



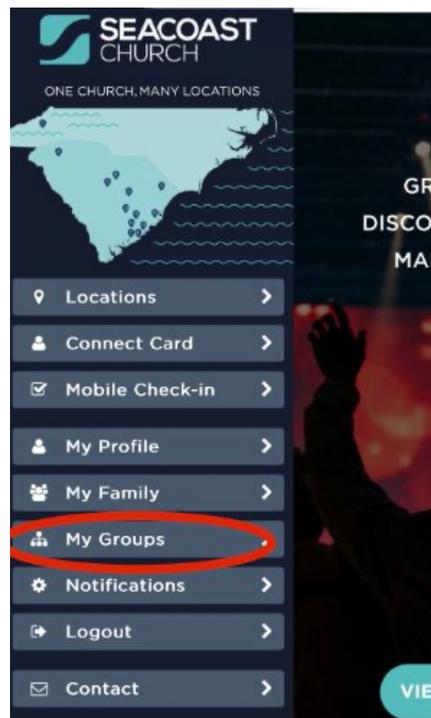
USING GROUPLIFE IN THE SEACOAST APP

We're so grateful for your leadership with Seacoast Small Groups. How you serve and lead makes a huge difference in the lives of the people in your small group. Each semester stories are shared about how God used someone's small group experience to radically change their life. With so many people who call Seacoast home and find family in a small group, we want to make sure that we do our best to care well for everyone. To do that, we have created the [My Groups](#) | **Group Life** tool. It's a simple tool that allows you to add group members to your roster, communicate with them, add meetings, and take a snapshot of attendance 1x/semester.

[My Groups](#) is easily accessed through the Seacoast App so you can manage your group with your phone.

As a group leader, we ask that you would take a minute to update your small group roster at the beginning of the new small group semester and then take attendance just one time mid-way through the semester. This will help your campus pastor and ministry leader come alongside you to care for the people in your small group and make any improvements for small group engagement.

To access your Groups, open the Seacoast App, select the three bars on the top left for options, and click **My Groups** to get started.



Open the group that you would like to work with by selecting the **GROUPLIFE** button listed under the group name and description.

To Add a Group Member:

1. Click the **Menu** drop down (three vertical white dots).
2. Click **Add Member**.
3. In the *Add Group Member* box, add the name and email address of the new member.
4. Include the Mobile Phone number to keep in touch via text!

To add a Meeting and take attendance:

1. Click the **Menu** drop down.
2. Click **New Meeting**.
3. Fill in the **Title** of the Meeting with the name of your group and the **Date/Time**. You do not need to choose a Location.
4. Select **Save**.
5. On the next screen, select each individual who is in attendance. Updates will be saved automatically.

My Groups and **GroupLife** use your MySeacoast login. If you are not already logged in, create or update your account in the [My Groups](#) area. For account assistance please email data@seacoast.org.