Cancel/Change an irregular event:

1. In your group, go to the Calendar tab.

2. Click on the Event you'd like to cancel or change.
3. Click Manage Event.
4. Click Event Actions.
 - a. Choose Edit this event to update location and Save.
 - b. Choose Delete this event to cancel.

Change location/time for one regular, weekly meeting:

1. In your group, go to the Calendar tab.
2. Click on the Event you'd like to change.
3. Click Manage Event.
4. Click Event Actions.
5. Choose Edit this event and update location/time.
6. Near the bottom where it says Apply to:, choose This date only and Save.

Communicate (a change or otherwise) to your group (Email):

1. In your group, go to the messages tab.
2. Click New Message.
3. To:, select all participants. Enter your message of the cancellation or change of location, etc., hit Send. Everyone with an email listed will receive the message.

From the LEAD. app:

Communicate (a change or otherwise) to your group (Text):

1. In your group, Send a Group Text.
2. Enter your message of the cancellation or change of location, etc., hit Send. Everyone with a mobile phone listed and carrier will receive the text message.

Communicate (a change or otherwise) to your group (email)

1. In your group, go to the messages tab.
2. Click New Message.
3. To:, select all participants. Enter your message and hit Send. Everyone with an email listed will receive the message.

Tips:

- You cannot create an event, cancel an event, nor invite attendants in the app, but you can view the event, the guest list, and take attendance.
- If you need to change the event details of your weekly meeting permanently, please fill out [this form](#).
- To take attendance for your new event, see [this article](#).