

# ROCK OVERVIEW

## FOR HIGHLANDS LEADERS

### How do I access ROCK?

Forgot your login? Click 'Forgot Account' and follow the prompts.

- Access ROCK through the email reminder that gets sent out a couple of hours prior to your meeting time or
- Visit Website: <https://rock.highlandschurch.org/myaccount>

Once logged in, locate your group on the right side of the page or at the bottom if you are on your phone. (Note: any groups that you are a leader for will be marked with an asterisk. )

### How do I contact my small group?

Once in your group, under 'Roster' you can see who is in your small group and all of their contact info. Scroll to the bottom of the page and click 'Email Roster' to send communications to your entire group.

### How do I take attendance?

- Click the 'Attendance' tab
- Locate the meeting date and click the checkbox on the right side of the row
- Select all small group members that were in attendance or select 'We Did Not Meet'
- Hit 'Save' on the bottom of the page

### How do I add group members?

**For Student Ministries:** Email student's full name & grade to [students@highlandschurch.org](mailto:students@highlandschurch.org)

**For Any Adult Small Group:** Email new attendee name & email to: [groups@highlandschurch.org](mailto:groups@highlandschurch.org)

AND Have new members sign up through 'Group Finder'

HighlandsChurch.org > Ministries > Groups > 'Find A Group'

### How do I remove group members?

**For Student Ministries:** Email student's full name & grade to [students@highlandschurch.org](mailto:students@highlandschurch.org)

**For Any Adult Small Group:** Email small group name, attendee name & email to [groups@highlandschurch.org](mailto:groups@highlandschurch.org)