Enter here. Start anew.

# **Connect Groups Guide**



Log in to **www.citygatenetwork.org** by clicking **Login** on top right of the homepage.

## Member Login

Please log in with your email address and password below. If you are unsure of the email address we have in your records, please contact Member Services at info@citygatenetwork.org. To learn more about Citygate Networks's website and available resources, view/download the Website How-To Guide. For information about the membership renewal process, view/download the Renewal Guide.

Email		
Password		
	Check here to remember me	
Login		
		Forgot your Password?
	Click her	re to retrieve your password

**Enter your email address** as the username. If you don't know the password, leave that field blank and click **Submit**. You will receive an email with instructions for resetting your password.

If your email address isn't found in our system, please contact us at **info@citygatenetwork.org**.



Once logged in, click on **My Connect Groups** on the right side of the screen. You will see a list of all the groups you are subscribed to.

#### Welcome to Citygate Network's Connect Groups!

Click here to view the Connect Group Users Guide. Or jump right in! Click **View All Groups** to see all the Connect groups and then **Subscribe** to receive email responses for any group that interests you. Click **Add New** or **New Thread** to start a new discussion. (You will not receive your own posting via email.)

#### NOTE

The district groups are for district business and topics that pertain to your ministry's geographic area. Please only post to your own district, and keep in mind that the district groups include board members and people across all areas of life transformation work. Anything you post on the forum will be emailed to them, so be mindful to not spam them unnecessarily. Thanks!

		VIEW ALL GROUPS
Subscribed Groups	Date Subscribed	Actions
Addiction Specialization	9/18/2018 4:07 PM	New Thread   UnSubscribe
Administrative Assistance	9/18/2018 4:07 PM	New Thread   UnSubscribe
Associate Leadership	9/18/2018 4:08 PM	New Thread   UnSubscribe
Bluegrass District	9/18/2018 4:07 PM	New Thread   UnSubscribe
Board Group	9/18/2018 4:08 PM	New Thread   UnSubscribe
Case Management	9/18/2018 4:08 PM	New Thread   UnSubscribe
Counseling	9/18/2018 4:08 PM	New Thread   UnSubscribe
Deep South District	9/18/2018 4:08 PM	New Thread   UnSubscribe

#### **Citygate Network Connect Groups**

This page shows you all the groups you are subscribed to. If you are subscribed, you receive new threads (discussions) and posts (responses) in your email.

Click **New Thread** to start a new discussion thread, which will be emailed to the group.

Click **Unsubscribe** to stop receiving email notifications from the group.

Click a group to view all discussions for that group.

Click **View All Groups** to see all group discussions and subscribe to new groups.

Upon becoming a member, everyone is automatically subscribed to their district group, and executive directors are also subscribed to the Executive Leadership group. The district group should be used for district business and topics that pertain to your mission's geographic area. You can unsubscribe from these groups as needed. When you are gone and set your "out-of-office" message, make sure the subject line includes standard wording such as "Out of Office" or "Auto-Reply."

## Connect Groups Guide

Γ	ADD NEW THREAD		VIEW GROUP   VIEW ALL GROUPS
	Author	shughes@agrm.org	
	Entered On	11/9/2018 12:37 PM	
	*Title		
	Group	Development ©	
l	🐡 #3 % 🗈 🕵 • 🤊 • @		
	B I ∐ abe ≣ ≣ ≣	IZ   ‡ ‡   Ξ Ε   Α • ⊗ • Ø • Ω •   ½ ½ Zoom	•
	✓ Design <> HTML	Weats 0	Characters: 0 .:
l	Design	Words: 0	Characters: 0
т			

## **Add New Thread**

Enter a title (This will be the subject of your email.)

Type your text into the **Discussion box**. Be sure to include your name, ministry, and location so that people know who you are when they respond to you.

Click **Submit your Thread** at the bottom of the screen to email the discussion to everyone in the group.

The thread will be emailed to the group, but it will not be sent to you.



## **Respond to a Thread by Posting**

Click the **thread title** from the View Group or View All Groups page.

#### Click Add Response.

Add your comments in the **Content** field and click **Submit your Response**.

You can add one attachment per post.



### **Respond to a Thread by Email**

Hit **Reply** in your email program to respond to a discussion. Your response will be emailed to everyone in the group and will also be posted in the online thread. You will not receive your own response.

Click the **email** in the **From** field to send an email only to that person.

You can add one attachment with your response. If you have multiple attachments, send a separate email for each attachment.

If there is an attachment in an email response that you receive, click **View Attachment** to download it.

Make sure your spam filters are set to receive emails from xxxx@forum.agrmconnect.org.

				ADVANCED SEARCH   ADD NEW   MY GROUPS
	Keyword	ls		Search
ADDICTION SPI	ECIALIZAT	ΓΙΟΝ	A	DD NEW   VIEW ALL THREADS   UNSUBSCRIBE
Date Posted	Latest F	Posts		Author
8/17/2018 12:01 PM		ogram Director		hrevans@opendoormission.com
8/2/2018 7:44 AM	ARE: Cell	Phone Policy		Loriann Tulk
5/10/2018 11:14 AM	Recover	Program help		brenda@fairbanksrescuemission.or
4/20/2018 9:34 AM	Locks on	Doors		lburnham@peoriarescue.org
3/4/2018 6:57 PN	RE: Opio	oid Addiction Meeting at Departmer Services	nt of Health and	jenna@regenbrampton.com
ADMINISTRATI	VE ASSIST	ANCE	A	DD NEW   VIEW ALL THREADS   UNSUBSCRIBE
Date Posted	L	atest Posts	Author	
10/2/2018 1:38 F	M F	Food for Homeless	mikehedrick@	rockfordrescuemission.org
8/21/2018 1:05 F	M N	WORK SAVINGS PROGRAM	Marilyn Rober	ts
5/22/2018 1:07 F	M F	Furniture Replacement	Mike Hedrick	
3/16/2018 1:22 F	M F	RE: New Business Cards	Ken Cusson	
12/1/2017 1:09 F	M M	Medi-Share	Carmyn Friez	
ASSOCIATE LEADERSHIP			A	DD NEW   VIEW ALL THREADS   UNSUBSCRIBE
Date Posted		Latest Posts	Author	
7/25/2018 10:26	AM	Men's Ministries Senior Director	lburnhan	n@peoriarescue.org
6/8/2018 3:31 PN	1	moderator needed	charisswa	arner@tcugm.org
4/9/2018 1:50 PM	4	Dashboard Report	Rachael N	Neal

#### **View All Groups**

Scroll down through the groups to view discussions and subscribe or unsubscribe yourself from various groups. You can access any listed group, but you will only receive emails if you are subscribed.

Search for specific discussions by keyword or by clicking **Advanced Search**.