



BIBLICAL
BUSINESS
TRAINING

Go!Connect

Quick Start Guide

Go!Connect

Quick Start Guide

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 Curriculum, Coaching, Connectivity, and Contributions ... all into 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.

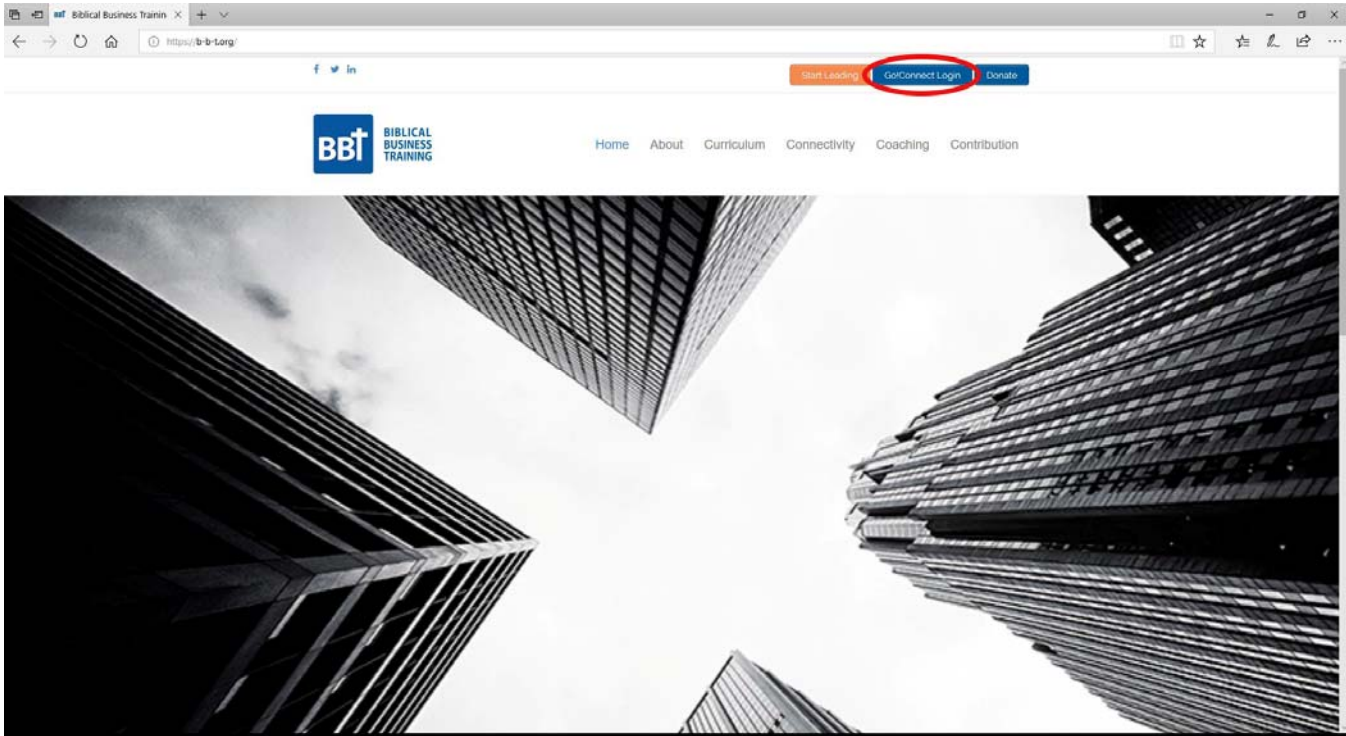
May God bless you in this new calling and mission!

The staff of Biblical Business Training

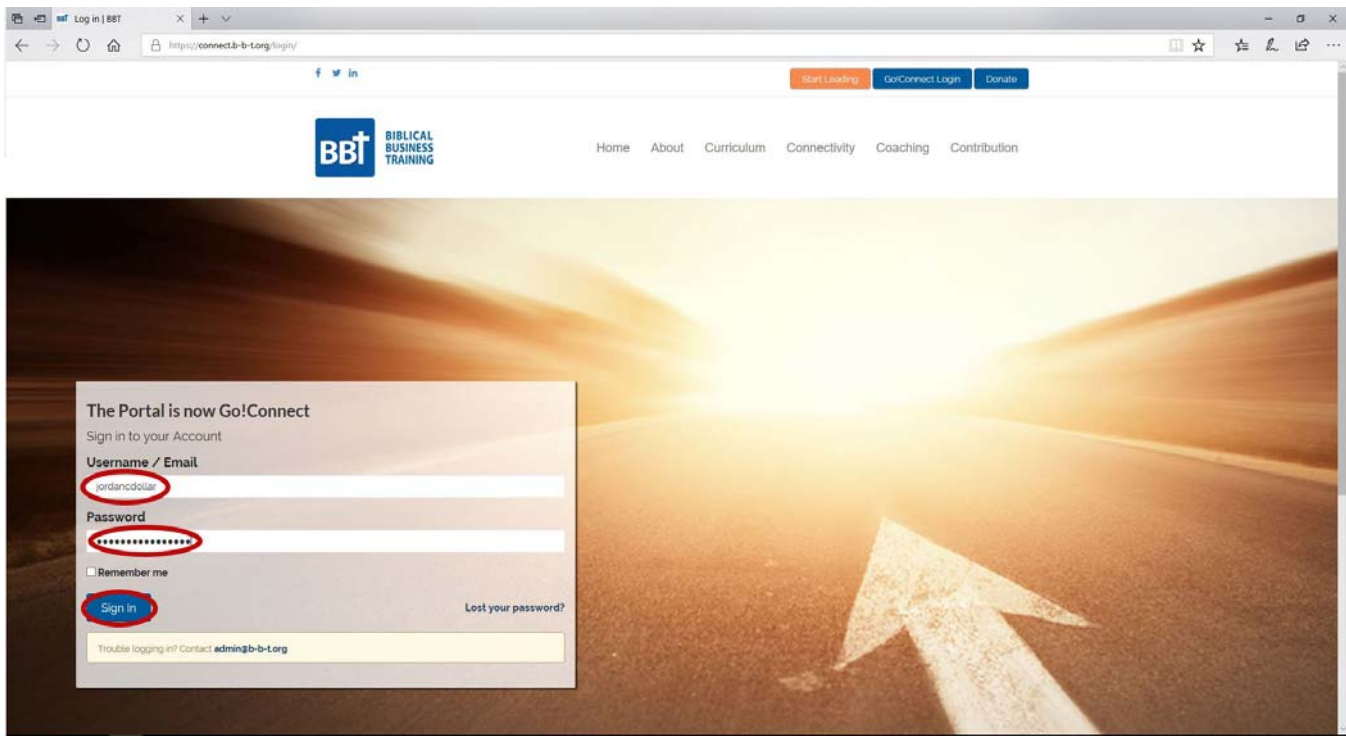
Go!Connect

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1. Go to b-b-t.org, then click on the Go!Connect Login button in the upper right.

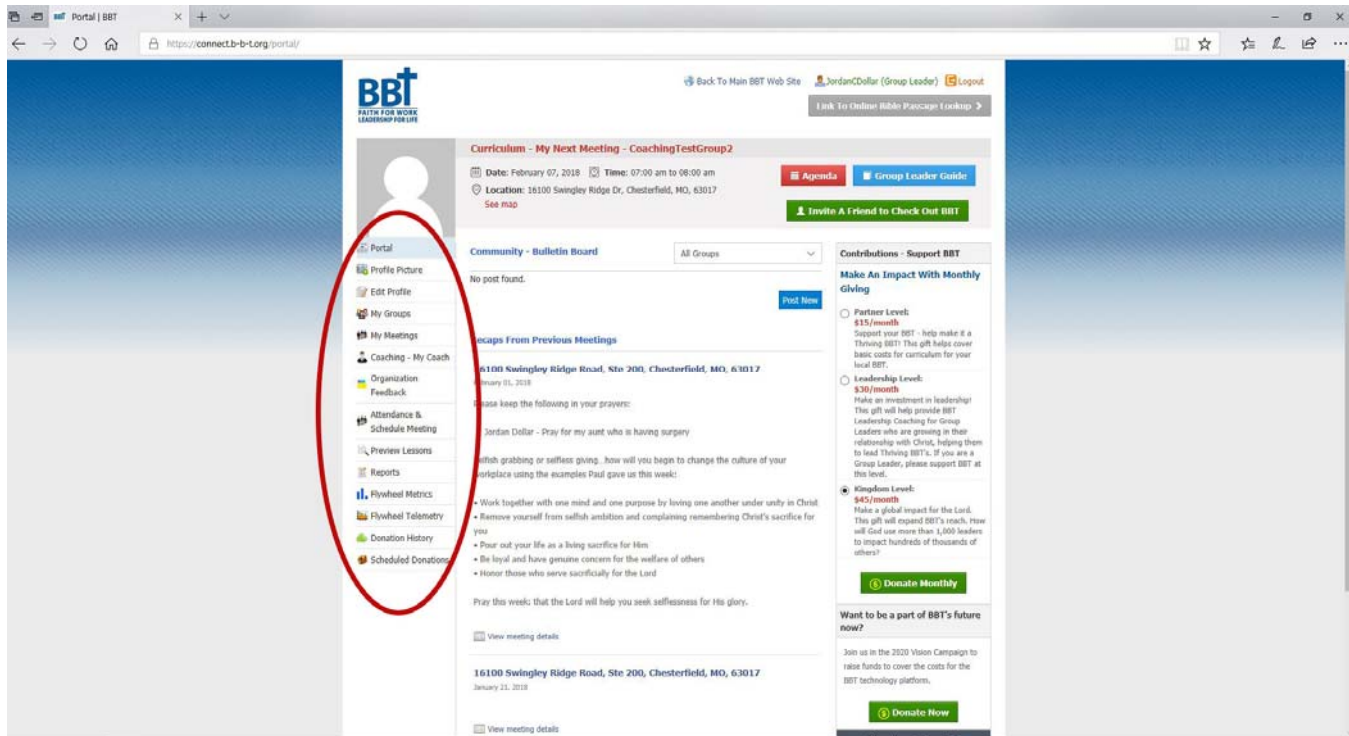


2. Enter the login information provided to you by your coach and click "Sign In".

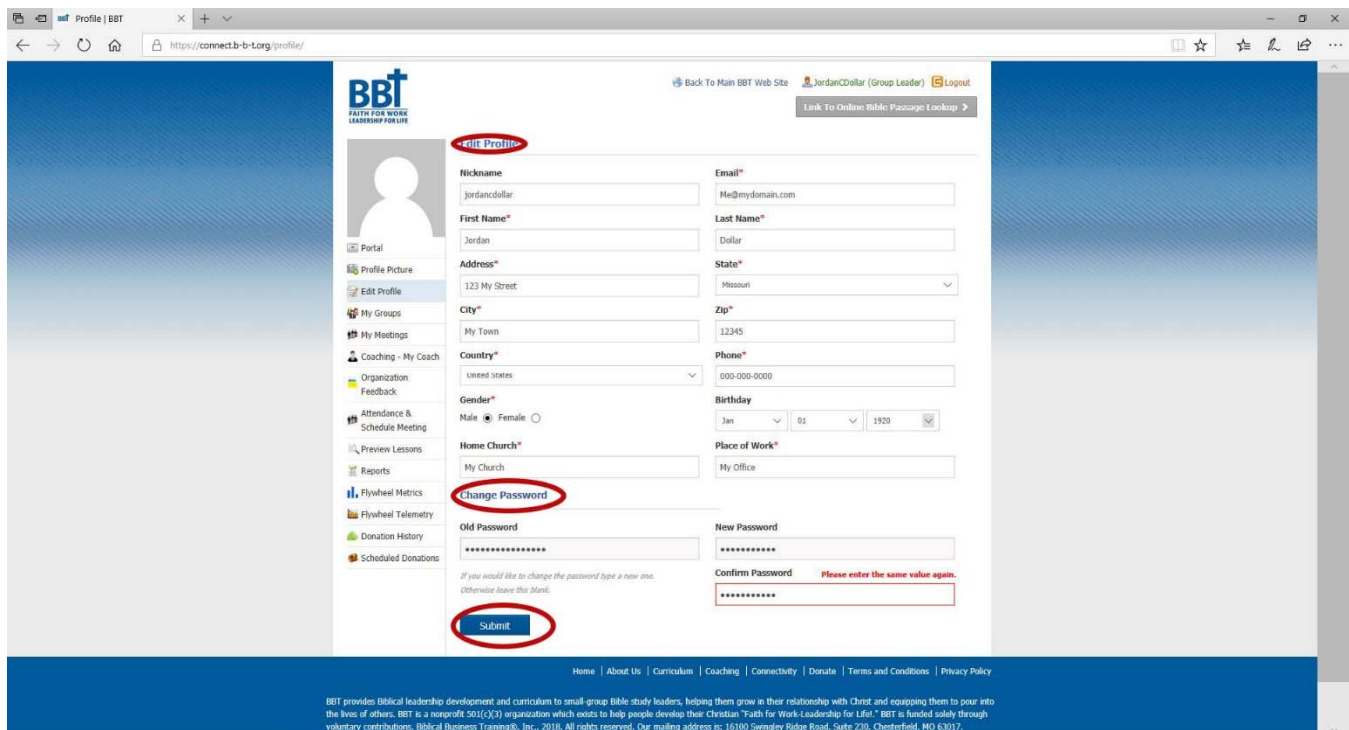


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3. This is your Go!Connect desktop. All the tools you need are listed in the left hand sidebar.



4. Click “Edit Profile” and complete your profile. From this page you can change your password to something you will be able to remember easily. Enter your temporary password and your new desired password. When you are done, click “Submit”.



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5. In the sidebar, click “My Groups” then click “Edit.” If you lead multiple groups, each will be listed on its own line.

My Groups

Name	Type	Started	Meeting Venue	Action
CoachingTestGroup Group Members	Type: Co-Ed	Jan 09, 2018	Church	Edit Join Discussion My Meetings
CoachingTestGroup2 Group Members	Type: Co-Ed	Feb 14, 2018	Public	Edit Join Discussion My Meetings

6. From this screen, you can fill out your meeting time and location. For now, click “Invite Group Participants” to begin adding people. If one of your members is already in a Bible study that uses Go!Connect, click “Existing Group Participants” to add him or her. Go!Connect will tell you if a user already has a profile.

Add Update Group | BBT

Existing Group Participants | Invite Group Participants

Group Name: CoachingTestGroup2

Description: Text Group for coaching use

Address: 16100 Swingley Ridge Dr

City: Chesterfield

State: Missouri

Zip Code: 63017

Country: United States

Group Type: Co-Ed

Date Started: 2018-02-14

Meeting Day: Wednesday

Meeting Time: 7:00am - 8:00am

Timezone: (GMT-05:00) Central Time (US & Canada)

Church Affiliation: First Church

Company Affiliation: BBT

Other Affiliation:

Meeting Venue: Public (Restaurant, Coffee House, etc.)

Back | Edit Group

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7. Enter the name and email address of the person you want to invite. You can customize their invitation by editing the text. Be sure to click “Create User” to ensure they get the group emails. Click “Send Invitation”. Repeat this process as needed. When speaking to your group members, please let them know that their invites may go to their email’s spam or junk folder.

The screenshot shows the 'Invite a User to join BBT' form. The form fields are: Name (John Doe), Email (jdoe@b-b-t.org), Invited By (No Reference), and Create User (checked). The 'Your message' field contains a welcome message. The 'Send Invitation' button is circled in red. The background shows the BBT web interface with a sidebar and a main content area.

8. Once your profile is complete, schedule your first meeting by clicking “Attendance and Schedule Meeting” in the sidebar. Verify that the time and location are correct and choose your first lesson from the dropdown box, then click “Next”. You can preview all the lessons to by clicking “Preview Lessons” in the sidebar.

The screenshot shows the 'Schedule Meeting' form. The form fields are: Day (02/07/2018), Time (7:00am - 8:00am), Timezone (GMT-06:00 Central Time (US & Canada)), Address (16100 Swingley Ridge Dr), City (Chesterfield), State (Missouri), Zip (63017), Country (United States), and GL for Meeting (Jordan Dollar). The 'Agenda' section has a dropdown for 'Volume of Curriculum' (2 Timothy) and a dropdown for 'Study' (InFoundation for Life). The 'Next' button is circled in red. The background shows the BBT web interface with a sidebar and a main content area.

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9. The next step will send out an email invitation to all your group members. You may enter any text you like, and Go!Connect will attach a calendar invitation. Click “Send Email”.

The screenshot shows the 'Email Draft' interface in the Go!Connect application. The sidebar on the left contains navigation links: Portal, Profile Picture, Edit Profile, My Groups, My Meetings, Coaching - My Coach, Organization Feedback, Attendance & Schedule Meeting, Preview Lessons, Reports, Flywheel Metrics, Flywheel Telemetry, Donation History, and Scheduled Donations. The main content area is titled 'Email Draft' and includes a 'Group: CoachingTestGroup2' header. Below this, there are fields for 'From' (Jordan Dollar <jordan.dollar@gmail.com>), 'Subject' (CoachingTestGroup2 Next Agenda), and 'Bcc'. There is an 'Attached' section with a file named 'BBT_2018-02-07.xls' and a 'Send Email' button at the bottom right. The page also features a 'Back' button and a 'Send Email' button.

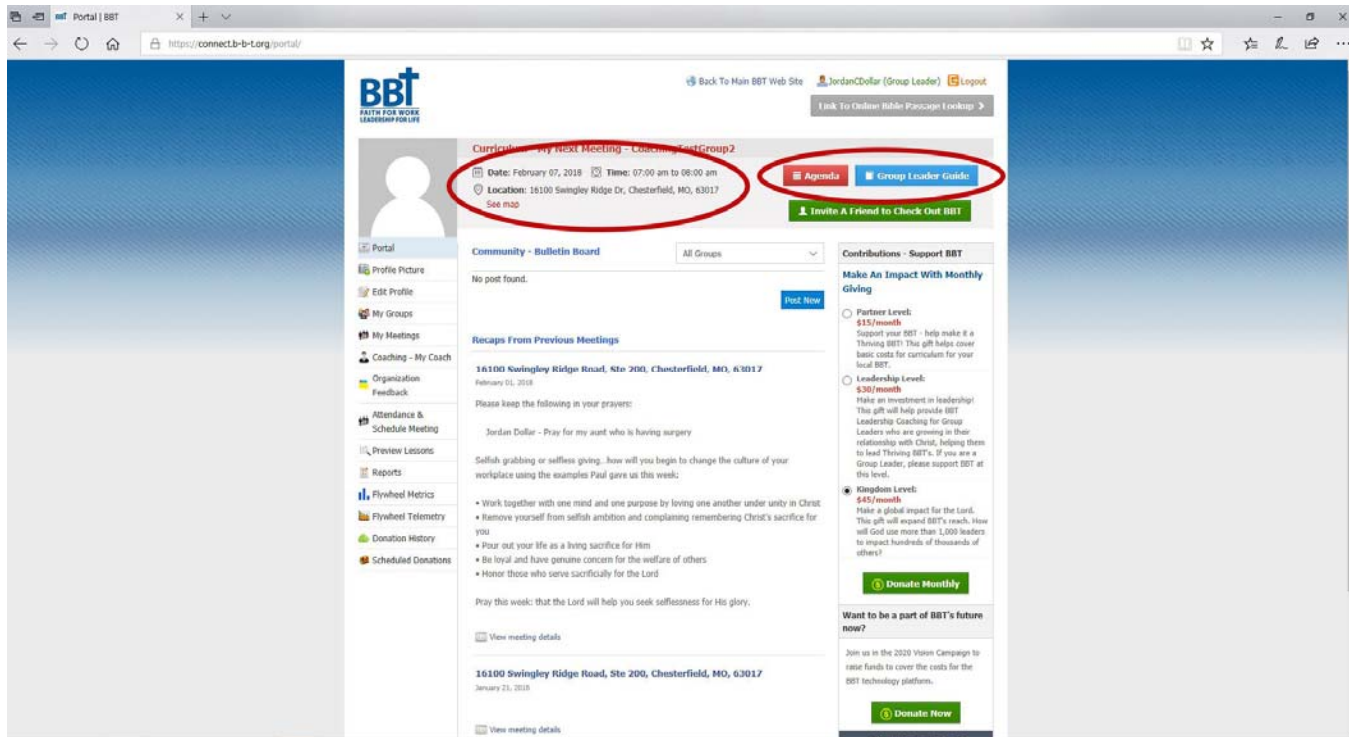
10. You can view any upcoming or past meetings by clicking “My Meetings” in the sidebar. You can view reports including attendance and prayer requests, or change your lesson or meeting time and location by clicking the pencil and pad under “Edit Meeting”.

The screenshot shows the 'My Meetings' interface in the Go!Connect application. The sidebar on the left contains navigation links: Portal, Profile Picture, Edit Profile, My Groups, My Meetings, Coaching - My Coach, Organization Feedback, Attendance & Schedule Meeting, Preview Lessons, Reports, Flywheel Metrics, Flywheel Telemetry, Donation History, and Scheduled Donations. The main content area is titled 'My Meetings' and displays a table of meetings. The table has columns for Date, Group Name, Group Leader, Study, Volume, Report, and Edit Meeting. Red circles highlight the 'View Details' link under the first meeting, the 'View report' link under the third meeting, and the 'Edit Meeting' link under the first meeting.

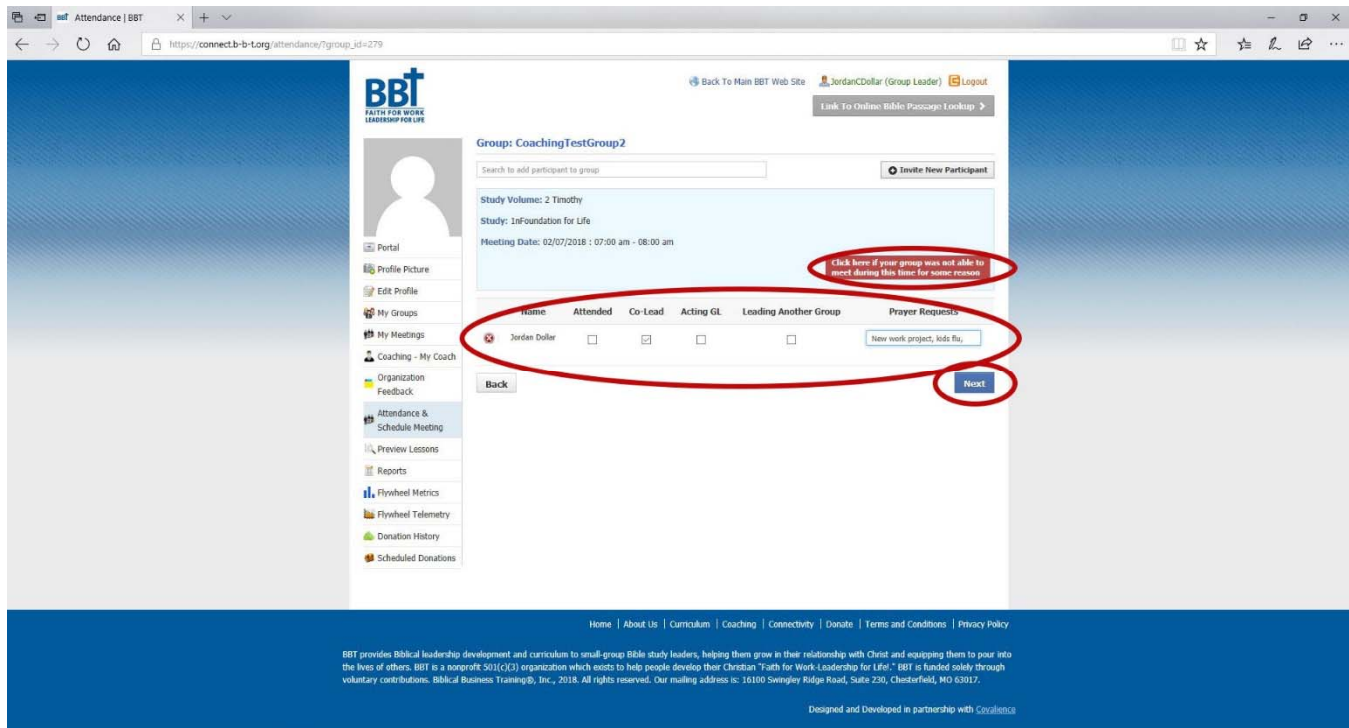
Date	Group Name	Group Leader	Study	Volume	Report	Edit Meeting
07 February, 2018	CoachingTe...	Jordan Dollar	Foundation for ...	2 Timothy	N/A	View Details
04 February, 2018	CoachingTe...	Jordan Dollar	Passionate Rela...	Philippians: FL...	N/A	View report
01 February, 2018	CoachingTe...	Jordan Dollar	Selflessness	Philippians: FL...	View report	Edit Meeting
21 January, 2018	CoachingTe...	Jordan Dollar	Accountability	Priority Profl...	View report	Edit Meeting
07 February, 2018	CoachingTe...	Jordan Dollar	Foundation for ...	2 Timothy	Cancelled	Edit Meeting
29 January, 2018	CoachingTe...	Jordan Dollar	Adultery	Priority Profl...	Cancelled	Edit Meeting
14 January, 2018	CoachingTe...	Jordan Dollar	Accountability	Priority Profl...	Cancelled	Edit Meeting

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11. You are now ready for your first meeting. You can access your Group Leader Guide for the next meeting from the front page next time you log in.



12. After your meeting, take attendance and record the group's prayer requests by clicking "Attendance and Schedule Meeting". Click the appropriate box next to each participant, and type in any prayer requests they had, then click "Next".



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13. Next, confirm the details for your next meeting (make changes if needed) and click “Next”.

BBT
FAITH FOR WORK
LEADERSHIP FOR LIFE

Back To Main BBT Web Site | JordanCDollar (Group Leader) | Logout

Link To Online Bible Passage Lookup >

Group: CoachingTestGroup2

Please confirm the following for your next meeting (or change if needed):

Day*: 02/07/2018

Time*: 7:00am - 8:00am

Timezone*: (GMT-06:00) Central Time (US & C...)

Address*: 16100 Swingley Ridge Dr

City*: Chesterfield

State*: Missouri

Zip*: 63017

Country*: United States

GL for Meeting*: Jordan Dollar

Summary

Days: 02/07/2018

Time: 7:00am - 8:00am

Timezone: (GMT-06:00) Central Time (US & Canada)

Duration: 01:00 hours

Address: 16100 Swingley Ridge Dr

City: Chesterfield

State: Missouri

Zipcode: 63017

Country: United States

GL for Meeting: Jordan Dollar

Agenda

Volume of Curriculum*: 2 Timothy

Study*: 2ndGard the Gospel

A checkmark beside the name of the study means you have already used it in your group.

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BBT provides biblical leadership development and curriculum to small-group Bible study leaders, helping them grow in their relationship with Christ and equipping them to pour into the lives of others. BBT is a nonprofit 501(c)(3) organization which exists to help people develop their Christian "Faith for Work-Leadership for Life." BBT is funded solely through voluntary contributions. Biblical Business Training, Inc., 2018. All rights reserved. Our mailing address is: 16100 Swingley Ridge Road, Suite 230, Chesterfield, MO 63017.

14. Next Go!Connect will send out the group's prayer requests, a summary of your meeting, and a calendar invite for the next meeting. You can edit the subject and text to make it more personal to your group. When finished, click “Send Email”. Congratulations! You are now ready for your next meeting.

BBT
FAITH FOR WORK
LEADERSHIP FOR LIFE

Back To Main BBT Web Site | JordanCDollar (Group Leader) | Logout

Link To Online Bible Passage Lookup >

Group: CoachingTestGroup2

Email Draft:

From: Jordan Dollar <jordandollar@gmail.com>

☐ Send me a copy of this email

Bcc:

Subject: [Group:CoachingTestGroup2] 1stFoundation for Life Recap & Next Agenda

Attached: BBT_2018-02-07.ics

Add Attachment: Browse...

Add another attachment

Rich text editor toolbar: Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo

Text content:

Welcome Jordan Dollar!

Please keep the following in your prayers:

Jordan Dollar - New work project, kids fix,

Thank you for your participation as we learn together how to apply God's word to what we do every day - work!

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Send Email

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