

Below are step by step instructions on how to add participants to your Group Roster.

If you are not familiar with CCB (Community Church Builder) or you currently do not have a log in for CCB please contact your coach for help.

Adding or Inviting People to a Group via a Group

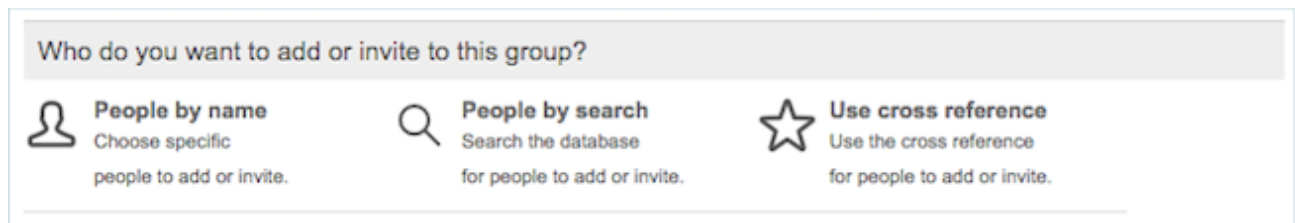
There are two ways to access the add/invite screen:

From the Participant Tab

1. Start by accessing the Group you wish to add new members to.
2. Select **Participants** tab.
3. Click **New Member**.

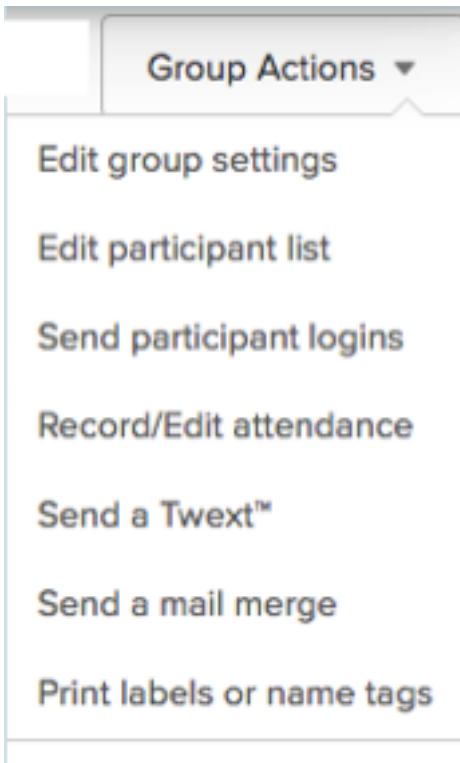


4. You will be taken to the *Add or Invite to this Group* overview page.

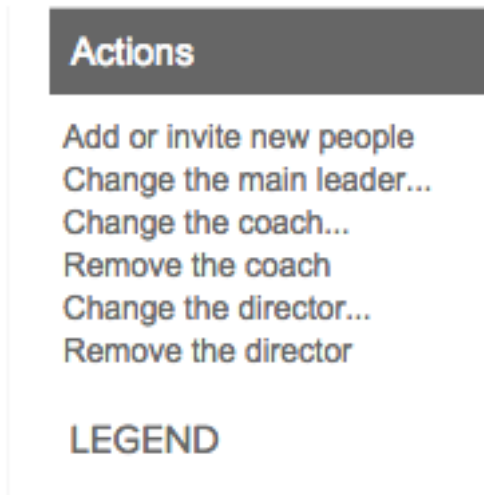


From the Group Actions menu

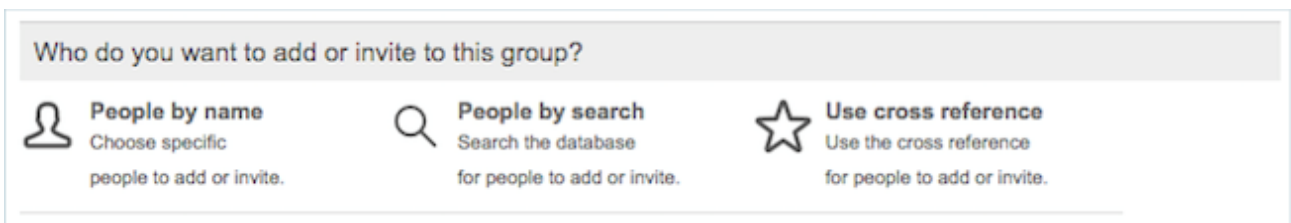
1. Start by accessing the Group you wish to add new members to.
2. Click **Group Actions** in the upper right.
3. Click **Edit Participants List**.



4. Under **Actions** on the right, click "Add or invite new people".



5. You will be taken to the Add or Invite to this Group overview page.



Is It Best To Add Or Invite Someone To A Group?

- Adding a person simply puts them in the Group. No notification is sent to tell them they were added.
- Inviting a person allows you to send an email to the person with a link to view the Group and find out more about it, then they can join the Group if they're interested.

Warning: If a person does not have an email address in their Profile, they will not be notified of the invitation.

How to Add or Invite Someone to a Group via a Group

Add or Invite People by Name

1. On the Add or Invite to this Group overview page, click **People by name**.
2. Select **Add directly** or **Invite**.
3. Start typing the name of the first person you want to add.
4. Hit enter on your keyboard or click the person's name and they will be added to the list; they are not added to the Group yet.
5. Repeat steps 2 and 3 for each additional person you are adding to the Group.


Who do you want to add or invite to this group


Add or invite people


Add directly Invite


Tonya Jones x

jd

 **Joyce Appodaca**
Larry

 **John Barnett**
34334343 / Beth

 **Josh Cartman**
(719) 555-5451

 **John Davis**
6547893625 / Linda

Joyce Appodaca

Membership Type: Visitor

Spouse Name: Larry Appodaca

Marital Status: Married

Family Position: Spouse

Campus: TCC - South

6. Once all the names are entered, click **Add Now**.