

## **‘How to Use Your Small Group Web Site**

*Before you start please make sure you are using Microsoft Internet Explorer as your search engine on your computer or there will be problems with program response.*

### **The way that you can get into the "My Small Group" home page to make changes is:**

1. Go to [www.saddlebackfamily.com](http://www.saddlebackfamily.com)
2. Click on **"My Small Group"**
3. It will ask you for your Username and Password. **If you forgot your username or password. Click to have it e-mailed to you!**
4. If you have not set up a username or password you can click on **"Create a Saddleback Login."**
5. Once you have done this you should be able to go into the **"My Small Group"** Home Page and make any of the changes you need.

### **To *edit* the Small Group Details (Hosts only):**

1. Follow steps 1 - 3 above to get to your small group homepage.
2. Click on **"Group Details"** at the top of your homepage.
3. Scroll down to the command box that is titled **"Edit Group Details"** and click on it.
4. Edit or change anything about your group profile that needs attention (*i.e. Where the group meets, what time the group meets, which day the group meets, etc...*) then click on **"Submit"**. Note: The changes may take a day or so to go into effect.

### **To *remove* or *change someone's status* in your small group:**

1. Follow steps 1 – 3 in the list above (***To edit***).
2. Scroll down to the **bottom** of the **"Group Details"** page.

3. There will be a list of all the members of your group. Look at the columns to the **far right** of the table and you will see the words **"Edit"** and **"Delete"** in each row for each member of your group.
4. To **change** a member's status **from "interested" to "participant"** click on **"Edit"**, then when the box of choices drops down from that spot click on **"Participant"**. *(If you wish to make someone a Host or Co-Host, please check with your Community Leader before doing so. Your C.L. information should be at the top of your homepage including his/her contact information.)*
5. To **remove** a member from your group click on **"delete"**, then follow any prompts given to you.

### To **add** a member to your group:

1. Go to your **"My Small Group"** homepage.
2. Click on **"Invite"** at the top of your homepage.
3. **Fill in each line with the email address** of any existing or potential member not already listed in your group.
4. Click on **"Send"**.
5. From this point it will be the **responsibility of the invitee to respond and submit** their information to Saddleback Church first before they will be added to your group. **Note: If the existing or potential member of your group does not have an email address, please contact your Community Leader (His/Her information is at the top of your homepage) for assistance.**

### To **upload a photo** to your small group homepage:

1. **Saddleback Church will NO LONGER take pictures on the patio for the ID cards or for "My Small Group" web page.**
2. There is a new **UPLOAD FEATURE** on "My Small Group" page that will allow you to upload your own picture to your "My Small Group" web page from your own computer.
3. This Picture Upload Feature will work for Hosts and Small Group Members.

- a. Upload can only be done by the individual him/herself. (i.e. The Host can only upload the Host's own picture.)
- b. Go to "My Small Group" web page from [www.saddlebackfamily.com](http://www.saddlebackfamily.com).
- c. Click on the box where the picture goes.
- d. On the left side towards the top of the next page you will see a box that says "upload a picture of yourself".
- e. Browse your C drive and find the picture that you want to use, double click on the picture file name. Then double click on the "upload" button.
- f. PLEASE NOTE: It will take a few days for your picture to be shown on the site as all pictures are reviewed prior to being released to the site.