

HOW TO ADD A MEMBER USING THE APP



How to Add a Member to your Group

Nativity App Instructions

To add someone who has NOT inquired about your group:

- Open your app and log in if not already logged in
- Go to the **picture icon** at the top right, click that
- From the menu that pops up, click **My Groups**
- Click your **group's name** to access the group descriptions, members, inquiries etc
- From the toolbar at the top, click on the icon that looks like **three people**
- You should see a list of your group members
- On the bottom right click the **green "+" sign circle**
- Fill in your member's contact info (First, Last, Email, Phone)
- Select the role "**Adult small group member**"
- Click on the green **add to group button**

ALSO: Check Your Inquiries regularly to add members:

- Open your app and log in if not already logged in
- Go to the **picture icon** at the top right, click that
- From the menu that pops up, click **My Groups**
- Click your **group's name** to access the group descriptions, members, inquiries etc
- From the toolbar at the top, click on the icon that looks like **one person with a plus sign (+)**
- Email those who inquired to make sure they are still interested and welcome them.
- Add them to your group according the **last 4 steps** of instructions above