

HOW TO SIGN YOURSELF UP FOR A MINISTRY GROUP

- 1) Open the **ChurchDB** log in page & log in as church member
- 2) Click on **Groups**.
- 3) If you know what ministry you are looking for click on **Ministries**. Browse for groups you are interested in.
- 4) Click on **Join this Group** at the top of the page to join.

*You may also use the instructions below to add yourself to a Group.

HOW TO SIGN A FAMILY MEMBER UP FOR A MINISTRY GROUP

- 1) Open the **ChurchDB** log in page & log in as church member
- 2) Click on **Family Info** on the left hand menu bar
- 3) Click **Ministry Sign Up** to the right of the person's name.
- 4) This will enable you to browse all groups. Scroll through the list of ministries; click on Learn More to see more info about the ministry.
- 5) **Check boxes** next to the ministries the person is interested in. Click **Submit**. This registers the person as Interested in the selected ministries. Group leaders then contact the person to provide more information and make them active in the group.

HOW TO LEAVE A GROUP OF WHICH YOU ARE A MEMBER

1. Open the **ChurchDB** log in page & log in
2. Click on **Groups**
3. Click on **Ministries**. Browse for group you want to leave. Click on **Leave this Group**.

*Heads of Household must log in individually and remove themselves from a group.