

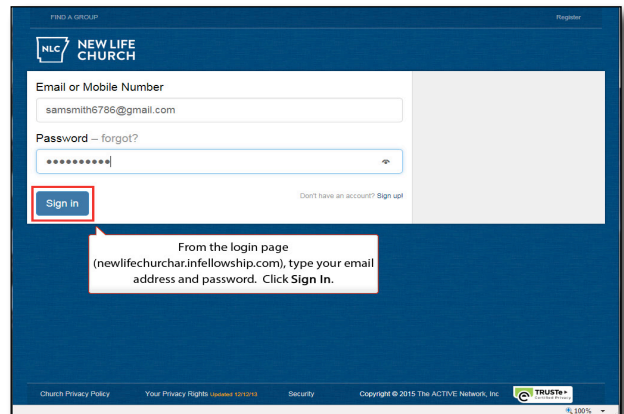
## Communicating with Members and Managing Rosters



Slide 1

Text Captions: Fellowship One Demo

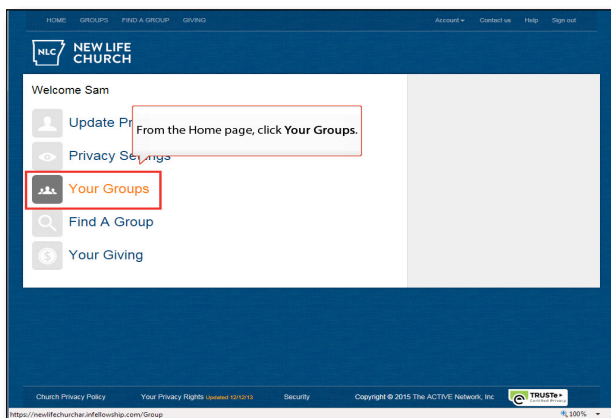
How to Communicate with Group Members and Manage Rosters



Slide 2

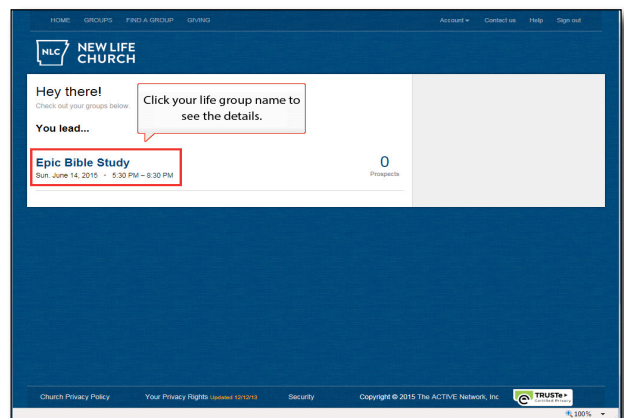
Text Captions: From the login page

(newlifechurchar.infellowship.com), type your email address and password. Click Sign In.



Slide 3

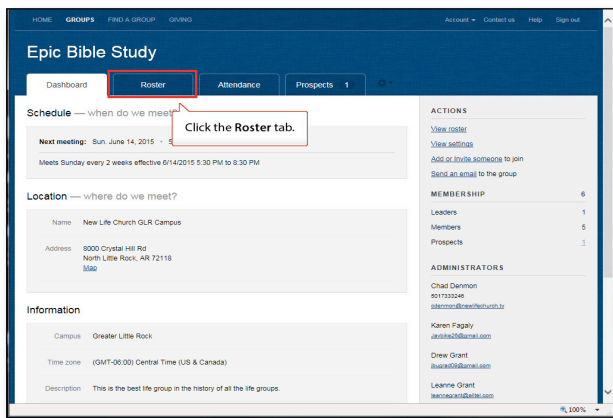
Text Captions: From the Home page, click Your Groups.



Slide 4

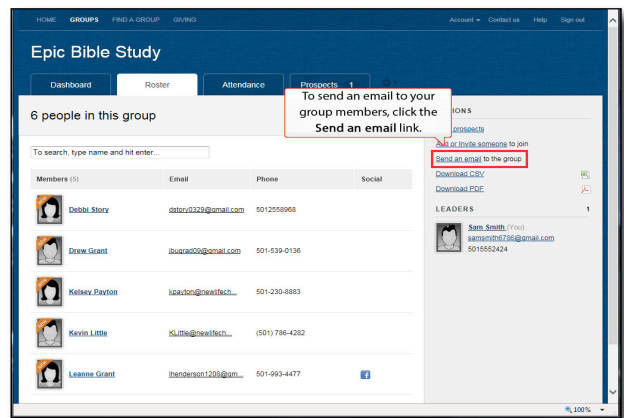
Text Captions: Click your life group name to see the details.

## Communicating with Members and Managing Rosters



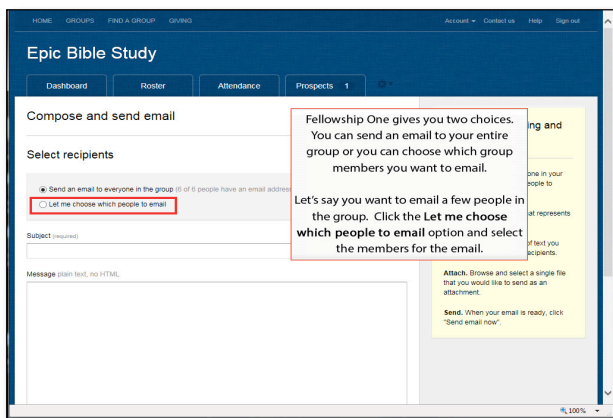
Slide 5

Text Captions: Click the Roster tab.



Slide 6

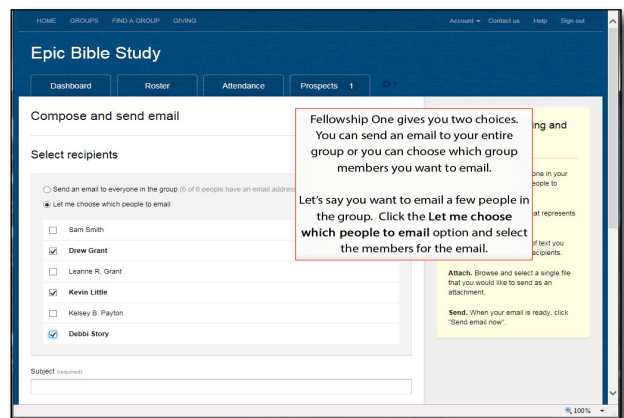
Text Captions: To send an email to your group members, click the Send an email link.



Slide 7

Text Captions: Fellowship One gives you two choices. You can send an email to your entire group or you can choose which group members you want to email.

Let's say you want to email a few people in the group. Click the Let me choose which people to email option and select the members for the email.



Slide 8

Text Captions: Fellowship One gives you two choices. You can send an email to your entire group or you can choose which group members you want to email.

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## Communicating with Members and Managing Rosters

Epic Bible Study

Dashboard Roster Attendance Prospects 1

Compose and send email

Select recipients

☐ Send an email to everyone in the group (1 of 6 people have an email address)

☒ Let me choose which people to email

☐ Sam Smith

☒ Drew Grant

☐ Leanne R. Grant

☒ Kevin Little

☐ Kelsey B. Payton

☒ Debbi Story

Subject (required)

Message (plain text, no HTML)

Steps for composing and sending an email

1. Select the recipients of the message of the email.

2. Message. Enter the body of text you want to send to the email recipients.

3. Attach. Browse and select a single file that you would like to send as an attachment.

4. Send. When your email is ready, click "Send email now".

Scroll down to see more fields.

Send email now

Slide 9

Text Captions: Scroll down to see more fields.

Epic Bible Study

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☐ Sam Smith

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☒ Kevin Little

☐ Kelsey B. Payton

☒ Debbi Story

Subject (required)

Message (plain text, no HTML)

Attach a file

Type the subject and message of the email. If you have documents or images you want to attach such as a flyer or waiver form, use the Attach a file link.

1. Browse and select a single file you would like to send as an attachment.

2. When your email is ready, click "Send email now".

Note: Please be sure to proof-read your message before sending.

Slide 10

Text Captions: Type the subject and message of the email. If you have documents or images you want to attach such as a flyer or waiver form, use the Attach a file link.

Epic Bible Study

Dashboard Roster Attendance Prospects 1

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☐ Send an email to everyone in the group (1 of 6 people have an email address)

☒ Let me choose which people to email

☐ Sam Smith

☒ Drew Grant

☐ Leanne R. Grant

☒ Kevin Little

☐ Kelsey B. Payton

☒ Debbi Story

Subject (required)

Message (plain text, no HTML)

Select your file

Max file size of 5 MB

After you finish composing your email, click the Send email now button.

Note: Please be sure to proof-read your message before sending.

Send email now

Slide 11

Text Captions: After you finish composing your email, click the Send email now button.

Epic Bible Study

Dashboard Roster Attendance Prospects 1

6 people in this group

To search, type name and hit enter:

Members (5)

	Email	Phone	Social
Debbi Story	dstory332@gmail.com	501-255-6668	
Drew Grant	dgrao5@gmail.com	501-539-0198	
Kelsey Payton	kpayton@newtech...	501-235-8883	
Kevin Little	klittle@newtech...	(501) 798-4282	
Leanne Grant	lhenderson1209@gmail...	501-993-4477	

Before your group starts, you may want to print your roster to take attendance. Fellowship One has an option for you to download your roster as a PDF and a CSV file. Let's look at the PDF version first. Click the Download PDF link.

ACTIONS

View prospects

Add or invite someone to join

Send an email to the group

Download CSV

Download PDF

LEADERS

Sam Smith (You)

samsmith776@gmail.com

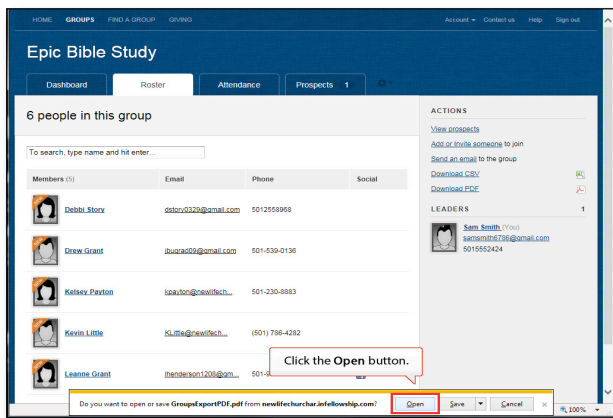
501-555-0424

Slide 12

Text Captions: Before your group starts, you may want to print your roster to take attendance. Fellowship One has an option for you to download your roster as a PDF and a CSV file.

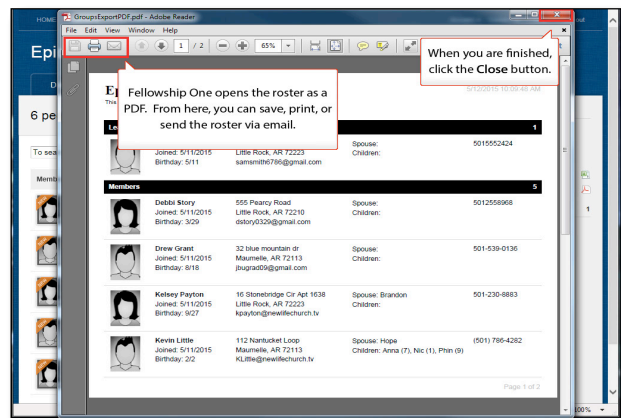
Let's look at the PDF version first. Click the Download PDF link.

## Communicating with Members and Managing Rosters



Slide 13

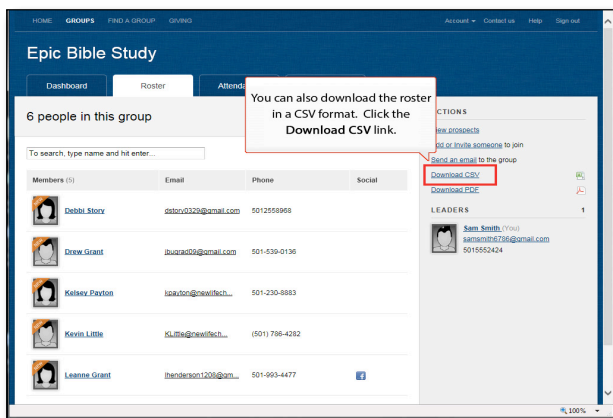
Text Captions: Click the Open button.



Slide 14

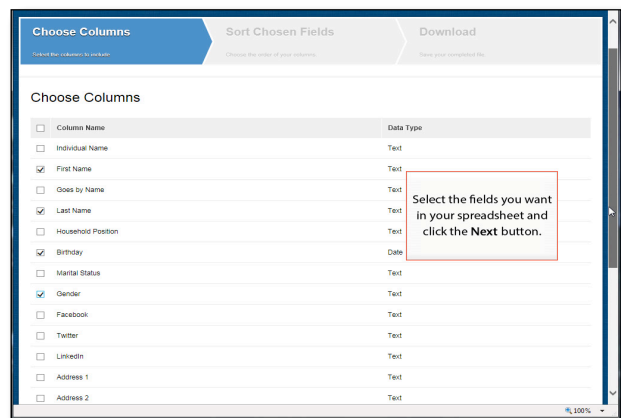
Text Captions: Fellowship One opens the roster as a PDF. From here, you can save, print, or send the roster via email.

When you are finished, click the Close button.



Slide 15

Text Captions: You can also download the roster in a CSV format. Click the Download CSV link.



Slide 16

Text Captions: Select the fields you want in your spreadsheet and click the Next button.

## Communicating with Members and Managing Rosters

Choose Columns

Select the columns to include

Field	Data Type
<input type="checkbox"/> Household Position	Text
<input checked="" type="checkbox"/> Birthday	Date
<input type="checkbox"/> Marital Status	Text
<input checked="" type="checkbox"/> Gender	Text
<input type="checkbox"/> Facebook	Text
<input type="checkbox"/> Twitter	Text
<input type="checkbox"/> LinkedIn	Text
<input checked="" type="checkbox"/> Address 1	Text
<input type="checkbox"/> Address 2	Text
<input type="checkbox"/> Address 3	Text
<input checked="" type="checkbox"/> City	Text
<input checked="" type="checkbox"/> State	Text
<input checked="" type="checkbox"/> PostalCode	Text
<input checked="" type="checkbox"/> Email Address	Text
<input checked="" type="checkbox"/> Phone Number	Text

Cancel Next >>

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Slide 17

Text Captions: Select the fields you want in your spreadsheet and click the Next button.

Sort Chosen Fields

Column Name	Data Type
1 First Name	Text
2 Last Name	Text
3 Birthday	Date
4 Gender	Text
5 Address 1	Text
6 City	Text
7 State	Text
8 PostalCode	Text
9 Email Address	Text
10 Phone Number	Text

Back Next >>

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Slide 18

Text Captions: Select the order for the fields and click the Next button.

Download

Your CSV file is ready for [download](#).

Once you've downloaded the CSV file - [Return to the roster](#)

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Slide 19

Text Captions: After the CSV files loads, click the Download link to view it.

Download

Your CSV file is ready for [download](#).

Once you've downloaded the CSV file - [Return to the roster](#)

Click the Open button.

Do you want to open or save 787e68f2-1801-4995-9ec7-4e0792902627.csv (736 bytes) from newlifechurch.com?

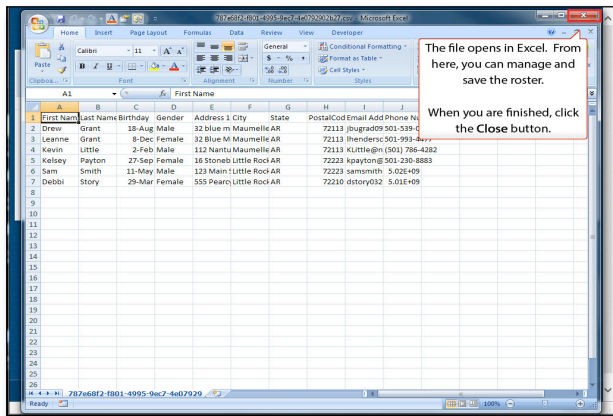
Open Save Cancel

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Slide 20

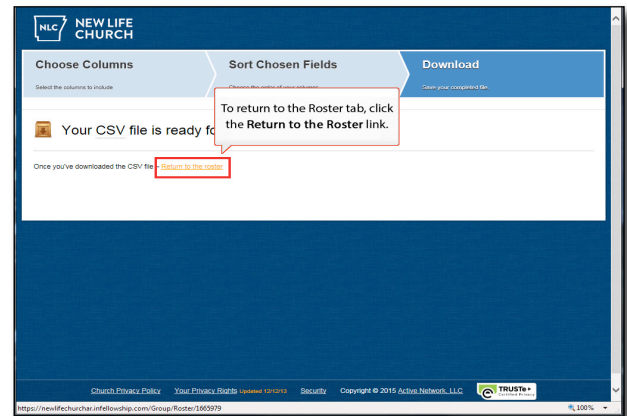
Text Captions: Click the Open button.

## Communicating with Members and Managing Rosters



Slide 21

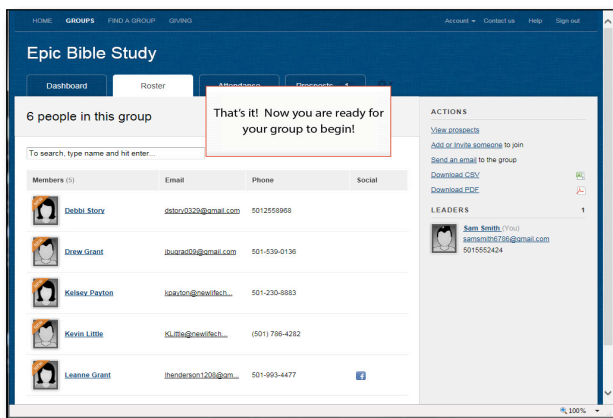
Text Captions: The file opens in Excel. From here, you can manage and save the roster.



Slide 22

Text Captions: To return to the Roster tab, click the Return to the Roster link.

When you are finished, click the Close button.



Slide 23

Text Captions: That's it! Now you are ready for your group to begin!