Frequently Asked Qeustions

How do I access the House Life Group Page?

- 1. Go to WelcometotheHouse.com
- 2. Navigate to the "Connect" Tab and select "Life Groups"
- 3. Click "Sign up Here for Life Groups."
- 4. This will take you to WelcometotheHouse.ChurchCenter.com

How do I log-in to Planning Center to respond to Group Requests?

- 1. Follow the link in your email or go to the website <u>Planning.Center</u>
- 2. Click "Log In" which will take you to the website <u>Accounts.PlanningCenterOnline.com</u>
- 3. When you log-in you will land on your Planning center dashboard, click the link in the upper left corner and select "Groups."
- 4. This will take you to your groups page Groups.PlanningCenterOnline.com
- 5. When you click on your group, you will see your membership requests at the top of your members page.

How do I take attendance?

- After your life group, navigate to your group's page as listed above <u>Groups.PlanningCenterOnline.com</u>, and select the "Events" tab on the left side of your screen.
- 2. Scroll to your most recent Life Group and select "Report Attendance."

If you have any questions, please feel free to email Adam@welcometothehouse.com