



MANAGING YOUR LIFE GROUP ROSTER

Life Group leaders can add and remove members from their roster using the Church Center app or at [Home - Valley Church \(churchcenter.com\)](https://www.churchcenter.com)

HOW TO ADD A MEMBER TO YOUR LIFE GROUP

- From the main screen, tap or click on **Groups**.
- Tap the group for which you are adding a member.
- Tap the **Members** tab at the top (app) or side (web).
- Tap the **Add** button at the bottom (app) or top (web).
- If your new potential member is right there, have them scan the QR code.
 - If they already have the Church Center app, that link will take them to your group and request to join all in one scan.
 - If they don't have the Church Center app, it will direct them to Church Center on the web where they can create a new account and request to join.
- If someone prefers or is not able to scan the QR code, you can share that same link however you'd like (i. e. email or text) with your device's share options.
- After the new potential member requests to join your life group, you will see an alert and receive a push notification that someone has requested to join.
 - Choose one of those and you'll see an image, extra details, and the ability to confirm or deny their request.

HOW TO REMOVE A MEMBER FROM YOUR LIFE GROUP

- From the main screen, tap or click on **Groups**.
- Tap the group from which you are removing a member.
- Tap the **Members** tab at the top (app) or side (web).
- Tap on the name of the member you want to remove.
- At the bottom, tap or click **Remove Member**.

HOW TO CHANGE A GROUP MEMBER'S ROLE TO ATTENDANCE TAKER

- From the main screen, tap or click on **Groups**.
- Tap on the group for which you want to make someone an attendance taker.
- Tap on the **Members** tab.
- Tap on the name of the member you want to make an attendance taker.
- Under Permissions, toggle or click on **Can Take Attendance**.

Need Assistance? Contact us at LifeGroups@valley.church