



Using GROUPS in the Church Center App

Video: [Training for Groups in Church Center](#)

STEP ONE: Download the Church Center App

- Select Antioch Waco as your church
- Sign in using your phone number and the authentication code that will be sent to you to confirm your number.

STEP TWO: Find your group

- Click on your profile in the top right corner
- Under Activity & Involvement, you should see your Lifegroup (if you are listed as a leader or a member). Click on the image to open your group.

STEP THREE: Members

- Click on the “Members” tab
 - Each member has the ability to edit their visible info within the group.
 - If you’d like to change the personal information that other group members may see, click “Edit visible info” and check or uncheck the boxes for your email and/or phone number.
 - Leaders will have access to their group members’ contact info, even if they choose to hide it from the other group members.
- Adding members
 - Click “Add.”
 - To add an individual in person, have them scan the QR code to join the group.
 - To send an individual or group the invite, choose the “Add by email or text” option and send them the link.
 - As members log-in, the leader(s) will receive notifications to review requests.
 - Click on each name, then the “manage” button to add them to your group.
- Managing members
 - By clicking on the “member info” under each name, leaders may text, email or remove the member from the group.
 - If you would like a member to have a leader role within your group, please email your Zone Pastor with this request.

STEP FOUR: Messages

- Create new messages by clicking the +New button
 - Feel free to create different topics if you want to keep conversations separate. We suggest at least creating a “Prayer Request” tab and an “Announcement” tab.
 - If you’d like a conversation to only be announcements from leaders and don’t want replies, you can disable replies by unchecking this box.
 - Anytime a leader would like to add a new message to a locked text thread, they will need to “enable replies,” add a message, then “disable replies” again.
 - Members will still be able to use a few emojis to respond to your message but won’t be able to type a new message into any thread where you have disabled replies.
- Managing messages
 - You can always mute, disable replies, edit, delete, or cancel any message, if needed, by holding down on a specific message or by clicking the three dots in the upper right corner to edit a whole message thread.

STEP FIVE: Events

- Add events to your group by clicking “Actions”
- Feel free to create your weekly Lifegroup schedule as a repeating event.
- You can also add any special events or gatherings to your group’s event page as well.
 - Please note: If you are meeting at a new location for special events, please select “No location” for your event and put this information in the description. While you can add new locations in your group settings on the website, please leave this editing to the church administrator so you don’t accidentally change other settings.
- Members will have the ability to RSVP to your events by clicking the “Respond” button within an event. Leaders can click on an event to view these responses.

STEP SIX: Resources

- Resources will be added by Zone pastors or church leadership as needed. If you have any suggestions of a resource that you think would be helpful for leaders or Lifegroups members, please let us know.

STEP SEVEN: Managing Group Info

- Click on the three dots at the top within your group.
 - You’ll see the following options: Email group, Share group, View public group page and leave group.
- Click on the “View public group page” option. Check your information to make sure it’s accurate. If your date, time, description, location, or leadership has changed, please inform your Zone Pastor.