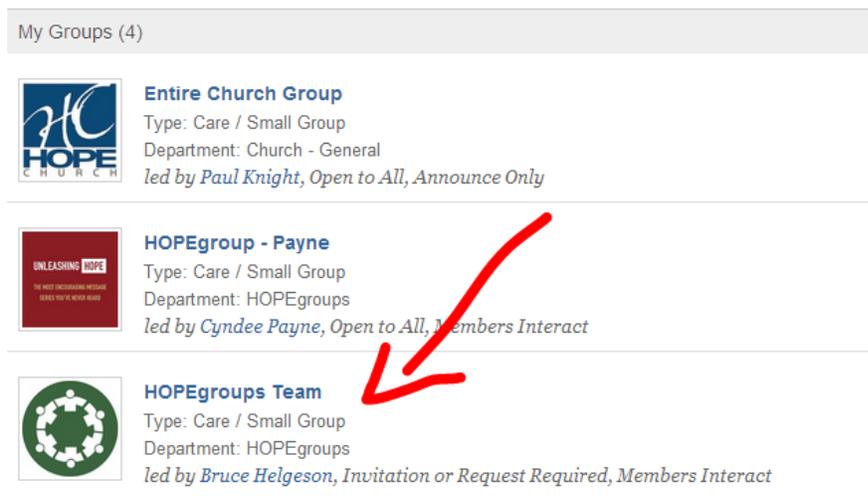


# How to Update Your Group Settings

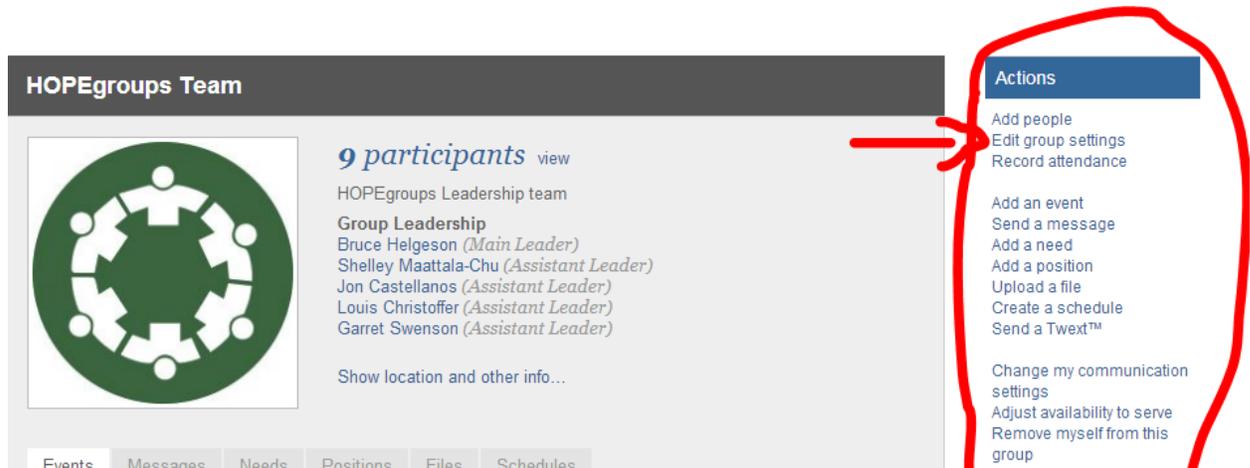
1. After you sign into your HOPE Connect Account, select the "Groups" tab at the top of the screen.



2. Once you have selected "Groups," select which group you are changing the settings to.



3. Once you have selected your group, you will be in the group itself. On the right you will find the "Actions" menu. This is where you will be able to access all the setting to your group. For updating location and the description to the group, select "Edit Group Settings."



## How to Update Your Group Settings

4. Once you are in the “Group Settings,” it will look something like this (below). First you will need to make sure your group is named appropriately (see arrow #1). Then you will need to upload your photo (arrow #2) to the group profile so people will know who the leader(s) is (are). See the other attachment (How to upload a photo) for details on how to upload a photo if you are not sure. Once you uploaded a photo, update the description for the group (arrow #3). This will consist of the information Bruce put in the email. i.e. “Group Type; Day/Time; Description; Meeting Place (Grand Forks, GFafb, Emerado, etc.) Also be sure to select what “Type” (arrow #4) your group will be (Talk Points, Care/Small Group, etc.). Also be aware of the other tabs at the top (circled in red).

The screenshot shows the 'HOPEgroups Team' group settings page. At the top, there is a navigation bar with 'Home', 'Groups', 'Calendar', 'Messages', 'People', and 'More'. Below this, there are tabs for 'General', 'When & Where', 'Options', and 'Admin'. The 'When & Where' and 'Options' tabs are circled in red. The main content area is divided into sections: 'General', 'Photo', 'Delete Photo', 'Description', 'Classifications', 'Type', 'Childcare Available', and 'Room Location'. Red arrows and numbers point to specific elements: #1 points to the group name 'HOPEgroups Team'; #2 points to the 'Choose File' button for the photo; #3 points to the 'Description' text box containing 'HOPEgroups Leadership team'; and #4 points to the 'Type' dropdown menu which is currently set to 'Care / Small Group'. The 'Childcare Available' checkbox is unchecked, and the 'Room Location' dropdown is set to 'Choose...'.

5. Once you have updated the “general” information to the group, select the “When & Where” tab. This is where you will update what day of the week your group plans on meeting and what time (#1). You will also input what the address of the meeting place is (#2). Make sure you pick what “Area of Town” you are meeting, then under “Street,” you can put the address of the meeting place or you can put something similar to “Louis’ House,” so it’s more generic. The address of the group is public when a group is searched, so if you put “Louis’ House,” then all group members can get your address from your account as long as you have your group members added as your friends. Please ask if you are unsure how to do add people as friends because each group member should be your friend so they can get the leaders (you) contact info. (see below for picture)

# How to Update Your Group Settings

General **When & Where** Options Admin

**HOPEgroups Team**

When this group meets

**1** [ Meeting Day First Tuesday of Every Month ▼  
Meet Time Evening ▼

Where this group meets

**2** [ Area of Town Choose... ▼  
Street  
City  
State [ Select... ▼  
Postal Code  
Country Choose... ▼

Cancel or