

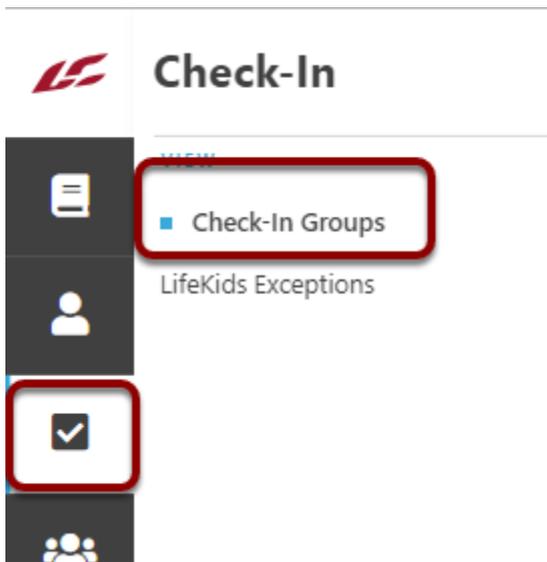
# Adding Volunteers and Student Leaders to a Serving Group

This article is how to add a volunteer to a serving group so they can check-in

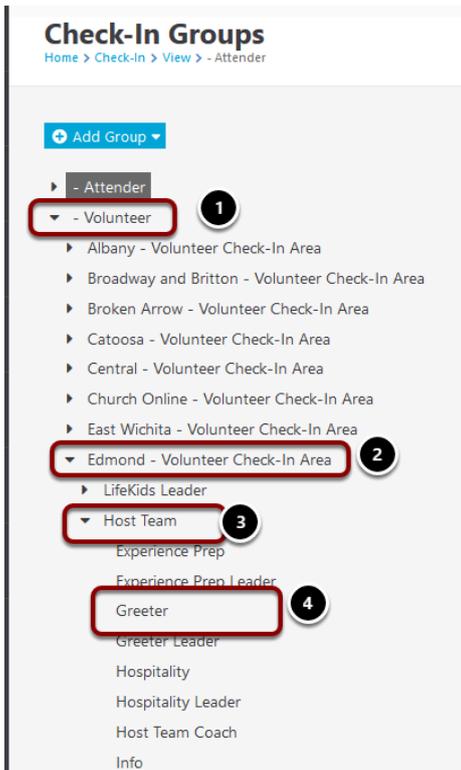
 Click to copy

## 1. Find the Check-In Group

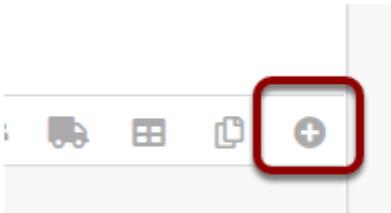
Click the **Check-In** Icon and select **Check-In Groups**



1. Expand the **Volunteer** group.
2. Expand the **Campus** where the volunteer will be serving.
3. Expand the **Ministry** where the volunteer will be serving.
4. Select the **Role** where they will be serving.



Click the + to add a new person.



Search for and select the individual.

Click the radio button next to the correct person.

Click Select

**Add Group Volunteer**

Person •

Search

s Criss

Results

View Profile

Select Cancel

If this person doesn't have the correct permissions to be in this group, you will be notified by a red **Status Not Met**. And you will not be allowed to add this person to the group.

**Please correct the following:**

- This person must meet the following requirements before they are added to this group: Background Check

Person •

Seth Crisswell

Role •

Volunteer

Note

Notified ⓘ

Volunteer Status

Inactive

Requirements

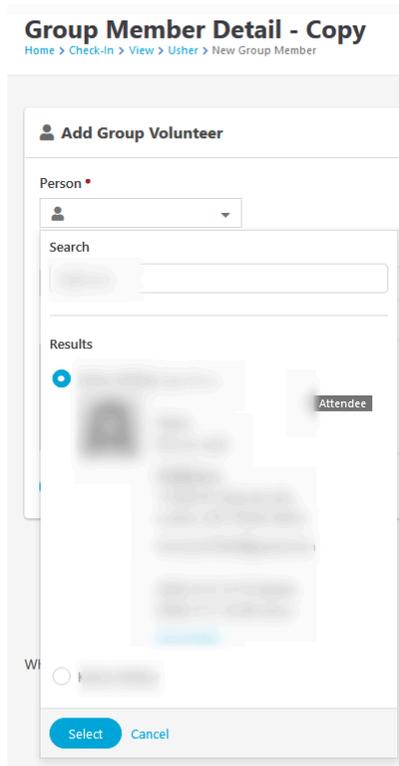
Status Not Met

Save Re-Check Requirements Save Then Add Cancel

Cancel this transaction.

[Save](#) [Re-Check Requirements](#) [Save Then Add](#) [Cancel](#)

Search for another person to add.



If this person has met all the requirements.

Make sure the **Role** says **Volunteer**

The **Requirements** will have a green **Approved** tag.

Click **Save** to complete.

**Add Group Volunteer**

Person \*

Role \*

Note

Notified i

Volunteer Status  
 Inactive

Requirements

## 2. Adding Student Leaders to a serving group.

Follow the steps above to search for your **MS - Student Leader** or **Student Leader**.

Change **Role** to Student Leader so the requirements will adjust.

Click **Save**

**Add Group Volunteer**

Person \*

Role \*

Note

Notified i

Volunteer Status  
 Inactive  Active  Pending

Requirements