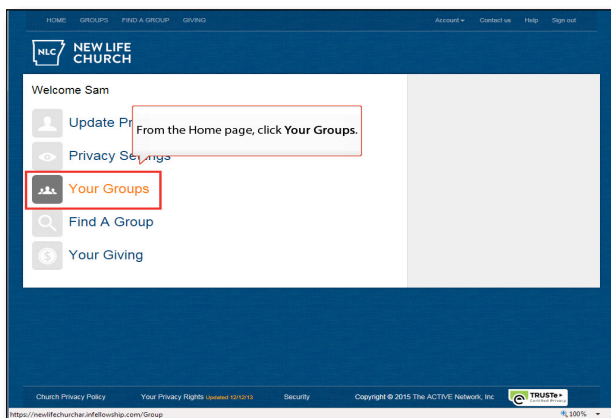Slide 1

Text Captions: Fellowship One Demo

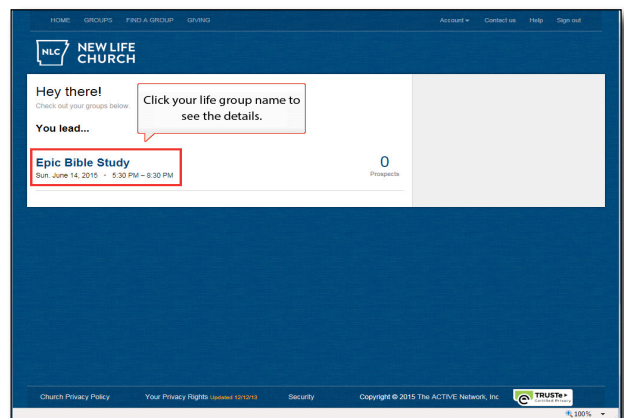How to Communicate with Group Members and Manage Rosters
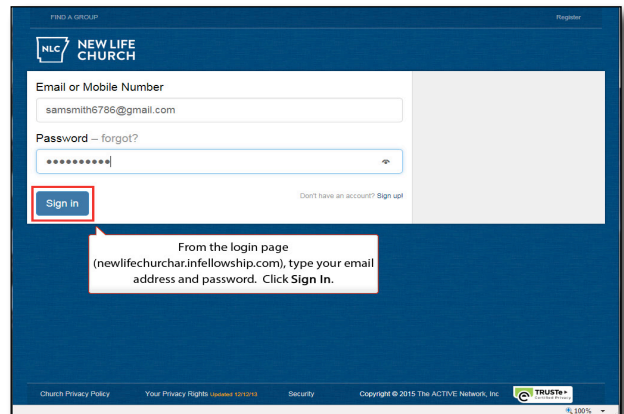
Slide 2

Text Captions: From the login page (newlifechurchar.infellowship.com), type your email address and password. Click Sign In.
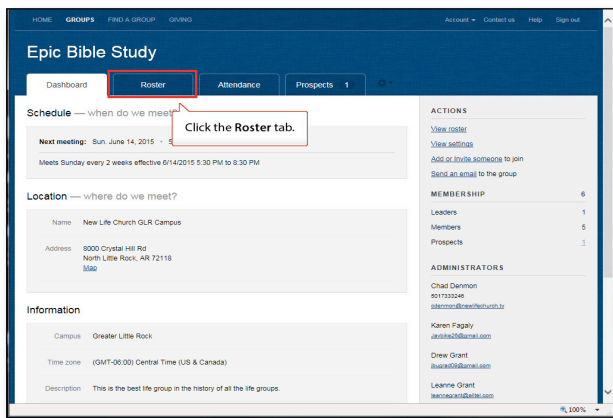

Slide 3

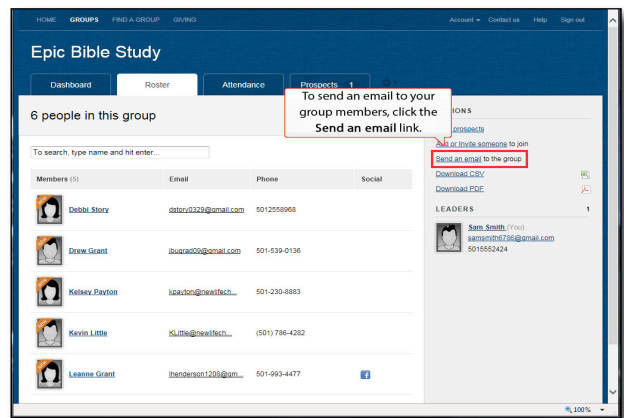Text Captions: From the Home page, click Your Groups.

Slide 4

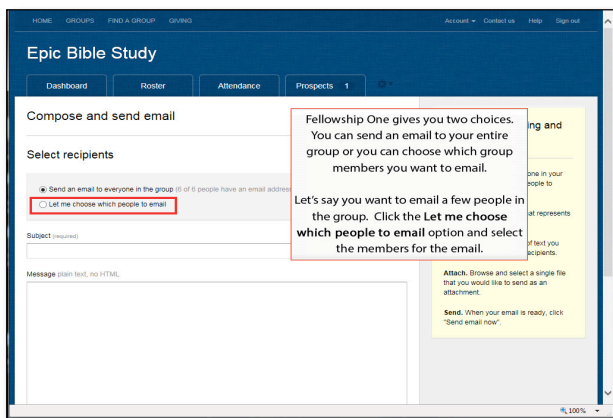Text Captions: Click your life group name to see the details.

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.
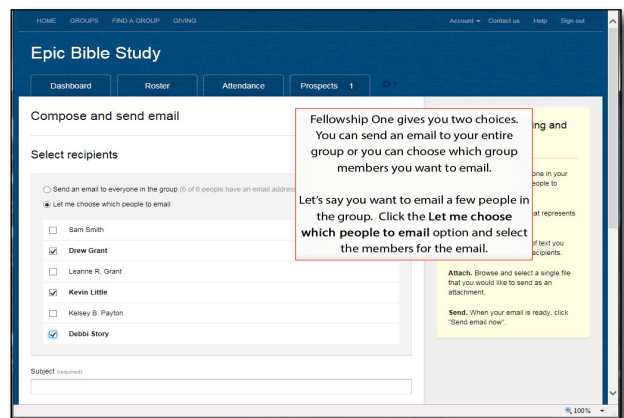
Slide 8

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.

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 9

Text Captions: Scroll down to see more fields.

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.

Slide 11

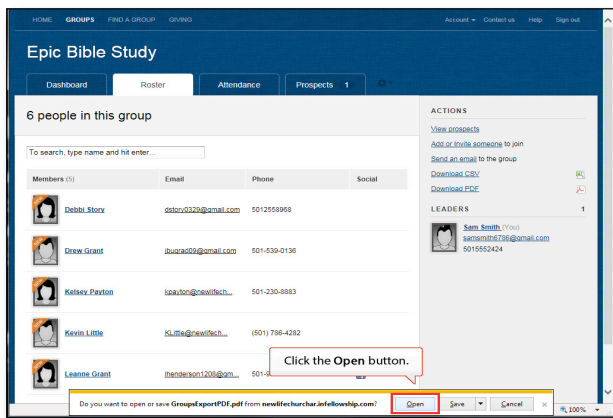Text Captions: After you finish composing your email, click the Send email now button.

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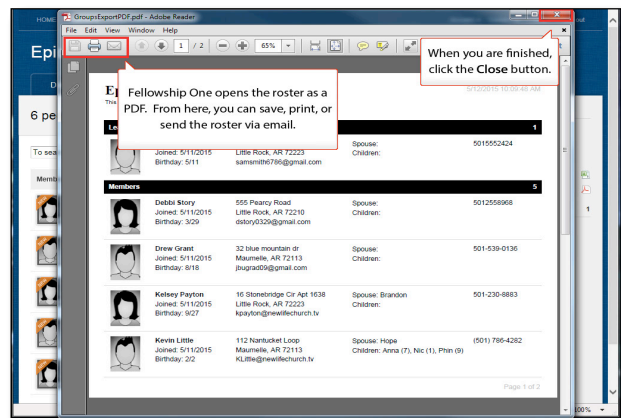
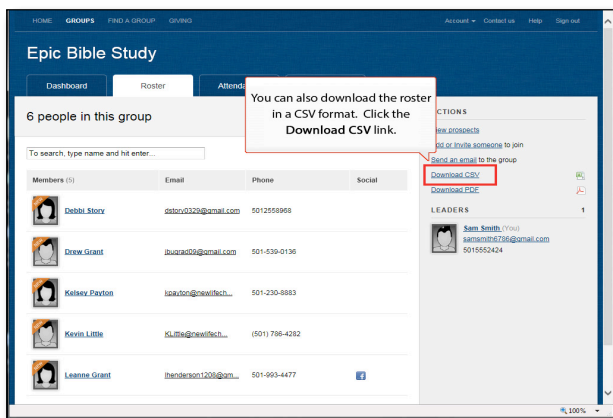Let's look at the PDF version first. Click the Download PDF link.

Slide 13

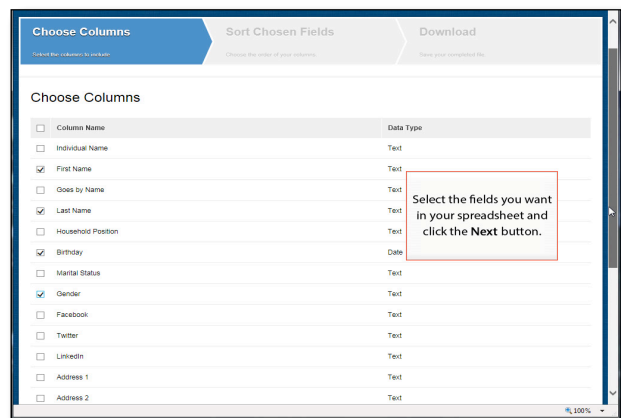Text Captions: Click the Open button.

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.

Slide 17

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

Slide 18

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

Slide 19

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

Slide 20

Text Captions: Click the Open button.
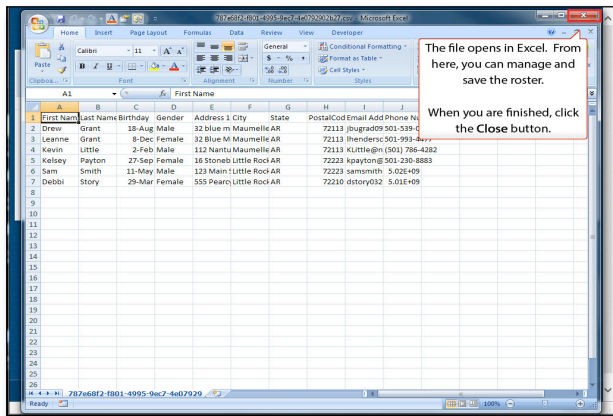
Slide 21

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

When you are finished, click the Close button.
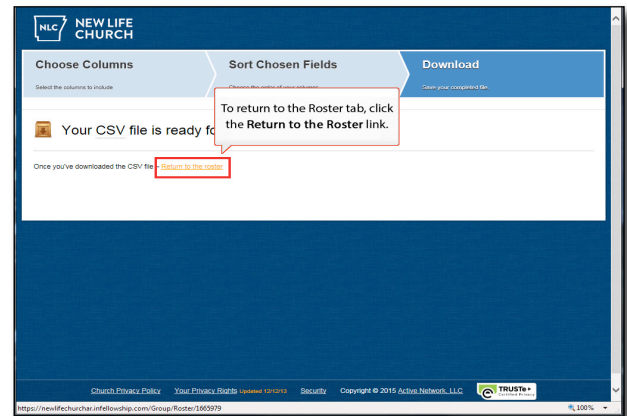
Slide 22

Text Captions: To return to the Roster tab, click the Return to the Roster link.
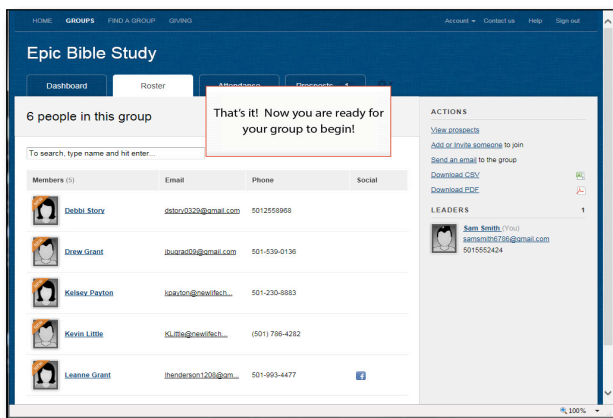
Slide 23

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