



**Welcome to the Group Guide**, powered by the Lovemygroups.com Hub. Your free system has some amazing features which include

- [A Family Information Database](#)
  - [An Activity and Event Sign-up System](#)
    - [A Private Email Group Message Board](#)
      - [An Alert Notification System](#)
    - [Group Guide Mobile App for iOS and Android](#)

This instruction booklet will help you step-by-step through the process of connecting your families together and coordinating activities online in no time.

### **First, here are some important notes:**

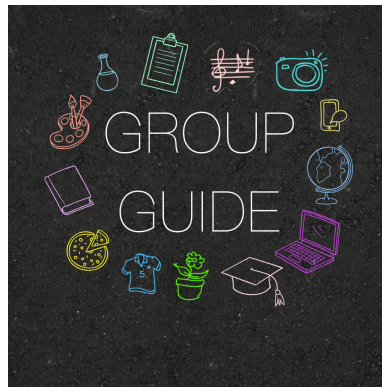
By now you have seen the Reminders screen and saved the system settings information. You can go back and review these settings from the Tools menu -> Settings. Also, you may or may not have uploaded a logo for your organization. If not, you can always log in to the web administration system and go to the Tools menu -> Logo to upload your logo.

If you have not made the connection to Stripe, that reminder will stay on your reminders screen. You can get to the reminders from the “Urgent reminders” link on the home page. Connecting to Stripe is a requirement for you to create activities where money will be collected. Stripe is a popular payment processor similar to PayPal that allows the Group Guide mobile app to collect payments from your families and direct that money securely to your bank account. The convenience of paying online, along with the accounting trail that is created and the added convenience of being able to process refunds through your Stripe account, is compensated with Transaction fees to the payment processors involved. Please make sure you read the Terms and Conditions document for specific information about transaction fees. Any payments for events will have transaction fees deducted according to the Terms and Conditions document. Please make sure you account for these fees when you are pricing the charges for your event entries and options.

# Now, Lets Get Going!

## STEP 1

First you should download and install the Group Guide mobile app so you can get familiar with that process and the app. On your phone or tablet go to the Play store (Android) or the App store (Apple) and search for Group Guide by Lovemygroups.com. Download and install the Group Guide App -- the logo should look like this:



When you run the app for the first time you will have to log in. The Company Address is the first word in the link to your admin site, after the <https://> and before the “.lovemygroups.com” – just your organization name and state.

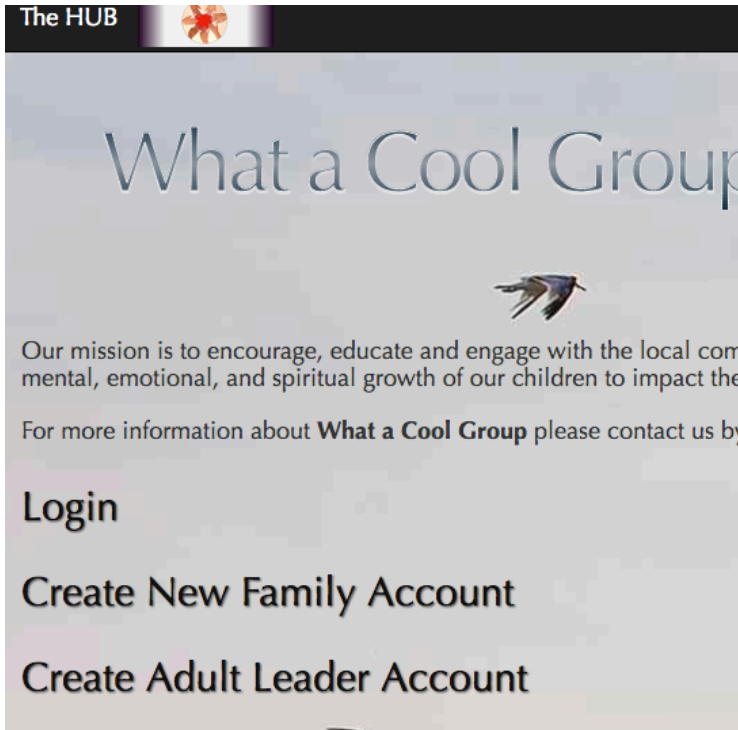
## STEP 2

Broadcast your new Group Guide site link to your families. There are two main pieces of information that you need to send to your families – the first is the link that you use to login to the web administration system. It should look something like this:

<https://yourorganizationandstate.lovemygroups.com>

Its very simple, and it was created when you went through the screens name your group. Just send this to your families and tell them:

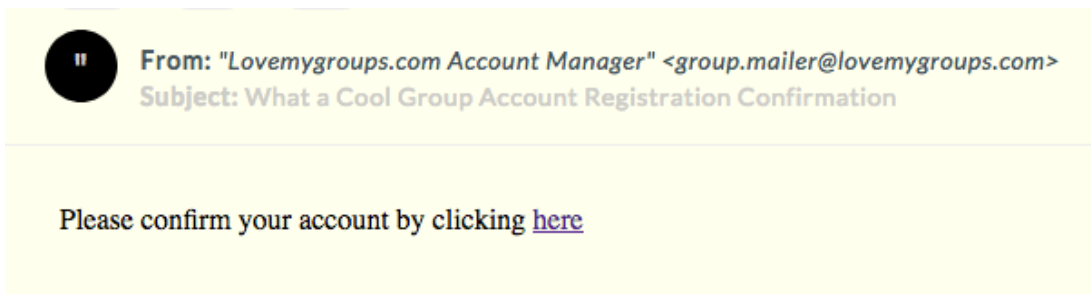
I have created a new group organization site using Group Guide by Lovemygroups.com. This is going to be the way we stay connected, and you will be able to sign up for outings, events, and activities using a mobile app. First you have to put your family’s information in the system. In your internet browser, click on this link < paste your link here >



On the screen that is shown, you should see the name of our group, and a link to Create New Family Account. Click that link and put in your family's information. Be sure to add all the people in your family who might possibly participate in our activities or events, including spouses. After you submit your family's information I will activate your account and you will get the first of two emails from the group -

[Account Activation](#)

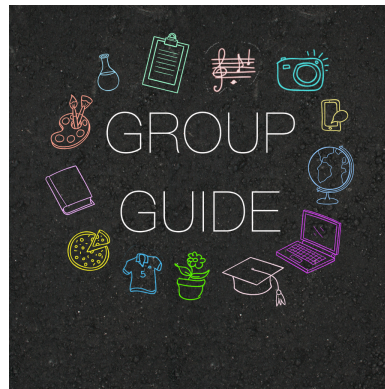
The Account Activation email has a reminder link for logging in, so click on that link, put in your email and password, and attempt to login. You should see a message that says you have to confirm your email address first. Check your email – you should have received the second email for Account Registration Confirmation.



Your next step is to confirm your email address. Check your email and open the Account Registration Confirmation email from my group. Click where the email says,

“Please confirm your account by clicking here.” Go ahead and log in and make sure the system lets you in. You can also look around, but the main part of the system you will be using is the mobile app.

Go to the Play store (Android) or App Store (Apple) and search for Group Guide by Lovemygroups.com. Download and install the Group Guide App -- the logo should look like this:



When you run the app, you should enter the first name from the link above that I sent (after the “https://” and before “.Lovemygroups.com”):

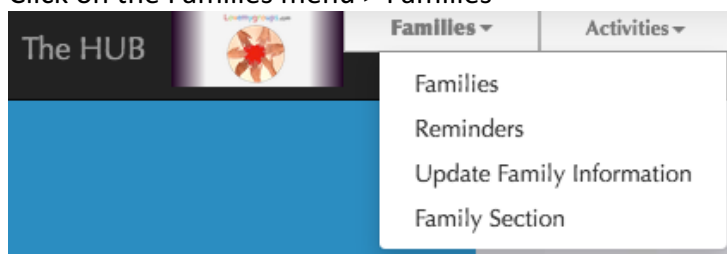
< group address name >

Enter your email address and password that you created when you put in your family information online. Once you log in to the app you should stay logged in unless app updates occur that force you to log in again. Write down your email and password somewhere in a safe place in case you need them later.

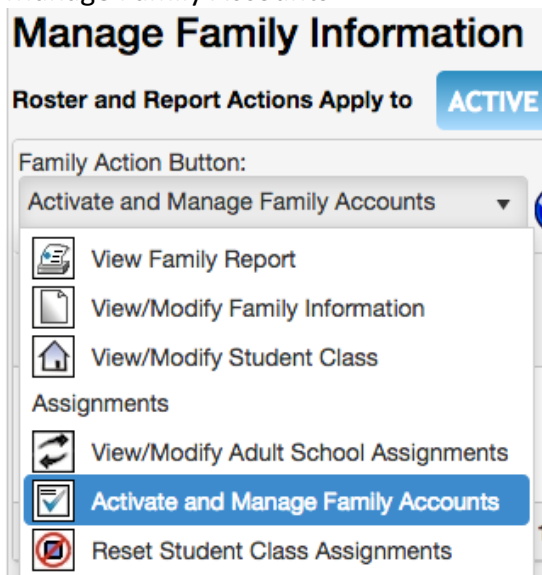
## STEP 4

Activate the families that register. You will receive an email message each time a new family account is created. In order to allow the family into your group you follow these steps:

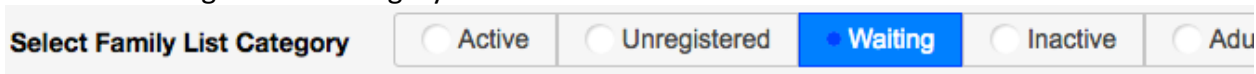
- Log in to your web site administration screens
- Click on the Families menu > Families



- On the Families screen, click on the Family Action button list and pick Activate and Manage Family Accounts



- Pick the Waiting families category



- Click the action button next to the new family to be activated

	Action	Nu...	Family Name Contact Name
▶		5	Cool Joe

- On the Family Accounts screen click "Activate User Account"



- The system will send an email to the family with Account Activation in the subject line.

## STEP 4

Get familiar with the Families and Contacts screens.

The Families and Contacts screens are similar, since they both have access to family information, but different because of what you can do with the information. In the Families screen, you are able to manipulate the information, edit and add family members, and activate or deactivate family accounts. The Contacts screen lets you quickly see not only adults but also children and their family contact information.

## STEP 5

Create an activity

## STEP 6

Create an activity with options

## STEP 7

Create an activity with volunteers

## STEP 8

Create an activity for orders

## STEP 9

Post to the group with the Message Board

## STEP 10

Set up alert Topics and Departments

## STEP 11

Give another family access to create activities

## STEP 12

Use the Mobile App to check on who signed up for activities and events.