ANTIOCH
CHRISTIAN CHURCH

PLANNING CENTER ONLINE – GROUPS | GROUP LEADER NAVIGATION

Reference Points: Church Center = public side

Planning Center = admin side

Note: Although there are mobile apps available for both Church Center and Planning Center, we ask our group leaders and members to use the desktop versions during this time.

Church Center to Planning Center

- Login to lifeisforliving.churchcenter.com
    - o Click 'Groups' tab.
    - o Click on the group you lead.
    - o Click on 'Actions' on top right.
    - o Click 'Manage on Planning Center'

Note: You will be directed to the admin side where you can further manage your group.

Members Tab

- Add Member
    - o Click green 'Add Member' tab in upper right corner.
- Delete Members
    - o Find their name and click the red 'x'.
- Email
    - o At the top, next to the total count of members, there are 3 little icons. Click on the envelope icon to email entire group.
    - o To email selected members, select the check box to the left of each member name. Once selected members are chosen, click the envelope icon.

Attendance Tab

Note: You can only take attendance after an event is created.

- Take Attendance: when member list is correct.
    - o Select 'Take Attendance' button that coordinates with the correct event date.
- Take Attendance: when member list is incorrect.
    - o Select "Take Attendance' button that coordinates with the correct event date.
    - o Only select members who attended and who are delegated to your group. Do not select nor delete members listed who are not delegated to your group.
    - o To add members of your group who are unlisted, first select 'visitor' and switch it to 'member'; then type their name into the search bar at the bottom.

Note: Do not change anything under the 'Settings' tab. You may utilize the 'Events' tab and the 'Resources' tab if you choose. If you have any questions, reach out to the designated contact person listed in the 'Settings' tab.