



InFellowship Groups Reference Guide

To navigate InFellowship (GROUPfinder) and add people to your group roster.

Step 1: Login

Log in to InFellowship
<https://hosannalc.infellowship.com/UserLogin/>
by entering your login (your email) and password you designated when you set up your account. Click *Sign in*.
(Don't have an account? Click *Sign Up*.)

Step 2: Home Page / Your Groups

From your Home Page, click on Your Groups.
From the groups "you lead," locate and click on your group.

Step 3: Dashboard Tab

From Dashboard Tab, review content for accuracy.
If changes are needed, click the *View Settings Action* (upper right).
Update Bulletin board, or *edit* Details, Schedule or Location. Then *Save Changes*.

Step 4: Roster Tab

Click on Roster Tab to view Roster.
If adding or inviting people to join your group, click on *Add or Invite someone* to join Action (upper right).
Enter First and Last name, (Email and Phone, if known). Click *Next*

If search produces potential match, click *Add to Group* (if person has already agreed to join), then confirm *Add to Group*.
Or click *Send Invite* (if person is considering joining your group). Enter their email address and compose a brief message inviting them to your group. Click *Send Invite*.

If search produced no matches, enter their email address and compose a brief message inviting them to your group.
Click *Send Invite*.

Step 5: Attendance Tab

To record group attendance, click on Attendance Tab and + *Enter Attendance* link (top right).
Choose a date from dropdown box.
Check if group met (yes/no).
If group met, select members present.
Click *Save attendance*.
If group did not meet, complete *Why didn't your group meet* box.
Click *Save attendance*.

Step 6: Prospects Tab

Manage prospects (people who've expressed interest in joining your group) by regularly viewing your Prospects Tab.
Respond to prospects within 1 week by clicking on their name.
If you want to communicate further, select desired option.
Decide to allow or deny prospects inquiry to join your group. (Make sure to communicate with the person before making your decision.)
If allow: click *Allow*.
If deny: click *Deny*, and complete "Please explain" box empathetically explaining your decision to deny (very important!) Then click *Deny this person*.
Leave a comment as to why you denied the person for your records. Click *Save comment*.

Questions? Email: smallgroups@hosannalc.org