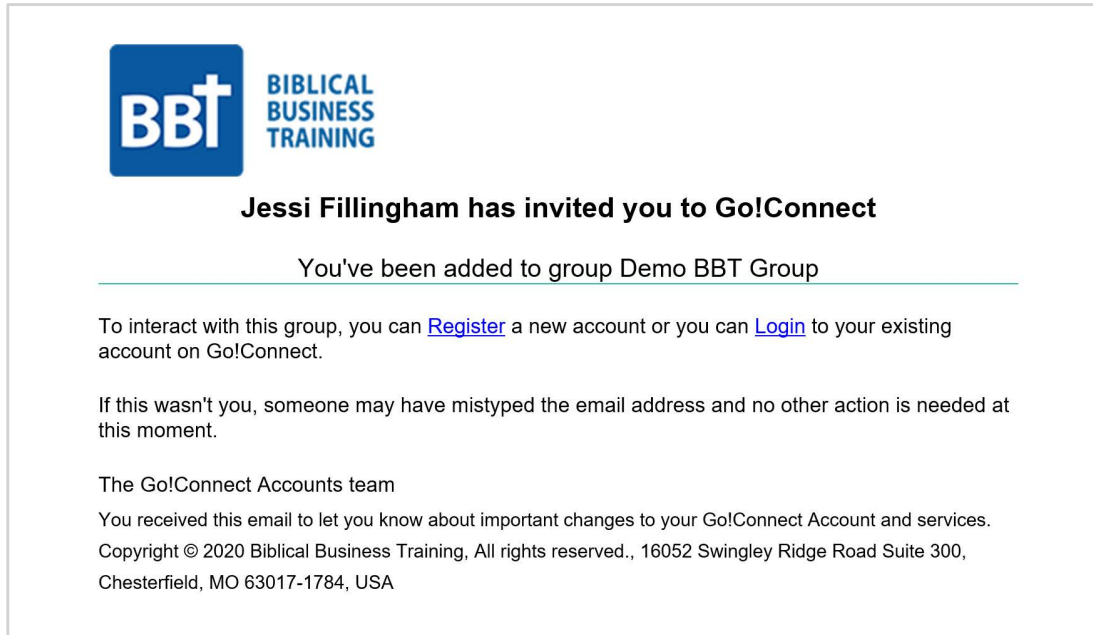


How-to Manual for your BBT Bible Study Group

Join the Group

1. New members will receive the following email invitation:

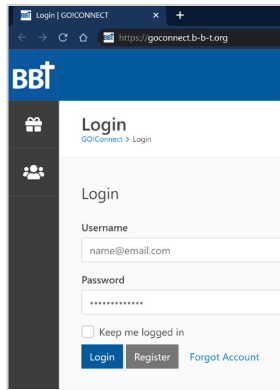


2. If a group member does not receive the invitation, try the following:
 - Check spam or junk filters
 - Add GoConnect@b-b-t.org to your address book.
 - Ask the leader to resend the invitation
 - Email Coaches@b-b-t.org
3. Register a new account

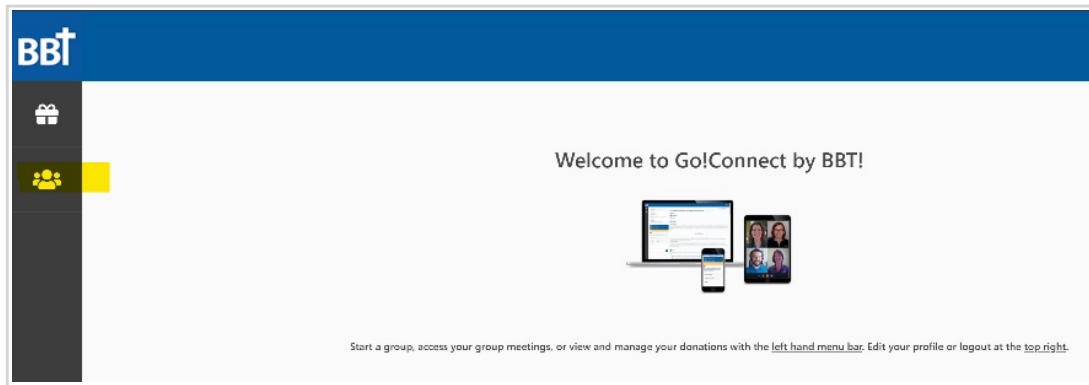
The screenshot displays the "Account Registration" page on the BBT website. The page is divided into two main sections: "New Account" and "Your Information". The "New Account" section contains fields for "Username" (with a green message indicating the username is available), "Password", and "Confirm Password". The "Your Information" section includes fields for "First Name", "Last Name", "Home Church", "Email", and "Gender". The BBT logo is visible in the top left corner.

Attend a Meeting

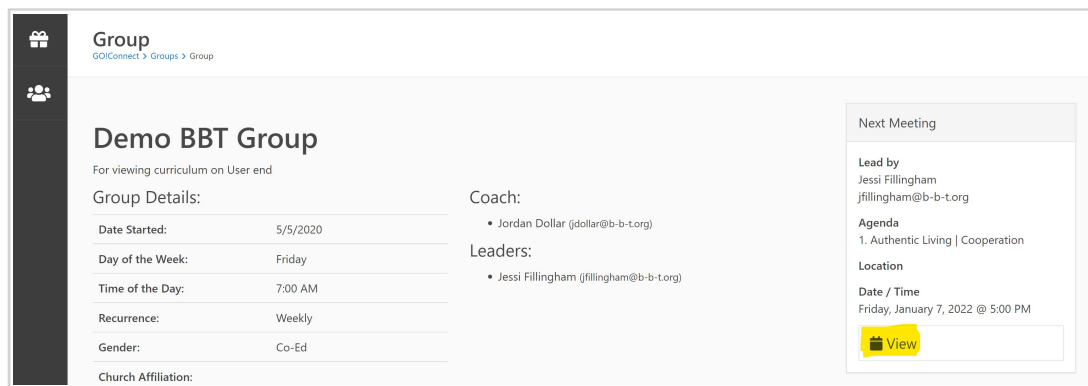
1. **Login** to BBT Go!Connect – <https://goconnect.b-b-t.org/>



2. **Select your group**



3. **View Meeting Agenda** by selecting View



Group Details:	
Date Started:	5/5/2020
Day of the Week:	Friday
Time of the Day:	7:00 AM
Recurrence:	Weekly
Gender:	Co-Ed
Church Affiliation:	

Coach:

- Jordan Dollar (jdollar@b-b-t.org)

Leaders:

- Jessi Fillingham (jfillingham@b-b-t.org)

Next Meeting

Lead by
Jessi Fillingham
jfillingham@b-b-t.org

Agenda
1. Authentic Living | Cooperation

Location

Date / Time
Friday, January 7, 2022 @ 5:00 PM

View

Demo BBT Group Meeting

GO/Connect > Groups > Group > Group Meeting

Information

Lead by
Jessi Fillingham
jfillingham@b-b-t.org

Agenda
Welcome to BBT: First Meeting

Location

Date / Time
Friday, January 28, 2022 @ 7:00 AM

Take Attendance

Join Virtual Room

Cancel

Agenda

PRAYERS

Opening prayer.

LEARN

Welcome to Biblical Business Training®! This is a small-group Bible study community to help you apply Biblical principles to what you do every day – work!

What is Biblical Business Training (BBT)?

BBT is a nonprofit ministry that provides curriculum and coaching to small-group Bible study leaders in the workplace.

Since our group will be using BBT curriculum, it is important to understand the mission and vision of the organization.

The mission is "Helping you apply Biblical principles at work," or simply, "Faith for Work."

4. Join: If meeting virtually, join using BBT's Virtual Room or a video conferencing link provided separately by your Group Leader.

Demo BBT Group Meeting

GO/Connect > Groups > Group > Group Meeting

Information

Lead by
Jessi Fillingham
jfillingham@b-b-t.org

Agenda
Welcome to BBT: First Meeting

Location

Date / Time
Friday, January 28, 2022 @ 7:00 AM

Take Attendance

Join Virtual Room

Cancel

Agenda

PRAYERS

Opening prayer.

LEARN

Welcome to Biblical Business Training®! This is a small-group Bible study community to help you apply Biblical principles to what you do every day – work!

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5. Enter Prayer Requests & Notes

- Prayer Requests – Enter prayers before or at the start of the meeting

Note: Prayer requests appear on the recap email to all attendees; use your discretion with confidentiality or how much detail you share.

Prayer Requests

Created By Subject

Subject *

Add

LIVE

Discussion Questions: Read the text and scriptures below and prepare to answer the questions.

PRAYERS

Prayer requests and closing prayer.

- Notes – The notes section is for your use and kept in your meeting history; however, notes are not shared with the whole group.

Chrome. Other browsers may not work.
[Download Chrome here.](#)

Prayer Requests

Created By	Subject
Jessi Fillingham	Prayer requests shared here
Jessi Fillingham	Instantly shared with entire group

Subject *

Add

Life.

BBT is more than a Bible study – it is a mission centered around equipping and empowering God's people at www.B-B-T.org.

LIVE

Discussion Questions: Read the text and scriptures below and prepare to answer the questions.

1. Read [Colossians 3:23](#). How does this view of work change your perspective and life day?

Notes

Notes are private and not shared with the group.

2. Read [Hebrews 10:24-25](#). How does the Bible encourage fellowship with one another?

Notes

Notes are kept in your meeting history

3. Read [John 13:1-17](#). What does Jesus' foot-washing convey about leadership?

Notes

6. A recap and next meeting email will be sent following the meeting and before the next meeting.

Demo BBT Group - Meeting Recap

Biblical Business Training <GoConnect@b-b-t.org>
To: Lori Drury

Wed 12/22/2021 2:03 PM

Scripture references for this study: [Colossians 3:23](#), [Hebrews 10:23-25](#), [John 13:1-17](#) and [Mark 4:20](#)

LIVE

- Your true boss is Jesus, therefore, whatever work you do, work at it as though you are working for Him!
- Mutually encouraging community is important for living Godly lives, holding each other accountable and applying the Bible to your daily life.
- Like Jesus, humble-servant leaders must be willing to deny themselves for the

Demo BBT Group - Meeting Scheduled

Biblical Business Training <GoConnect@b-b-t.org>
To: Jessica Fillingham

Fri 1/21/2022 10:38 AM

AddToCalendar.ics
890 bytes

BBT BIBLICAL BUSINESS TRAINING

New meeting scheduled for [Demo BBT Group](#)

Sent by: Jessi Fillingham

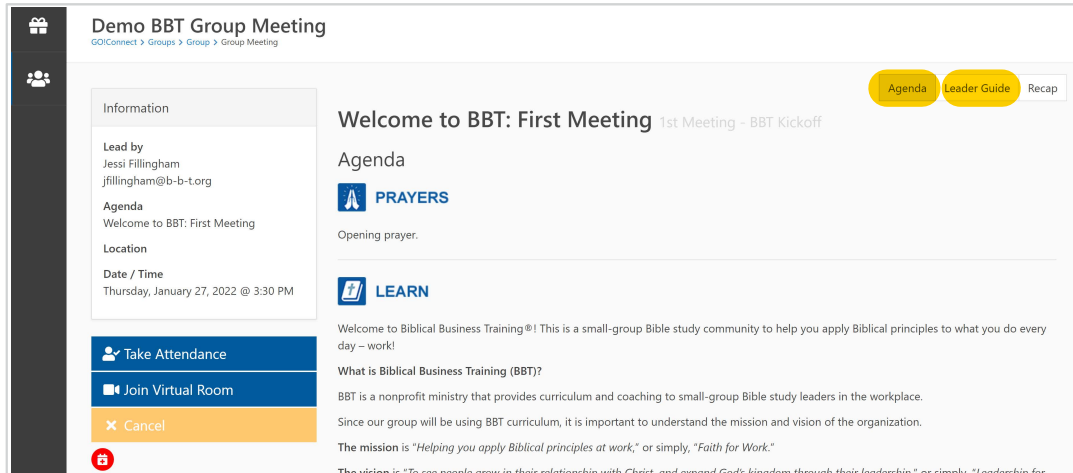
Agenda: [Welcome to BBT: First Meeting](#)

When: Friday, January 28, 2022 @ 7:00 AM CST

Lead a Meeting

1. See [Attend a Meeting](#) steps above ^ to login and view Meeting Agenda.
2. **Encourage** everyone to enter prayer requests on the Meeting Agenda page.
3. **Everyone** has access to the Agenda, Leader Guide, and Recap for the study. You can toggle between each page for more information.

Note: Your notes in the Live section are only visible to you.



4. **Start** the meeting with Opening Prayer and Prayer Requests
5. **Discuss** the study – Learn and Live. Consider selecting a few priority questions ahead of time. Not all questions have to be discussed as a group.
6. **Select** a person to lead the next meeting.
7. **Close** in Prayer

Note: If ever the meeting does not take place, click the "Cancel" button to delete the current meeting and schedule a new meeting.

After a Meeting

1. **Click** the “Take Attendance” button on the left.
2. **Enter** attendees and notes you want the whole group to see.
3. **Click** Save and Recap

The screenshot shows the 'Group Meeting Attendance' interface. On the left is a dark sidebar with a 'Take Attendance' button. The main area is titled 'Group Meeting Attendance' with a breadcrumb trail: 'GO Connect > Groups > Group > Group Meeting > Group Meeting Attendance'. Below the title is a section for 'Demo BBT Group Attendance'. It includes an 'Attendance For' date selector set to '1/27/2022'. Under 'Members', there is a 'Sort by' dropdown with 'First Name' and 'Last Name' options. A list of members is shown with checkboxes: Dollar, Jordan; Drury, Lori; Fillingham, Jessi; and Harre, Sarah. A 'Notes' text area is at the bottom left. At the bottom right are three buttons: 'Save and Recap' (highlighted in yellow), 'Save', and 'Cancel'.

4. **Recap:** An automatically populated email will be sent with the prayer requests, notes, and summary of the study. The email is also fully customizable.

The screenshot shows the 'Recap Email' interface. It features a rich text editor with a toolbar at the top. The email body content is as follows:



Meeting recap for Demo BBT Group
Sent by: Lori Drury
Agenda: [Welcome to BBT: First Meeting](#)
When: Tuesday, December 21, 2021 @ 8:00 AM CST
Location:

Below the text is a section titled 'PRAYERS' with a table:


Created By	Subject
Jessi Fillingham	Prayer request shared

At the bottom right are two buttons: 'Complete' (highlighted in yellow) and 'Cancel'.


Demo BBT Group - Meeting Recap

 Biblical Business Training <GoConnect@b-b-t.org>
To:  Lori Drury

Wed 12/22/2021 2:03 PM


 If there are problems with how this message is displayed, click here to view it in a web browser.

Scripture references for this study: [Colossians 3:23](#); [Hebrews 10:23-25](#); [John 13:1-17](#) and [Mark 4:20](#)

 **LIVE**

- Your true boss is Jesus, therefore, whatever work you do, work at it as though you are working for Him!
- Mutually encouraging community is important for living Godly lives, holding each other accountable and applying the Bible to your daily life.
- Like Jesus, humble-servant leaders must be willing to deny themselves for the sake of others.

Application Question: How will you invest your time, talent and treasure (see [Mark 4:20](#)) in this group?

 **LEAD**

Ask Yourself: How will I change the way I lead at work? At home? In my community? At my church?

5. Schedule the next meeting

- The weekly meeting date and time are populated.
- The Volume and Study are updated to the next study based on the series you select; however, you can change either option at any time.

6. Select the next person to lead.

Schedule Demo BBT Group Meeting
GoConnect > Groups > Group > Create Meeting

Meeting Information

Start Date / Time ⓘ
12/28/2021 8:00 AM ⓘ

Duration
1 hrs 0 mins

Who is going to lead this meeting?
Jesse Fillingham

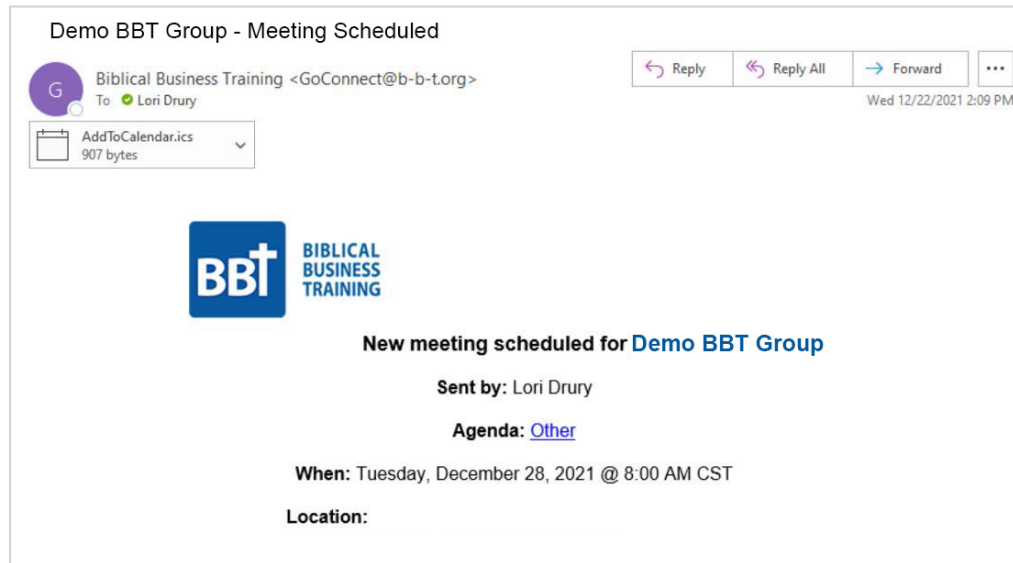
Congratulations, you have completed volume "1st Meeting - BBT Kickoff", you are ready to select a new volume. Please consult your coach if you need help selecting your next volume.

Volume *
Other
Last Meeting: 1st Meeting - BBT Kickoff

Study *
Other
Last Meeting: 1st Meeting - BBT Kickoff

Save Cancel

Next meeting email:



We hope this How-to Manual has been helpful!
Have more questions? Email Jordan Dollar at Coaches@b-b-t.org.