

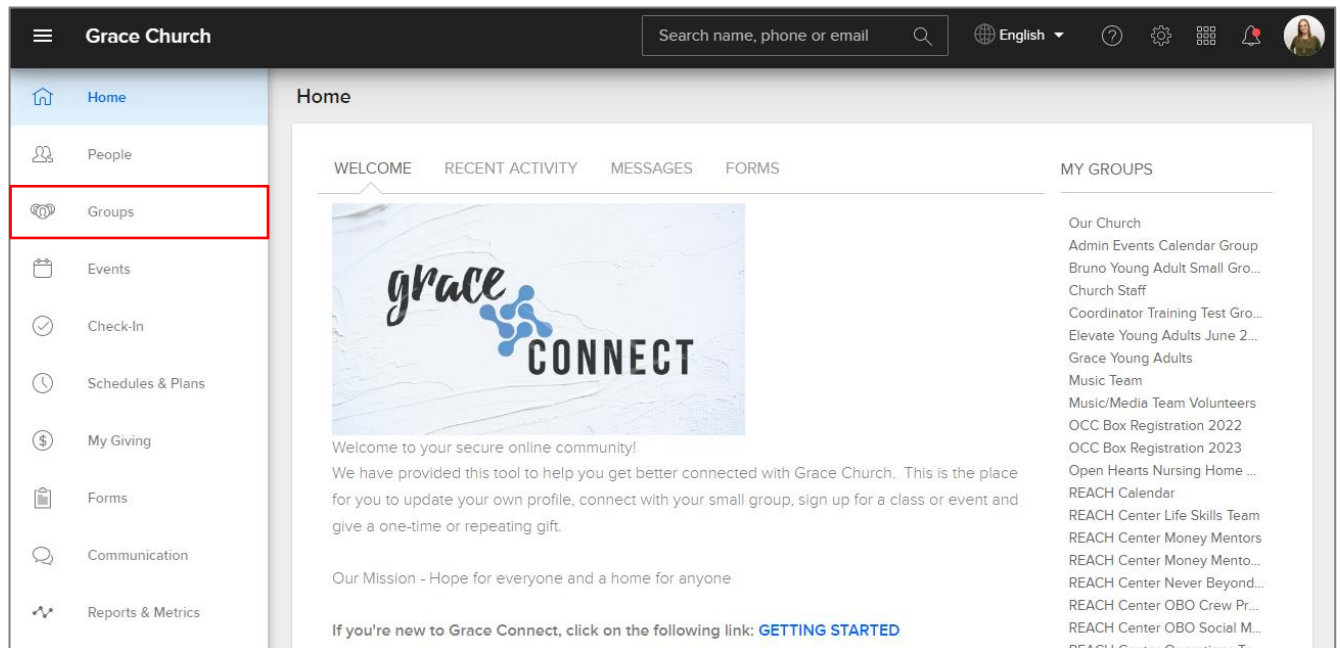
## Grace Connect Computer / Laptop Instructions | REACH

Below are instructions on how to access Grace Connect from a computer or laptop.

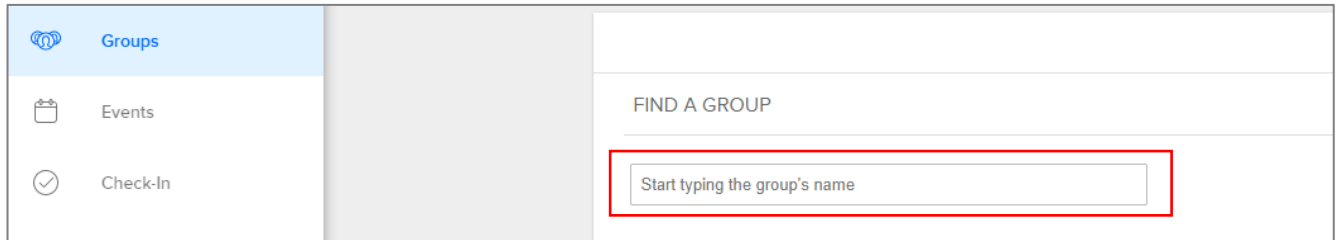
1. Go to the home page of the Grace Church website ([gracechurchco.com](http://gracechurchco.com)).



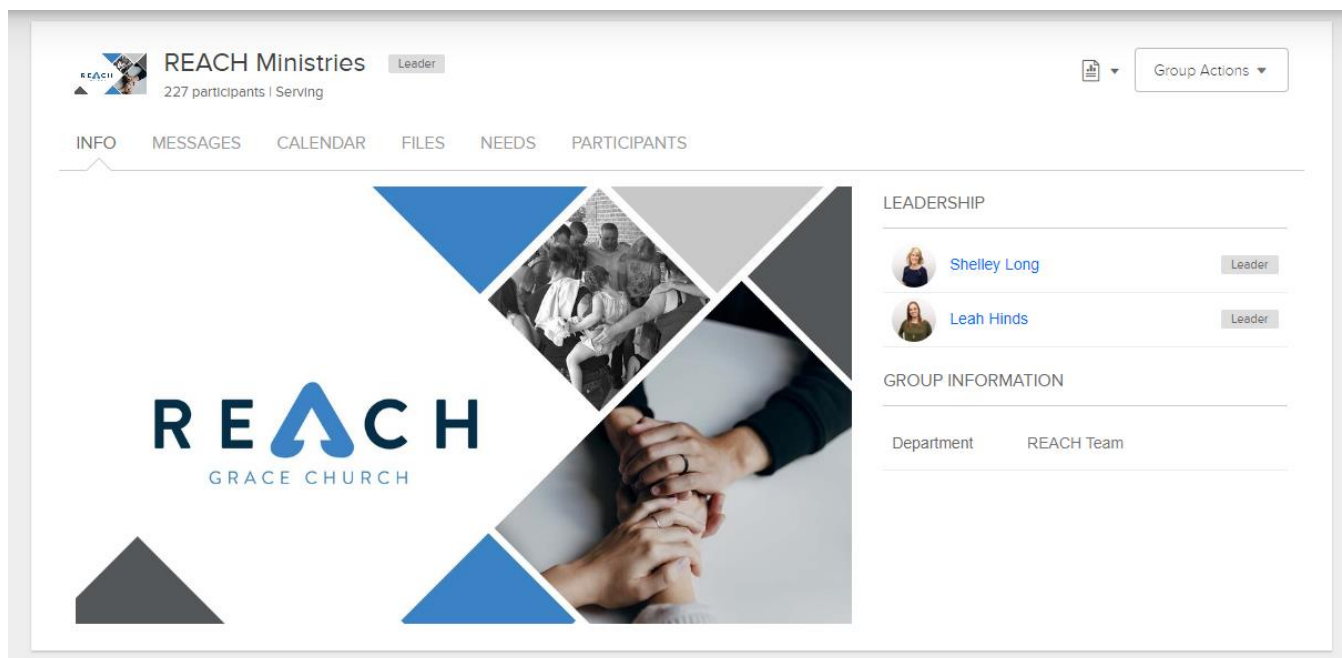
2. Click on the icon on the top right (pictured above). This will take you to the login page for Grace Connect and there you will be asked to put in your username and password. Click “Forgot Password” if you can’t remember your login info.
3. After you are logged in, you will see this page. Click on the “Groups” tab on the left side. There are a lot of things you can utilize, like “My Giving” and “My Serving,” but REACH will use the “Groups” tab the most.



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4. When you get to the Groups page, search the title of your ministry team. Ex: REACH Ministries, Money Mentor, Clean Wheeling, Car Show, Backpack Drive, etc. It should bring up the related REACH group, which you can then click on.




5. When you get to the Group page, there are a lot of options that you can explore.
- The **Info** tab shows a description of the team and the status of the team (active or in the process of launching).
  - The **Messages** tab shows you all the past messages that have been sent to the group, and you can also view any comments left on a particular message. Group Leaders can send messages to the group here. Reminder: all messages are also delivered as an email.
  - The **Files** tab will be used to store any important files pertinent to that REACH team for all volunteers to view.
  - The **Needs** tab holds all the current and past needs lists. We often use a needs list to ask people to sign up when donating items or bringing items to an event. You can view all of those on the Needs tab, including if you signed up for something and need a refresher on what you signed up to bring!
  - Click on the **Participants** tab to view a list of everyone in that group.
  - The **Calendar** tab is also important! Clicking on the Calendar tab and will bring you to the page below.

## Grace Connect Laptop Instructions | REACH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
			4p REACH meetings as nee	11a Feeding the Future 3:30p Whiz Kids Weekly Tut		10a REACH Open Hearts Ea
2	3	4	5	6	7	8
			4p REACH meetings as nee	11a Feeding the Future 3:30p Whiz Kids Weekly Tut		
9	10	11	12	13	14	15
		Add Event	4p REACH meetings as nee	11a Feeding the Future 3:30p Whiz Kids Weekly Tut		
16	17	18	19	20	21	22
			4p REACH meetings as nee	11a Feeding the Future 3:30p Whiz Kids Weekly Tut		4:30p REACH Food Drive (C
23	24	25	26	27	28	29
8:30a REACH Food Drive (C			4p REACH meetings as nee	11a Feeding the Future		
30	1	2	3	4	5	6
			4p REACH meetings as nee	11a Feeding the Future		10a REACH Open Hearts Mc 1p REACH Show Me Grow M

- On the Calendar page, you can see all of the events that month. You can toggle to different months by using the dropdown menu at the top of the page.
- Click on any of the blue events to view the details of the event (see next page)

## Grace Connect Laptop Instructions | REACH



Sat, Apr 22, 2023 4:30p - 6:30p

**REACH Food Drive (CAN You Help?)**  
REACH Ministries

Grace Church is collecting canned goods and other non-perishables to help stock the Community Table Food Bank in Arvada for those in need in our city.

**Drop off at the REACH Center at Grace Church**  
6969 Sheridan Blvd  
Saturday, April 22 - 4:30 pm to 6:30 pm  
Sunday, April 23 - 8:30 am to 12:30 pm

\*\* Approved items only please \*\*Canned goods: fruit, beans, vegetables, meat, tuna, pasta and soup. Other non-perishables: dry pasta, pasta sauce, salad dressing, granola bars, individual oatmeal packets, pudding/jello/fruit cups, toothpaste, toothbrushes, shampoo, soap, deodorant, dish soap, laundry soap, diapers.

Manage Event

RSVP

Yes	Maybe	No
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GUEST LIST

Attending	0
Maybe	0
Not attending	0
Unconfirmed	0

Thank you for viewing these instructions! Grace Connect is a very valuable tool for Grace Church, and especially for REACH volunteers!

If you have any questions, please email [REACH@gracechurchco.com](mailto:REACH@gracechurchco.com).