



Managing Your Group Data

Upd 09.2022



GROUP INFORMATION WEBSITE & TOOLS

Twice a year we ask leaders to update group info before our Fall Group Launch (Aug/Sept) and the Lent Group Launch (Jan/Feb). It is important to update the member roster, meeting day&time and the description of your group when it is open.

Update your group info anytime using the App:

- Download the [Nativity App](#) - go to Group Management by clicking your account icon or photo in the top right corner. Click My Groups and use icons across the top to edit.
- Groups are listed on the public Nativity website when they are open to new members. Check out our [GroupFinder](#) website to see if your info is correct.



RECEIVING GROUP INQUIRIES

- Leaders receive inquiries from new potential members directly to their email and are expected to contact the person within 48 hours to arrange their first meeting.



ADDING GROUP PARTICIPANTS

- Update your member roster (add and remove people) real-time if possible so everyone receives engagement and communications related to small groups. You'll need a name, phone number and their email address to add them. When you open your group we will ask you a target group size. If you don't update your roster and receive inquiries to your group our system will automatically consider it "full" and it will disappear from the GroupFinder page.
- Our data team can also update your group roster if you cannot do so. Email smallgroups@churchnativity.com. Subject line ATTN: Janet Jester

love God love others make disciples

Church of the Nativity
20 E. Ridgley Road
Timonium, MD 21093