Cross of Grace Church
Community Groups Software
Updated 1/17/18

Overview: Planning Center Groups is the software we're using to manage our groups at Cross of Grace. For an overview of the system and what it does you can watch this video.

Location: You'll find our groups page at https://crossofgrace.churchcenter.com

How do I?...

1. ...log in to manage my group?
Go to https://crossofgrace.churchcenter.com/ and then click the "Log-in" button in the top right corner. It will email you a secure link to log in to your group. Once you're logged in you should stay logged in from that device for a long time, though occasionally it will ask you to re-verify for security purposes.

2. ...view, add, or remove people from my group?
Once you're logged in just scroll down to the bottom of the page where you'll see a list of group members. From there you can remove people or add people.

3. ...see or modify my group schedule?
Scroll down to the "Upcoming Events" section. From there you can add new events. If you need to modify an existing event or meeting click on the event, then click "edit event" at the top of the page.

4. ...email my group?
Scroll down to the members section and then click "Email Group Members"?

5. …take attendance for my group?
Usually you should receive an email asking you for the attendance of the group. But if you don't get the email or want to enter the attendance manually simply go to where it says "Upcoming Events" and then click "Past Events." Then from there click "Take Attendance" and you can easily enter the attendance for the group along with any visitors.

6. ...get help with this Groups system? (I'm stuck! I have a question! I have a comment!)
Contact Becky Gayle at becky@crossofgrace.net. She's a nice person and will help you get unstuck so you can get back to leading your group.

Frequently Asked Questions

Q: Is my address or other information posted publicly online?
A: The system only shows people the general area of your group. Once new members are approved to join they'll be able to see the exact group location. Additionally, the "contact email" for groups defaults to our church office (if they questions before they join the group) unless you'd like to have people contact you directly.

Q: I don't even use my computer anymore can I do this from my smartphone?
A: Yes! Just go to https://crossofgrace.churchcenter.com/ from your smartphone. You'll need to verify that device by clicking a link in your email but you'll be able to do nearly everything on mobile that you can do from a desktop.

Q: What information can my group members see?
A: Group members can see the address of the meeting place, the email addresses and phone numbers of the leaders, as well as the names of everyone else in the group. We can enable a feature where everyone in the group can see everyone else's contact info *if* that would help your group (just let us know). The group members can also see the meeting schedule and even subscribe to the calendar feed for your group.

Q: What if we alternate locations or something like that?
A: If you need to change a location (for example, to someone else's house) it's easy to do that. Click on the event and then click "edit event" at the top of the next page. Then either click another location in the system or click "add location" and put in the new location.

Q: We don't allow pet turtles and have other things people should know about the group. How can we let people know who are interested in the group?
A: If you go to your group page and click "Edit Group" and you'll be able to update the description of your group. This is the public description that people on the our church website or volunteers at the information table see.

Q: Can I post some material for our group like a prayer list, list of who is bringing snacks on which nights, or a list of nearby Peter Piper Pizza locations?
A: Yes! The system makes it easy to post documents like this. Go to the "Members" section and then click "Resources." From there simply post a file and a description. You'll also be able to make it visible only to the other leaders in the group or to the whole group. (Note: People outside the group like visitors can't see these documents.)

Q: What if we don't like email and communicate by text or call chain, etc.?
A: That's okay! But remember that a big part of this system is helping new people get connected to the group, which is why it's worth it to maintain this system even if your group doesn't use the email feature. Plus, the attendance feature really does help us as pastors plan better and serve our groups better.

Q: I'd like to add someone from my group to be a "leader" in the system so they can help with emailing, taking attendance, maintaining group roster, etc. but how do I do that?
A: No problem! Just email becky@crossofgrace.net so she can give them admin privileges for those things by making them a group leader in the system.

Resources

- [Groups Support Desk (w/ FAQ)](#) : Lots of helpful short articles on using the system
- [Groups Training Video](#) : 30 minute video but specific sections can be accessed by clicking the "dots" in the video player.