

Creating Life Group Shells Recap Page

Establishing Requirement of the Leader

1. Once you have received a potential leader's application, log in to *portal.fellowshipone.com*.
2. In the search bar, type in the leader's first and last name.
3. Select the person search result with the verified info.
4. On the person's page, scroll down to the section labeled REQUIREMENTS.
5. Click the plus sign in the REQUIREMENTS section to add a requirement.
6. In the requirement drop down menu, select LIFE GROUP LEADER APPLICATION.
7. Leave status as PENDING in the drop down menu for the life group pastor to approve.
8. Change the date to today's date.
9. In the PORTAL USER drop down menu, select your name since you are the portal user establishing this requirement.
10. Upload the PDF of the potential leader's online application by clicking CHOOSE FILE in the UPLOAD A DOCUMENT section of that page.
11. Click SAVE THIS REQUIREMENT.
12. (Once application is approved or not approved by the life group pastor, go to that potential leader's page, scroll down to the REQUIREMENTS section, and click EDIT to change the previously created PENDING status to APPROVED or NOT APPROVED.)

Creating a Life Group Shell for a Leader

1. Log in to *portal.fellowshipone.com*.
2. Click the GROUPS tab at the top, then VIEW ALL in its drop down menu.
3. Click ADD A GROUP under the ACTIONS section to the right of the screen. *(If you don't see that option under ACTIONS, call Kelsey at 501.230.8883.)*
4. On the next page, click your campus as the group type.
5. Click the appropriate semester in which the group will start.
6. On the following DETAILS page, type in the leader's name as the group name and select your campus from the drop down menu.
7. Click NEXT at the bottom of the page.
8. Click SKIP THIS STEP at the top of the next page.
9. Click SKIP THIS STEP at the top of the next page.
10. Click SAVE GROUP at the bottom of the next page.
11. In the green confirmation box on the next page, click ADD PEOPLE TO THIS GROUP.
12. Type that leader's name and click SEARCH.
13. Select the bubble under LEADER for the appropriate person from the search result.
14. To add a co-leader, click SAVE AND ADD ANOTHER. If there are no other leaders for that group, click SAVE.