

REDEMPTION - MY GROUPS

When you are ready to begin using the My Groups page of the Portal, please take some time to review the Knowledge Base articles related to My Groups here:

<http://www.thinkministry.com/kb/portal/secure-pages/my-groups/>

In particular, you should be aware that the page has different functionality available for Group Members and Group Leaders, and you will want to acquaint yourself with both feature sets. In this document, I will briefly review the process for reviewing and “placing” a Group Inquiry. The Knowledge Base article for these features can be found here:

<http://www.thinkministry.com/kb/portal/secure-pages/my-groups/pending-members/>

You can navigate directly to the My Groups page of the portal by going to this link:

https://mp.myredemption.cc/portal/my_groups.aspx

For my “tyndallw” user, I see one group listed:

REDEMPTION WHERE MANY BECOME ONE

ABOUT LOCATIONS EVENTS WATCH CONTACT STORE GIVE

MYREDEMPTION PORTAL

Wakeham, Tyndall Logout

ONLINE GIVING

MY USER ACCOUNT

MY GIVING

MY STATEMENT

MY GROUPS

Group Name	Position/Role	Ministry Area
Blackpulp Test Group	Group Leader - Life Groups	Life Groups

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When I click on the Group Name, I’m taken to the info about that Group:

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GROUP DETAIL

[BACK TO MY GROUPS](#)

*Group Name: Blackpulp Test Group
Description: Just a test life group.
Meeting Time: On Sundays @ 5:00 PM
Default Address: 600 Independence Blvd
Greenville, SC 29615-4500
Contact: McGuire, John

[EDIT GROUP INFO](#) [CREATE NEW MEETING](#) [SEND GROUP EMAIL](#)

GROUP CALENDAR

[< PREV](#)

August

2017

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

GROUP LEADERS

McGuire, John
 Group Leader - Life
Not Groups

Radke, Tim
 Group Leader - Life
Not Groups

Wakeham, Tyndall
 Group Leader - Life
Not Groups

[VIEW ALL MEMBERS](#)

At the bottom of the page, there is a button called "View All Members". Clicking it will take me to a page that lists Current Group Members as well as a way to get to Group Inquiries:

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GROUP MEMBERS

[BACK TO GROUP DETAILS](#)

Current Members Pending Group Inquiries

[ADD GROUP MEMBER](#)

Display Name	Position/Role	Email	Mobile Phone	Home Phone	Date Joined
McGuire, John	Group Leader - Life Groups (Leader)	john@blackpulp.com			07/01/2017
Radke, Tim	Group Leader - Life Groups (Leader)	tim@blackpulp.com	503-602-8967	503-602-8967	07/01/2017
Wakeham, Tyndall	Group Leader - Life Groups (Leader)	tyndall@blackpulp.com	713-545-8989	281-746-2660	07/01/2017

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Clicking the "Pending Group Inquiries" link will show me the Group Inquiries:

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GROUP MEMBERS

[BACK TO GROUP DETAILS](#)

Current Members Pending Group Inquiries

Inquiry Date	Last Name	First Name	Email	Mobile Phone
7/28/2017 2:00:00 PM	Mac	Johnny	info@pointsnorthsys.com	412-555-1212
7/28/2017 2:00:00 PM	Mac	Johnny	info@pointsnorthsys.com	412-555-1212
7/28/2017 2:00:00 PM	Mac	Johnny	info@pointsnorthsys.com	412-555-1212
7/28/2017 2:00:00 PM	Mac	Johnny	info@pointsnorthsys.com	412-555-1212
7/31/2017 12:00:00 AM	Hawkins	LaDeidra	mzhawknz@me.com	864-497-9747

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If I click on the Date for any of the Inquiries in the list, I will be taken to a screen that shows me the submitted information:

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MY STATEMENT

ADD GROUP MEMBER FROM INQUIRY

SEARCH FOR CONTACT RECORD

* First Name:

* Last Name:

Email:

Mobile Phone:

CANCEL

SEARCH

IGNORE INQUIRY

NOTE: This step is a little confusing to Group Leaders, but with practice they'll get used to it. They view the person's information here, then click "Search" if they want to add the person to the Group or click "Ignore Inquiry" to not add them to the Group.

Clicking Search yields the following screen:

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[MY USER ACCOUNT](#)

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[MY STATEMENT](#)

ADD GROUP MEMBER FROM INQUIRY

SEARCH FOR CONTACT RECORD

* First Name:

* Last Name:

Email:

Mobile Phone:

[CANCEL](#)

[SEARCH](#)

[IGNORE INQUIRY](#)

Select	Last Name	First Name	Date of Birth	Email Address	Mobile Phone
select	Mac	Johnny		info@pointsnorthsys.com	*****1212

NOTE: You'll now see the person inquiring in the bottom list.

Clicking the "Select" link, will allow you to add the person to the Group, including setting their Group Role, etc:

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EDIT GROUP MEMBER

SEARCH FOR CONTACT RECORD

* First Name:

* Last Name:

Email:

Mobile Phone:

Group Role:

Notes:

[SAVE](#) [CANCEL](#) [IGNORE INQUIRY](#)

NOTE: Group Leaders should not typically modify the Name, Email and Phone Number. They should only set the Group Role and add any relevant Notes.

Clicking Save will add the User to the Group:

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EDIT GROUP MEMBER

SEARCH FOR CONTACT RECORD

 The Group Participant was Created Successfully

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