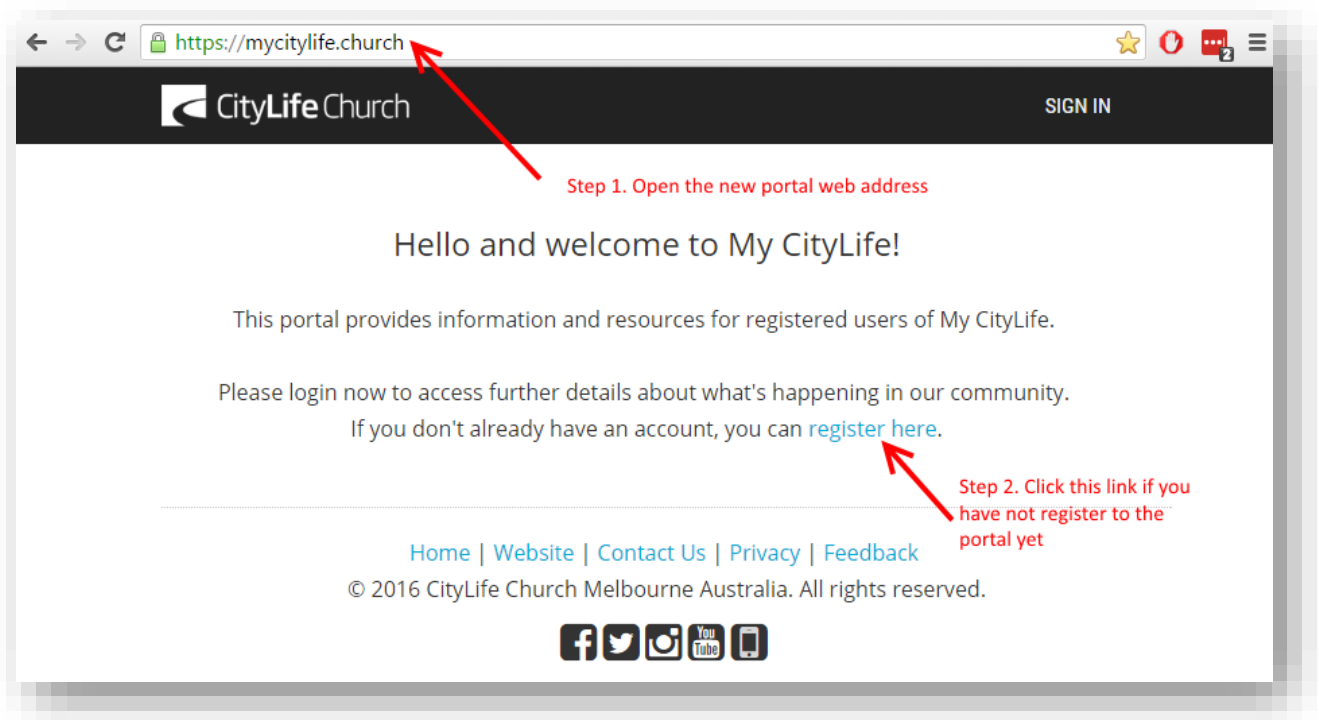



Creating an Account

If you have never logged in to My CityLife before, you need to create an account.

1. Open an internet browser (prefer Chrome but can be any) and type in <https://mycitylife.church>
2. Click [Register Here](#).



3. Fill in the information on Account Registration.
 - Create your own 'username' that you can remember. The simplest is using your email address as the username. It will tell you if the username is available or someone else has taken it.
 - Password must be at least 6 characters long and contain both letters and numbers.
 - Use the 'last name' that is recorded on the system. This was given to you on the initial invitation to register.
 - It is vital to use the email address that CityLife Church uses to send you emails.
 - Entering other information (gender and birthday) will help the system and administrator to link you to the correct profile as a leader.
 - Click 'next'
 - If you are sharing an email address with your family members, you will be prompted to choose from the list of people that share that same email address.
 - After choosing from the list, the system will send you a confirmation email. You will need to activate the account by clicking the link in that email.

 CityLife Church



SIGN IN

Account Registration

My CityLife / Account Registration


New Account

Username ? *


JackSmith  Type a user name you wish to use 

That username is available. The system will tell you if someone has taken that user name .-,
If it is taken, try a different one.

Password ? *


..... 

Confirmation ? *



Your Information


First Name *

Jack 

Last Name *

Smith

Email *

 jack@bean-stalk.com It is very important that you use the "official" email contact you have on file with CityLife here. The system will link your new account to this. It will also send you a confirmation email link that you need to click.

Gender

Male ▼

Birthday

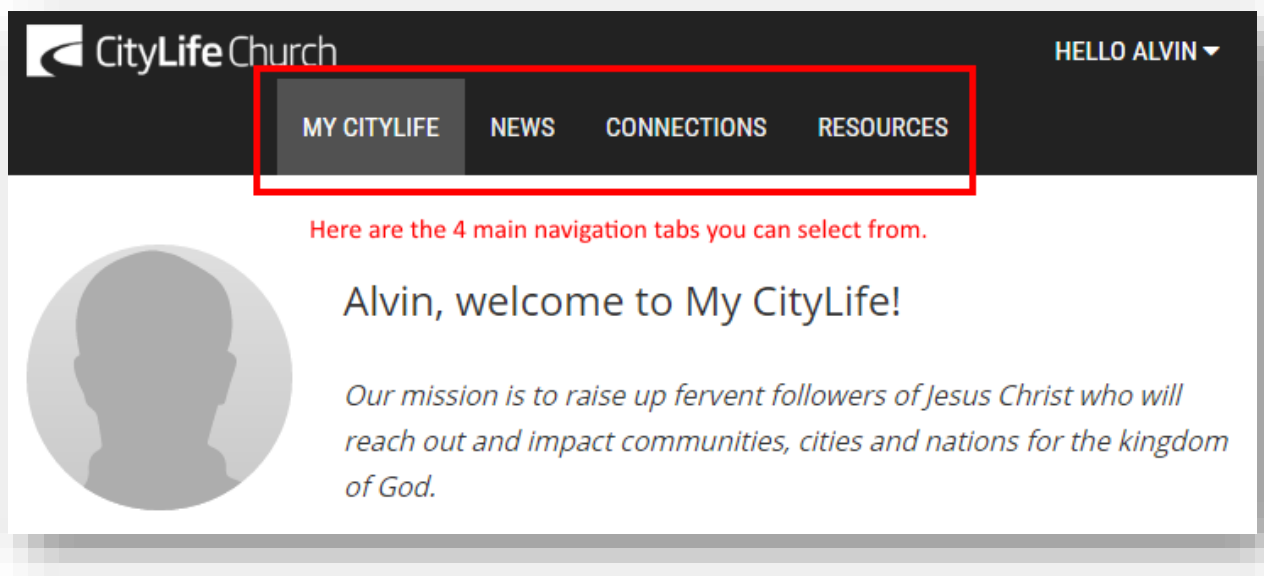
Jul ▼ / 1 ▼ / 1950 ▼

Next Cancel

Navigating My CityLife

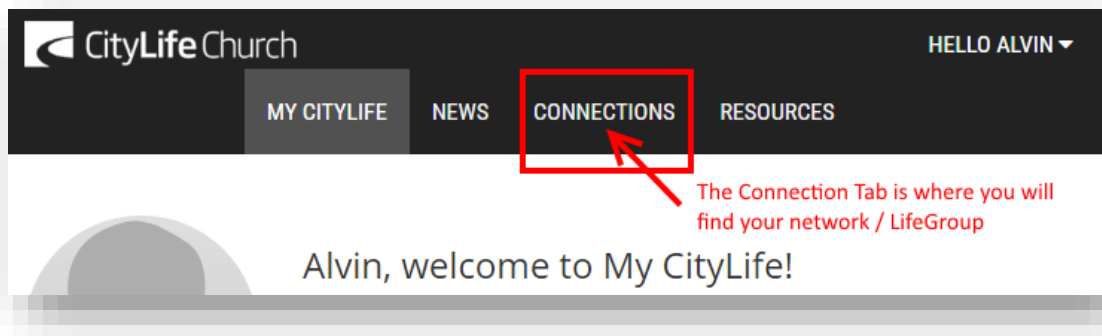
There are 4 main tabs once you have signed in.

- **My CityLife:** This is a home page where all recent news will be displayed.
- **News:** This page displays news from different ministries. Currently it is only news related to Life Group.
- **Connections:** This page displays your group involvements. Currently it is only related to Life Group but in the future it will display your other volunteering group involvements.
- **Resources:** This page displays resources based on your roles. As a leader you will have access to Partner and Leaders Resources.

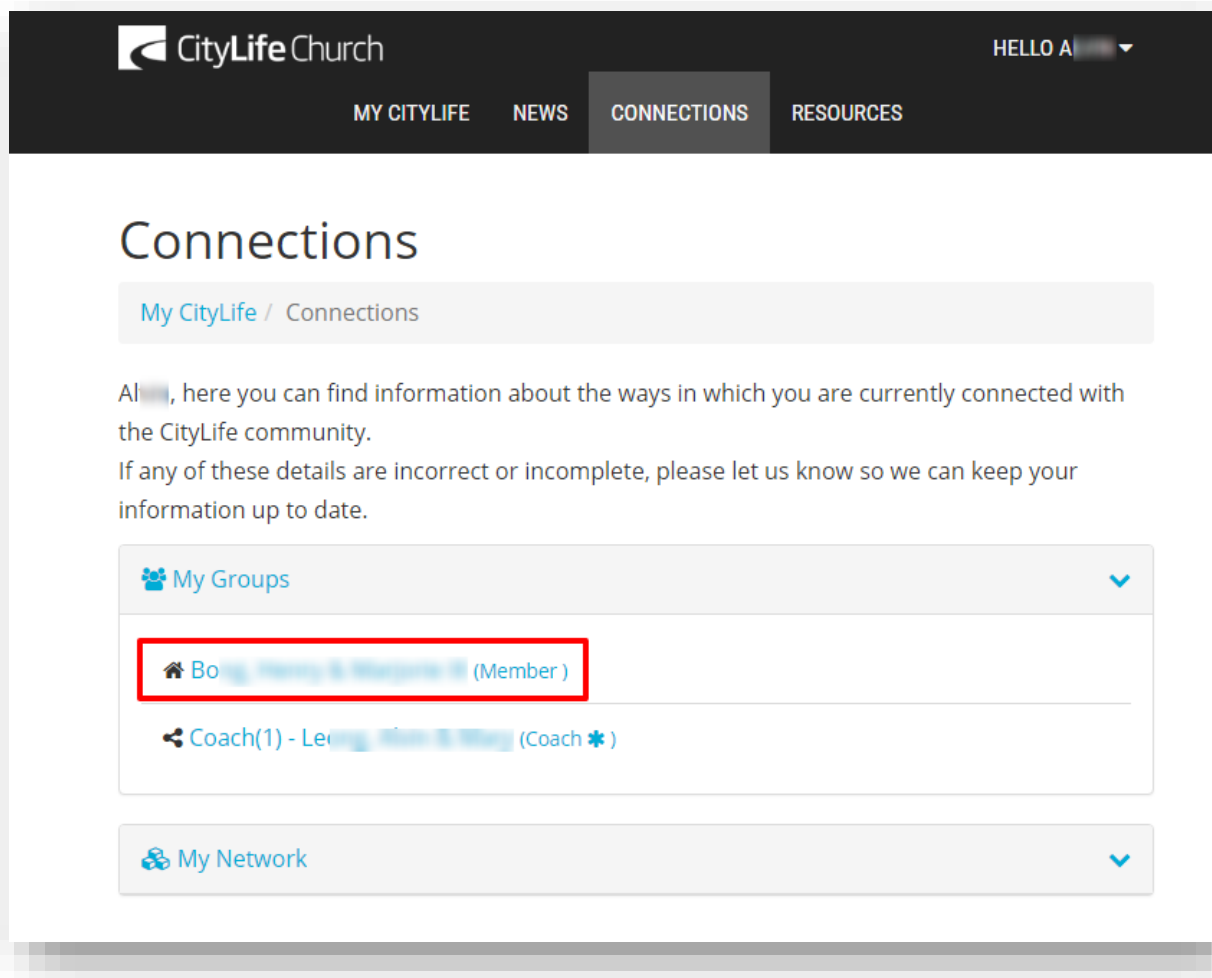


View Your Life Group


1. To view your Life Group, click the 'Connections' tab.



2. Click on your Life Group name.




3. Your Life Group details will be displayed. Click on the 'Members', 'Milestones', Attendance', and 'Meetings' tab to find out more information.

 CityLife Church

MY CITYLIFE NEWS CONNECTIONS RESOURCES HELLO ALVIN ▾

Group Toolbox

My CityLife / Connections / Group Toolbox

 LifeGroup: **Bong, Henry & Marjorie**
III

DETAILS **MEMBERS** MILESTONES ATTENDANCE MEETINGS

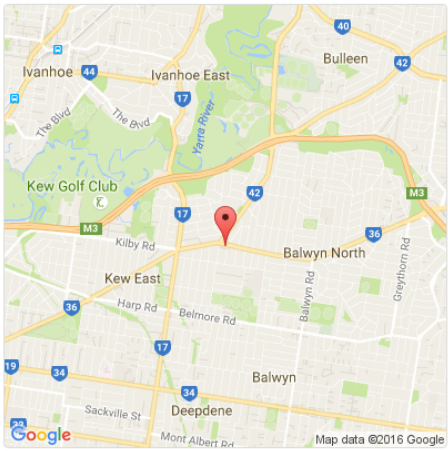
Group Details

- **Start Date:** 06/06/2014
- **Focus:** Adult
- **Meeting Day:** Saturday
- **Meeting Time:** 8:00 PM

Leaders






- Mar [redacted] (LifeGroup Leader)
- Hen [redacted] (LifeGroup Leader)

Location



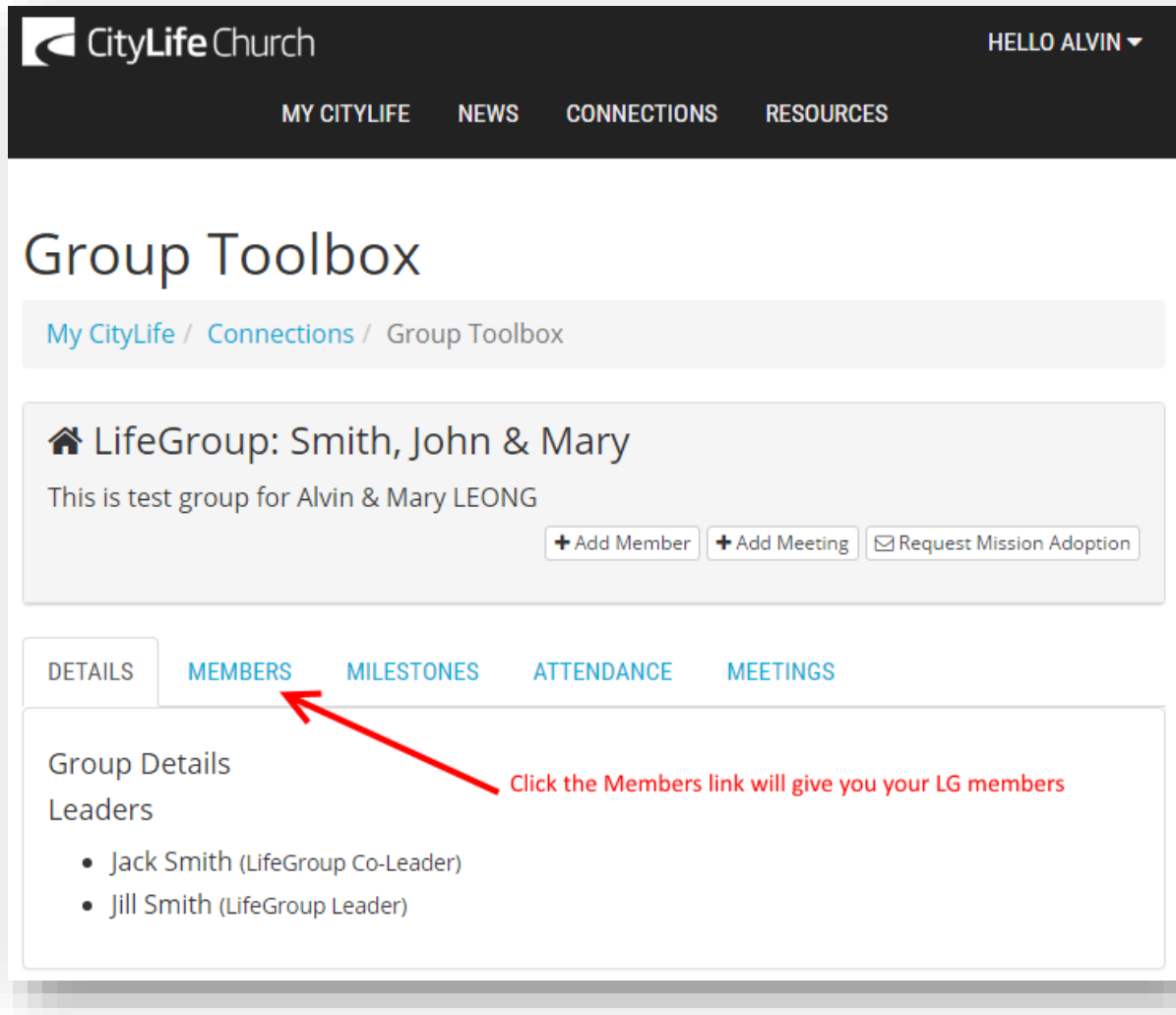
[Home](#) | [Website](#) | [Contact Us](#) | [Feedback](#) | [Privacy](#)

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Update Member Details

1. Click the 'Members' tab.



The screenshot displays the CityLife Church website's 'Group Toolbox' for a LifeGroup named 'Smith, John & Mary'. The page has a dark header with the church logo, navigation links (MY CITYLIFE, NEWS, CONNECTIONS, RESOURCES), and a user greeting 'HELLO ALVIN'. Below the header, the 'Group Toolbox' title is followed by a breadcrumb trail: 'My CityLife / Connections / Group Toolbox'. The main content area shows the LifeGroup name and a description: 'This is test group for Alvin & Mary LEONG'. There are three buttons: '+ Add Member', '+ Add Meeting', and 'Request Mission Adoption'. A tabbed interface below shows 'DETAILS', 'MEMBERS', 'MILESTONES', 'ATTENDANCE', and 'MEETINGS'. The 'MEMBERS' tab is selected and highlighted with a red arrow. A red text annotation points to the 'MEMBERS' tab: 'Click the Members link will give you your LG members'. Under the 'MEMBERS' tab, the 'Group Details' section lists two leaders: Jack Smith (LifeGroup Co-Leader) and Jill Smith (LifeGroup Leader).

CityLife Church HELLO ALVIN ▾

MY CITYLIFE NEWS CONNECTIONS RESOURCES

Group Toolbox

[My CityLife](#) / [Connections](#) / Group Toolbox

LifeGroup: Smith, John & Mary

This is test group for Alvin & Mary LEONG

[+ Add Member](#) [+ Add Meeting](#) [Request Mission Adoption](#)

[DETAILS](#) **[MEMBERS](#)** [MILESTONES](#) [ATTENDANCE](#) [MEETINGS](#)

Group Details

Leaders

- Jack Smith (LifeGroup Co-Leader)
- Jill Smith (LifeGroup Leader)

Click the Members link will give you your LG members

2. Move your mouse over the details of a member. A gear button will appear. Click on the gear button. You will have the option to 'Request Removal' or 'Update Details' of the member.

Group Toolbox

[My CityLife](#) / [Connections](#) / Group Toolbox

Here you can ask our friendly CityLife DBA to remove members no longer in the group or update the said member's detail

LifeGroup: Smith, John & Mary

This is test group for Alvin & Mary LEONG

+ Add Member

+ Add Meeting

Request Mission Adoption

DETAILS

MEMBERS

MILESTONES

ATTENDANCE

MEETINGS



Sue Brown (Member)

23-Jul (in 342 days)

04125692135 (Mobile)

2 Westfield Drive Doncaster, VIC 3108
Australia

sbrwon@notrealemail.com



REQUEST REMOVAL
UPDATE DETAILS



Jack Smith (LifeGroup Co-Leader)

01-Jan (in 139 days)

0419 123 456 (Mobile)

1248 High Street Road Wantirna South,
VIC 3152 Australia

jack.smith@email.com

- Clicking *'Request Removal'* will take you to the following page. Fill in the details and click the *'Submit'* button. You will receive a notification via email once your request is updated and verified by the CityLife Admin Team. This may take up to 3 working days.

Remove Life Group Member

[My CityLife](#) / [Connections](#) / [Group Toolbox](#) / Remove Life Group Member

Person to be Removed
D [redacted]

Reason for Removal

☐ No Longer Attending ☐ Transferred ☐ Uncontactable ☐ No Activity ☐ Relocated ☐ Deceased

Notes ⓘ

[Large text area for notes]

[Submit](#) [Cancel](#)

- Clicking *'Update Details'* will take you to the following page. Fill in the details and click the *'Submit'* button. You will receive a notification via email once your request is updated and verified by the CityLife Admin Team. This may take up to 3 working days.

Report Person Error

[My CityLife](#) / [Connections](#) / [Group Toolbox](#) / Report Person Error

Report Data Error

Please enter as much information as possible about the data error you are reporting.

Person ⓘ

[Sue Brown](#)

Details (Please be as specific as possible) ⓘ

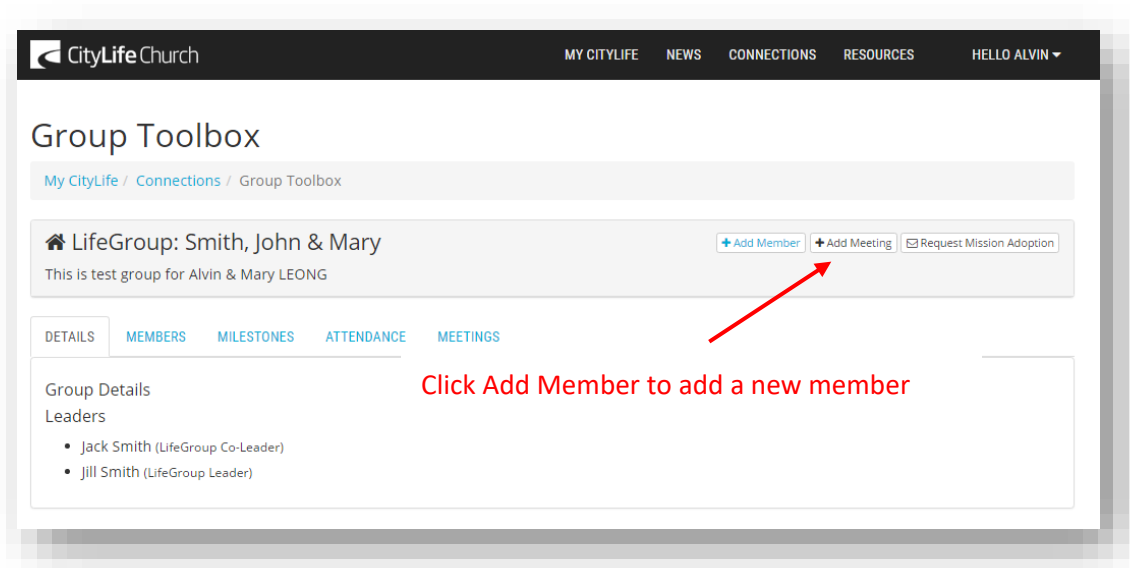
Fill in updated information here. Like wrong milestone, new contact details etc.
Better yet get the member to fill in their own hard copy forms or with the same portal here.

Once you have entered the details, click Submit to report the issue

[Submit](#) [Cancel](#)

Adding A New Member

1. On your Life Group details page, click the 'Add Member' button.

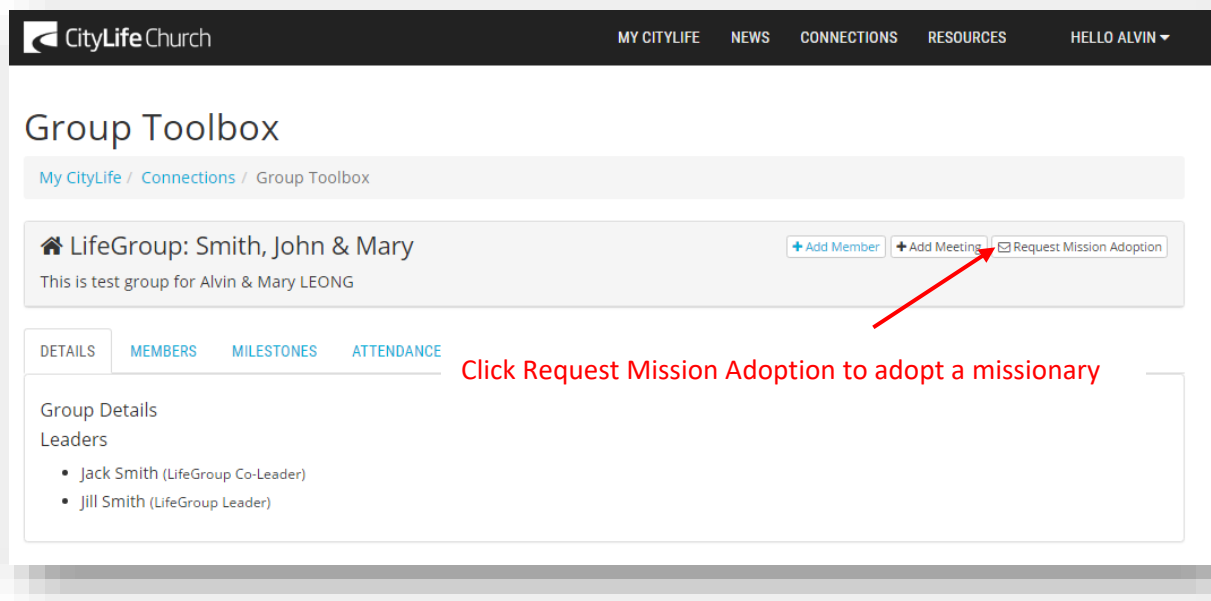


2. Fill in the details then click the 'Submit' button.

3. You will receive a notification from the CityLife Admin Team once the details of your new member is verified. It may take up to 3 working days before you can see the new member details in the 'Member' area.

Adopting A Mission

1. On your Life Group details page, click the 'Request Mission Adoption' button.



2. Fill in the details then click the 'Submit' button.

The screenshot shows the 'Adopt Missionary Request' form. At the top, there's a navigation bar with 'MY CITYLIFE', 'NEWS', 'CONNECTIONS', 'RESOURCES', and 'HELLO ALVIN'. Below the header, the page title is 'Adopt Missionary Request' with a breadcrumb trail 'My CityLife / Connections / Group Toolbox / Adopt Missionary Request'. The form includes the following sections:

- This is a request on behalf of your LifeGroup to adopt a missions worker in the field who is currently supported by CityLife World Impact.**
- Adopting a missions worker involves a commitment to uphold them regularly in prayer, to learn about and raise awareness of their chosen mission field, and also to provide support and encouragement in tangible ways such as letter-writing and fund-raising activities.**
- Life Group Name**
Smith, John & Mary
- Requested By**
Alvin Leong
- Please choose missionaries that you are interested in to adopt**
 - ☐ Africa (Paulos & Ababo) ☐ Asia (Donald) ☐ Asia (Micah & Grace) ☐ Asia (Team Support) ☐ Cambodia (Jesse & Soar)
 - ☐ Eastern Europe (Stanislav & Eva) ☐ India (James & Usha) ☐ India (Mark & Ruth) ☐ India NE (Joe) ☐ India Nth (UP Ministry)
 - ☐ India Sth (Divakar & Charis) ☐ Indigenous (Brett & Justine) ☐ Indonesia (Adrian & Jo) ☐ Indonesia (Jeff & Annette) ☐ Indonesia (Rayma)
 - ☐ InterGen (Carolyn, Sue) ☐ MiddleEast (Deborah) ☐ MyanmarGTP (Mang & Cini) ☐ Russia (Joy)
- What Would You Like to Receive?**
 - ☐ More information about Missions ☐ More information about the region/worker we have adopted
 - ☐ Visitation by a World Impact Representative for further information ☐ Newsletter
- Preferred Method of Contact**
 - ☐ Phone ☐ Email
- Notes**
A large text area for notes.
- Submit** and **Cancel** buttons.

Completing Your Life Group Report

1. On your Life Group details page, click on 'Add Meeting'.

The screenshot shows the 'LifeGroup: Smith, John & Mary' details page. At the top, there's a header with the group name and a sub-header 'This is test group for Alvin & Mary LEONG'. Below this are three buttons: '+ Add Member', '+ Add Meeting' (highlighted with a red arrow), and 'Request Mission Adoption'. A navigation bar below the buttons contains links for 'DETAILS', 'MEMBERS', 'MILESTONES', 'ATTENDANCE', and 'MEETINGS'. Under the 'MEETINGS' tab, there's a 'Meeting Reports' section with a calendar icon. A red arrow points from the 'Add Meeting' button to this section. Below the 'Meeting Reports' section, a red text prompt says 'Click Add Meeting to start a new LG report'. At the bottom of the page, there's a footer with links for 'Home', 'Website', 'Contact Us', 'Feedback', and 'Privacy', followed by a copyright notice '© 2016 CityLife Church Melbourne Australia. All rights reserved.' and social media icons for Facebook, Twitter, Instagram, YouTube, and a mobile app icon.

2. Fill in the details then click 'Submit'.

Life Group Meeting Report

[My CityLife](#) / [Connections](#) / [Group Toolbox](#) / Life Group Meeting Report

Group

Smith, John & Mary

Meeting Date *

8/15/2016



Make sure the right group and right meeting date

Details

Activities ? *

☒ Social ☒ Discussion ☐ Outreach ☐ Other

Notes ?

This is where notes goes

Guests ?

Sue Carpenter visit for a talk

Attendance



Sue Brown

Present **Absent**



Jack Smith

Present Absent



Jill Smith

Present Absent



Jonathan Williams

Present Absent

Default to Absent, just click Present to mark status

Click Save at bottom of page and you are DONE!!