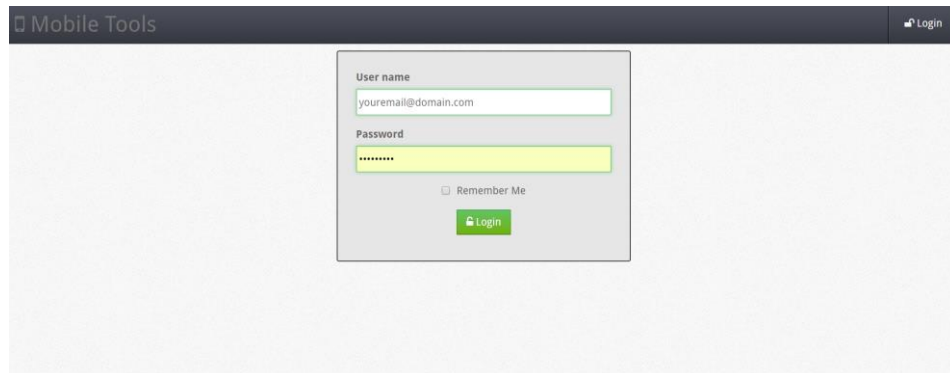


MOBILE TOOLS: QUICKSTART GUIDE

LOGGING IN

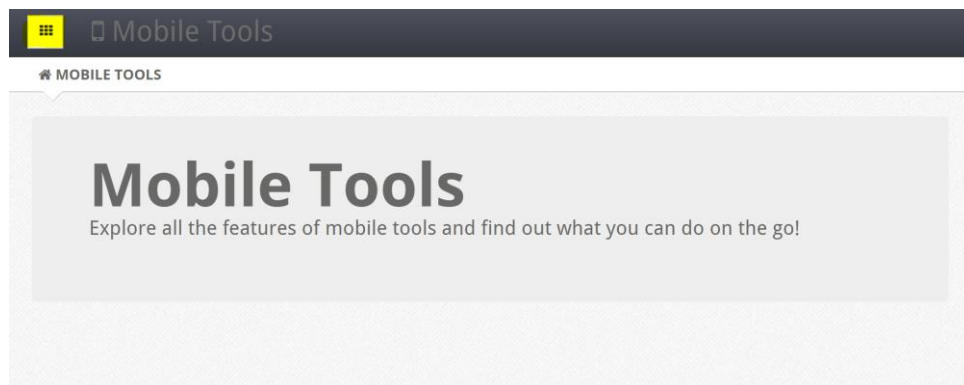
1. Visit the Mobile Tools Website – www.mp.myredemption.cc/mobiletools
 - o Be sure to save this website in your Bookmarks or your Smart Device Home Screen!
2. Login using Credentials from the **Redemption Portal** (See Redemption Portal: Quickstart Guide for more information)
3. Click **“Login”**

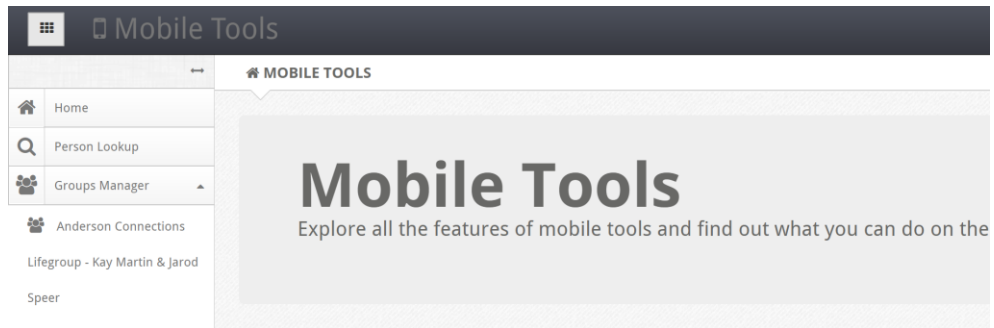
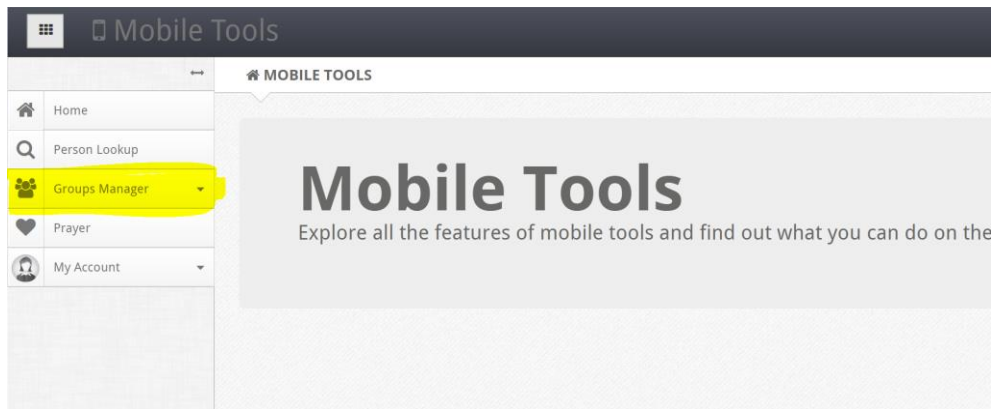
A screenshot of the Mobile Tools login interface. At the top, there is a dark header with the text "Mobile Tools" on the left and a "Login" button on the right. Below the header is a light gray box containing the login form. The form has two input fields: "User name" with the placeholder text "youremail@domain.com" and "Password" with a masked password "*****". Below the password field is a checkbox labeled "Remember Me". At the bottom of the form is a green "Login" button with a lock icon.

Tip: Many Users use MobileTools primarily from their mobile phones, so take advantage of the Remember Me check box. This keeps your authentication alive for up to three months. That way you don't have to login every time you need to check something!

ACCESSING YOUR GROUP

1. From the Mobile Tools Homescreen, Click the “Tile Icon” to access the Menu
2. You will find your group under “Groups Manager”





3. Select your group to manage attendance and add new members
(*Note: You will only be able to view the groups you are listed to lead. If your Co-Leaders are not listed as leaders, please contact your Campus Coordinator / Administrator)

MANAGING YOUR GROUP

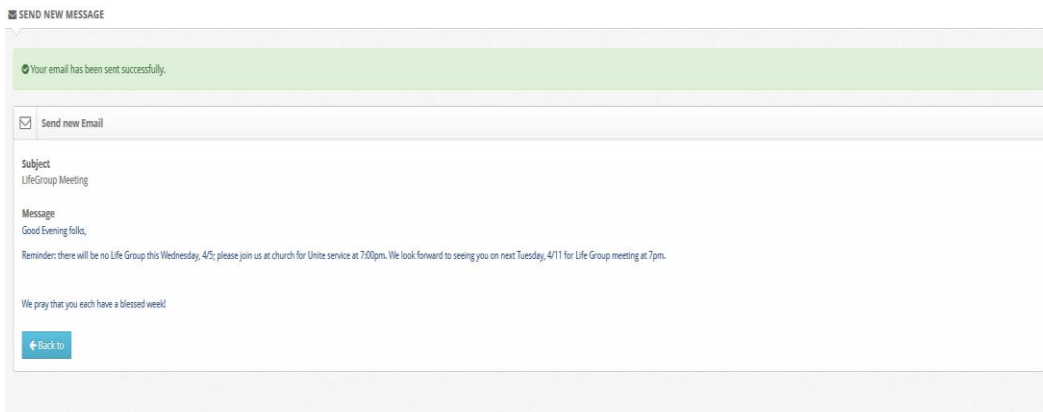
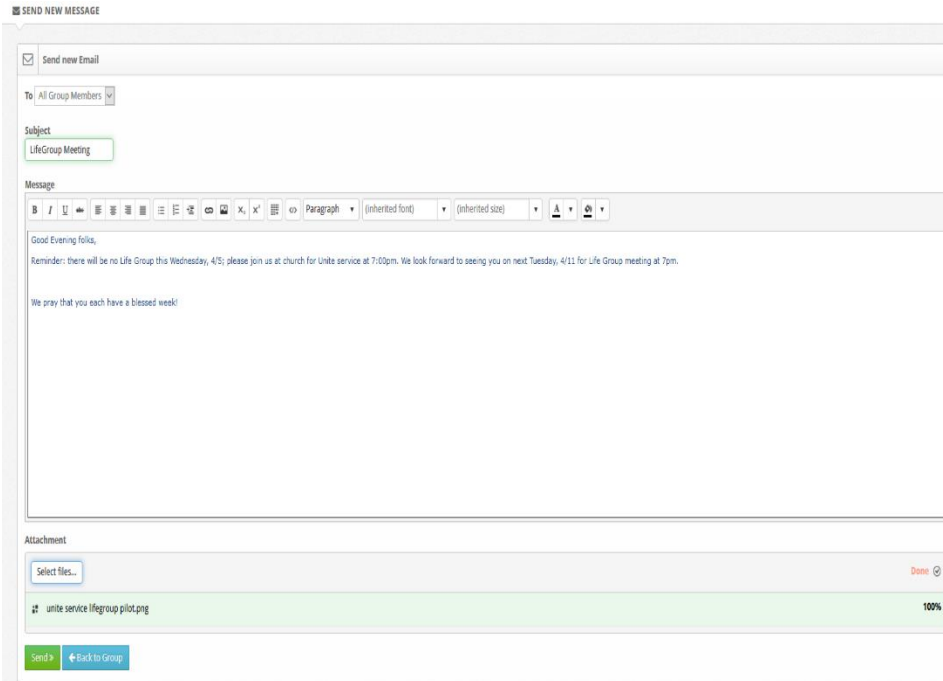
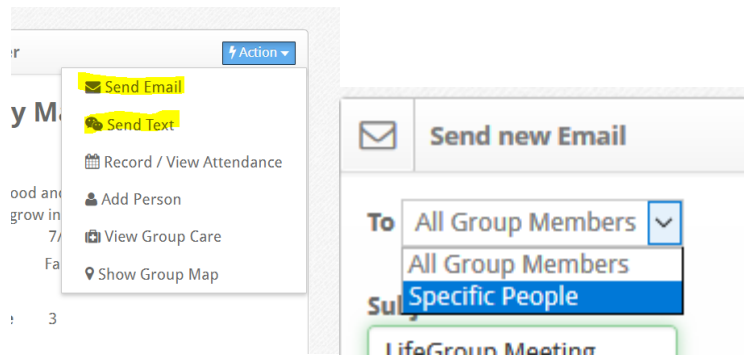
From Group Manager, someone who is a Group **Primary Contact** or has a **Group Role Type of Leader** in the Group can:

- See Group details
- See Group Participant details
- From the Action menu:
 - Send a Group email
 - Send a Group text
 - Add a Group member
 - See a Group map

EMAIL & TEXT FEATURES

Easily communicate with group members using Mobile Tools!

Emails: When emails are sent by a Group manager to a Group, Group members are BCCed for email privacy.



Group Texts: MobileTools allows Text (SMS) messages to be sent from the application. If the targeted user has a mobile phone number listed, then text messages can be sent. As you type the message, a counter shows you how many characters you have remaining. MobileTools does not allow multi-part text messages to be sent; you need to send multiple messages

- Default # 1-864-990-4668

Group Texts sent through Mobile Tools are ONE WAY ONLY. Members will receive an automated response if they reply.

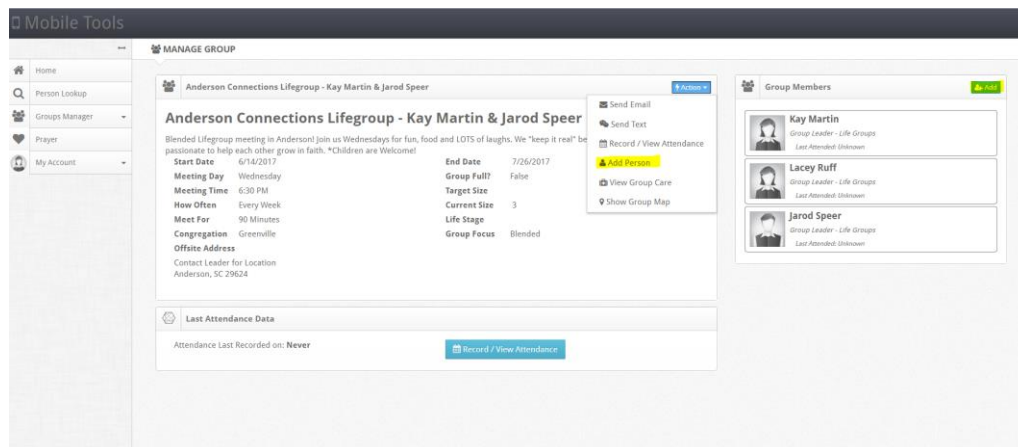
***Tip:** Be sure to include your personal number if you would like to receive a reply from Group Members (**Ex: Don't forget, Lifegroup is tonight at 6:30 at Legacy Park! Call my cell if you get turned around (864) 770-1755. See you soon! ~Sarah**)

ADDING GUEST / NON-REGISTERED MEMBERS

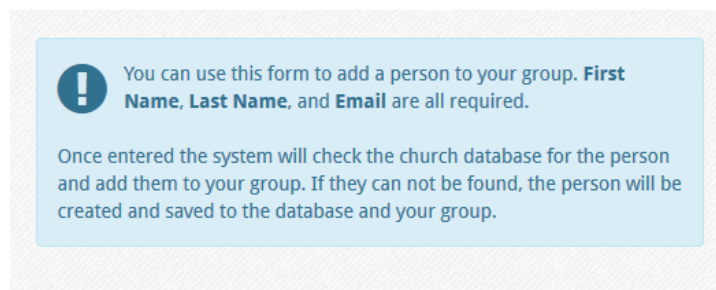
The Lifegroup Administration Team will place your **Group Inquiries through the website** into your group.

However, if you have guests or members unable to sign up through the website, add them to your group by doing the following:

1. Click the **“Action”** Button or the **“Add”** Button in the Group Member Panel



2. Click **“Add Person”**
3. Enter appropriate information (**Required Fields:** First Name, Last Name, Email are the only required fields, but more information is always best)
 - a. If the group member is in the system, their existing information will be pulled into your group roster



MANAGE GROUP - ADD PERSON

Add Person to Group

First Name

Last Name

Email Address

Mobile Phone

Home Phone

Add Person Back to Group

- Once all fields are entered, Click **“Add Person”**

TAKING ATTENDANCE IN YOUR LIFEGROUP

The Icebreaker / Group Reminders is an ideal place to take attendance.

Take attendance through Mobile Tools by doing the following:

- Click **“Action”** and **“Record Attendance”** or **“Record/View Attendance”** Button

MANAGE GROUP

Anderson Connections Lifegroup - Kay Martin & Jarod Speer

Anderson Connections Lifegroup - Kay Martin & Jarod Speer

Blended Lifegroup meeting in Anderson! Join us Wednesdays for fun, food and LOTS of laughs. We "keep it real" because no one is perfect and are passionate to help each other grow in faith. *Children are Welcome!

Start Date	6/14/2017	End Date	7/26/2017
Meeting Day	Wednesday	Group Full?	False
Meeting Time	6:30 PM	Target Size	
How Often	Every Week	Current Size	3
Meet For	90 Minutes	Life Stage	
Congregation	Greenville	Group Focus	Blended

Offsite Address
Contact Leader for Location
Anderson, SC 29624

Last Attendance Data

Attendance Last Recorded on: Never

Record / View Attendance

- Select the day of your Lifegroup or **“Create a New Meeting”** if you are meeting on a non-traditional Lifegroup day.



You can **create** an event and add attendance data or **edit** one of your previous events.

Check-me-in Lifegroup Family - Add / Edit Attendance

Add / Edit Attendance Records

-- Make a Selection --

-- Make a Selection --

Create New Record

MANAGE GROUP

Check-me-in Lifegroup Family - Add / Edit Attendance

Add / Edit Attendance Records

- Create New Record -

Back to Group

You can create an event and add attendance data or edit one of your previous events.

MANAGE GROUP - CREATE ATTENDANCE

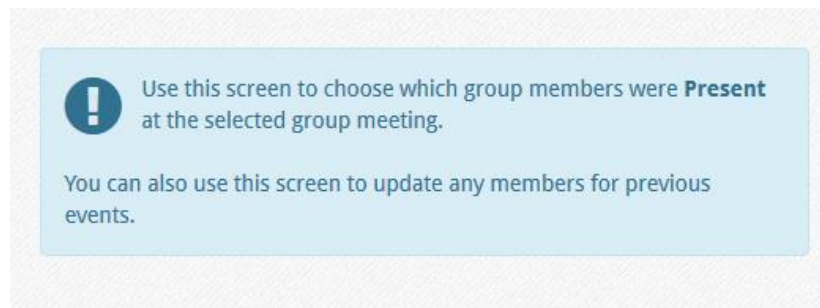
Create New Attendance

Event_Start_Date

4/4/2017 7:00 PM

Next Back to Group

3. Select the group members present
4. Click “**Save / Update**”
 - a. Your attendance is now saved!



MANAGE GROUP - EDIT ATTENDANCE

Edit Attendance

Group Event
Check-me-in Lifegroup Family Meeting

Group Event Date
4/4/2017 7:00:00 PM

Which Group Members Were Present?

Select All Select None

<input type="checkbox"/> 1st grader Check-Me-In	<input type="checkbox"/> 6th grader Check-Me-In
<input type="checkbox"/> BabyBoy Check-Me-In	<input type="checkbox"/> Daddy Check-me-In
<input type="checkbox"/> Fith Grader Check-Me-In	<input type="checkbox"/> Mommy Check-Me-In
<input type="checkbox"/> Test Check-Me-In	<input type="checkbox"/> LaDeidra Hawkins
<input type="checkbox"/> Neighbor Neighbor	

Save / Update Back to Group

QUESTIONS & SUPPORT:

- **Leader Support:** For Questions about Lifegroup Inquiries & Group Updates, please contact your Campus Lifegroup Coordinator & Office Support Team or email: LIFEGROUPS@MYREDEMPTION.CC
- **Technical Support:** For Technical Questions (Log In Difficulties / Unable to View Your Group), please contact the Ministry Platform Administrator at: MPADMIN@MYREDEMPTION.C