REDEMPTION - MY GROUPS

When you are ready to begin using the My Groups page of the Portal, please take some time to review the Knowledge Base articles related to My Groups here:

http://www.thinkministry.com/kb/portal/secure-pages/my-groups/

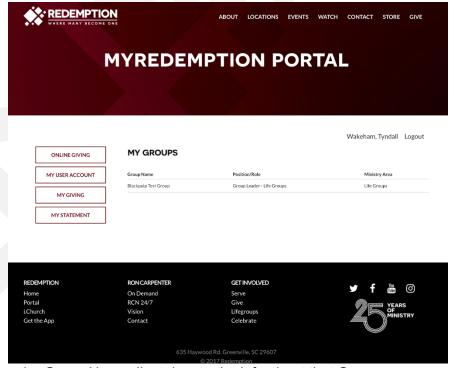
In particular, you should be aware that the page has different functionality available for Group Members and Group Leaders, and you will want to acquaint yourself with both feature sets. In this document, I will briefly review the process for reviewing and "placing" a Group Inquiry. The Knowledge Base article for these features can be found here:

http://www.thinkministry.com/kb/portal/secure-pages/my-groups/pending-members/

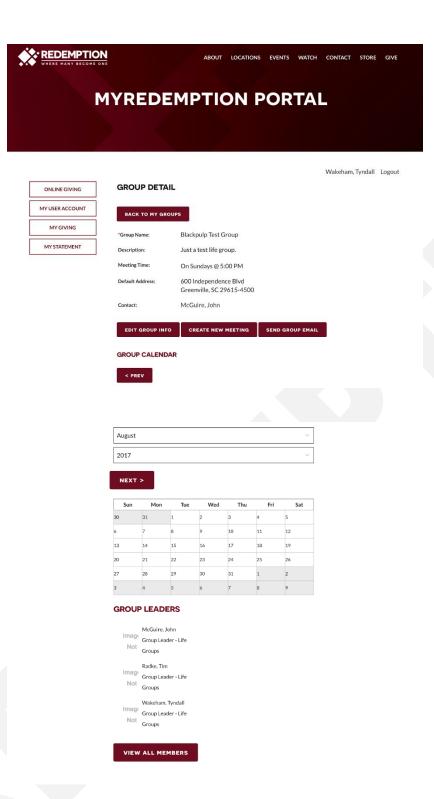
You can navigate directly to the My Groups page of the portal by going to this link:

https://mp.myredemption.cc/portal/my_groups.aspx

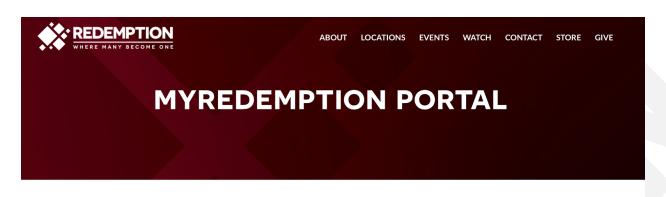
For my "tyndallw" user, I see one group listed:

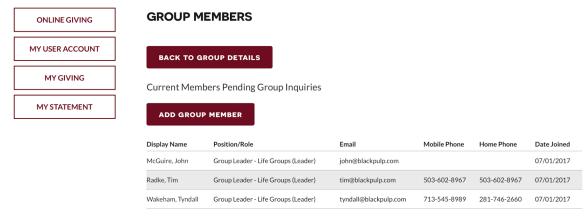


When I click on the Group Name, I'm taken to the info about that Group:



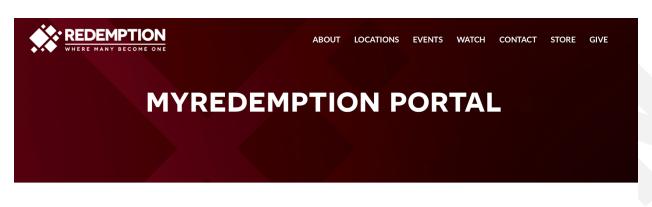
At the bottom of the page, there is a button called "View All Members". Clicking it will take me to a page that lists Current Group Members as well as a way to get to Group Inquiries:







Clicking the "Pending Group Inquiries" link will show me the Group Inquiries:



864-497-9747

GROUP MEMBERS ONLINE GIVING MY USER ACCOUNT BACK TO GROUP DETAILS MY GIVING **Current Members Pending Group Inquiries** Mobile Phone MY STATEMENT 7/28/2017 2:00:00 PM 412-555-1212 Mac Johnny info@pointsnorthsys.com 7/28/2017 2:00:00 PM Johnny info@pointsnorthsys.com 7/28/2017 2:00:00 PM 412-555-1212 Mac Johnny info@pointsnorthsys.com 7/28/2017 2:00:00 PM 412-555-1212 Johnny info@pointsnorthsys.com



Hawkins

LaDeidra

mzhawknz@me.com

7/31/2017 12:00:00 AM

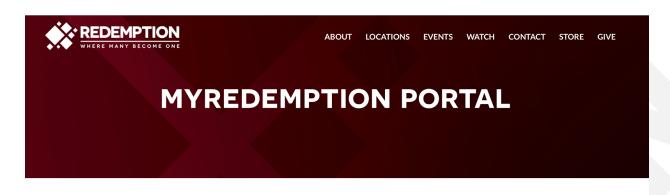
If I click on the Date for any of the Inquiries in the list, I will be taken to a screen that shows me the submitted information:



ONLINE GIVING	ADD GROUP MEMBER FROM INQUIRY			
MY USER ACCOUNT	SEARCH FOR CONTACT RECORD			
MY GIVING	*First Name:	John	iny	
MY STATEMENT	*Last Name:	Mac	Mac info@pointsnorthsys.com	
	Email:	info		
	Mobile Phone:	412-		
	CANCEL	SEARCH	IGNORE INQUIRY	

NOTE: This step is a little confusing to Group Leaders, but with practice they'll get used to it. They view the person's information here, then click "Search" if they want to add the person to the Group or click "Ignore Inquiry" to not add them to the Group.

Clicking Search yields the following screen:



			V V	akeriani, ryndan Logodt	
ONLINE GIVING	ADD GROUP	MEMBER FROM INQUI	RY		
MY USER ACCOUNT	SEARCH FOR CO	SEARCH FOR CONTACT RECORD			
MY GIVING	* First Name:	Johnny			
MY STATEMENT	* Last Name:	Мас			
	Email:	info@pointsnorthsys.com			
	Mobile Phone: 412-555-1212				
	CANCEL	EARCH IGNORE INQUIRY	l		
	Select Last Name	First Name Date of Birth	Email Address	Mobile Phone	
	select Mac	Johnny	info@pointsnorthsys.com	***-***-1212	

NOTE: You'll now see the person inquiring in the bottom list.

Clicking the "Select" link, will allow you to add the person to the Group, including setting their Group Role, etc:



ONLINE GIVING	EDIT GROUP MEMBER			
MY USER ACCOUNT	SEARCH FOR CON	SEARCH FOR CONTACT RECORD		
MY GIVING	* First Name:	Johnny		
MY STATEMENT	*Last Name:	Mac		
	Email:	info@pointsnorthsys.com		
	Mobile Phone:	1212		
	Group Role:	<please choose=""></please>		
	Notes:			
	SAVE CANCE	L IGNORE INQUIRY		

NOTE: Group Leaders should not typically modify the Name, Email and Phone Number. They should only set the Group Role and add any relevant Notes.

Clicking Save will add the User to the Group:



ABOUT LOCATIONS EVENTS WATCH CONTACT STORE GIVE

MYREDEMPTION PORTAL

Wakeham, Tyndall Logout

ONLINE GIVING

MY USER ACCOUNT

SEARCH FOR CONTACT RECORD

MY GIVING

MY STATEMENT

BACK TO GROUP MEMBER

EDIT GROUP MEMBER

SEARCH FOR CONTACT RECORD

The Group Participant was Created Successfully

BACK TO GROUP MEMBERS