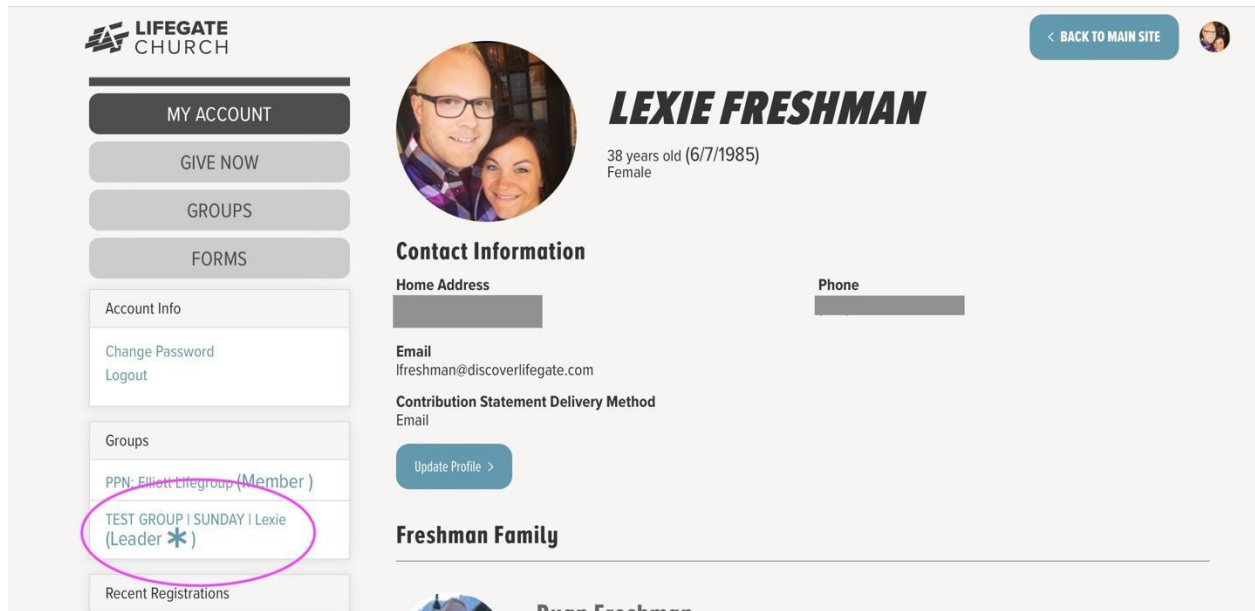
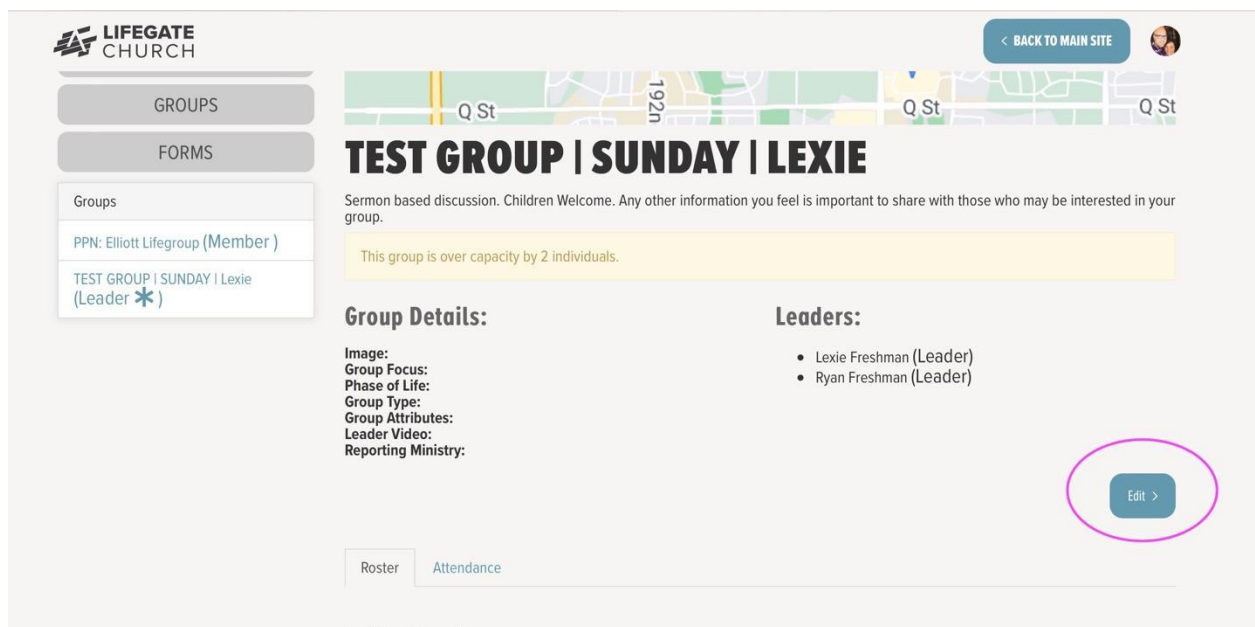


Setting Up Your Group

Once you login to your Mylifegate account, you will see your group over on the lefthand side.



Select your group, then here is what your screen will look like. Select edit to edit what is displayed on our website.



Now you can edit the information for your group. See the screen shot below for examples.

Name your group with this format:

Group type | Day it Meets | Last name of leaders

Group Schedule needs to be set. Select how often, day and time. If this is not entered, you will not get the attendance reminder emails sent to you!

You are not responsible for uploading your image. Please let us know if you need your picture taken!!!

LIFEGATE CHURCH [BACK TO MAIN SITE](#)

Home / My Account / **Group Toolbox**

Home

My Account

Edit My Account
Payment History

Give Now

Groups

Forms

Groups

Families | Wednesday | Elliott (Member)

TEST GROUP | SUNDAY | Lexie (Leader*)

Mastering (Member)

Name *

TEST GROUP | SUNDAY | Lexie

Group Schedule

☐ None ☒ Weekly ☐ Custom

Day of the Week **Time of Day**

Sunday 6:00 PM

Image

Upload

Group Focus

As you scroll down further, you will see more options of information to add for your group. What is optional and required has been noted. Remember to hit save after you have made selections.

Phase of Life

Group Type

☐ Men Only ☐ Women Only ☐ Adults (Mixed) ☐ Young Adults ☐ Singles ☐ Seniors (55+) ☐ Married

Group Attributes

☐ Zoom ☐ Children Welcome ☐ Dinner Provided ☐ Bilingual ☐ Spanish Speaking

Reporting Ministry

Label

Save **Cancel**

This is not required to select, but it helps potentially interested members know more the dynamic of you and who may be in your group.

Please select at least one Group type.

These are optional but can be helpful for some.

PLEASE MAKE SURE THIS IS SET TO GENERAL LIFEGROUPS! This helps us as we look at our ministry records.

Do not select anything for this. It will not pertain to you.

Attendance Taking: This is located on the “home” screen for your group when you first clicked on it from your profile page. You will see the roster or attendance tabs.

LIFEGATE
CHURCH

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Edit

Roster Attendance

Select the “Attendance” tab

Filter Options 

Enabled Filters

Date Range:
from 6/23/2025



Date	Location	Schedule	Attendance Entered	Didn't Meet	Attendance Count	Percent Attended 	Attendance Type	
9/21/2025		Sunday at 6:00 PM			0	0%		
9/14/2025		Sunday at 6:00 PM			0	0%		
9/7/2025		Sunday at 6:00 PM			0	0%		

Select the checkmark box next to the date you are adding attendance for

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CHURCH

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Home / My Account / Group Toolbox / Group Attendance / Group Attendance Detail

Home

My Account

Edit My Account

Payment History

Give Now

Groups

Forms

Groups

Mastering (Member)

Families | Wednesday | Elliott (Member)

TEST GROUP | SUNDAY | Lexie (Leader*)

TEST GROUP | SUNDAY | LEXIE ATTENDANCE

Attendance For
Sunday, September 21, 2025

Schedule
Sunday at 6:00 PM

☐ We Did Not Meet

If it was a week you did not meet, check this box

All Present 1 Search

Freshman, Lexie
Leader

Back

All you need to do is highlight the names of the members who were in attendance for your group. Once all members have been highlighted, it will automatically save. There is no save button! I know this feels weird, but it's how it is.

Adding Members to your group: New members can be added to your group if they have requested to join your group specifically through the website. You will see a blue box at the top of your roster with "Pending Members" listed there. To make those members active, hover over their names and a pencil icon will appear. Select that and there you can change their status to member and active if they have decided to join your group.

If you have a new member you have personally invited to join your group and they did not use the website, you will need to send their information to your coordinator or campus lifegroup lead and they will manually add the member to your group.