

Impact Group Leaders and Rock

Congratulations, you're leading an impact group! You'll become very familiar with Rock, the database for Grace Community Church. By accessing your group in Rock, you'll be able to:

- Login to view all of the members in your group
- Email your group
- Take attendance
- Register for events

If you've ever registered for an event or reserved a seat on Sunday, you have an account set up in Rock! Login to it here:

<https://my.discovergrace.church/>

Emailing your Group

1. Once you're logged in, click on the menu item on the top right that says "Hello ____ (your name)"
2. Click "My Account"
3. On the far righthand side of your screen you'll see a column labeled "Groups". Locate your impact group there and click on it.
4. You'll now see all the details of your group! Check out all the amazing people who signed up for your group and cheer!
5. Now, scroll down to the very bottom. Look on the bottom right side of your screen and you'll see a small white box labeled "Email Roster". Click on it!
6. This will take you to a typical email message. Fill in the subject title and type your message and send! It's super easy. You can also send attachments.

Taking Attendance

1. Click on your group in Rock
2. Scroll down to the Roster and click on the tab marked "Attendance"

3. Click on the date you want to record attendance for. This will open up a list of all the names of your group members, including Nate and Tara.
4. Check the box next to each name that was present at your group meeting. Always mark Nate and Tara as in attendance (we are there in spirit). 😊
5. Feel free to leave a note pertaining to anything in that meeting. However, if it is an urgent need or request please contact Nate or Tara directly via cell/text/email as we don't always see the attendance notes immediately.
6. Hit "Save" and you are done. Easy peasy!