

InFellowship Overview & Instructions

Bookmark the InFellowship link: <https://timbercreek.infellowship.com/userlogin/>

Login to InFellowship with your email address and the password. (If you have had a group in the past use the same username and password as before. If you are a new group leader, you should have received an email with your username and password in it.)

How do I add & remove people from my roster?

Adding people to your roster:

1. **Login** to your InFellowship account and click “Your Groups”
2. Select your group and click “**Add or invite someone to join**” on right column.
***ONLY ADD INDIVIDUALS TO YOUR GROUP. DO NOT INVITE ANYONE THROUGH INFELLOWSHIP TO JOIN YOUR GROUP.**
3. Enter the individual’s information and click “**next**”. Make sure you enter the full first name and the full last name when searching for an individual.
4. Confirm individual and click “**Add to group**”.

Removing people from your roster?

1. **Login** to your InFellowship account and click “**Your Groups**”.
2. Select your group and click “**Roster**”.
3. Select the member you wish to remove.
4. Click “**Remove from group**” on right column and confirm choice.

How do I complete attendance for my group?

It is important that you complete attendance directly after each time your Group meets. It’s Easy!
ONLY ONE LEADER SHOULD POST ATTENDANCE FOR YOUR GROUP!

1. Login to InFellowship with the above link. Click *YOUR GROUPS* and choose the group you are trying to post attendance for.
2. **Make sure to add individuals who attended your group to your roster PRIOR to trying to post attendance.**
3. Click on the “**Attendance Tab**”
4. Click “**Enter Attendance**” beside the green plus sign.
5. Select “**ADD YOUR NEW EVENT**”
6. Enter the date and time of your meeting
7. Select the individuals who were in attendance.
8. If a name doesn’t show up on your roster, they have not yet been added to your group. *You will need to add all individuals except you as the leader to your roster for your first group meeting. *See below: How do I add & remove people from my roster?
9. Once all individuals have been added to the roster, select the individuals that attended the group meeting.
10. Click Save Attendance!

As a reminder, please do not invite people to your group through InFellowship as this can create issues within the system. Please use email, social media, text, etc. to invite them to join.

***If you want to add someone to your group that does not attend our church, you will not be able to add them to your roster in InFellowship. Please obtain their personal information, such as name, date of birth, address, email, contact phone number, etc. and email Taylor Brookshire at taylor@lufkin.org. She will then enter their information into our system and add them to your roster. The next time they attend your group, you will then be able to include them in your attendance.**

Please contact Taylor at taylor@lufkin.org with any questions regarding InFellowship.