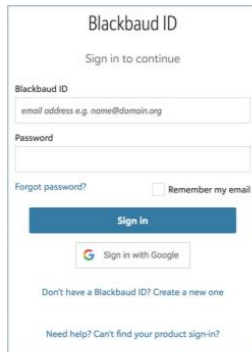![Grace Chapel logo] GRACE CHAPEL

Engaging Small Groups – Users Guide
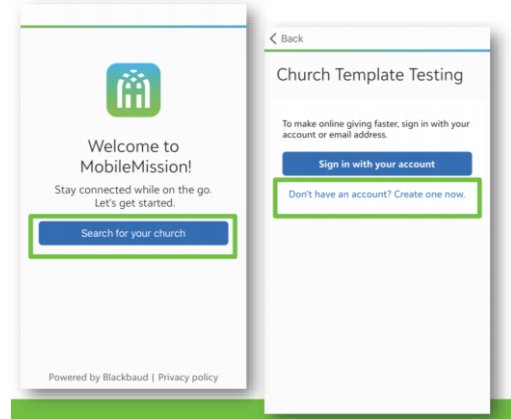
Set up your Blackbaud Account

Get In

To first get into *Blackbaud Church Management*, you'll receive a Welcome email invitation. After you select **Confirm email** in your invitation, simply sign in with your Blackbaud ID.

- If you already have a Blackbaud ID, enter its email address and password and select **Sign in**. If you use a Google email address, you can also select **Sign in with Google** to sign in with your Google credentials.

- If you don't yet have a Blackbaud ID, select **Create a new one** to set up your credentials and, when you receive another Welcome email message, confirm your email address again.
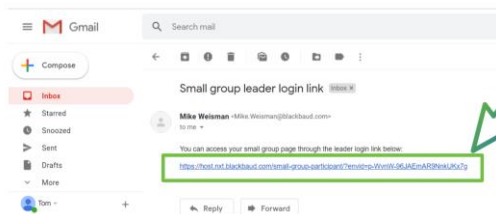
Download the Mobile Mission app to your phone

Access Your Small Group
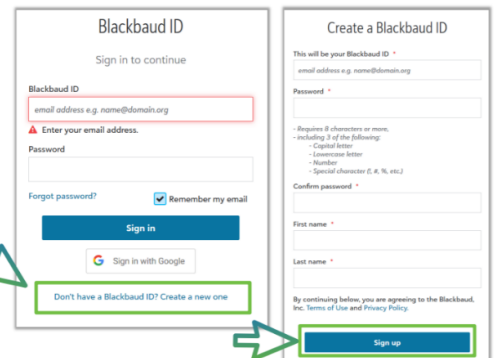

Accessing Your Small Group Page

1. Click on the link that Your Church Admin provided you.

Accessing Your Small Group Page

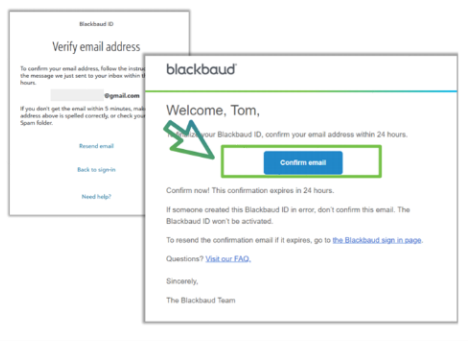2. If you already have a BB ID, enter your login info, and click SIGN IN

If not, click on **Don't have a Blackbaud ID? Create a new one**

Accessing Your Small Group Page

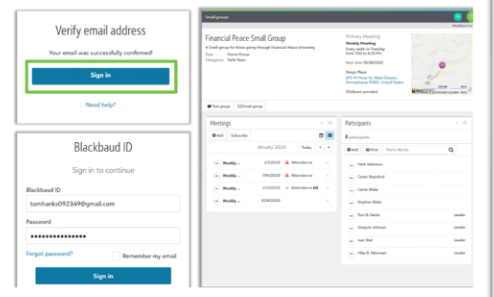3. Next, Verify your email from your email client.

Click on the **Confirm Email** button

Accessing Your Small Group Page

4. Click the Sign in Button, and enter the credentials you just created
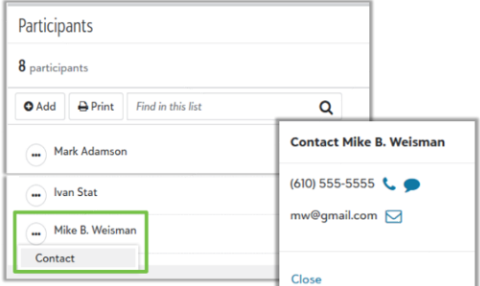
This will take you to your Small Group page

Engaging Small Groups – Users Guide

GRACE CHAPEL

Contact Your Small Group
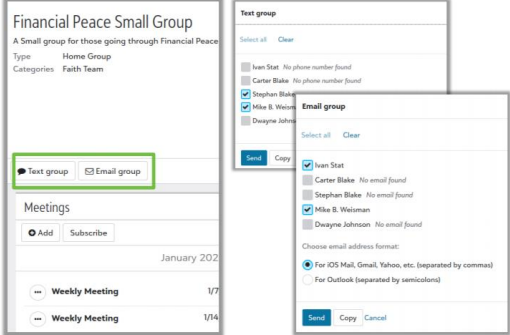
Contact your Group Members

To contact an individual participant, click on the " ... " button next to the participant and select **Contact**

Contact your Group Members

To text the whole group, click the **Text Group** button.

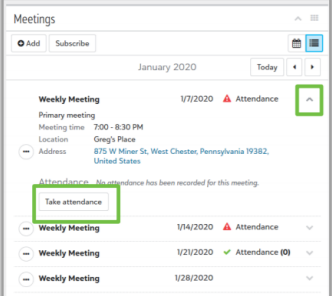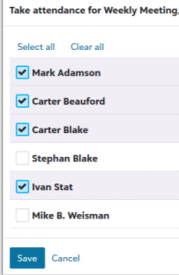To email the whole group, click the **Email group** button.

Take Attendance

Take Attendance

Click the **Take Attendance** button under the meeting you want to mark attendance for.

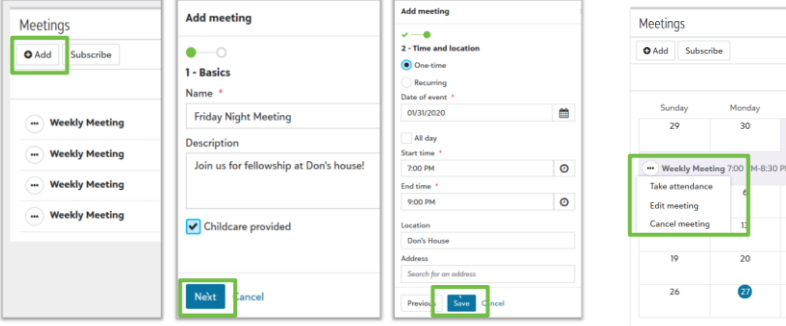Check the boxes next to each name and hit **Save**.

Update or add your meeting time, date, or location

Update your meeting time, date and location by logging into the desktop version of blackbaud at blackbaud.com. Select "church management" from the list in top left hand corner.

Add and Manage Meetings

To add a Meeting, click the **+Add** button.

Enter the meeting details, then hit **Save**.

Update Your Small Group

Need to update your Small Group Roster (Add, delete, update contact info)?

Contact your campus administrator or groups@grace.org