



my **SHEPHERD**

**SMALL GROUP
LEADER GUIDE**

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Welcome to myShepherd

myShepherd is a private, online community for Shepherd of the Valley members and attendees. Its purpose is to better connect you to the ministries of Shepherd of the Valley and other members of myShepherd.

This guide is intended to aid small group leaders in using myShepherd as a tool for leading their small groups.

As a small group leader, you can use myShepherd to:

- Update your group description, location, and meeting times.
- Add and remove members from your group.
- Find contact information and birthdates for group members.
- Communicate with group members.

Accessing myShepherd

If this is your first time visiting myShepherd, go to sov.church/about/myShepherd and follow the instructions to sign up. After completing the sign up steps, you will receive an email containing your login information.

Families with shared email addresses: Activation links for all family members will be included in the login email sent after the first family member completes the sign up process. When any family member clicks their activation link in this email, myShepherd will present the following error: **Another profile is associated with this email address. We have sent you an email to reset your current password or create a new login.** A second email with the subject **New Login** will be sent and include new activation links for each family member. Family members may click the appropriate link in this second email to activate their profile. Each family member will need to customize their username, changing it from the shared email address to a new memorable username, then enter and confirm a password to complete the process.



If you have a username and password, go to **sov.church** and click **myShepherd Login** link in the upper-right corner to sign in to myShepherd.



Your Profile

Step 1 | View Your Profile

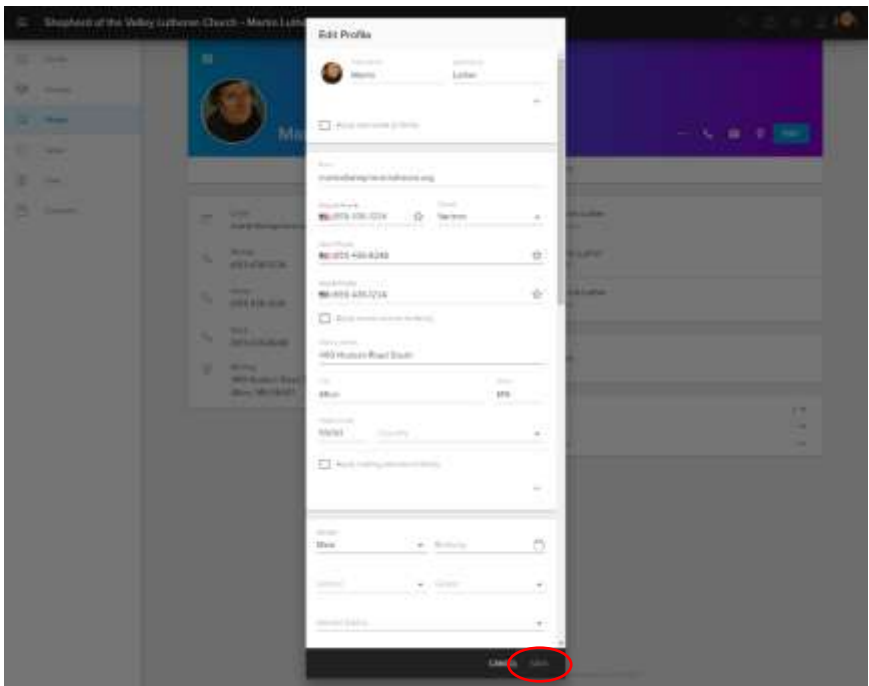
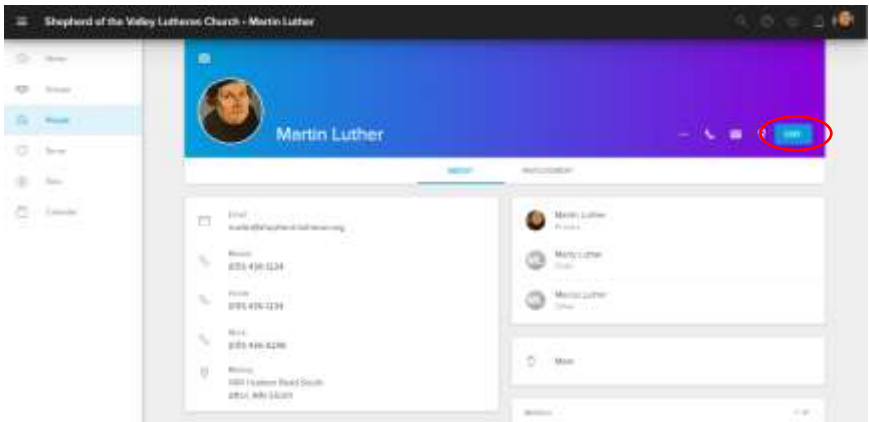
Click your picture or initials at the top-right corner of the page to view your profile.



Step 2 | Edit Your Profile

From your profile, click the **Edit** button to make changes to your profile.

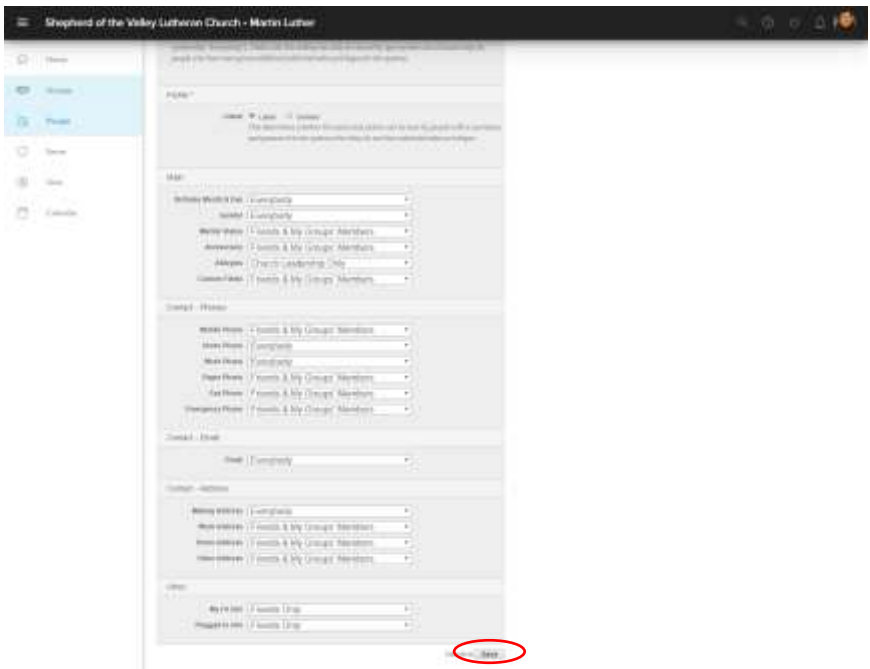
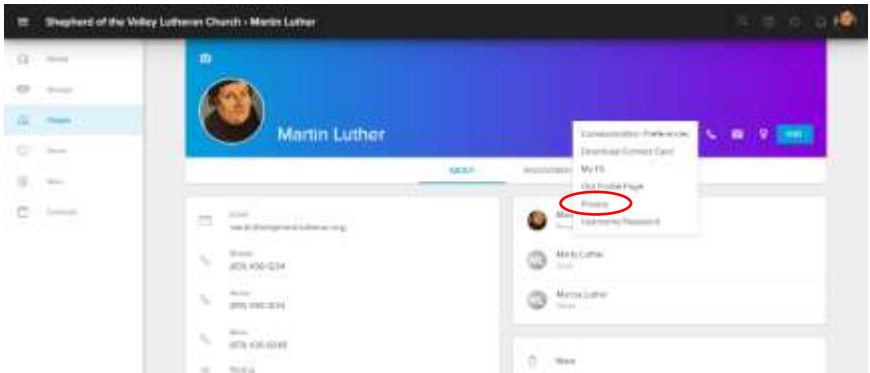
In the pop up, update your contact information, upload a photo, and enter any additional information. After updating information, click **Save**.



Step 3 | Edit Your Privacy

From your profile, click the **...** more menu, then click **Privacy** to control your privacy.

You choose how much information you share with other members of myShepherd. To make myShepherd as vibrant and helpful as possible, consider sharing most items with "Everybody." Make your privacy selections in the dropdown boxes and click **Save** at the bottom of the page.

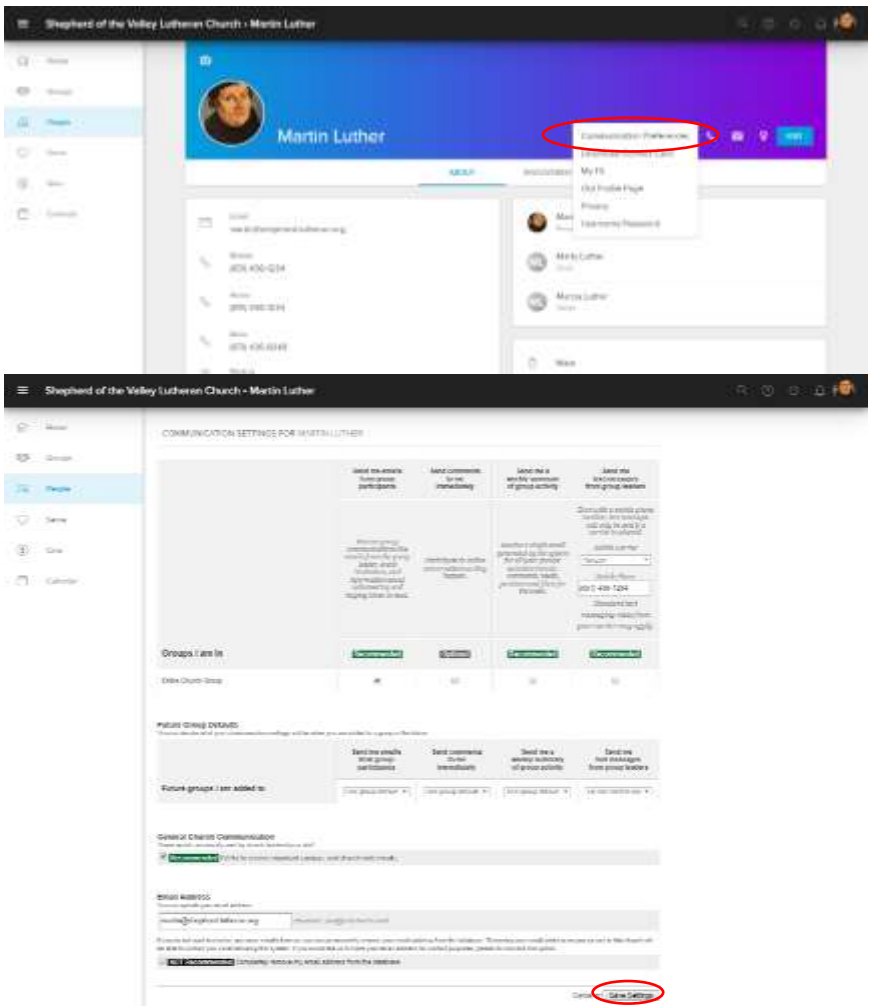


Step 4 | Select Your Communications Preferences

From your profile, click the **•••** more menu, then click **Communication Preferences** to control your myShepherd communication.

You choose how members of your groups can communicate with you. You can select different settings for each group you are involved in. To have the option of receiving text messages from myShepherd, enter your mobile number in the box and select your mobile carrier.

Click **Save Settings** at the bottom of the page.



Viewing Other Profiles

Click **People** at the left of the page to view a profile for another person. Begin typing a name in the search box. Click the name of a person to access their profile.



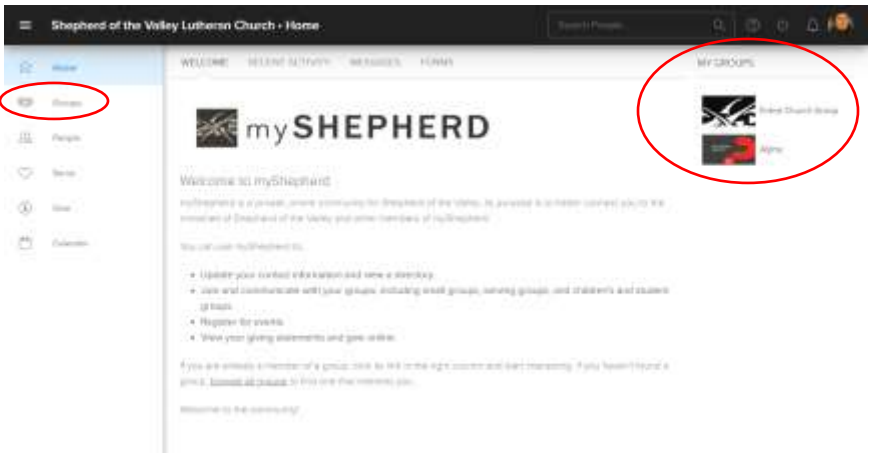
You will be able to see the information the individual has chosen to share with the members of myShepherd. Anything not shared will be blank or show the message 'not enough privileges to view.'

Your Group

Step 1 | Find Your Group

Click **Groups** to see a list of groups you currently belong to including small groups, mission and serving teams, and children's and student ministry groups. This list is also available on the myShepherd home page under the **My Groups** heading on the right of the page.

Click on the name of a group to visit the group page for that group.

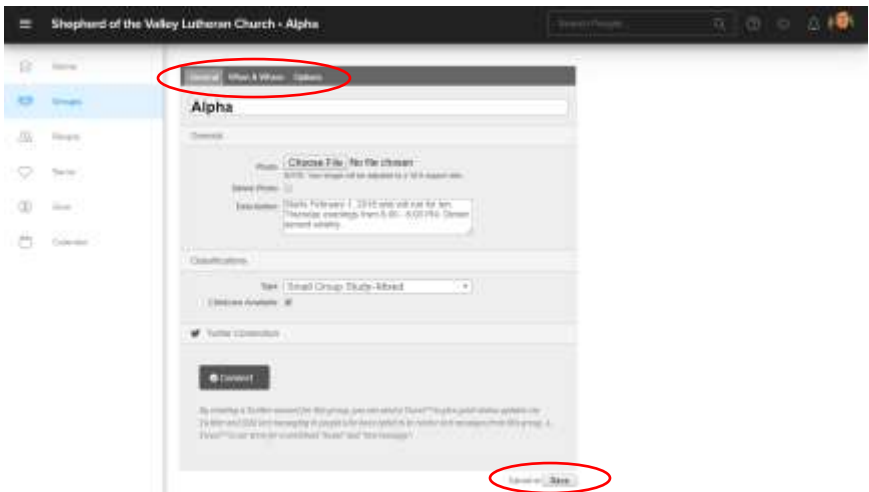


Step 2 | Edit Your Group Settings

To make changes to your group, click the **Group Action** button then **Edit Group Settings** from your group page.



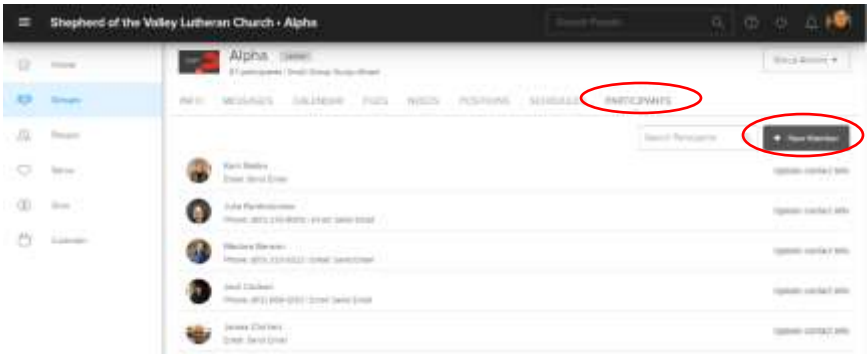
From the settings page, update your group’s description, upload a photo, and enter meeting time and location information. After updating information, click **Save**.



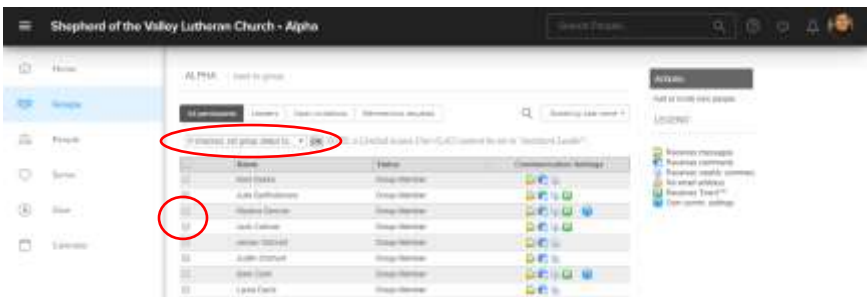
Step 3 | Edit Your Participant List

To see all members of your group, click the **Participants** tab on your group page.

To add a new member to your group, click the **+ New Member** button at the right of the page. Click **People by name** and begin typing the name of the new member into the box. Click the name of the new member when it appears in the dropdown, then click the **Add Now** button.



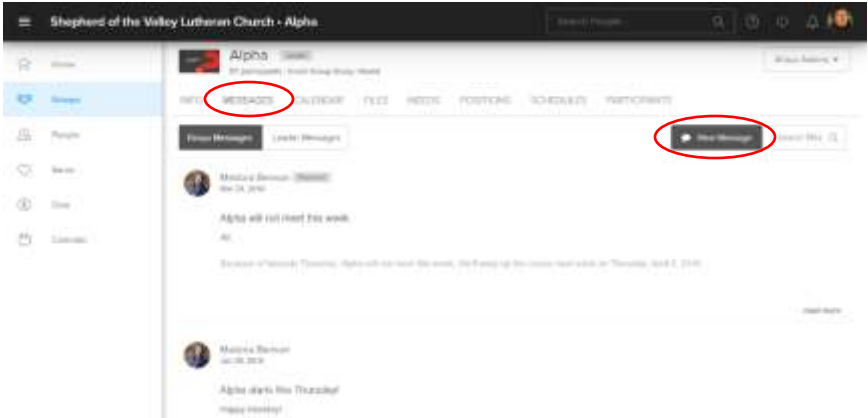
To remove a member from your group, click the **+ New Member** button then click the **Edit the participants list** link at the right of the page. From the list, check the box next to the name in the participant list, return to the top of the page and click the dropdown titled *If checked, set group status to*. Select **Remove from group**, then click the **OK** button.



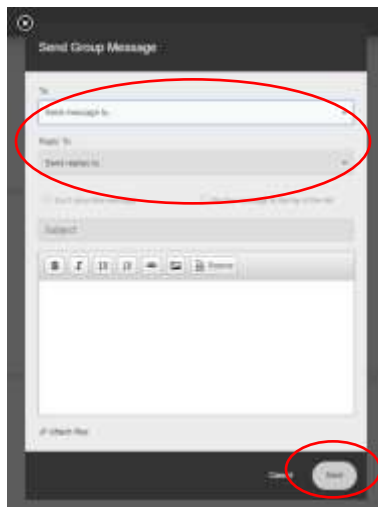
Group Communication

To send a message to group members and see past messages, click the **Messages** tab on your group page.

To send a new message, click the **New Message** button.

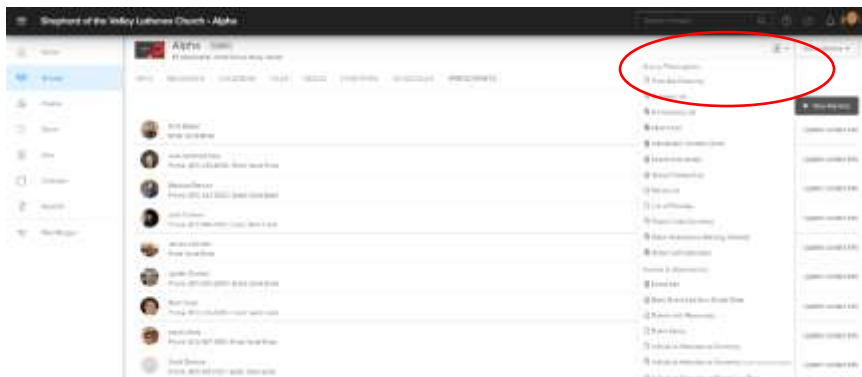


In the pop up select who the message will be sent to and who receives replies, then complete the subject and body of the message, and click **Send**. The message will be sent by email to group members and posted under the **Messages** tab on the group page. *Note: Most group members receive messages by email. However, it is possible that members have edited their communication settings and elected not to receive messages in their email. In this instance, they will only see messages from the group page.*



Group Reports

To obtain a list of contact information or birthdates, click the **Reports** icon on the upper-right of the page. Click the desired report and answer the questions in the pop-up. Click **Run Report** to view and print the report.



Lead App

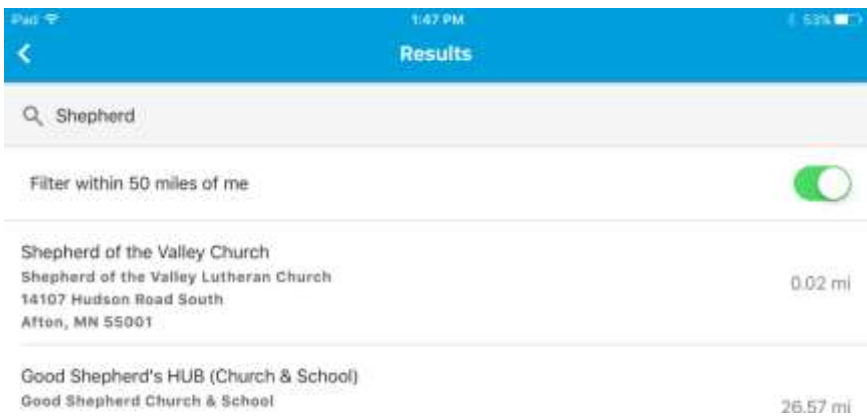
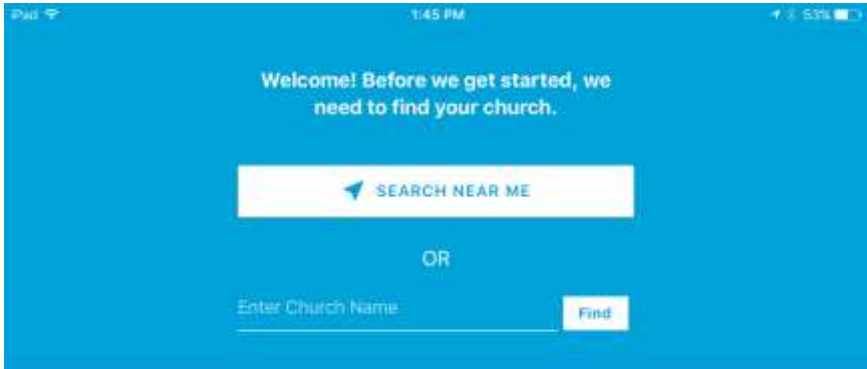
Step 1 | Setup

The Lead app is an iOS or Android app designed to make tools for leading your group easily accessible on your mobile device. The Lead app is only available to group leaders and is not intended for general congregational use.

To begin, in your app store search for and install *LEAD*. by Church Community Builder, Inc.



After installing, open the Lead app and search for *Shepherd of the Valley* in the search box. Alternatively, if you are at or near church, you can tap the **Search Near Me** button to search by location. Look in the search results for Shepherd of the Valley Church in Afton, Minnesota, and tap on that result.



At the login screen, enter your myShepherd username and password.



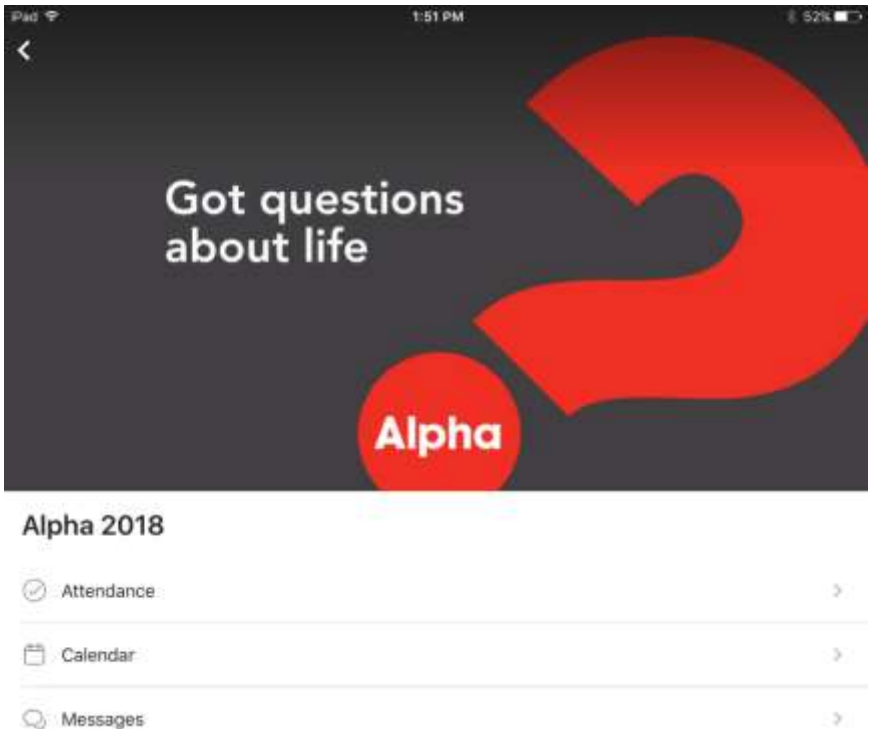
Step 2 | Groups

From the **Groups** tab tap on the name of a group you lead to see the group page for that group.



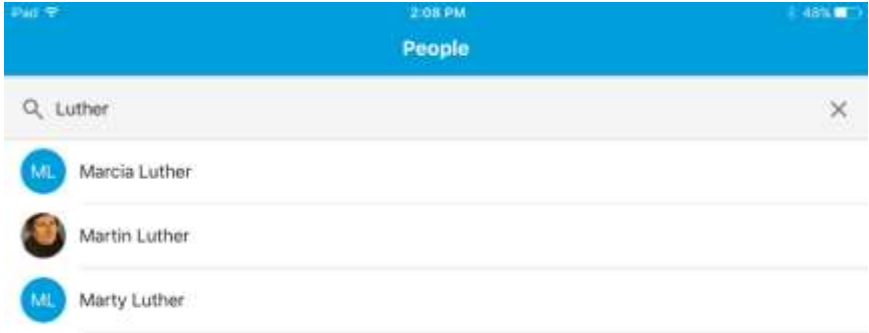
From the group page you can,

- View and send messages
- View, add, and remove members
- View special days for group members (birthdays and anniversaries)

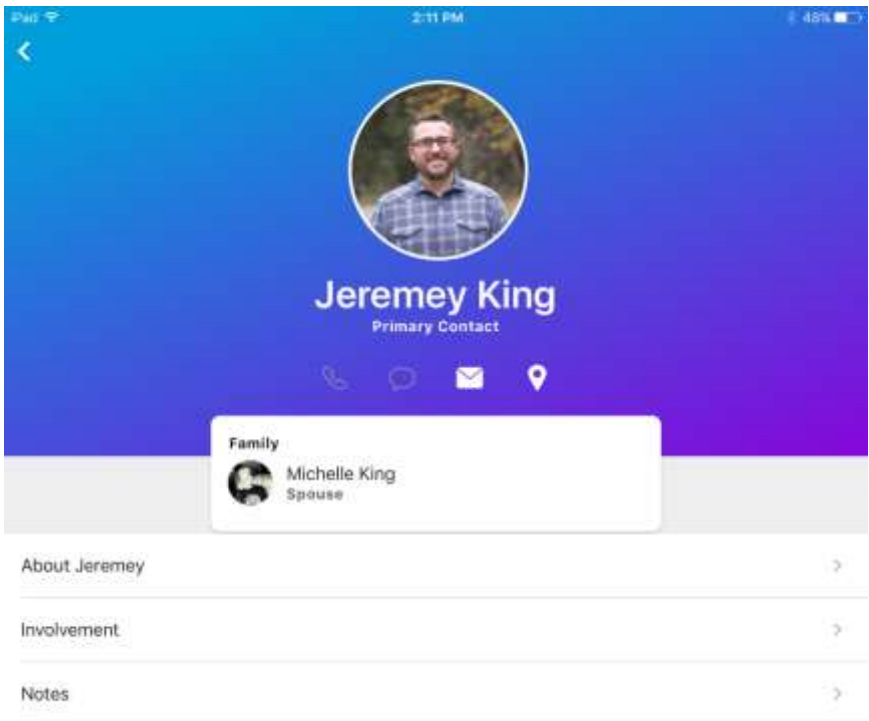


Step 3 | People

From the **People** tab you can search for people in the congregation and view the contact information they have shared.



You can call, send a text message, or find the address for a person by tapping the icons below their picture and name.





SHEPHERD
OF THE VALLEY

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