

## Create Your Account

1. Go to <https://my.milestonechurch.com/>.
2. Click "Register" and complete each field. Please use the same name and email that you used when you registered your Small Group. Click "Next".
3. Choose the correct profile; if you don't see your profile, select "none of these are me".
4. Confirm your email address.
5. Log in to your new account.
6. Click on your picture in the top right corner and click "My Account". Here you can update any personal information, edit your profile, or view your Small Group.

## View Your Group/Edit Group Details

1. Under "My Small Groups", select your Small Group.
2. In the "Actions" box, you will see options to: add group members, update group details, or send members an email.
3. If you need to edit any of your group details, click "Update Group Details".
4. Add or change any info as needed. Be sure to add the date that your Small Group will begin.

## How To Add Pending Members/Remove Members

1. Under "My Small Groups", select your Small Group.
2. Scroll down and find "Pending Members".
3. Click the "Accept" button to add a pending member to your group. Click the "Decline" button if the pending member will not be joining your group.
4. To **REMOVE** a member from your Small Group, hover over the person's name and click the pencil (edit) icon on the right.. Change the "Member Status" to "Inactive" if they are no longer participating, then click save.

