

# How to Add a Member to Your Community Group!

Groups don't exist without people! The best way to populate your groups is through Church Center; however, administrators and leaders can add, invite, or manage membership requests for groups on the Admin side.

If you need to add multiple people to your Planning Center account, a People Administrator can import a file of profiles, which will speed up the process of adding those people to groups.

Go to [planningcenter.com](https://planningcenter.com) and login with your credentials. If you don't remember, please submit a "Forgot Password" request to reset your login credentials.

Go to "Groups" in the top left corner of your dashboard. It should turn from blue to orange.

Click on your Community Group.

Go to the Members tab to invite or approve members.

Group Membership Requests

5/12/2023  
Ashley Howard  
ashley@cvchurch.co  
(555) 456-1230

Don't add... Add...

Q Search by name

27 Members [Email] [Print] [List] [Add person]

- If a person has requested to join the group, you can choose to *Add* or *Don't add* the person.

If the person added a message to their request, select *View Message*, and the message will expand below their information.

- To add someone to the group, select *Add person* or *Invite a new member*.

Send the person an email welcoming them to the group or explaining why you couldn't add them by checking the *Reply* box.

### Membership Request Response

Action Reply

Add to Group as a Member   Send an email to Jessica

To

Jessica Little

From (i)

William Gutierrez <pastorwill@pco.bz>

Subject

Welcome to the Group!

Body

**B** *I* U [Link](#)

Hey Jessica!

We're excited you want to be part of our Parenting group! We will meet for lunch on Sunday after church at Chick-fil-a on Bear St.--we'll let our kids play while we get to know new members of the group.

See you there!

Cancel Send Message & Add to Group as a Member

Jeff Berg Member (760) 555-1212