


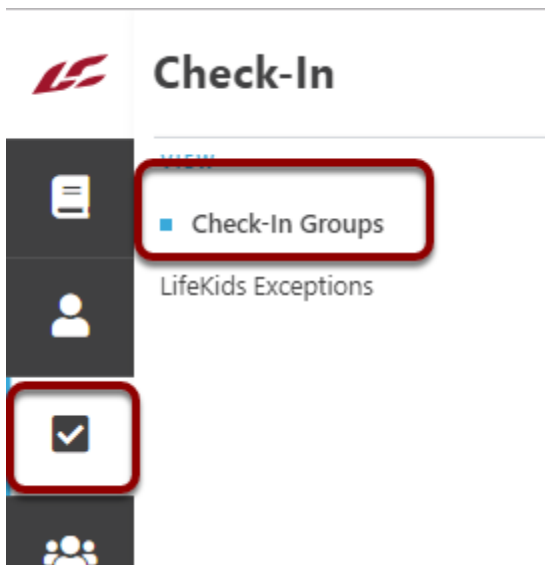
Adding Volunteers and Student Leaders to a Serving Group

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

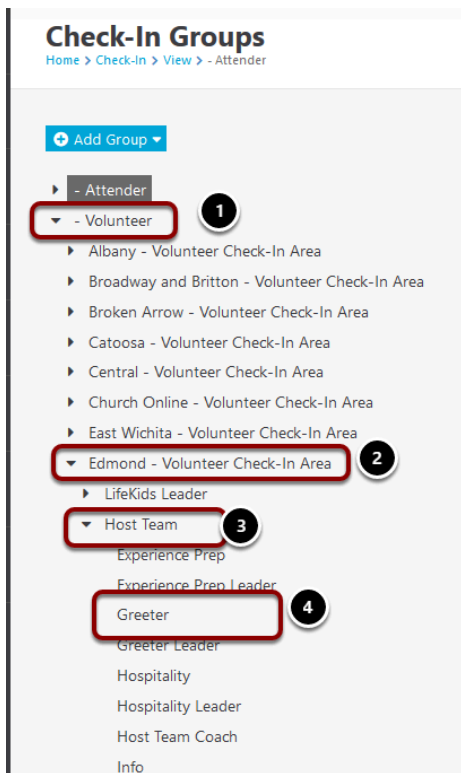
 Click to copy

1. Find the Check-In Group

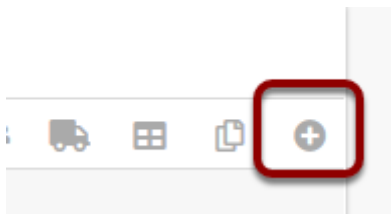
Click the **Check-In** Icon and select **Check-In Groups**



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

Notified

Role

Volunteer

Volunteer Status

Inactive

Note

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.

Group Member Detail - Copy

[Home](#) > [Check-In](#) > [View](#) > [Usher](#) > [New Group Member](#)

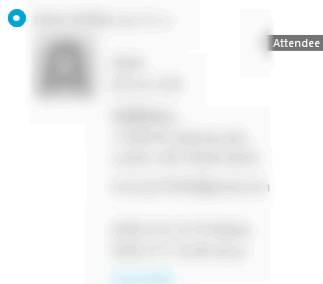
Add Group Volunteer

Person *



Search

Results



With ☐ ☐ [Select](#) [Cancel](#)

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

Volunteer

Note

Save

Re-Check Requirements

Save Then Add

Cancel

Notified

Volunteer Status

Inactive

Active

Requirements

Approved

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

Student Leader

Note

Save

Re-Check Requirements

Save Then Add

Cancel

Notified

Volunteer Status

Inactive

Active

Pending

Requirements

Interview

Reference Check

14 - 17 Years Old

Student Volunteer Application