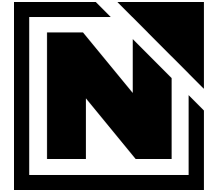


# Church Center APP for LifeGroups



## **PLANNING CENTER + THE CHURCH CENTER APP**

NorthEast utilizes Planning Center and The Church Center APP as the main hub for the NorthEast community. As a Group Leader, please read through the following information to utilize this resource.

Once our Ministry Support Staff has received the information for your Group, the Group will be set up and you will receive a notification that you are now a Leader of the Group.

## **Church Center APP + [ncclex.churchcenter.com](http://ncclex.churchcenter.com)**

There are two ways to access Groups – through the APP and online.

**APP** | To download the APP, visit the app store on your device – or head to [ncclex.org/app](http://ncclex.org/app) to find direct links for the download.

Once you download the Church Center APP, you will need to follow the prompts to connect with NorthEast. As an active Owner or Attender of NorthEast, your data will already be present in the system.

*The APP is also a great tool for signing up for events, getting the Sunday sermon notes and announcements, and tracking generosity!*

**Online** | All groups can be accessed by going to [groups.planningcenteronline.com](http://groups.planningcenteronline.com) and logging in. This will be the same password that you use for all things Planning Center and Church Center.

## **Through the APP and Groups, you can:**

- Track attendance: Keep track of member participation and follow up with people who haven't attended in a while.
  - Schedule Group events and Request RSVP: Include RSVP requests in your event reminder emails so you know how many people to plan for.
  - Share resources: Share materials like study questions and curriculum with members online or in the Church Center app.
  - Message group members\*: Give members a way to stay connected throughout the week with Group Messaging in the Church Center app.
- \*Please note that if a Group Member chooses not to download the APP, they will not receive the notifications of these messages. They will need to be contacted separately.*

## **Still have questions?**

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