

Group Finder - Create a Profile

1. An initial profile must be created in order to join an Atlee small group. To create a profile go to <http://www.atleechurch.org/pages/connect/smallgroups.htm> and click on “create a profile” as pictured below.

We have a Small Group just for you!

Click here to [browse](#) Atlee small groups

To join a small group you will first need to [create a profile](#).

Small group members, leaders, and coaches enter your password and click login:

Small group members who need a password please email your request to memberpass@atleechurch.org

Small group leaders and coaches who need a password please contact pam.harris@atleechurch.org

2. Search for a Profile - The following screen should appear. At this screen enter your last name and click on “Search by Last Name” to verify that your profile does not already exist. Note: Your profile may have already been input into the system by a group leader.

- [Enter a new GroupFinder profile as a couple](#) (for couples who want to be in the same group)
- [Enter a new GroupFinder profile as an individual](#) (for individuals looking for a group)
- Search for your previously entered GroupFinder profile to update or complete it.

Enter Last Name:

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2a. If your profile is not found then the following message will display at the top of the screen. In this example I did a search for the last name of Gates.

No records found with the last name of Gates, please re-enter

2b. If you already have a profile you will see the following screen. In this example I searched for the last name of Geer. In this case you would select the appropriate name and enter your individual password. Click on “Email My Password” if you do not know your password.

Please select your record and enter your password below.

If you have forgotten your password, select your record and click

the 'Email My Password' link to have your password sent to your email account.

If you are a couple and both of your records are displayed, select either member of the couple.

[Email My Password](#)

Kim Geer at 9838 Littlerock Court

Tim Geer at 9838 Littlerock Court

Password:

[Email My Password](#)

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3. Enter a Profile – Click on the appropriate choice for **individual** or for a **couple**.

Note: In most cases you will select individual. Only select couple if you plan on attending all small groups as a couple and never attending small groups as individuals.

- [Enter a new GroupFinder profile as a couple](#) (for couples who want to be in the same group)
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Enter Last Name:

Search by Last Name

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4. Profile Selection Example for an **Individual** – **Go to 5 if you selected couple.**

Complete the information. Note: The password you enter here is your own individual unique password. Click on “continue to group preferences” after the information is complete. Please go to **step 7**.

Name/Address/Contact Information

First Name: Last Name:

Mailing Address:

Address Line 2:

City: State/Province: Zip/Postal Code:

Email Address:

Home Phone:

Work Phone:

Cell Phone:

Password (required to change information later):

Confirm Password (re-enter password for verification):

Continue to Group Preferences

Undo Changes

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5. Profile Selection Example for a Couple

Complete the information. Note: The password you enter here is your own individual unique password. Click on "continue" after the information is complete.

Couple Name/Address/Contact Information

Person 1

First Name: Last Name:

Email Address:

Mailing Address:

Address Line 2:

City: State/Province: Zip/Postal Code:

Home Phone:

Work Phone:

Cell Phone:

The password below is the same for both members of the couple

Password (required to change information later):

Confirm Password (re-enter password for verification):

Person 2

First Name: Last Name:

Email Address:

Work Phone:

Cell Phone:

Same address as Person 1

Mailing Address:

Address Line 2:

City: State/Province: Zip/Postal Code:

Home Phone:

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6. Click on the "My GroupFinder profile" to input your small group preferences.

My Place

- [My name, address, phone, and email](#)
- [My groups](#)
- [My GroupFinder profile](#)
- [My GrowthFinder profile](#)
- [Change my password](#)

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7. Group Finder Profile - The Group Preferences screen appears. On this screen you will select group preferences such as when the group meets, type of group, area of town, life stage (age groups), and the gender mix of the group. You will also rate how important these preferences are for you.

Note: In the following example I selected to meet Tuesday or Wednesday evenings in a seeker/new believer group located in the area of Atlee/Elmont with no preference to age of group members or gender.

Please make your selection and then click on "Save Group Preferences" to continue. Also, please be aware that you can easily change these preferences for future groups.

Check The Days/Times You're Available

| | Evening | Lunch | Morning |
|-----------|-------------------------------------|--------------------------|--------------------------|
| Sunday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Monday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tuesday | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wednesday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Thursday | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Friday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Saturday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Preferred Group Characteristics

Group Type
[Seeker/New Believer] Importance: [Very Important]

Area of town
[Atlee/Elmont] Importance: [Somewhat Important]

Lifestage
[No Preference] Importance: [Not Important at all (not used as a factor)]

Gender Mix
[No Preference] Importance: [Not Important at all (not used as a factor)]

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8. If a group or groups matched your preferences they would appear on this screen. You could then click on the suggested group or groups to find out more about them and to join a group. You also have the option on this screen to "Browse existing small groups" (All Groups).

Thank you for filling out a GroupFinder profile!!

Listed below are the groups that most closely match your preferences.

Click on the group name to get more information about the group or select another option listed below the groups

There were no groups that matched all of your required criteria and no other groups that are available.

If you decide to visit or join a group, please email or call the group leader for more information and directions.

Other GroupFinder Options

- [Update name/address information](#)
- [Change your GroupFinder profile](#)
- [Browse existing small groups](#)
- [My Place](#)

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Please turn to next page before making a selection.

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9. The “My Place” selection will take you to the following area. This is your personal area where your information is stored.

Note: “My GrowthFinder profile” consists of close to 50 questions and takes about 15 - 30 minutes to complete. This is a great tool to help you in your spiritual walk but give you self plenty of time to answer these questions You can complete the profile now or at a later date.

My Place

- [My name, address, phone, and email](#)
- [My groups](#)
- [My GroupFinder profile](#)
- [My GrowthFinder profile](#)
- [Change my password](#)

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10. The following is your “GroupFinder Main Menu”. To exit off of the system you can close your browser or click on the “Atlee Community Church” link.

GroupFinder Main Menu

Select an option below

- [Browse small groups](#) - Quickly find specific groups by filtering for location, day, time, etc, or scroll through a list of all groups
- [Go to My Place to join a small group](#) - Find a group, enter/update your information, and create/update a GroupFinder profile
- [Go to My Place to take a GrowthFinder Discipleship Assessment](#) - Take the GrowthFinder Discipleship Assessment, update your information
- [Online bookstore](#) - Online bookstore with 20% discount off retail

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11. Congratulations on creating your small group membership profile. You can now log onto the system by going to <http://www.atleechurch.org/pages/connect/smallgroups.htm> and entering the small group member’s password and then clicking on “Login”. The small group membership password is accgroups . Please note that this is different from you individual “My Place” password.

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Small group leaders and coaches who need a password please contact pam.harris@atleechurch.org

If you have any additional questions please email pam.harris@atleechurch.org