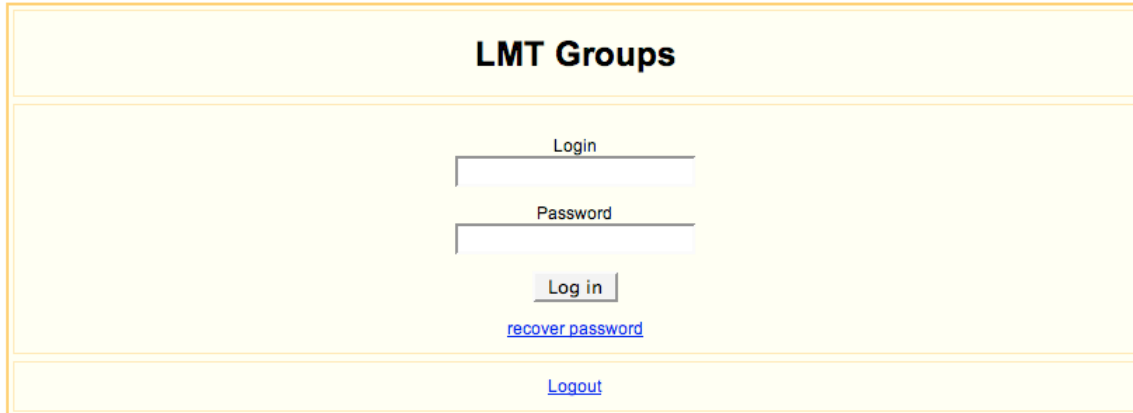


Welcome to LmtGroups.com 2.0

To access LMTGroups.com, go to <http://www.lmtgroups.com> in your web browser. You will see the following Login Screen:

Login Screen



LMT Groups

Login

Password

Log in

[recover password](#)

[Logout](#)

NOTE: With LMTGroups.com 2.0 we are standardizing usernames and passwords so that you can more easily remember your username and recover your passwords. As a result, all usernames and passwords are reset to a default setting and you will be able to login and change your username and password to those of your choosing.

To Login for the first time:

At the login screen, in the login field enter your first initial and last name. So, for example, if your name was John Smith, you would enter jsmith. In the password field enter **password**. This will gain you access into your facilitator screen.

Password Recovery:

If you should forget your password, you can click on the “recover password” link. You will be prompted to enter your username. If the username is recognized, the password will be sent to the e-mail address of record on the account. While you are free to change your username in your profile, we recommend that you stick with the first initial last name format, as it will ensure that you never forget your username and can always recover your password.

Facilitator Screen

LMT Groups

Welcome, Adam

[My Account](#) | [Attendance Reports](#)

Group Roster

| | |
|------------|---------|
| Adame | Leah |
| Adame | Ethan |
| Adame | Adam |
| Defelice | Heather |
| Defelice | Alysha |
| Defelice | Kenny |
| Drake | Brandon |
| Ekstrom | Tim |
| Ekstrom | Sable |
| Korsgarten | Andy |
| Korsgarten | Vangie |
| Purcell | Elise |
| Ramirez | Leticia |
| Tanner | Travis |
| Tanner | Sara |
| Tellez | Elisa |
| Tellez | Natalie |
| Tellez | Zeke |

Email Your Coach

send email

[Logout](#)

As soon as you have logged in for the first time, please proceed to the “My Account” link located in the upper right hand corner of the screen and update your password, address, phone number, and email address. **IT IS VERY IMPORTANT** that you change your password and provide a valid, working e-mail address. If you do not provide a valid, working e-mail address you will be unable to fill out your attendance reports. Please see below for screen shots on the Account page.

Facilitator Screen Features

On the facilitator screen, you will see your group roster on the left hand side. On the right hand side, you will see a text box where you can send e-mails directly to your coach, for such tasks as roster changes, or other items where you need assistance from your coach.

Here are links available to you:

- My Account – can update your personal profile, including password, email address, home address and phone number.

- Attendance Reports – Create attendance reports
- Logout – Close your session on LMTGroups.com

My Account Screen

The screenshot displays the 'My Account' interface for LMT Groups. At the top, the text 'LMT Groups' is centered. Below it, a link for 'Home' is visible. The main heading is 'Profile for Adam Adame'. The form contains several input fields: 'Login' (with 'aadame'), 'Email' (with 'aadame84@yahoo.com'), 'Password', 'Confirm Password', 'First Name' (with 'Adam'), 'Last Name' (with 'Adame'), 'Address 1', 'Address 2', 'City', 'State', 'Zip', and 'Phone' (with '303-901-5533'). An 'update' button is located at the bottom of the form. A 'Logout' link is positioned at the bottom right of the page.

In the My Account screen, you will be able to access and update your personal information. This will allow your coach to keep in contact with you as addresses, phone numbers, and e-mail addresses change. Please note that it is vital that you maintain a working, valid e-mail address, or you will be unable to fill out attendance reports. In addition, use the profile page to update your password. When you update your password, please be sure to type your password in the

Password field and the Password Confirmation field. Failure to confirm your password will result in your password not being changed.

Attendance Reports Screen

LMT Groups

[Home](#)

Attendance Reports

[Create Report](#)

| Report Date | |
|---|-----------------------------------|
| edit view | 15-10-2008 delete |

[Logout](#)

When you come to the Attendance Reports page, you will see a list of reports you have completed, sort by date in descending order, with the newest report listed first. The following options are available:

- Create Report - To create an attendance report, click on the "Create Report" link, located in the center top of the screen.
- View - click on the view link corresponding to the report that you wish to view.
- Edit - Click on the edit link corresponding to the report that you wish to change
- Delete - Click on the link corresponding to the report you wish to delete. Once you are satisfied with a completed report, we ask that you do not delete existing reports.

Create Attendance Report Screen

LMT Groups

[Home](#)

Create Report

Date of Meeting
15 ▾ | October ▾ | 2008 ▾

| | Present | Absent |
|-------------------|----------------------------------|-----------------------|
| Leah Adame | <input checked="" type="radio"/> | <input type="radio"/> |
| Ethan Adame | <input checked="" type="radio"/> | <input type="radio"/> |
| Adam Adame | <input checked="" type="radio"/> | <input type="radio"/> |
| Heather Defelice | <input checked="" type="radio"/> | <input type="radio"/> |
| Alysha Defelice | <input checked="" type="radio"/> | <input type="radio"/> |
| Kenny Defelice | <input checked="" type="radio"/> | <input type="radio"/> |
| Brandon Drake | <input checked="" type="radio"/> | <input type="radio"/> |
| Tim Ekstrom | <input checked="" type="radio"/> | <input type="radio"/> |
| Sable Ekstrom | <input checked="" type="radio"/> | <input type="radio"/> |
| Andy Korsgarten | <input checked="" type="radio"/> | <input type="radio"/> |
| Vangie Korsgarten | <input checked="" type="radio"/> | <input type="radio"/> |
| Elise Purcell | <input checked="" type="radio"/> | <input type="radio"/> |
| Leticia Ramirez | <input checked="" type="radio"/> | <input type="radio"/> |
| Travis Tanner | <input checked="" type="radio"/> | <input type="radio"/> |
| Sara Tanner | <input checked="" type="radio"/> | <input type="radio"/> |
| Elisa Tellez | <input checked="" type="radio"/> | <input type="radio"/> |
| Natalie Tellez | <input checked="" type="radio"/> | <input type="radio"/> |
| Zeke Tellez | <input checked="" type="radio"/> | <input type="radio"/> |

Number of Other Attendees

Names of Other Attendees

Offering Amount

Meeting Location

Facilitated By

Intern

Worship Leader

Brief Summary of Meeting

[Logout](#)

Fill out your attendance reports by first selecting the date that the meeting took place, (it is VERY IMPORTANT that you select the correct date that the meeting actually took place). Mark present or absent for each member. Include the number of additional attendees in the Number of Other Attendees field, and list their names in the Names of Other Attendees field. Enter in the offering amount collected, the meeting location, who facilitated, who was the intern, who lead worship, and a **brief** summary of the meeting, (a paragraph or two will suffice). If there is no data for any of these fields, please leave blank.

Offering Amount is a required field and the report will not be saved if this field is left blank. Once all the report is complete, click on the "Create Report" button at the bottom of the page.