



**BIBLICAL
BUSINESS
TRAINING**

Go!Connect
Quick Start Guide

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Welcome!

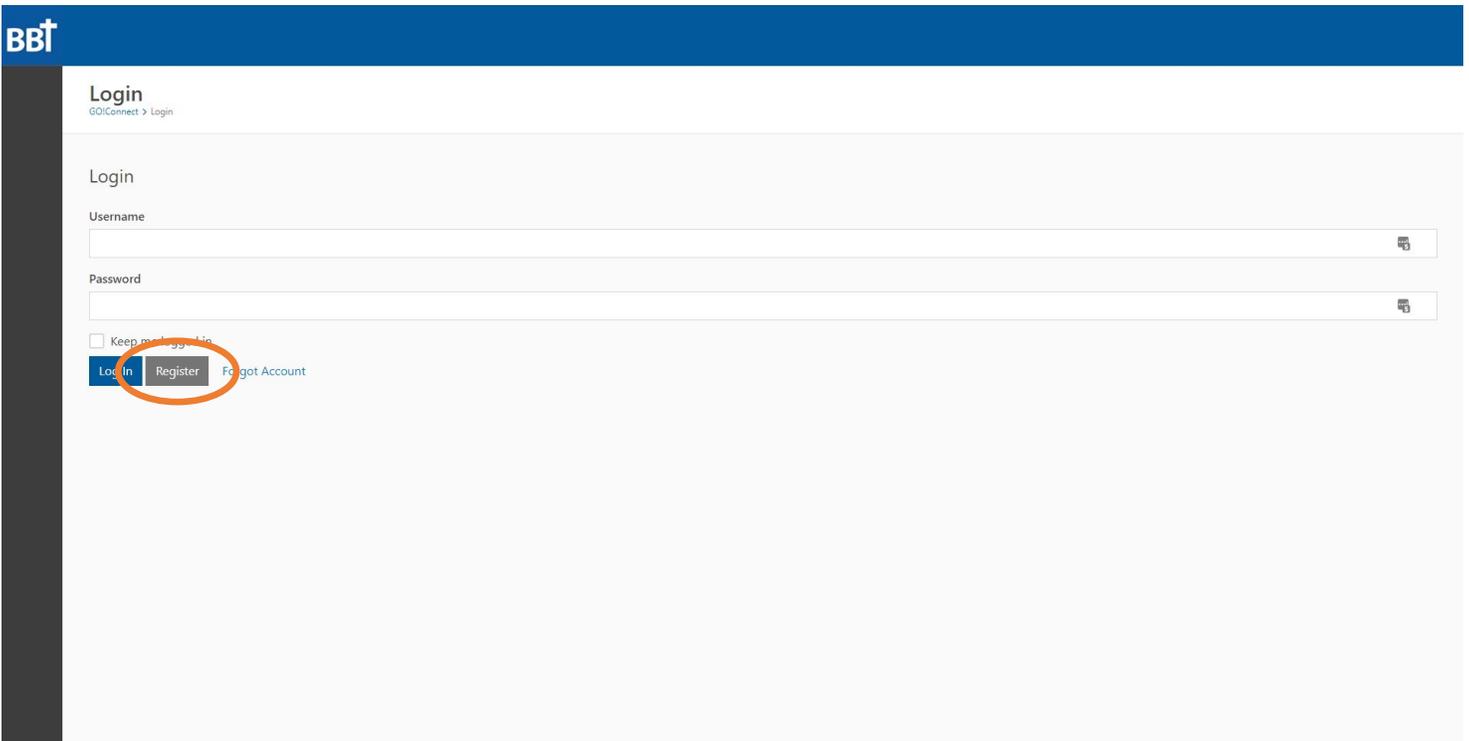
Thank you for allowing Biblical Business Training to partner with you in your Bible study. GO!Connect is a unique feature of BBT – it's the online small-group tool that brings together everything you need for a successful Bible study all in one place! This practical tool reduces administrative time and increases consistency. Go!Connect gives everyone in the group access to the Agenda and enhances fellowship, encouragement, and accountability. It is compatible with all mobile formats, so you could even lead your meetings straight from your tablet or phone.

This guide will help you start managing your group as quickly as possible. Please feel free to contact a coach if you have any questions or would like a personal walkthrough of Go!Connect. You can contact our coaches at Coaches@b-b-t.org or schedule an appointment with one of our coaches by visiting our ScheduleOnce page: meetme.so/BBT-Coach.

May God bless you in this new calling and mission!

The staff of Biblical Business Training

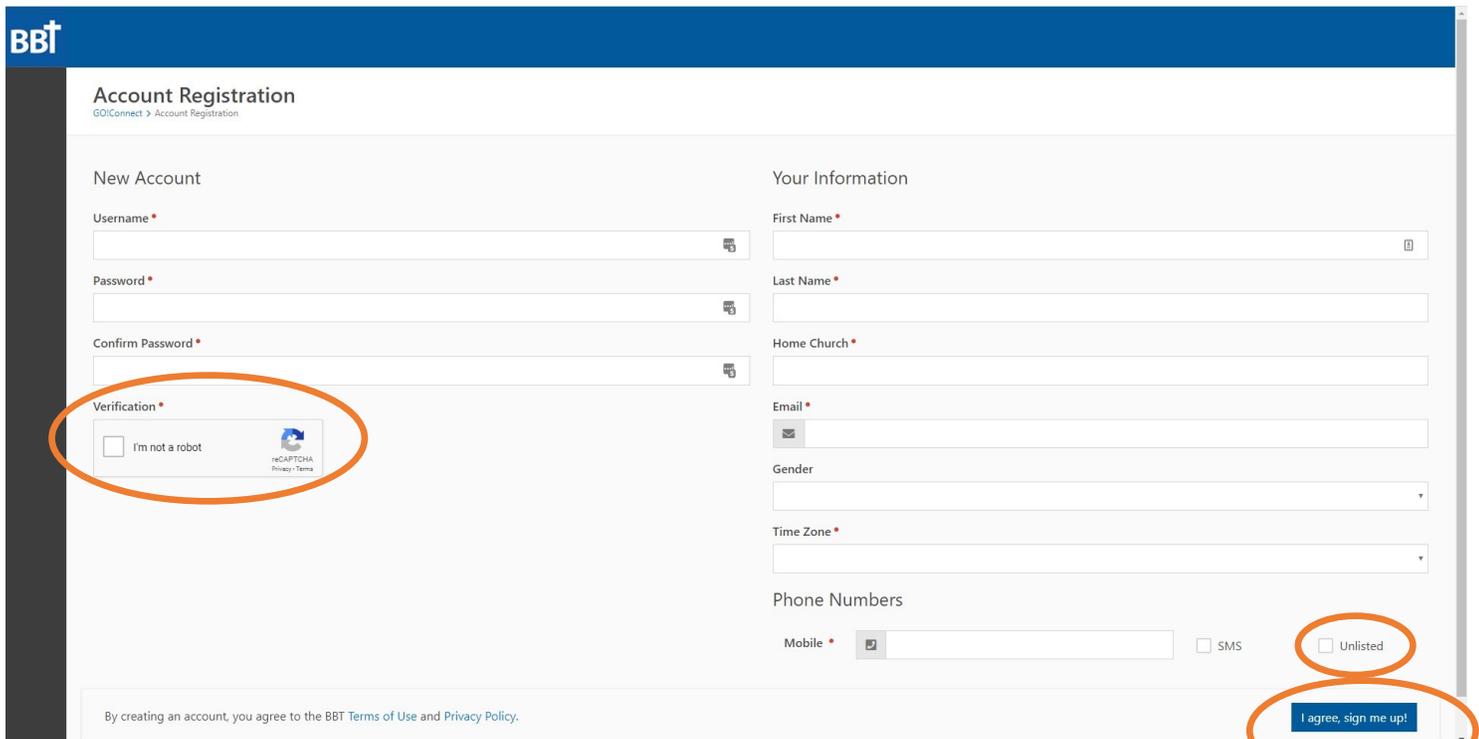
1. Create an account by visiting goconnect.b-b-t.org, and clicking “Register”



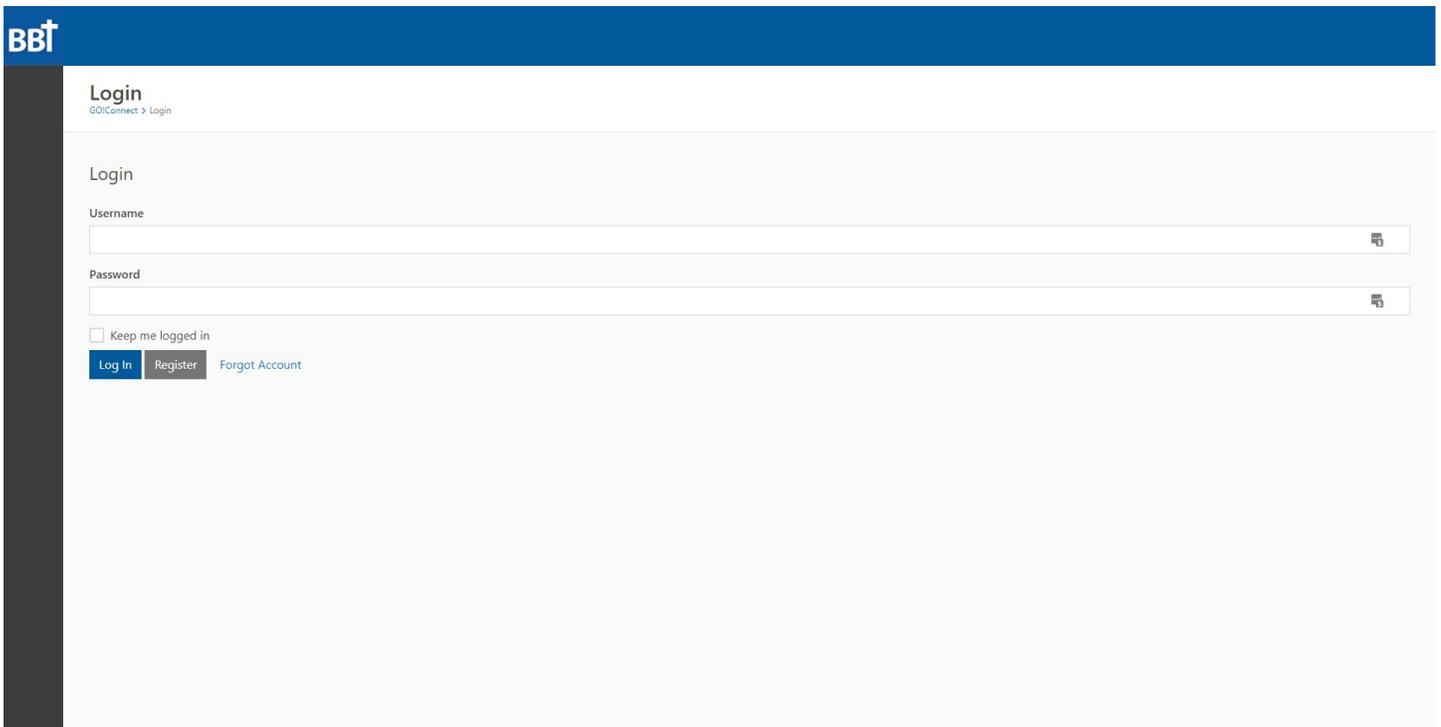
2. Complete the account registration form, click the verification box, review the terms of use and privacy policy, then click “I agree, sign me up!”

Note: While all are welcome to attend BBT groups, a group leader must be a member of a local church.

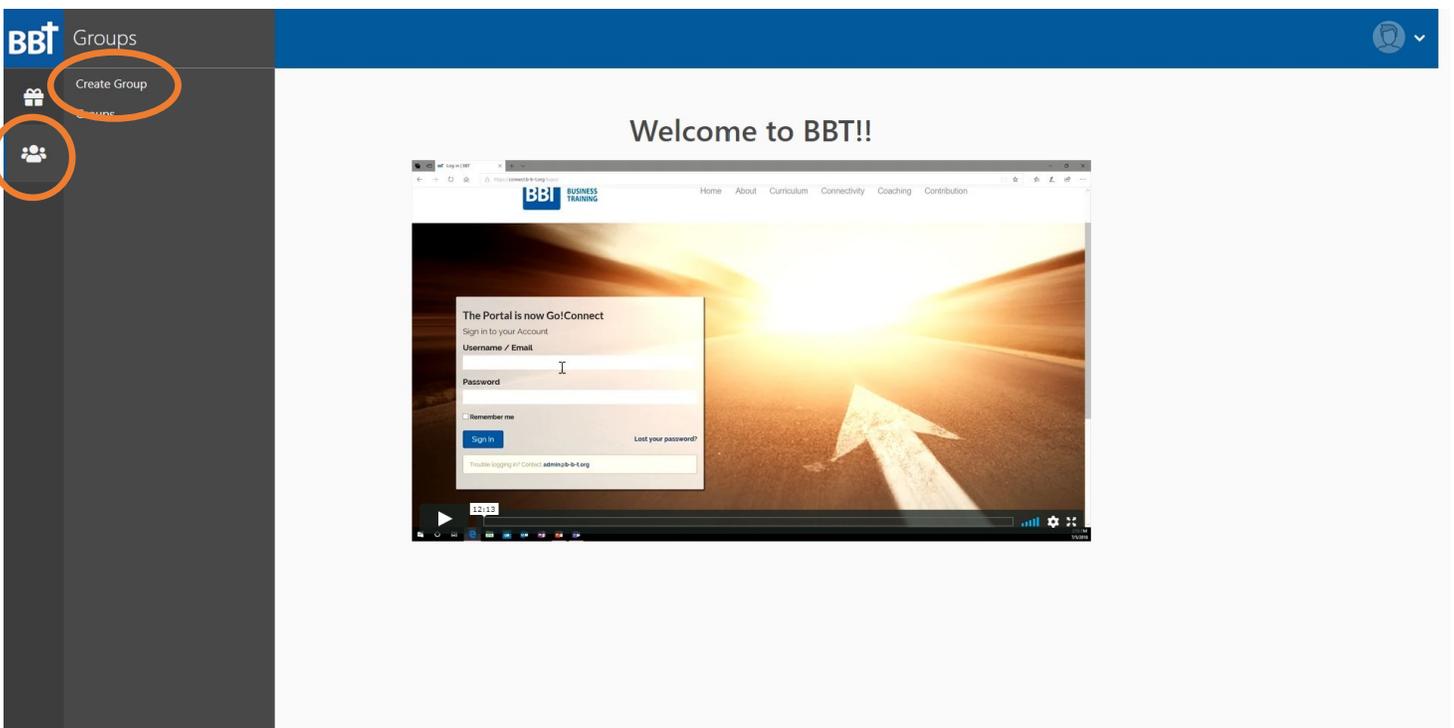
Note: If you do not want your phone number to be visible to members of your group, check “Unlisted.”



3. You may now log in with your new username and password.



4. Now let's start your group and add members! Click the icon of three people on the left side and click "Create Group."



5. Complete the form. Give your group a name and enter a description for your group. "Date Started" should be the date that you are planning to begin meeting. If your group is sponsored by a church, workplace, or organization, you can enter that information in the bottom three lines. Click "Add." You don't have to have all the details of when and where you will be meeting to complete the form.

BBT

Create Group

Go!Connect > Groups > Group > Create Group

Group Information

Name *
Jordan's Test Group

Description *
A Test Group for Jordan to use

Date Started
05/21/2020

Gender
 Co-Ed Male Female

Church Affiliation
None

Company Affiliation
Biblical Business Training

Other Affiliation
BBT Coaches

Add Cancel

6. Your group is now entered in Go!Connect. You can use the groups icon (three people on the left) and click "groups" to see a list of all the groups you are part of. Click on the name of your newly created group and you will see this screen.

Once you have nailed down your group's meeting time and location you can enter these by clicking the "Edit" button.

You may now begin adding people to your group by clicking "Invite Member."

BBT

Group

Go!Connect > Groups > Group

Jordan's Test Group

A Test Group for Jordan to use

Group Details:

Date Started: 5/21/2020

Day of the Week:

Time of the Day:

Recurrence:

Gender: Co-Ed

Church Affiliation: None

Company Affiliation: Biblical Business Training

Other Affiliation: BBT Coaches

Coach:

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

Leaders:

- Jordan Dolla

Next Meeting

No meeting is scheduled.

Schedule Meeting

Meeting History

Active Members

Jordan Dollar (Leader)

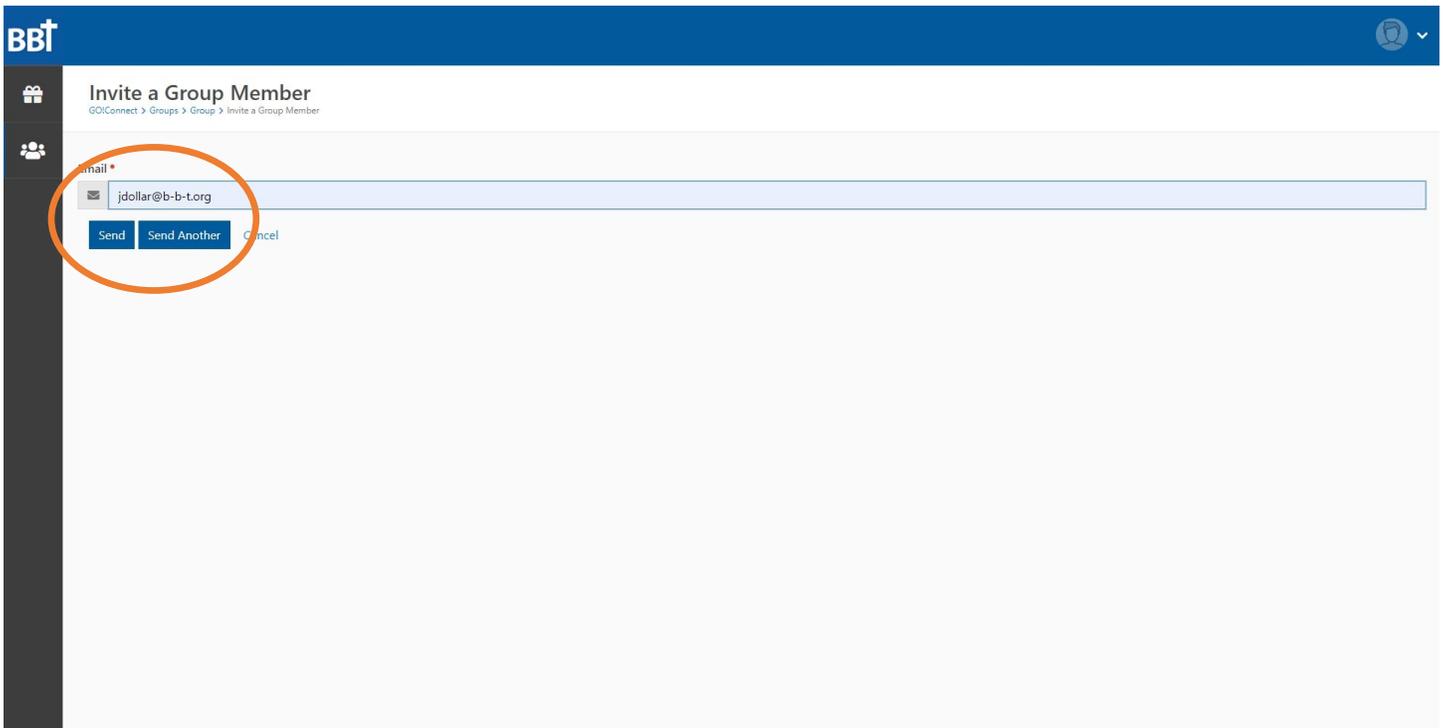
Mobile

Edit

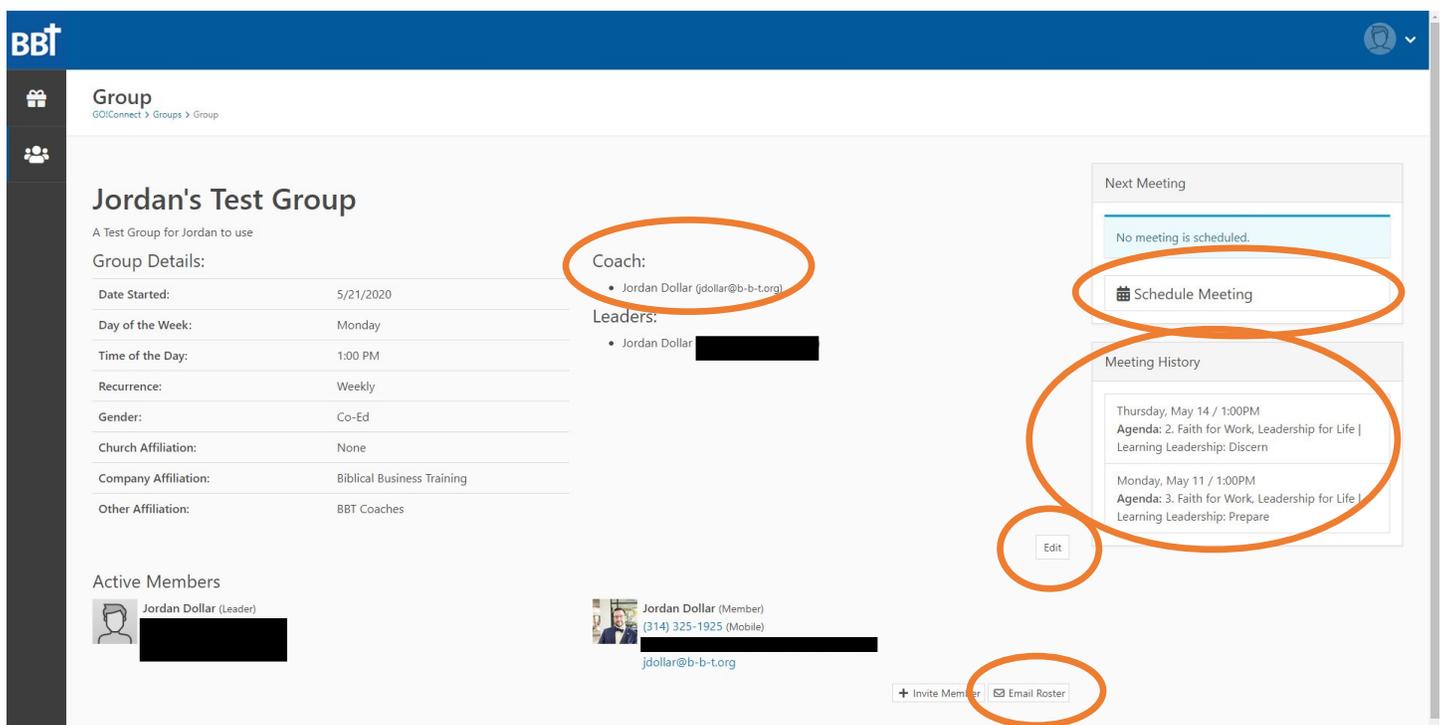
Invite Member Email Roster

7. Enter the name and email address of the person you want to add to the group and click “Send.” If you will be adding someone else right away, click “Send Another” to get a new form. As your group grows, this is how you will add new group members.

TIP: Always extend personal invites to group members before sending an invite through Go!Connect.



8. Your group is now fully set up! From your group’s home screen you can: schedule your next meeting or see your next meeting’s details and view curriculum; review previous meetings’ details, recaps, and prayer requests; edit your group’s information; view, edit and remove group members (mouse over the group member to bring up edit and delete functions); see contact information for your coach and group members; and send an email to all group members.



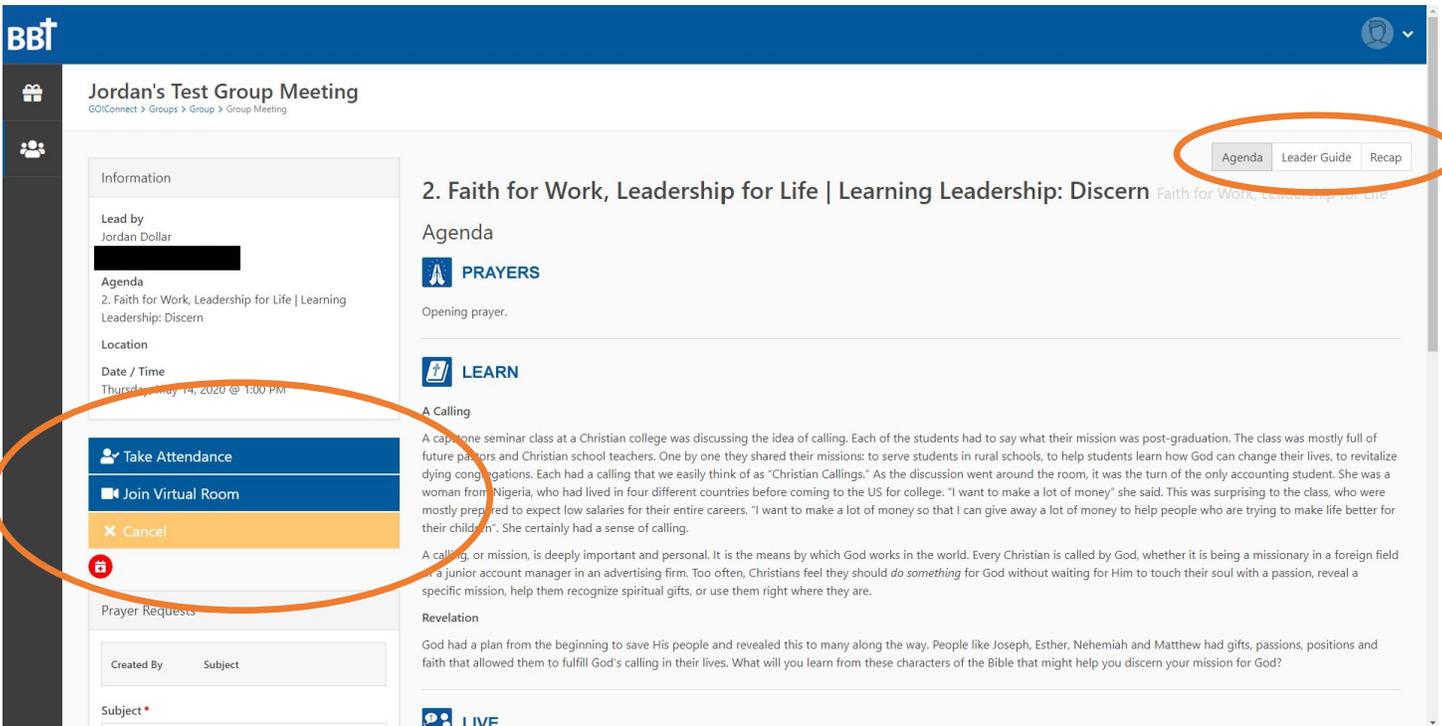
9. You're ready to schedule your first meeting! From your group's home page, click "Schedule Meeting." Complete the Date, Time, and Duration forms. Let everyone know who will be leading the next meeting by selecting a group member from the drop down list. Choose your volume and study from the drop down list. Volume is a series of lessons, and is composed of individual lessons called "Studies." Consult your BBT coach to choose a volume of curriculum for your group. Your group members will get an email with a calendar invite and agenda for the meeting.

The screenshot shows the 'Schedule Meeting' interface. At the top, the BBT logo is on the left and a user profile icon is on the right. The main heading is 'Schedule Jordan's Test Group Meeting' with a breadcrumb trail: 'GO/Connect > Groups > Group > Create Meeting'. Below this is a 'Meeting Information' section with several fields: 'Start Date / Time' (05/14/2020, 1:00 PM), 'Duration' (1 hrs, 15 mins), 'Who is going to lead this meeting?' (Jordan Dollar), 'Volume' (Faith for Work, Leadership for Life), and 'Study' (2. Faith for Work, Leadership for Life | Learning Leadership: Discern). 'Save' and 'Cancel' buttons are at the bottom right.

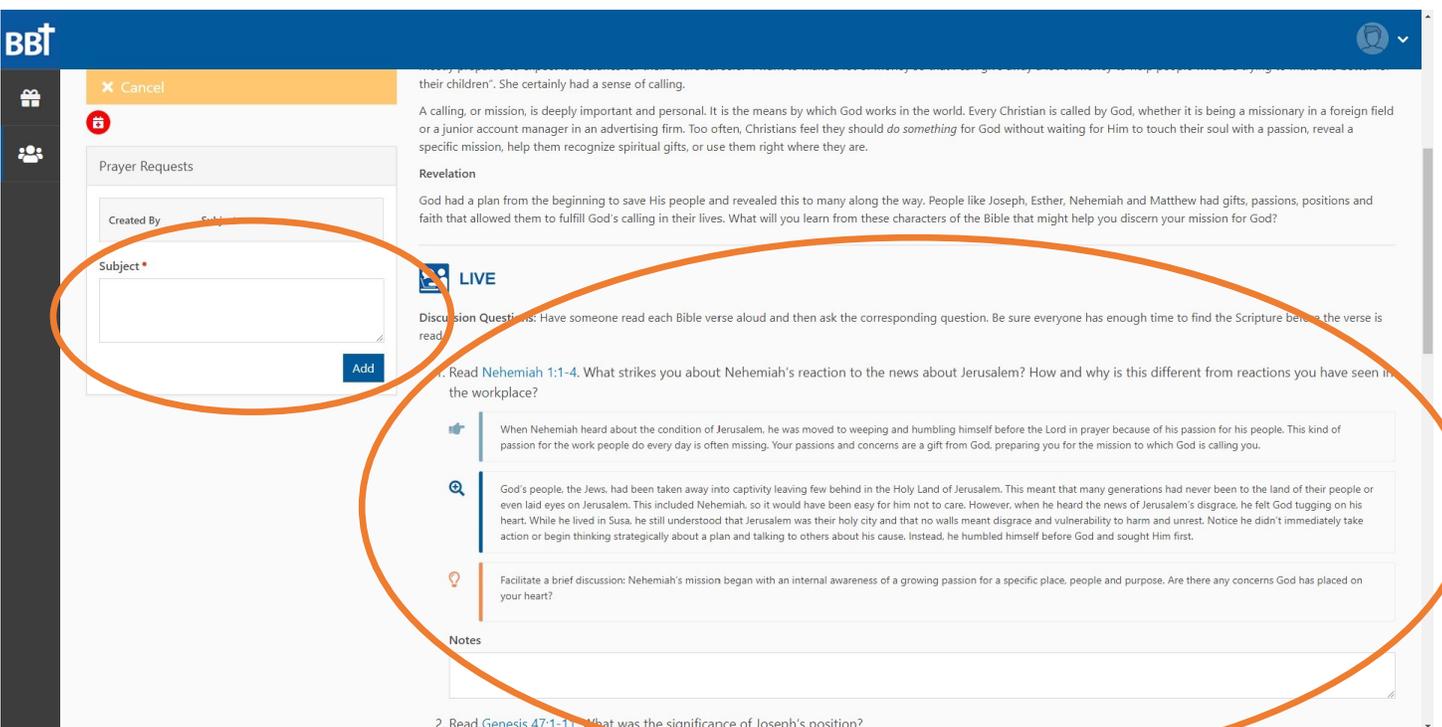
10. Your group's home screen now has your next meeting's details listed on the right hand side. You can access curriculum for your meeting or for planning by clicking "View."

The screenshot shows the group's home screen. The BBT logo is at the top left. The main heading is 'Jordan's Test Group' with a subtitle 'A Test Group for Jordan to use'. Below this is a 'Group Details' section with a table of information: Date Started (5/21/2020), Day of the Week, Time of the Day, Recurrence, Gender (Co-Ed), Church Affiliation (None), Company Affiliation (Biblical Business Training), and Other Affiliation (BBT Coaches). To the right of this table are 'Coach' and 'Leaders' sections, both listing Jordan Dollar. Below the group details is an 'Active Members' section showing Jordan Dollar as the leader. On the right side of the screen, there is a 'Next Meeting' summary box with details: Lead by Jordan Dollar, Agenda (2. Faith for Work, Leadership for Life | Learning Leadership: Discern), Location, Date / Time (Thursday, May 14, 2020 @ 1:00 PM), and a 'View' button. Below this is a 'Meeting History' section with an 'Edit' button. At the bottom right, there are '+ Invite Member' and 'Email Roster' buttons.

11. When it's meeting time, or time to plan for your meeting, click "View" under Next Meeting on your group's home screen. Here you can toggle between the Agenda, Group Leader Guide, and Recap preview using the buttons at the upper right. The agenda screen is your group members' home screen for the meeting. The Leader Guide contains hints and tips for leading the best discussion possible. The Recap contains a summary of the meeting and can be used to help bring focus to the major points of the lesson. The buttons on the left will let you take attendance for the meeting, hold your meeting via video chat, or cancel the meeting if your group needs to reschedule.



12. Here you can see the Agenda with the added Leader Guide features. Clicking a scripture will take you directly to that scripture. You can use the notes field to take notes as you prepare for your lesson or during the lesson. All group members can add their prayer requests for the meeting by filling out the box on the left and clicking "Add." These prayer requests will be sent to all group members so that they can continue to hold one another in prayer.



13. At the beginning or end of your meeting, click “Take Attendance” from the meeting screen to record your group’s attendance. Check off the names of all who were present. If you would like to include a personal note in the recap that your group members will receive, add it in the “Notes” section. When you are finished click “Save”.

Note: Taking attendance may be the perfect job for a group member who might not yet feel comfortable taking a turn to lead.

BBT

Group Meeting Attendance

GOIConnect > Groups > Group > Group Meeting > Group Meeting Attendance

Jordan's Test Group Attendance

Attendance For *

5/14/2020

Members

Sort by

First Name **Last Name**

- Dollar, Jordan
- Dollar, Jordan

Notes

Thank you everyone for being here this week! I am looking forward to next week. Be sure to wish Mike a happy birthday if you see him!

Save Cancel

14. Once you have taken attendance, you will be able to send a meeting recap from the meeting screen. This will keep all group members in the loop as it ensures those who could not be there receive a summary of the lesson and the group’s prayer requests. Click “Send Recap” from the meeting screen. You will see a preview of the recap and be able to customize it before you send it to your group members. Click “Complete” when you are ready to send.

BBT

Send Recap for Jordan's Test Group Meeting

GOIConnect > Groups > Group > Group Meeting > Group Meeting Recap

Recap Email

By choosing "Complete", the meeting will be closed and every member of the team will receive the email below.

Body

Agenda: 2. Faith for Work, Leadership for Life | Learning Leadership: Discern

When: Thursday, May 14, 2020 @ 1:00 PM CST

Location: Virtual

It was so good to see all of you!

PRAYERS

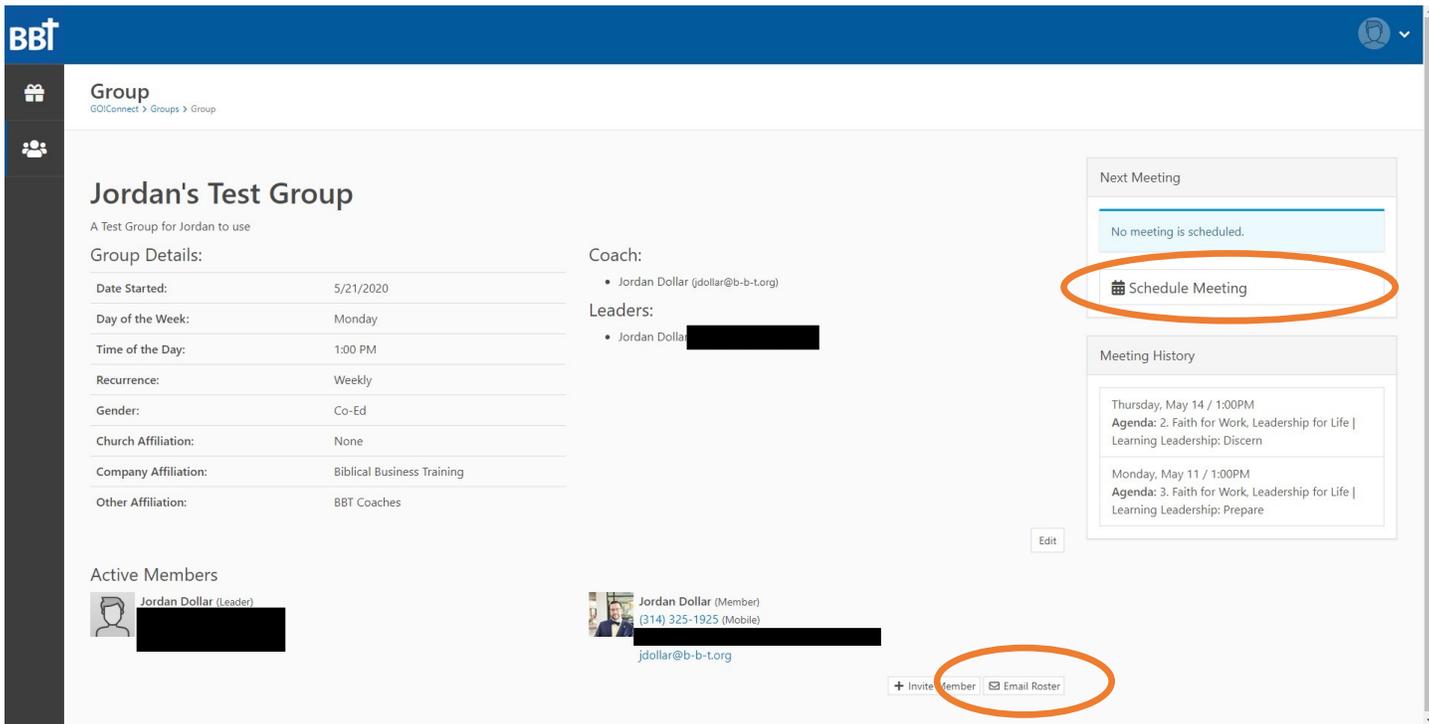
Created By Subject

LEARN

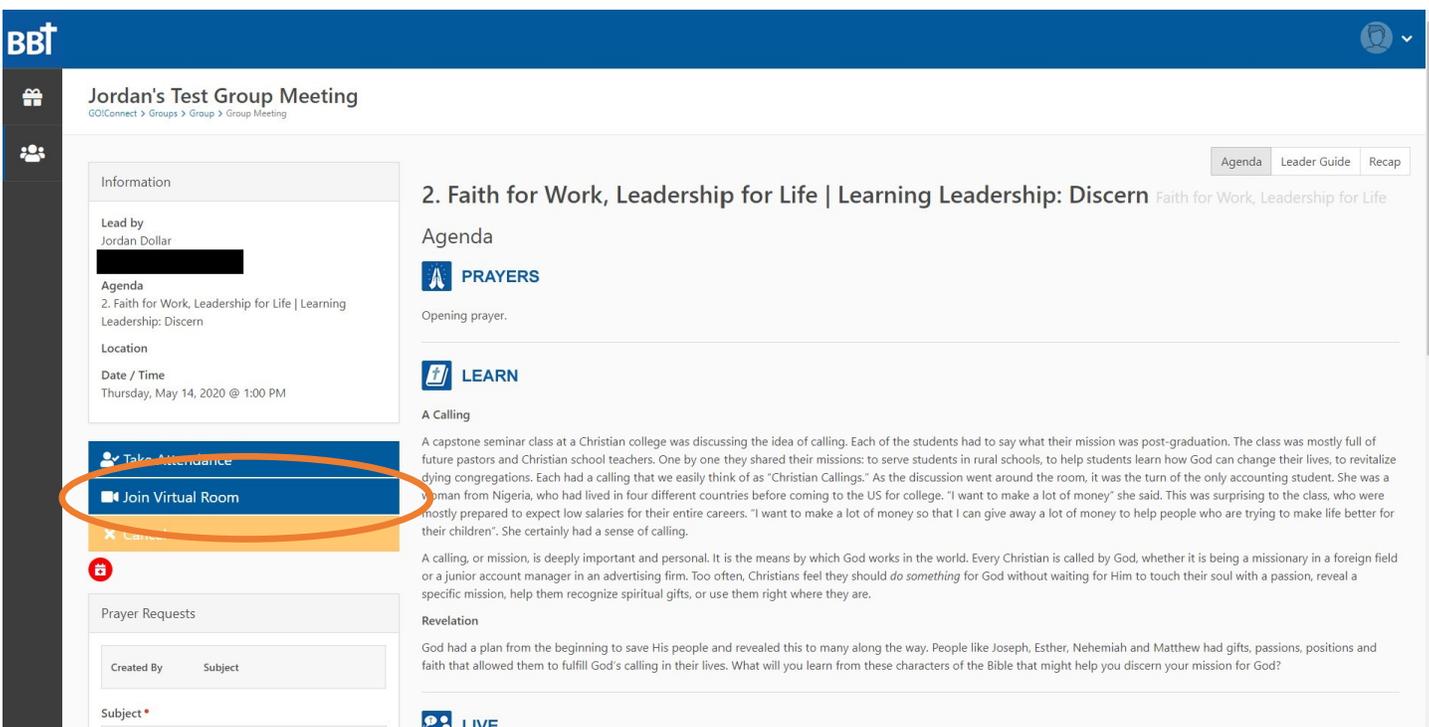
When discerning a mission or calling, God may cause you to have passion or

Complete Cancel

15. After your meeting, you will be able to schedule a new meeting from your group's home screen (see pg. 8, step 9). All group members will get an invite and agenda. This is best done immediately after your meeting, but if your group hasn't nailed down their next meeting time yet, you can come back and do it later. If you have other updates (such as answers to prayer) that you or others want to share between meetings, use the "Email Roster" button.



16. Video conferencing is built into Go!Connect. Your group's virtual meeting room is reserved only for your group and is accessible to you at all times. This means your meetings will be private, and you can use your room outside of the meeting time. For instance, if a member of your group is leading a meeting for the first time, you can use your virtual meeting room to help them plan for the meeting. To access your group's video chat, click "Join Virtual Room" from your meeting screen.



17. This is your videoconference screen. The buttons at the bottom left allow you to share your screen, raise your hand, or open the group chat feature. The buttons at the bottom center let you mute/unmute your mic, leave the call, or turn video on or off. The down arrows let you choose between the microphones, speakers, and webcams available on your computer. The buttons at the bottom right let you change views and opens the options.



18. Clicking the three dots at the bottom right opens the options. Items of special note here are the “Manage video quality” option to let you choose lower video quality if your connection is slow, “View full screen” option to allow the chat to occupy your entire screen, “Settings” to more advanced options, and “Mute everyone” option to mute all participants in the chat if background noise is becoming distracting.

