the Pathway
Group MEMBER Guide
June 2016

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Getting Started

To get started and get the most out of the Pathway as a tool for connecting with others at Carmel United Methodist Church, we recommend you take 10 minutes to do the following basic things:

1. Verify your personal info under your profile by selecting your name in the upper right corner of the screen and edit any info that is inaccurate. Make sure you indicate your mobile carrier if you want to receive text messages from any groups you belong to, including serving teams or the Children's Ministry if you have children that are in the Children's Ministry.

2. Set up your communication preferences (page 5)

3. Set up your privacy settings (page 6)

4. Upload a photo of yourself, each family member and a family photo to your profile under "edit profile"

5. Go to "People" on the far right and search for friends and "add to my friends list" (page 7)
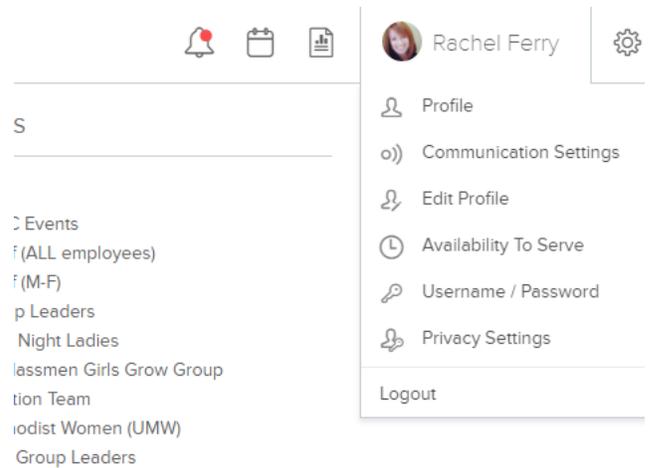
Accessing the Pathway

You can access the Pathway at carmelumc.org/pathway. If you have never logged in, you can hit "Sign Up" and request access to the Pathway. If your email is in the system, you will immediately get a login activation email. If your email does not match the one in our system, the administrator will send you an activation link.

General Navigation

After logging in, all the groups you are a part of are listed down the right side of the screen. Serving teams that you or others in your family belong to are considered "groups" in the system along with Grow Groups, Sunday School Classes, Bible Studies, and Sports and Rec teams. If you belong to a group and it is not listed, search for the group, and "request to be added". The leader of that group will receive an email to confirm your request. Once in a group, you can choose the group to see message boards, files, and events for that group.

When you are in a group, there are 6 menu items across the top (*described further in next pages):

1. Info: General group information, including address where group meets.
2. Messages: Send messages to and view messages from group members.*
3. Calendar: Events for the group.*
4. Files: Files the group leader(s) have uploaded.
5. Needs: Needs that the group leaders have posted for your group.*
6. Participants: others in your group.*
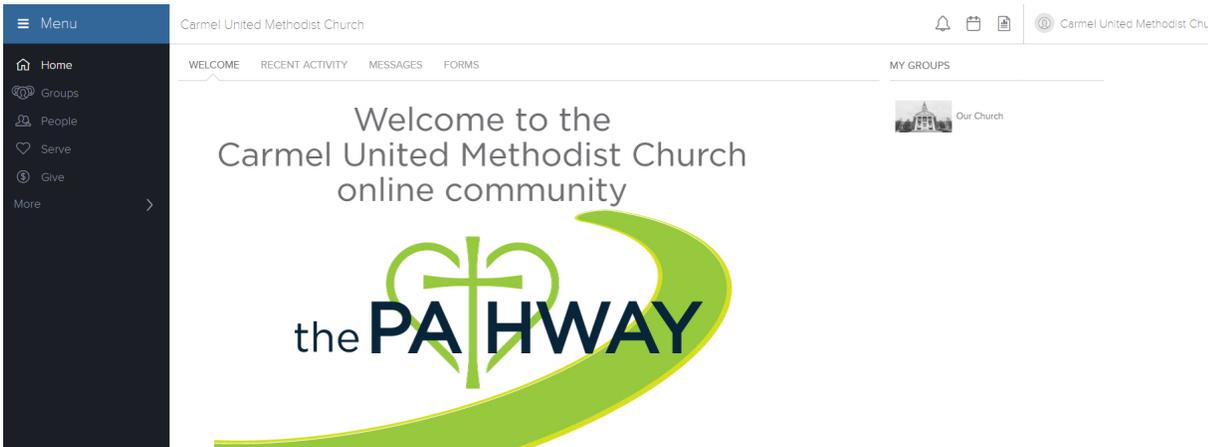
Groups: Messages

You can view messages leaders/members have sent to the group and you can send a message to the group or group leaders without obtaining emails from group members. Later we will explain privacy settings where you choose what contact information you want to share with others.

Groups: Calendar

There are 3 different calendars you can view in the Pathway:

1. Groups Calendar (for each group you are a member) – access it after choosing the group and choosing Calendar.

2. My Calendar (reflects events for all groups you belong to in one calendar) – access it from the homepage.

3. Church Calendar (reflects all events at your campus) – access it from the home page.

Events on the calendar: To find out more information about an event, simply click the event on the calendar for more information.

Communication Settings:

Set communication preferences to customize how often you want to receive communications from your groups: Click your name in the upper right corner from any screen and choose "Communication Settings." Choose your preferences separately for each group you belong to and for future groups. You can choose to get all emails, to get a weekly summary, and/or to receive text messages from the group. Or you could opt not to receive communications, but instead go out and retrieve information by viewing the message page.

Privacy Settings

Under your name in the upper right, choose "Privacy Settings." Select which contact and personal information you want to share and with whom. Options are explained down the right hand side of the screen.

Friends Only: These are people you have specified as friends. See more about Friends on the next page.

Friends:

Specifying someone as a friend gives them access to the info you have chosen to share with friends. It does NOT send them a request or give you access to their info.

1. Choose "People" from the menu on the left of your screen.
2. Type in the name of your friend in the "People Search"
3. When their profile pops up, select "Add to my friends list" under Actions on the right.
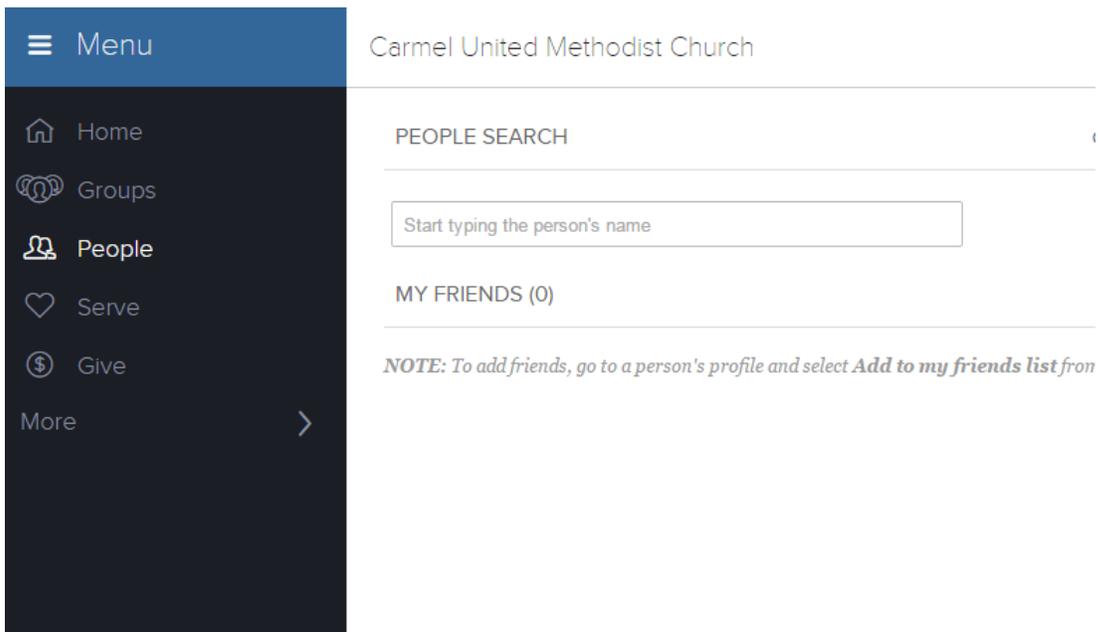
Additional Group Uses:

A. Needs

Your group leader can utilize the Needs page to set up needs of group members such as meals, babysitting while someone is in the hospital, gathering supplies for a care package etc. People in your group can volunteer to take care of needs and everyone will be able to see which needs are still not met. This could also be used for a party and assigning things to bring. It helps eliminate extra emails back and forth to communicate outstanding needs and avoids multiple people offering to take care of the same need since everyone can see the status as needs are met.
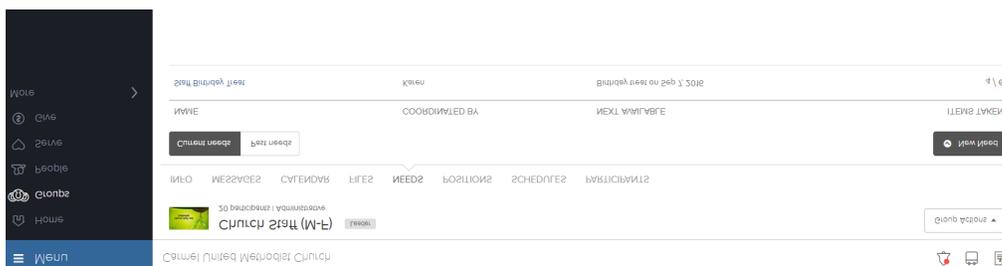
B. Participants

When you are on your connection group page, you can click the "Participants" menu item and view others that are in your group. You can also email them, even if they have chosen to keep their email private. Other contact info they have chosen to share may be visible by clicking on their name.

Questions?

We love questions about the Pathway as it means you are using it!!!! For questions about additional uses and functionality in the Pathway you can email info@carmelumc.org or call the office at 317-844-7275