



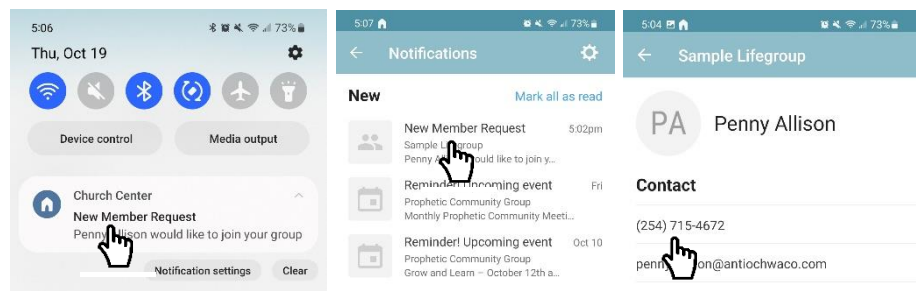
Connecting and Adding Guests to Lifegroup

Video: [Connecting & Adding Guests to Lifegroup](#)

Notifications:

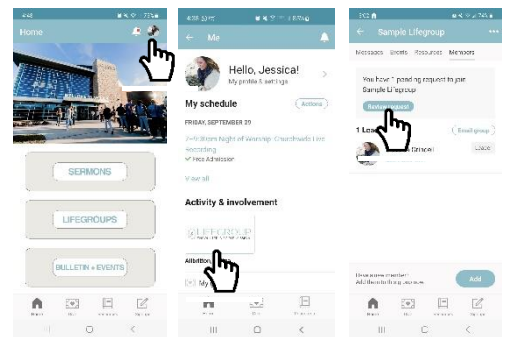
- When a guest requests to join your group, you'll receive an email & an app notification on your phone.
- If you click the link in the email, things can get complicated. Even if you click the link in your email app on your phone, it won't open the Church Center app. So, please do not use the browser to manage guest requests.
- We suggest always opening the Church Center app on your phone to contact and manage guest requests.
- You can click on the notification to view the guest's information or find it by opening your Lifegroup in the the Church Center App.

From Notification on Phone:



From Home Page of Church Center App:

- In the Church Center App, click on your profile in the upper right hand corner.
- Select your Lifegroup under "Activity & Involvement."
- Click on the "Members" tab.
- Click "Review requests."

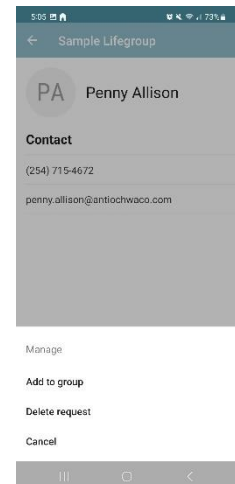


Contacting a Guest:

- Click on the guest's name to view their contact information.
- Click on their phone number or email address to send them a text or email to invite them to visit your Lifegroup.
 - Reminder: guests do not know your meeting location, so please share this with them.
 - All leaders of a group will receive these notifications so please discuss who will follow-up with guests so they are not contacted multiple times.

Managing a Pending Guest Request:

- After a guest visits your group, you can use the “Manage” button to either add or remove them from your group.
- If a guest decides to join your Lifegroup, click “Add to group.”
- If a guest lets you know they have joined another group, or they don’t respond after multiple attempts, you may delete the request.
 - Please discuss best practices with your Zone Pastor for when to remove a guest request.
- Only add a guest to your group if they are ready to commit to your Lifegroup. They may be checking out multiple groups before deciding.



Adding a New Guest to your group:

- If a guest has been invited to your group through a personal connect and doesn’t show up on the “Review Requests” page, use the “Add” button under the members tab to invite them via email or text or by having them scan the QR code.

Final Note:

- Less than 50% of our Lifegroups are currently open for new guests to join. Please consider opening your group if it is currently unlisted. If you’re unsure if your group is open, please contact your Zone Pastor.

Thank you for caring for our guests and helping them get connected to Lifegroup!