

HOW DO I ACCESS MY GROUP RESOURCES AND OTHER INFORMATION?

Journey Bible Church uses a suite of interconnected online apps called Planning Center Online. This allows us to keep a seamlessly connected and accurate database of information for all registrations, check-ins, group membership and more.

While this has many benefits, we recognize that there are elements of the software that often seem confusing. Hopefully, this quick guide will help anyone easily get the access they need.

THE LINK

Planning Center Online Groups app gives us a common link for everyone to use to gain access. <https://journeybible.churchcenter.com/groups>

LOGGING IN

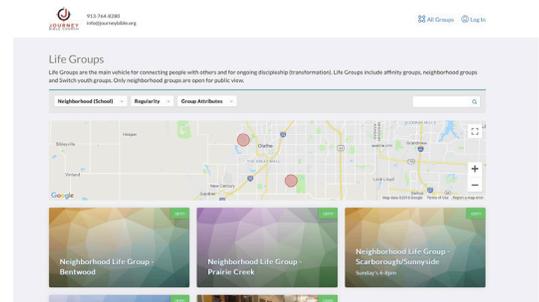
The first time you go to this link on a given device (computer, phone, iPad), you will see a list of publicly visible Life Groups only. You will have to log in order to see the groups that you belong to. **(1)**

Simply click on the Log In button located at the top right to begin the process.

This is where it gets a little confusing. Planning Center does not use the traditional username / password system. Instead, it uses your email in order to place a "cookie" on your device. It's supposed to make things easier, but we admit, it often seems to have the opposite effect.

Enter your email address. This must be an email address that is already in your database profile. We recommend you use one consistent email when using our Journey Bible Church database apps (groups, registrations, etc.). **(2)**

Planning Center will inform you that a log in link has been sent to the email address you provided. **(3)**



(1)



(2)



(3)

LOGGING IN (continued)

Check your email. You will receive an email from Journey Bible Church with the subject line "Log Into Church Center Online". Click the link provided in the email. **(4)**

The link will open your browser to the Groups portal (churchcenteronline), and boom! You're logged in and can see all groups that you are a part of. **(5)**

Note that once you do this, you should not have to do it again on a given device (unless you log out for some reason). Know that this is device specific. So if you do it on your home computer but then go to log in on your work computer or phone, you'll have to go through the process again (for each device).

But nonetheless, once you are logged in, you're logged in.

FINDING RESOURCES

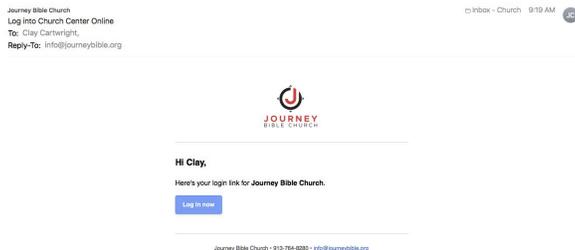
Resources for Life Groups, Men's Fraternity, Women's Bible Study, etc. are located inside each group. Begin by navigating to the group you're looking for. Click on the group name (or image) to go to the group.

Now you are in the group and can see group information and resources. **(6)**

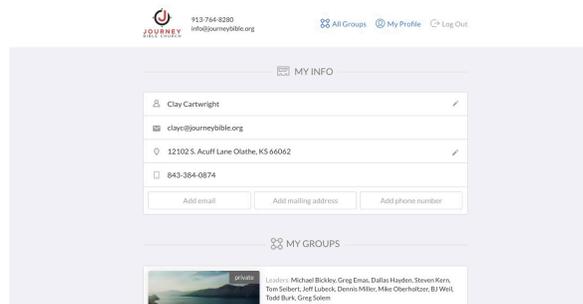
Scroll down the page. You will see two tab titles next to one another: Leaders and Resources. Click on the Resources tab to reveal the list of resources available to you. Click on a specific resource to download. **(7)**

There you go. You're in. Again, every future trip to the Groups portal (this link is also located on the Life Groups section of our website) will skip the whole log in process unless you are using another device for the first time.

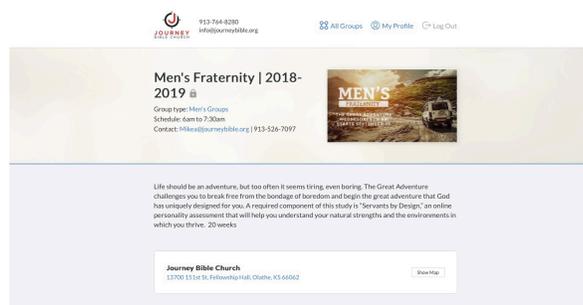
Thanks for your patience and understanding. If you have any questions at all, please contact me at clayc@journeybible.org.



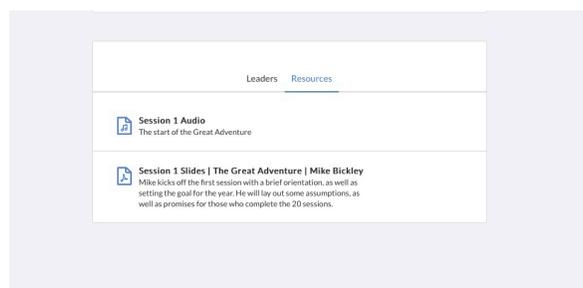
(4)



(5)



(6)



(7)

