



## **LIFE GROUP LEADER DASHBOARD**

**ATTENDANCE • ROSTER • GROUP DETAILS**

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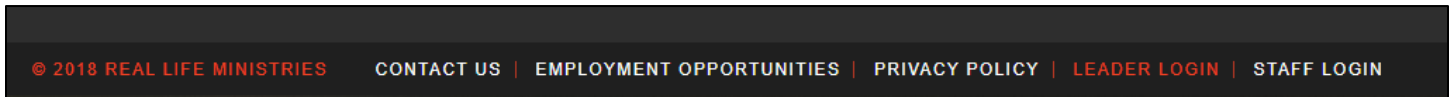
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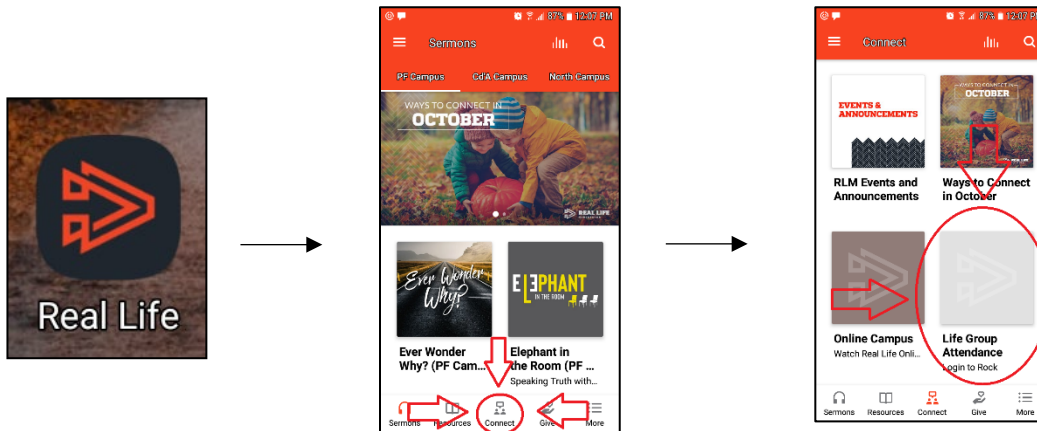
Several parts of the Leader Dashboard are still under construction. If you have any issues accessing or using your Leader Dashboard, or have suggestions for how it could work better for you, please contact Casey at [cdoyle@reallifeministries.com](mailto:cdoyle@reallifeministries.com).

## LOGIN TO THE LEADER DASHBOARD

- **COMPUTER:** Go to [www.reallifeministries.com](http://www.reallifeministries.com) and click “Leader Login” on the bottom toolbar OR go to [www.reallifeministries.com/leaderdashboard](http://www.reallifeministries.com/leaderdashboard)



- **PHONE:** Launch the App, click “Connect” at the bottom, then “Life Group Attendance.”



- **IF YOU'VE NEVER LOGGED IN BEFORE**, or if you've forgotten your username and/or password, click “Forgot Account”

### Leader Toolbox Login

Login

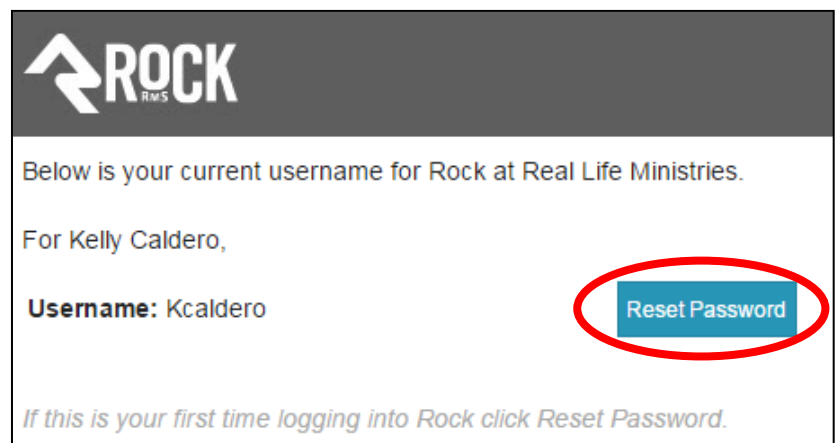
Username

Password

Remember me on this computer

If this is your first time logging into Rock click Forgot Account

- On the next page, enter your email address and click “Send Username.”  
The system will send you an email to reset your password.
- In your email, click “Reset Password.”
- If you don't receive an email, contact your Life Groups Pastor to verify that your email in the Rock database is correct.
- Enter and confirm your new password. Then return to the login screen at [www.reallifeministries.com/leaderdashboard](http://www.reallifeministries.com/leaderdashboard)



- **LOGIN** using your username and password.

# PAGES OVERVIEW

## LEADER DASHBOARD HOME PAGE

- **FEATURES** of the Home Page include:
  - o a list of resources including a link to the [Life Group Resources](#) page
  - o a list of the groups you are in in our database, including volunteering and your Life Group

**Group Toolbox**

*Upcoming Events*

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**Other Resources**

- [Life Group Resources](#)
- [Men's Events](#)
- [Women's Events](#)
- [Sports and Outdoors](#)
- [Church Calendar](#)


Groups
<a href="#">Staff Emergency Prayer Team (Volunteer)</a>
<a href="#">Kitchen Use Approved/Trained (Volunteer)</a>
<a href="#">Evan Meske (Pastor *)</a>
<a href="#">LG Coach Evan and Michelle Meske (Coach *)</a>
<a href="#">ELG Evan and Michelle Meske (Leader *)</a>

- **CLICK ON YOUR LIFE GROUP** on the left of the Home Page.
  - o The first 1-2 letters stand for the initials of your Life Groups Pastor, then “LG” for Life Group. For instance, Evan Meske’s group starts with “ELG” for Evan Life Group.
  - o Following that should be the group’s leader and spouse name, if applicable.
  - o The word in parenthesis is your role in the group. Leaders, Leader Spouses, Group Admins, and Breakout Leaders can be given access if requested.

## GROUP DETAILS PAGE

- FEATURES of the Groups Detail page include:

1. Functional Tabs
2. Group Name
3. Group Details
4. Group Roster



# Group Detail

[Group Toolbox Home Page](#) / [Group Detail](#)

**1** [Group Detail](#) [Attendance](#) [Connections](#) [Roster](#) [Add/Remove Group Member](#)

## **2** \*\*Test Group for Photo Shoot\*\*

**3** **Group Details:**  
Topic: Prayer for our congregation, elders, staff, and community  
Accepts Connections: Yes  
Accepts Summer Connections:  
Life Group Connection Status: Open  
Accepts Children: No  
Women's Discipleship Leader: Shannon Kay  
Location: PF Campus BLDG1 Room 112  
Contact Info: [cdoyle@reallifeministries.com](mailto:cdoyle@reallifeministries.com)  
Icon Color: 9900FF  
No Email:

**Leaders:**

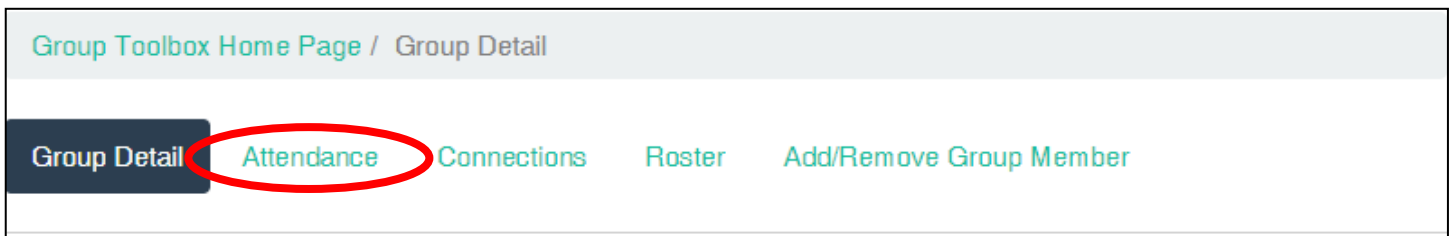
- Evan Meske (Leader)

[✉ Email Roster](#) [+ Add New Member](#) [Edit](#)

**4**

Member	Role	Phone	Email	Age	Remove Person
Fred Bosse	Apprentice <b>Active</b>	(208) 660-5457 (Mobile)	<a href="mailto:fbosse@reallifeministries.com">fbosse@reallifeministries.com</a>	56	<a href="#">Remove</a>
Vern Burgess	Member <b>Active</b>	(562) 841-4989 (Mobile)	<a href="mailto:vburgess@reallifeministries.com">vburgess@reallifeministries.com</a>	61	<a href="#">Remove</a>
Derek Dalton	Host <b>Active</b>	(208) 818-0665 (Home)	<a href="mailto:ddalton@reallifeministries.com">ddalton@reallifeministries.com</a>	36	<a href="#">Remove</a>
Casey Doyle	Group Admin <b>Active</b>	(208) 789-5649 (Mobile)	<a href="mailto:cdoyle@reallifeministries.com">cdoyle@reallifeministries.com</a>	28	<a href="#">Remove</a>
Evan Meske	Leader <b>Active</b>	(208) 457-0449 (Home) (208) 691-7423 (Mobile)	<a href="mailto:emeske@reallifeministries.com">emeske@reallifeministries.com</a>	45	<a href="#">Remove</a>
Cory Switzer	Men's Breakout Leader <b>Active</b>	(208) 704-7729 (Mobile)	<a href="mailto:cswitzer@reallifeministries.com">cswitzer@reallifeministries.com</a>	34	<a href="#">Remove</a>
Joe Troxell	Coach <b>Active</b>	(208) 641-7577 (Mobile)	<a href="mailto:jtroxell@reallifeministries.com">jtroxell@reallifeministries.com</a>	63	<a href="#">Remove</a>

## TAKE LIFE GROUP ATTENDANCE



- GO TO THE ATTENDANCE TAB at the top of the page.
- USE THE DROPDOWNS to indicate attendance for Life Group or give the reason for an absence.

Group Attendance

Attendees

Search:

Person	Last Attended Service	Worship Attendance	Last Small Group Attended	Small Group Attendance
Casey Doyle Group Admin	10/20/2019	<input type="text"/>	N/A	In Attenda
Cory Switzer Men's Breakout Leader	10/20/2019	<input type="text"/>	N/A	<input type="text"/>
Derek Dalton Host	10/13/2019	<input type="text"/>	N/A	In Attendance Sick Vacation
Evan Meske Leader	10/10/2019	<input type="text"/>	N/A	Work Sports Unknown
Fred Bosse Apprentice	10/20/2019	<input type="text"/>	N/A	<input type="text"/>
Joe Troxell Coach	10/20/2019	<input type="text"/>	N/A	<input type="text"/>
Vern Burgess Member	10/20/2019	<input type="text"/>	N/A	<input type="text"/>

Record Attendance For

- SET THE DATE for when your Life Group met, and click "Record."

**THANK YOU!** Having accurate Life Group and Worship Service attendance helps us better Chase the Strays and care for those going through difficult times!

## TAKE WORSHIP SERVICE ATTENDANCE

Unfortunately, many of our Members and regular attendees don't let us know they're at Worship—through a communication card, texting, etc. Now, Life Group Leaders are able to take Worship Service attendance for their group! And don't worry, the attendance won't be duplicated in the system. So when you ask who made it to service over the weekend, **please** take a moment to take attendance for it!

Group Toolbox Home Page / Group Detail

Group Detail **Attendance** Connections Roster Add/Remove Group Member

- GO TO THE ATTENDANCE TAB at the top of the page.
- USE THE DROPDOWNS to indicate attendance for service or give the reason for an absence.

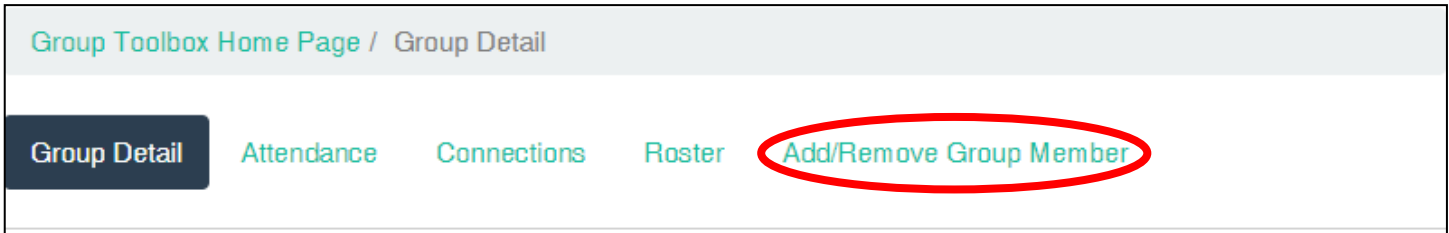
**Attendees** Search:

Person	Last Attended Service	Worship Attendance	Last Small Group Attended	Small Group Attendance
Casey Doyle <b>Group Admin</b>	10/20/2019	In Attend	N/A	
Cory Switzer <b>Men's Breakout Leader</b>	10/20/2019		N/A	
Derek Dalton <b>Host</b>	10/13/2019		N/A	
Evan Meske <b>Leader</b>	10/10/2019	In Attendance Sick Vacation Work Sports Unknown	N/A	
Fred Bosse <b>Apprentice</b>	10/20/2019		N/A	
Joe Troxell <b>Coach</b>	10/20/2019		N/A	
Vern Burgess <b>Member</b>	10/20/2019		N/A	

Record Attendance For 10/23/2019

- SET THE DATE for the worship service, and click "Record."

**THANK YOU!** Having accurate Life Group and Worship Service attendance helps us better Chase the Strays and care for those going through difficult times!



## ADD A NEW GROUP MEMBER

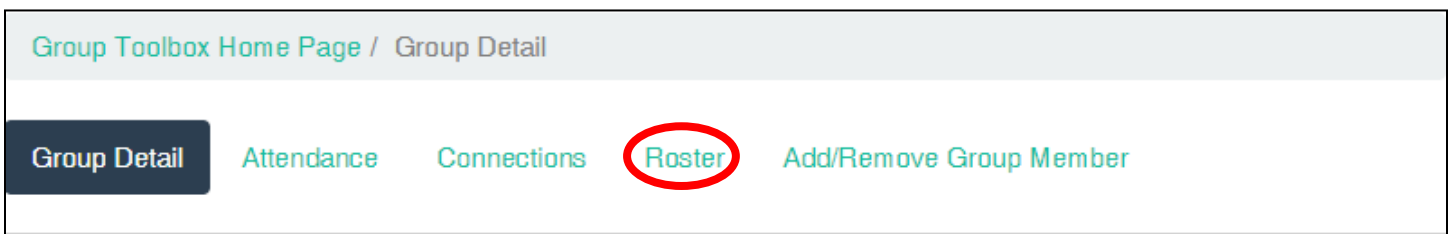
- **GO TO ADD/REMOVE GROUP MEMBER** at the top of the page.
- **CLICK “ADD”**
- **FILL OUT THE FORM** with the information you know.
  - The form requires a First Name, Last Name, and email address.
  - If you don't know their email address, put in your own or one that is obviously fake (such as [notreally@sure.com](mailto:notreally@sure.com)).
    - Forms with information not perfectly corresponding with a person's profile in the database will be sent to Casey Doyle to verify. No worries, this will just delay your request a smidge.
- **CLICK “SUBMIT”**
  - The system requires requests to Add or Remove someone from your group be approved by your Groups Pastor, so you won't see people added to your roster immediately. Please allow 2 business days (Sunday through Thursday, 9-4) for your Pastor to approve your request.
  - Contact your Groups Pastor or Casey at [cdoyle@reallifeministries.com](mailto:cdoyle@reallifeministries.com) to inquire about the state of your requests.

## REMOVE A GROUP MEMBER

- **GO TO ADD/REMOVE GROUP MEMBER** at the top of the page.
- **CLICK “REMOVE”**
- **FILL OUT THE FORM** with the information you know.
  - The form requires a First Name, Last Name, email address, and Removal Reason (so your Groups Pastor can follow up).
  - If you don't know their email address, put in your own or one that is obviously fake (such as [notreally@sure.com](mailto:notreally@sure.com)).
    - Forms with information not perfectly corresponding with a person's profile in the database will be sent to Casey Doyle to verify. No worries, this will just delay your request a smidge.
- **CLICK “SUBMIT”**
  - The system requires requests to Add or Remove someone from your group be approved by your Groups Pastor, so you won't see people removed from your roster immediately. Please allow 2 business days (Sunday through Thursday, 9-4) for your Pastor to approve your request.
  - Contact your Groups Pastor or Casey at [cdoyle@reallifeministries.com](mailto:cdoyle@reallifeministries.com) to inquire about the state of your requests.

## VIEW YOUR CURRENT ROSTER

Your roster can be viewed on the Group Detail page as well as on the Roster tab.



- **GO TO ROSTER** at the top of the page.

## EDIT YOUR LIFE GROUP DETAILS

You can edit your group details, such as time and place, straight from your Leader Dashboard!

Group Toolbox Home Page / Group Detail

**Group Detail** Attendance Connections Roster Add/Remove Group Member

- GO TO GROUP DETAIL at the top of the page.
- CLICK EDIT at the top right of the Group Roster.

Member	Role	Phone	Email	Age	Remove Person
Fred Bosse	Apprentice <b>Active</b>	(208) 660-5457 (Mobile)	<a href="mailto:fbosse@reallifeministries.com">fbosse@reallifeministries.com</a>	56	<a href="#">Remove</a>
Vern Burgess	Member <b>Active</b>	(562) 841-4989 (Mobile)	<a href="mailto:vburgess@reallifeministries.com">vburgess@reallifeministries.com</a>	61	<a href="#">Remove</a>
Derek Dalton	Host <b>Active</b>	(208) 818-0665 (Home)	<a href="mailto:ddalton@reallifeministries.com">ddalton@reallifeministries.com</a>	36	<a href="#">Remove</a>
Casey Doyle	Group Admin <b>Active</b>	(208) 789-5649 (Mobile)	<a href="mailto:cdoyle@reallifeministries.com">cdoyle@reallifeministries.com</a>	28	<a href="#">Remove</a>
Evan Meske	Leader <b>Active</b>	(208) 457-0449 (Home) (208) 691-7423 (Mobile)	<a href="mailto:emeske@reallifeministries.com">emeske@reallifeministries.com</a>	45	<a href="#">Remove</a>
Cory Switzer	Men's Breakout Leader <b>Active</b>	(208) 704-7729 (Mobile)	<a href="mailto:cswitzer@reallifeministries.com">cswitzer@reallifeministries.com</a>	34	<a href="#">Remove</a>
Joe Troxell	Coach <b>Active</b>	(208) 641-7577 (Mobile)	<a href="mailto:jtroxell@reallifeministries.com">jtroxell@reallifeministries.com</a>	63	<a href="#">Remove</a>

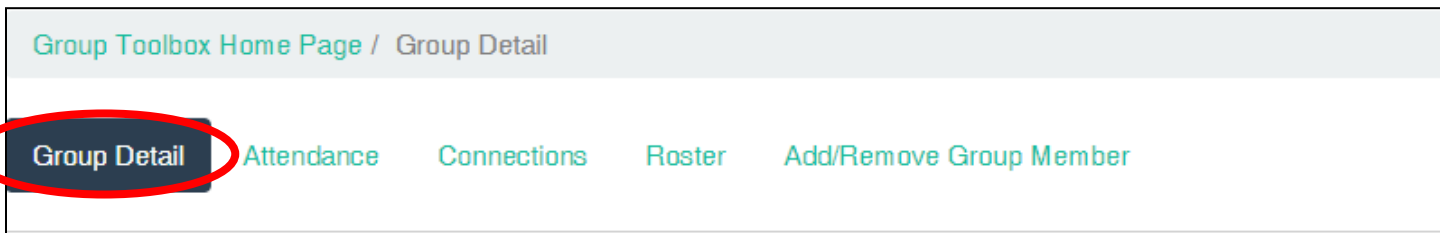
- UPDATE DETAILS AS NEEDED and click "Save" at the bottom left of the page when you're done.
  - o If you make changes to when/where you group meets, please let your Groups Pastor know so they can update their records, as well.



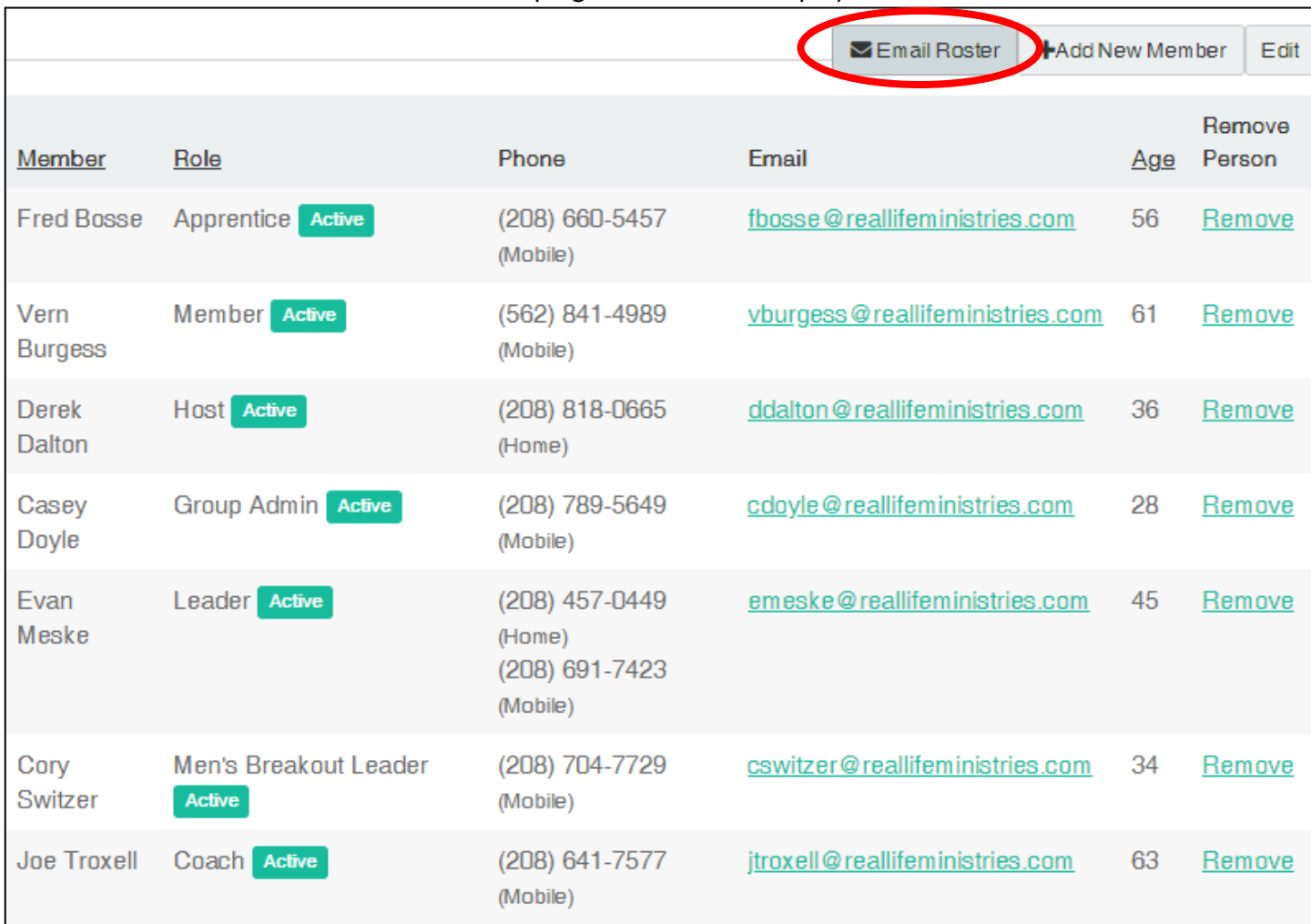
## EMAIL YOUR LIFE GROUP MEMBERS

You can send an email to your Life Group Members through your Leader Dashboard!

- At this time, SMS (texting) allows one-way communication only, so it's better to create a group text on your phone rather than attempt to utilize this feature for texting.



- **GO TO GROUP DETAIL** at the top of the page.
- **CLICK ON "EMAIL ROSTER"** at the top right of the roster display.



- **FILL OUT THE FORM** including the email subject and body. There are several style tools at your disposal including text formats, image insertion, and an HTML editing format. Have fun! :D
- **CLICK "SEND COMMUNICATION"** when you're done. That's it!