

Setting Up Your Group

Once you login to your Mylifegate account, you will see your group over on the lefthand side.

LIFEGATE CHURCH

[MY ACCOUNT](#)
[GIVE NOW](#)
[GROUPS](#)
[FORMS](#)

Account Info
[Change Password](#)
[Logout](#)

Groups
PPN: Elliott Lifegroup (Member)
TEST GROUP | SUNDAY | Lexie (Leader *)

Recent Registrations

LEXIE FRESHMAN
38 years old (6/7/1985)
Female

Contact Information
Home Address: [Redacted] Phone: [Redacted]
Email: lfreshman@discoverlifegate.com
Contribution Statement Delivery Method: Email
[Update Profile >](#)

Freshman Family
Ryan Freshman

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Select your group, then here is what your screen will look like. Select edit to edit what is displayed on our website.

LIFEGATE CHURCH

[GROUPS](#)
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Groups
PPN: Elliott Lifegroup (Member)
TEST GROUP | SUNDAY | Lexie (Leader *)

TEST GROUP | SUNDAY | LEXIE
Sermon based discussion. Children Welcome. Any other information you feel is important to share with those who may be interested in your group.
This group is over capacity by 2 individuals.

Group Details:
Image:
Group Focus:
Phase of Life:
Group Type:
Group Attributes:
Leader Video:
Reporting Ministry:

Leaders:
• Lexie Freshman (Leader)
• Ryan Freshman (Leader)

[Edit >](#)

Roster Attendance

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Now you can edit the information for your group. See the screen shot below for examples.

Name your group with this format:

Group type | Day it Meets | Last name of leaders

The active check mark to the right always needs to be checked, otherwise this will archive your group. It can be recovered but it's just easier if it doesn't get unchecked unless your group is disassembling.

Description:

Highlight if you do sermon-based discussions/men's curriculum/women's curriculum/etc..

Also, a great place to add if children are welcome or a meal is served.

Any other information is great but this doesn't need to be an "about you section".

We want clear and concise information.

Group Schedule needs to be set. Select how often, day and time.

You are not responsible for uploading your image. Please let us know if you need your picture taken!!!

The screenshot shows the 'Group Toolbox' page for a group named 'TEST GROUP | SUNDAY | Lexie'. The page is part of the 'myLifegate' system, with a navigation menu on the left containing 'myLifegate Home', 'MY ACCOUNT', 'GIVE NOW', 'GROUPS', and 'FORMS'. The 'GROUPS' menu is expanded, showing a list of groups including 'PPN: Elliott Lifegroup (Member)' and 'TEST GROUP | SUNDAY | Lexie (Leader *)'.

The main content area includes the following sections:

- Name:** A text input field containing 'TEST GROUP | SUNDAY | Lexie' and a checked 'Active' checkbox.
- Description:** A text area containing 'Sermon based discussion. Children Welcome. Etc... | Any other information you feel is important to share with those who may be interested in your group.'
- Group Schedule:** Radio buttons for 'None', 'Weekly' (selected), and 'Custom'.
- Day of the Week:** A dropdown menu set to 'Sundav'.
- Time of Day:** A text input field set to '6:00 PM' with a clock icon.
- Image:** A placeholder image with an 'Upload' button below it.

As you scroll down further, you will see more options of information to add for your group. What is option and required has been noted.

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Group Focus ⓘ

These two categories are not required. No need to select an option.

Phase of Life ⓘ

Group Type ⓘ

You MUST select at least one group type!

Men Only Adults (Mixed) Singles Married
 Women Only Young Adults Seniors (55+)

Group Attributes ⓘ

These are also optional

Zoom Dinner Provided Spanish Speaking
 Children Welcome Bilingual

Leader Video

You must select an option here!

Reporting Ministry ⓘ

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A LOCATION MUST BE ENTERED.

If you select "Member Location" it will pull up the leaders and added members of the group for you to choose one of their addresses.

"Other Location" will allow you to add an address of any location if your group meets somewhere else rather than in a home.

Locations

Member Location **Other Location**

Location

15555 W Dodge Rd
Omaha, NE 68154-2070

Type

Meeting Location

Don't forget to hit save!

LIFEGATE CHURCH 402.330.5724 info@discoworldlifegate.com

LOCATIONS West Dodge Papillion Midtown

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Attendance Taking: This is located on the screen once you have clicked on your group. You will see the roster or attendance tabs.

Attendance is easy!
 Just select the check mark next to the date you met.
 If you meet on a day that groups aren't typically in session, but you still want attendance for it, select the + sign in the circle on the top right side of the grid. There you can input additional days that you met and add the attendance.

myLifegate Home / My Account / Group Toolbox / Group Attendance / Group Attendance Detail

Attendance For
5/28/2023

We Did Not Meet

Members

Sort by
 First Name > Last Name >

Freshman, Lexie
 Freshman, Ryan

Save > Cancel >

Print >

Attendance For
5/28/2023

We Did Not Meet

Members

Sort by
 First Name > Last Name >

Freshman, Lexie
 Freshman, Ryan

Save > Cancel >

Print >

Search...