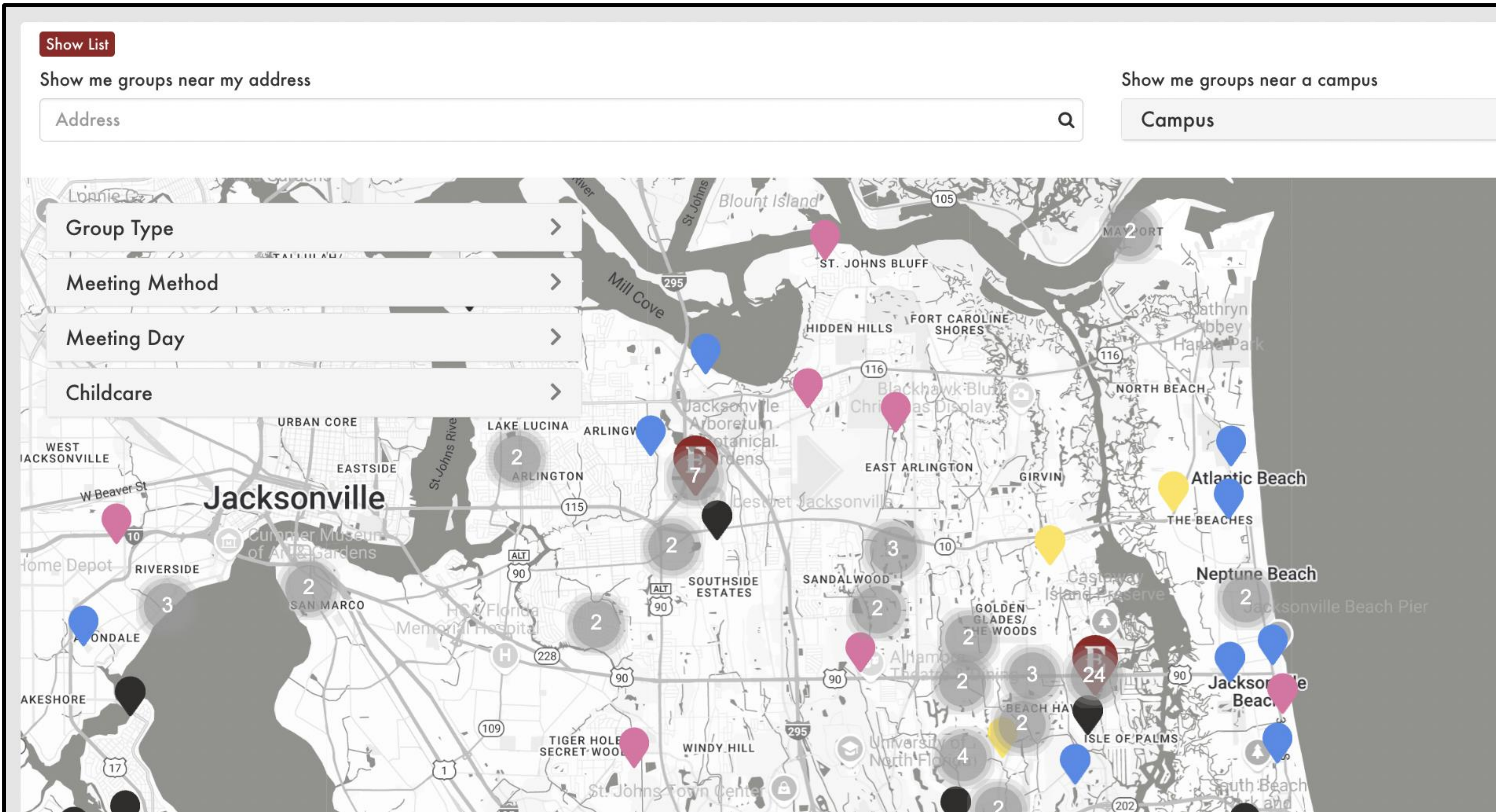




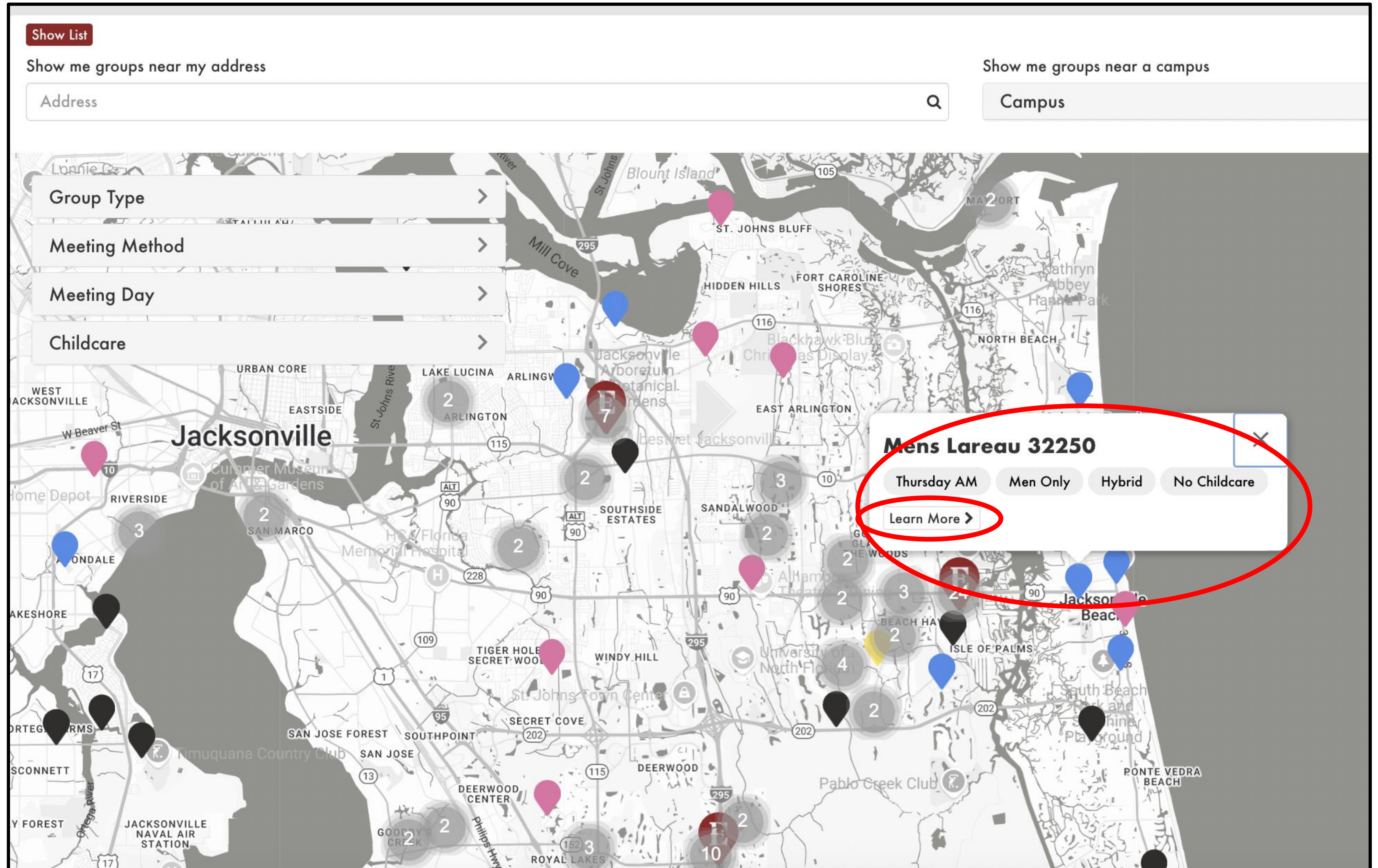
# Add a Member

Step 1 - There are two ways to add a member to your group. The easiest way is to go to the “Find a Group” page. You can navigate there from the [coe22.com](https://coe22.com) page or just type [my.coe22.com/find-a-group](https://my.coe22.com/find-a-group) into your browser.



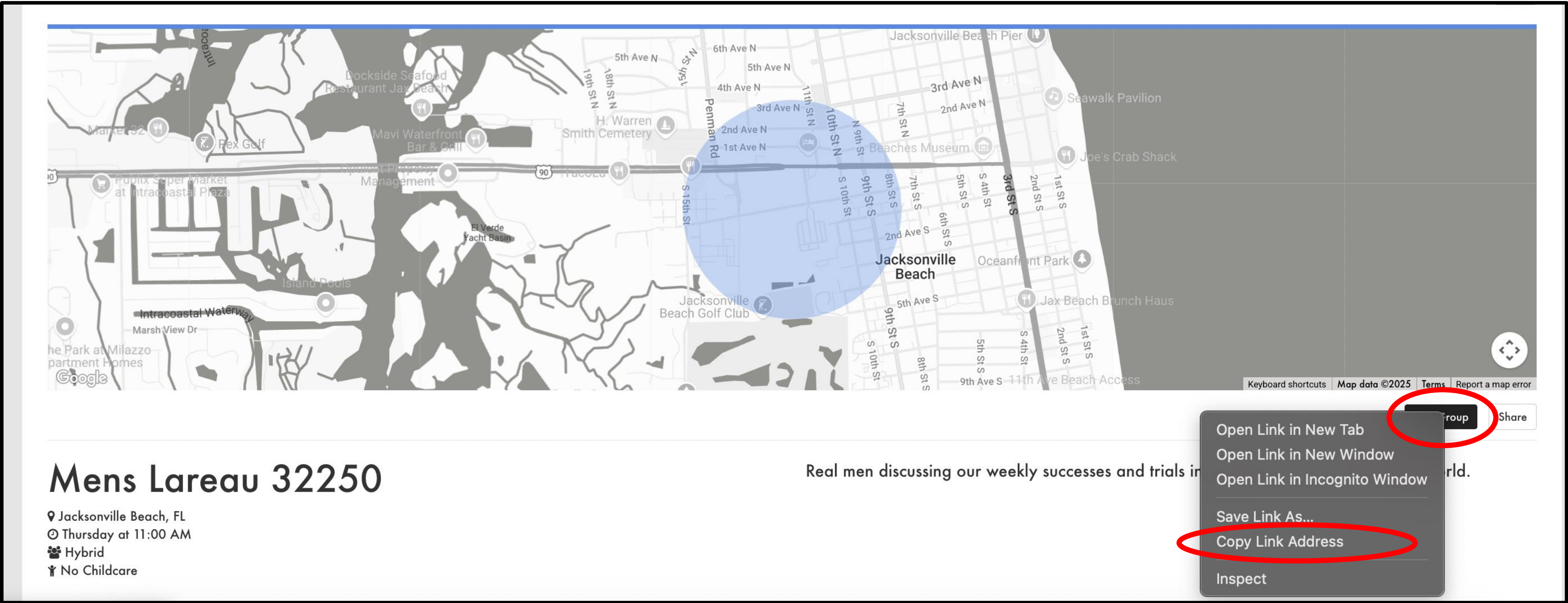
Updated May 2025

**Step 2 – Find the map pin that locates your group on the map and click on it. Then click on the “learn more” button.**



Updated May 2025

Step 3 – Right click on the “Join Group” button. Then “Copy link address”. You can now paste the copied link address into a text message or an email to send to the person who wants to join your group. They can then fill out the information and join your group.



If your group is full, you will not be able to find your pin on the map anymore and you will need to use the second method which is described on the remaining pages.

Step 4 - The other way you can add a member to your group is to first make sure you are logged in at [my.coe22.com/myaccount](https://my.coe22.com/myaccount). You will know you are logged in because it will say “HELLO YOUR NAME” over on the right.

The screenshot shows a web browser at the URL [my.coe22.com/myaccount](https://my.coe22.com/myaccount). The browser's address bar and the website's navigation bar both highlight the user's name, "HELLO GREG", indicating a successful login. The website is for "The Church of Eleven22". The main content area displays the user's profile for Greg Knapp, including a circular profile picture, his name, age (56), gender (Male), and marital status (Married). Below this, contact information is listed: Home Address (12345 Beach Blvd, Jacksonville, FL 32224-1395), Email (gregory.knapp@coe22.com), Phone ((555) 555-5555 Mobile), Baptized Here (No), and Opt out of Postal Mail (No). On the right side of the contact information, there is a field for "Is Baptized" with the value "Yes". A left-hand sidebar contains links to various account features: Account Info, Change Password, Connection Requests, Vision Ambassador Connections, Join A Group Connections, Kids Serve Staff Discipleship & Care Connections, Groups, and a list of group memberships including "Mixed Knapp/Kelemen 32082 (Leader \*)", "Compassion Volunteers (Member)", "Next Step Response Team - Eleven22 Online (Member)", "Test Mens Knapp 32250 (Leader \*)", "Baptism Teachers - SP (Member)", and "Communion (Member)".

Step 5 – Click on the group that you want to add a member to.

← → ↺ my.coe22.com/page/607?GroupId=442621

☰ COE Greg G1 greg Gigs soc ht ex ins rec Biz p retire remod to do spk pics All Bookmarks

E

The Church of Eleven22

LOCATIONS SERMONS CURRICULUM GET INVOLVED ABOUT GIVE HELLO GREG ▾

Groups

Mixed Knapp/Kelemen 32082 (Leader ✱ )

Compassion Volunteers (Member )

Eleven22 Online DGroups (Discipleship Minister ✱ )

Next Step Response Team - Eleven22 Online (Member )

Test Mens Knapp 32250 (Leader ✱ )

Baptism Teachers - SP (Member )

Communion (Member )

Baptism Ambassadors - SP (Member )

Next Steps Response Team-FLE (Member )

Compassion Serve Team (Member )

SP - Greg Knapp NBA (Ambassador ✱ )

CoE22 Red Badge (Member )

Group Signups

Test Mens Knapp 32250

This is a group to run online tests on. Do not join. It's not a real disciple group.

Group Details:

Type: Men Only

Time of Day: PM

Day of Week: Wednesday

Childcare: No

Prison Locations:

Online Only: No

Group Was Launched from Discover Group: No

Meeting Method: In Person

Foster Wrap Around Care: No

On Break: No

Launching Campus:

Launching Leader: Greg Knapp

Launching Leader:

Launching Group: Group type: Disciple Group

Leaders:

• Greg Knapp (Leader)

Your communication preference: Email SMS

Edit

Roster Attendance

Active Members

AA

Albert Anyone (Future Leader)

(555) 555-5555 (Mobile)

noemail@gmail.com

Add Discipleship Note

Greg Knapp (Leader)

(555) 555-5555 (Mobile)

12345 Beach Blvd Jacksonville, FL 32224-1395

gregory.knapp@coe22.com

DD

Donald Duck (Member)

11111111 (Mobile)

GarriLynn.Darter@coe22.com

Add Discipleship Note

Mickey Mouse (Member)

(123) 456-7890 (Mobile)

GarriLynn.Darter@coe22.com

Add Discipleship Note

Updated May 2025

Step 6 – Then scroll down to the bottom of your account page over on the right and click “+Add a Member.”

← → ↺ my.coe22.com/page/607?GroupId=442621 🔍 ☆ 👤 ⋮

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The Church of Eleven22

LOCATIONS SERMONS CURRICULUM GET INVOLVED ABOUT GIVE HELLO GREG ▾

Eleven22 Online DGroups (Discipleship Minister ✱ )

Next Step Response Team - Eleven22 Online (Member )

Test Mens Knapp 32250 (Leader ✱ )

Baptism Teachers - SP (Member )

Communion (Member )

Baptism Ambassadors - SP (Member )

Next Steps Response Team-FLE (Member )

Compassion Serve Team (Member )

SP - Greg Knapp NBA (Ambassador ✱ )

CoE22 Red Badge (Member )

Group Signups

Type: Men Only

Time of Day: PM

Day of Week: Wednesday

Childcare: No

Prison Locations:

Online Only: No

Group Was Launched from Discover Group: No

Meeting Method: In Person

Foster Wrap Around Care: No

On Break: No

Launching Campus:

Launching Leader: Greg Knapp

Launching Leader:

Launching Group: Group type: Disciple Group

Roster Attendance

Active Members

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Albert Anyone (Future Leader)

(555) 555-5555 (Mobile)

noemail@gmail.com

Add Discipleship Note



Greg Knapp (Leader)

(555) 555-5555 (Mobile)

12345 Beach Blvd Jacksonville, FL 32224-1395

gregory.knapp@coe22.com

Add Discipleship Note

DD

Donald Duck (Member)

11111111 (Mobile)

GarriLynn.Darter@coe22.com

Add Discipleship Note

Mickey Mouse (Member)

(123) 456-7890 (Mobile)

GarriLynn.Darter@coe22.com

Add Discipleship Note

Edit

+ Add Member

Email Roster

Updated May 2025

Step 7 - Fill out the form with the member's name, email and phone number and hit "Submit." It's not necessary to fill out their address. Someone on the disciple groups team will then add that person to your group, typically within 24-48 hours.

my.coe22.com/page/1144?GroupId=442621&GroupName=Test+Mens+Knapp+32250

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**E** The Church of Eleven22

LOCATIONS SERMONS CURRICULUM GET INVOLVED ABOUT GIVE HELLO GREG ▾

My Account / Group Toolbox / Add Member

Groups

- Mixed Knapp/Kelemen 32082 (Leader ✱)
- Compassion Volunteers (Member)
- Eleven22 Online DGroups (Discipleship Minister ✱)
- Next Step Response Team - Eleven22 Online (Member)
- Test Mens Knapp 32250 (Leader ✱)
- Baptism Teachers - SP (Member)
- Communion (Member)
- Baptism Ambassadors - SP (Member)
- Next Steps Response Team-FLE (Member)
- Compassion Serve Team (Member)
- CoE22 Red Badge (Member)

### Add Disciple Group Member

(Not for Serve Staff Groups)

This method of adding a new member to your disciple group is a manual process. It may take 24 to 48 hours for your new member to appear on your roster. An immediate/automatic method is to find your group on the **Find A Group** page and add the new member there.

**Your New Member's Name**  
First Name

**Your New Member's Last Name**  
Last Name

**Your New Member's Email**  
Email

**Your New Member's Phone Number**  
Phone Number

**Address NOT REQUIRED**

United States

Address Line 1

Address Line 2

City FL Zip

**Submit** Cancel