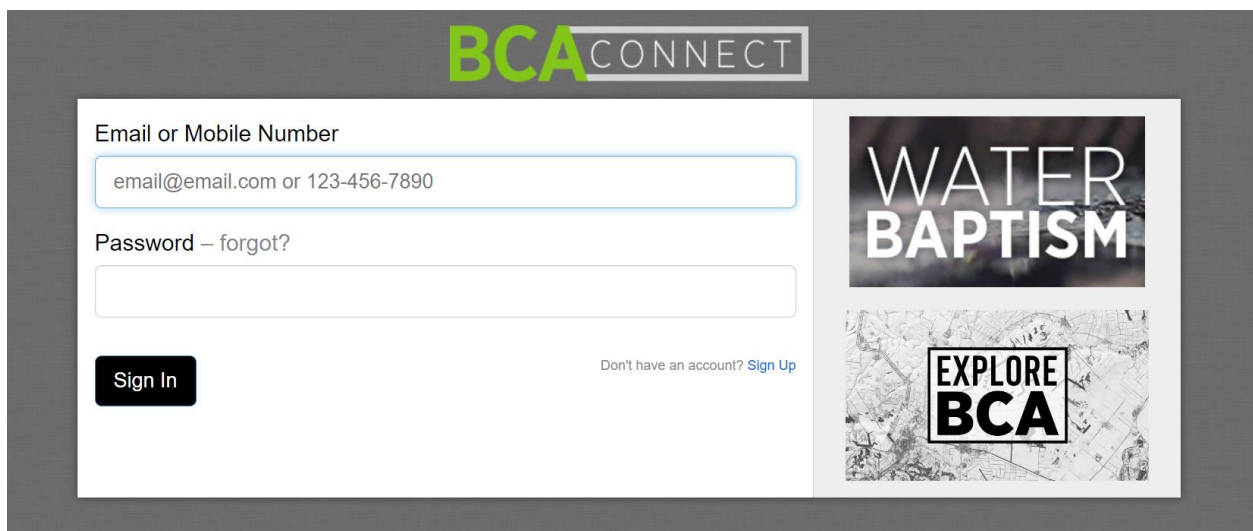Hello Adult Ministries Teachers and Leaders:

I hope you are excited about using the BCAConnect Groups tool to communicate with your students, manage your class rosters, and take attendance.

Here is a step-by-step guide on navigating the Groups Portal and making the most of its features. Let's dive in:

Step 1: Accessing the Groups Portal
Open your web browser and visit the BCAConnect login page: https://bcachurch.com/bcaconnect/
Log into your account by selecting the green "Log into My Account" button where you will see then see the following screen where you can use your email or mobile number to log into your account. Forgot your password? Simply select "forgot?" and reset your password.

Step 2: Navigating the Groups Portal
After logging in successfully, you will be directed to a screen, where you can choose "Your Groups".

You will find a list of adult classes/groups with their respective names. To access a particular class/group, click on the corresponding name. Below is a screenshot showing what it looks like when you open a Group.

Step 3: Taking Attendance
Within the selected group's page, you will see a tab or section labeled "Attendance."
Click on the "Attendance" tab to access the attendance management interface.
Here, you can choose a date and record attendance.
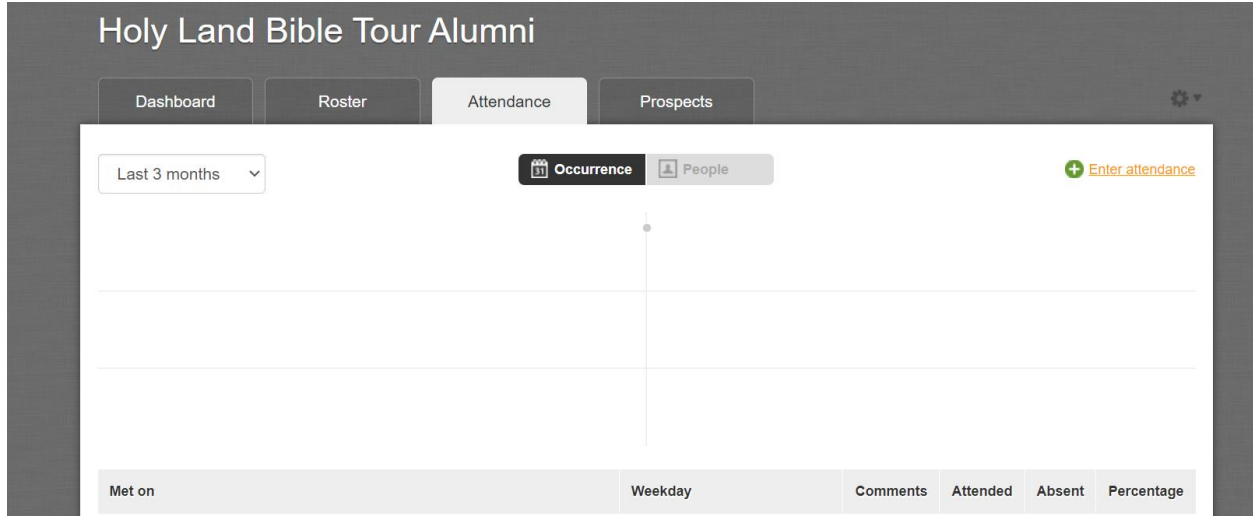
Step 4: Sending Messages*
To communicate with your adult class/group members, navigate to the "Send an email" link within the selected group's page.
Compose an email to everyone in the group or just to select recipients by checking the appropriate checkboxes next to their names.

Please feel free to add any necessary attachments if you'd like to send them. Once ready, click the "Send email now" button to dispatch your message to the selected recipients.

If your roster needs updating, you can remove inactive individuals from your class/group roster by selecting the individual and then choosing the action, Remove from group.
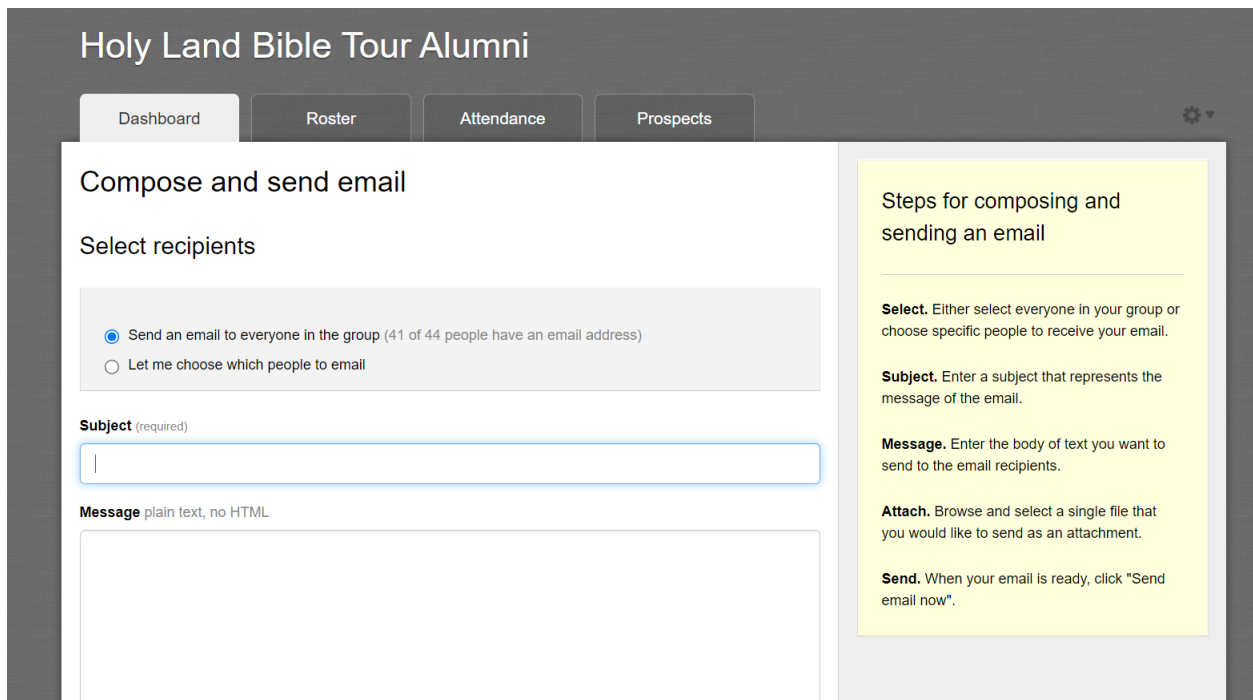*If you need to add an individual, choose "Add or Invite someone to join" > type their first and last name and email or phone number (if you have it) > Choose Next > Add to group*

If the system can't find the person that matches your entry, go back to the previous screen and choose "Add or Invite someone to the group" > Add their name and email address, craft a message to them, and then send it. They can then accept your invitation.

If a new person shows up at your class, direct them to the Groups page on the BCA website https://bcachurch.com/groups/ and have them join your group by completing the form that shows their interest. You'll then receive an email alerting you that your class/group has a prospect who wants to be added. Email them and then add them to your group.

We believe that the Groups Portal will significantly streamline your attendance tracking and communication tasks, making your overall teaching experience more efficient and enjoyable. Should you encounter any difficulties or have further questions, please don't hesitate to contact me, and I'll be more than happy to assist you.

We are thankful for your dedication to reaching out to others with the love of Jesus through BCA's Adult Ministries program. I look forward to your feedback on the Groups Portal and connecting with you during upcoming tech training sessions for our class and group leaders.

Thank you!

Lisa Carlson
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