



**BIBLICAL
BUSINESS
TRAINING**

Go!Connect
Quick Start Guide

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Welcome!

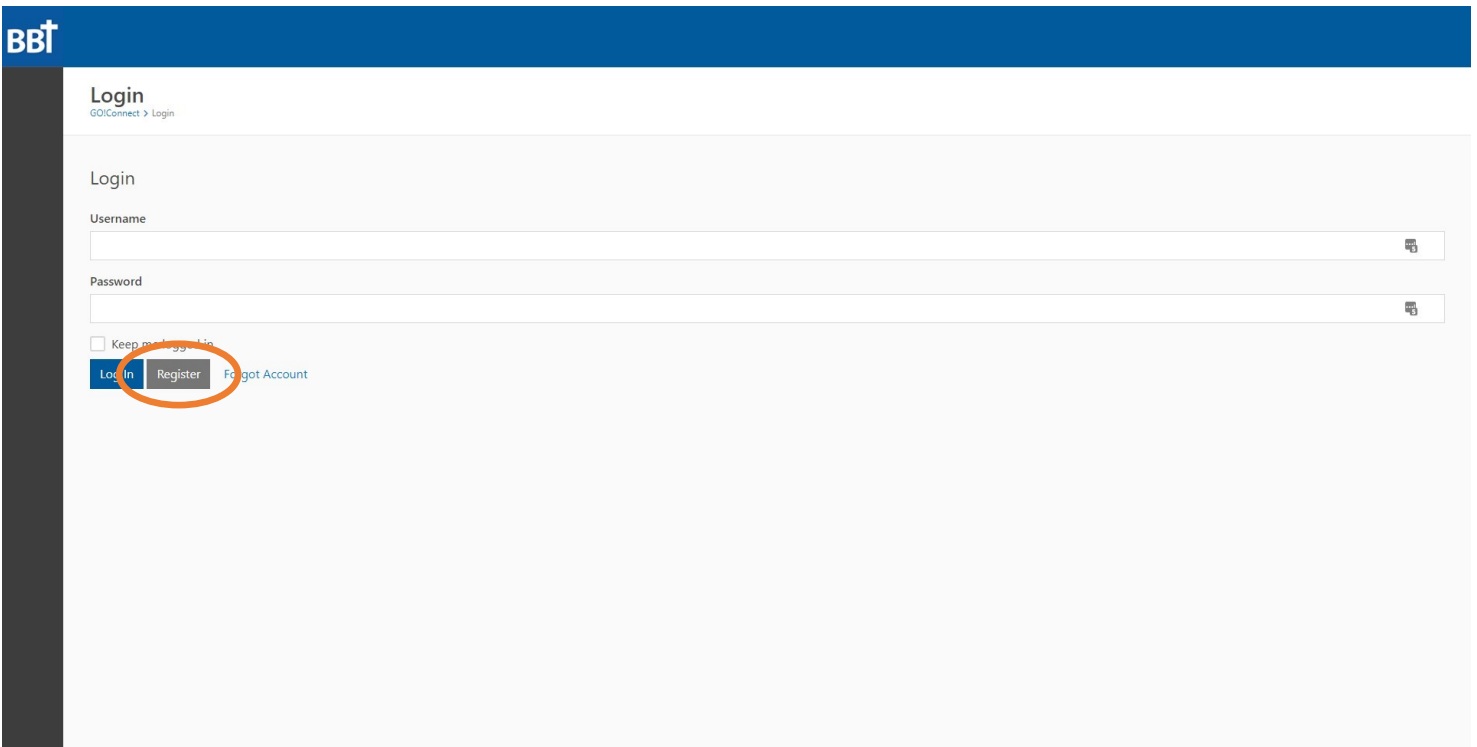
Thank you for allowing Biblical Business Training to partner with you in your Bible study. GO!Connect is a unique feature of BBT – it's the online small-group tool that brings together everything you need for a successful Bible study all in one place! This practical tool reduces administrative time and 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

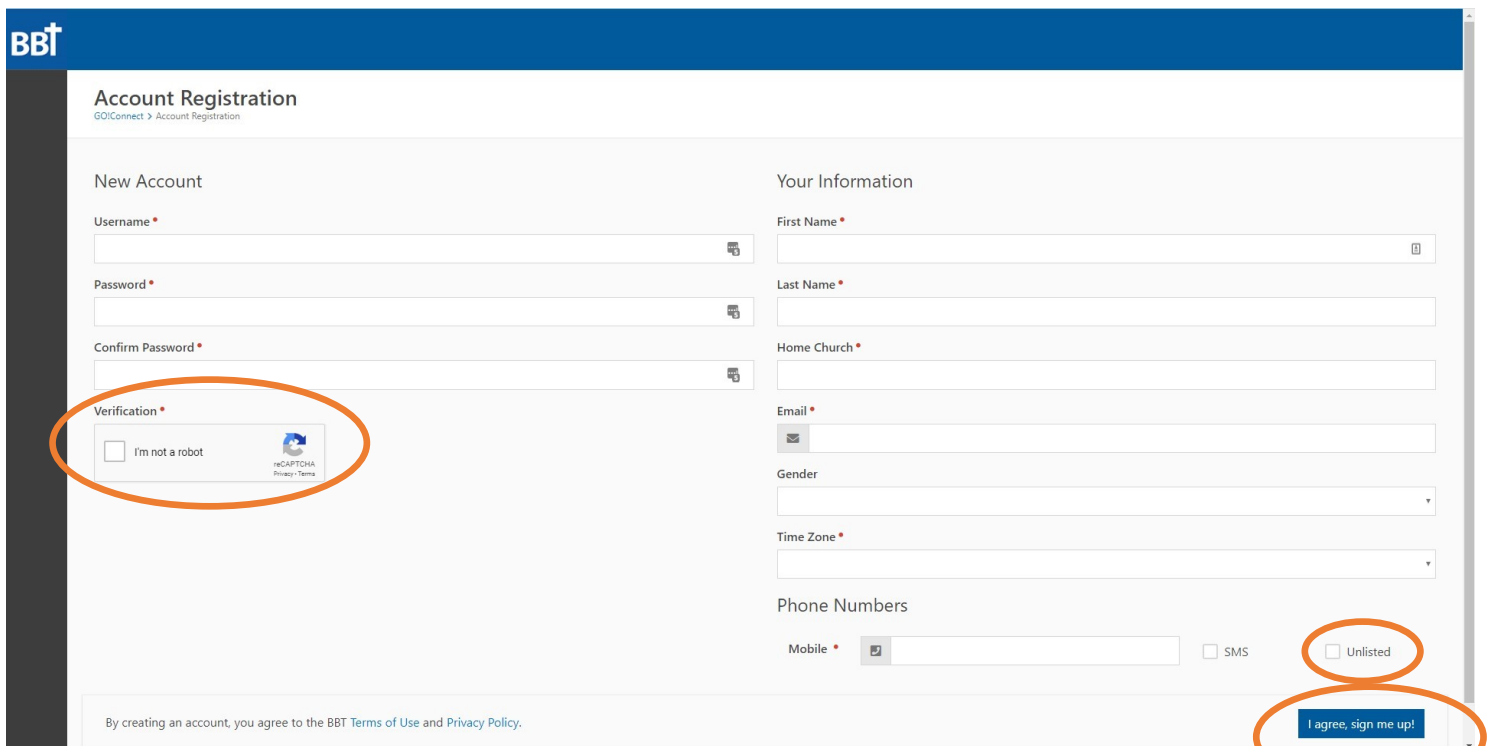
1. Create an account by visiting goconnect.b-b-t.org, and clicking “Register”



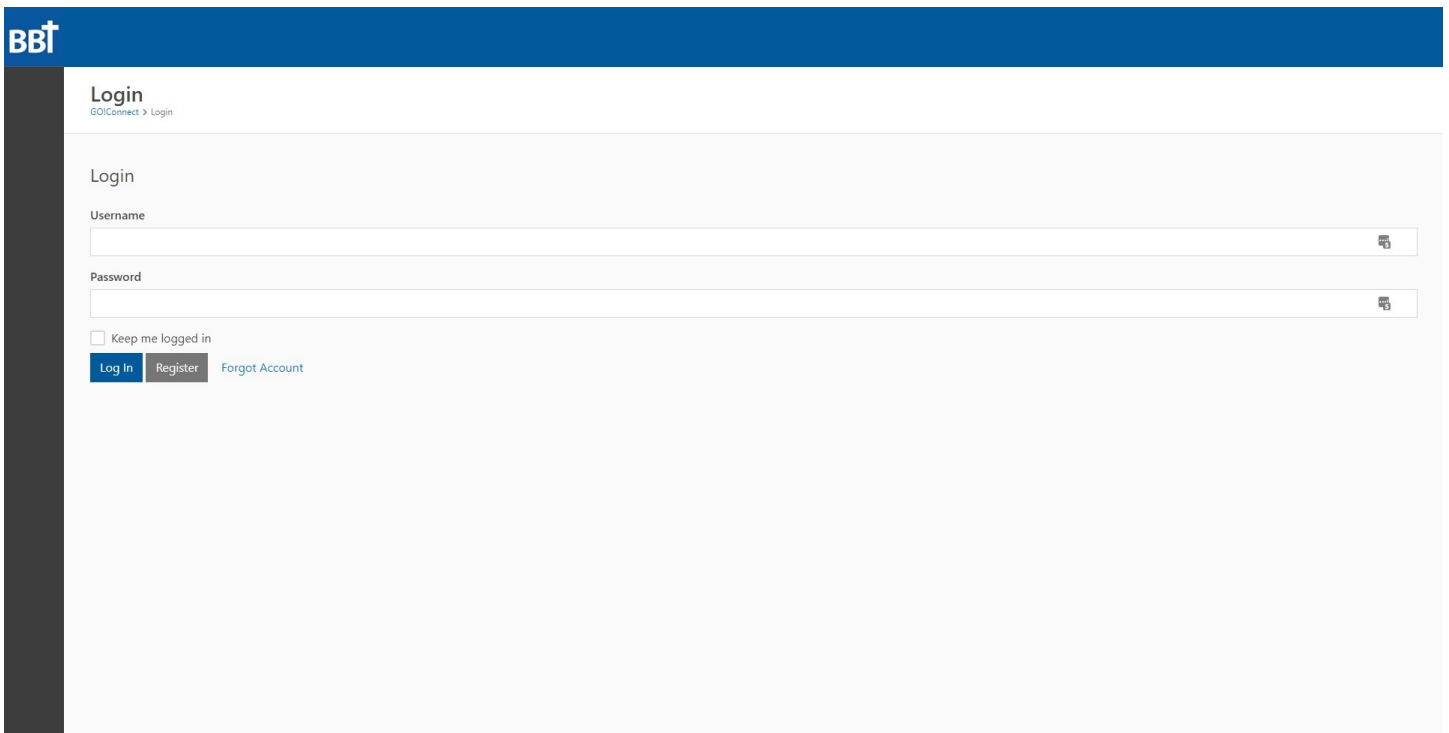
2. Complete the account registration form, click the verification box, review the terms of use and privacy policy, then click “I agree, sign me up!”

Note: While all are welcome to attend BBT groups, a group leader must be a member of a local church.

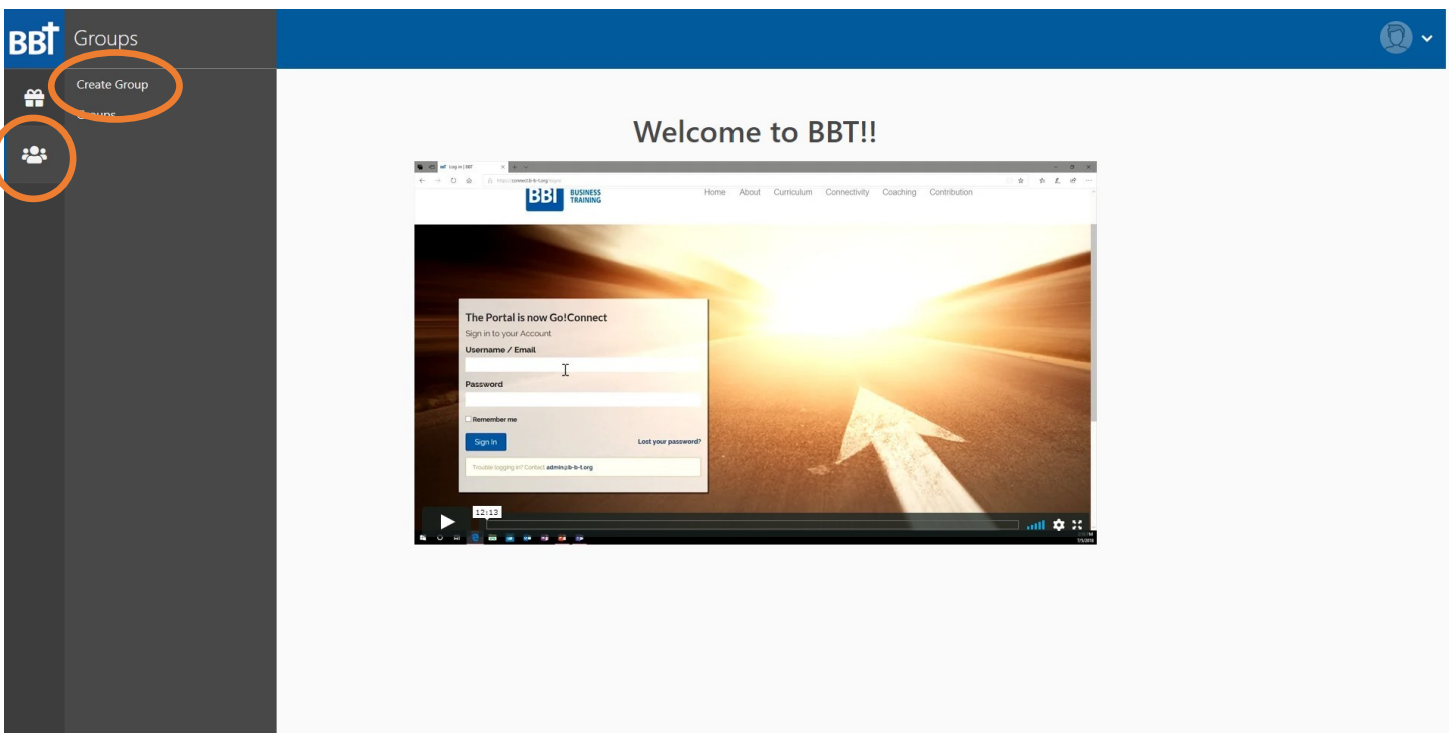
Note: If you do not want your phone number to be visible to members of your group, check “Unlisted.”



3. You may now log in with your new username and password.



4. Now let's start your group and add members! Click the icon of three people on the left side and click "Create Group."



5. Complete the form. Give your group a name and enter a description for your group. "Date Started" should be the date that you are planning to begin meeting. If your group is sponsored by a church, workplace, or organization, you can enter that information in the bottom three lines. Click "Add." You don't have to have all the details of when and where you will be meeting to complete the form.

BBT

Create Group

Go!Connect > Groups > Group > Create Group

Group Information

Name *
Jordan's Test Group

Description *
A Test Group for Jordan to use

Date Started
05/21/2020

Gender
 Co-Ed Male Female

Church Affiliation
None

Company Affiliation
Biblical Business Training

Other Affiliation
BBT Coaches

Add Cancel

6. Your group is now entered in Go!Connect. You can use the groups icon (three people on the left) and click "groups" to see a list of all the groups you are part of. Click on the name of your newly created group and you will see this screen.

Once you have nailed down your group's meeting time and location you can enter these by clicking the "Edit" button.

You may now begin adding people to your group by clicking "Invite Member."

BBT

Group

Go!Connect > Groups > Group

Jordan's Test Group

A Test Group for Jordan to use

Group Details:

Date Started: 5/21/2020

Day of the Week:

Time of the Day:

Recurrence:

Gender: Co-Ed

Church Affiliation: None

Company Affiliation: Biblical Business Training

Other Affiliation: BBT Coaches

Coach:

- Jordan Dollar (jdollar@b-b-t.org)

Leaders:

- Jordan Dolla

Next Meeting

No meeting is scheduled.

Schedule Meeting

Meeting History

Active Members

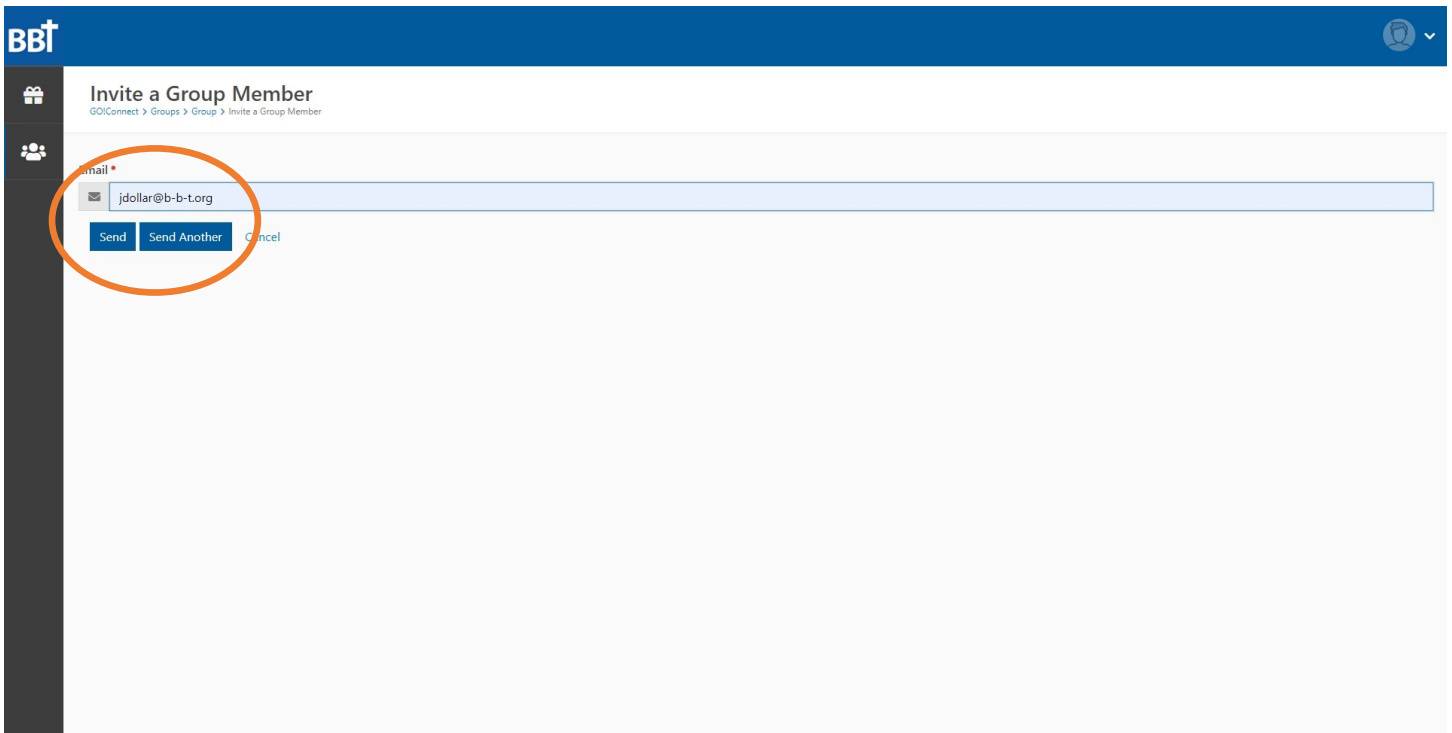
Jordan Dollar (Leader)

Invite Member Email Roster

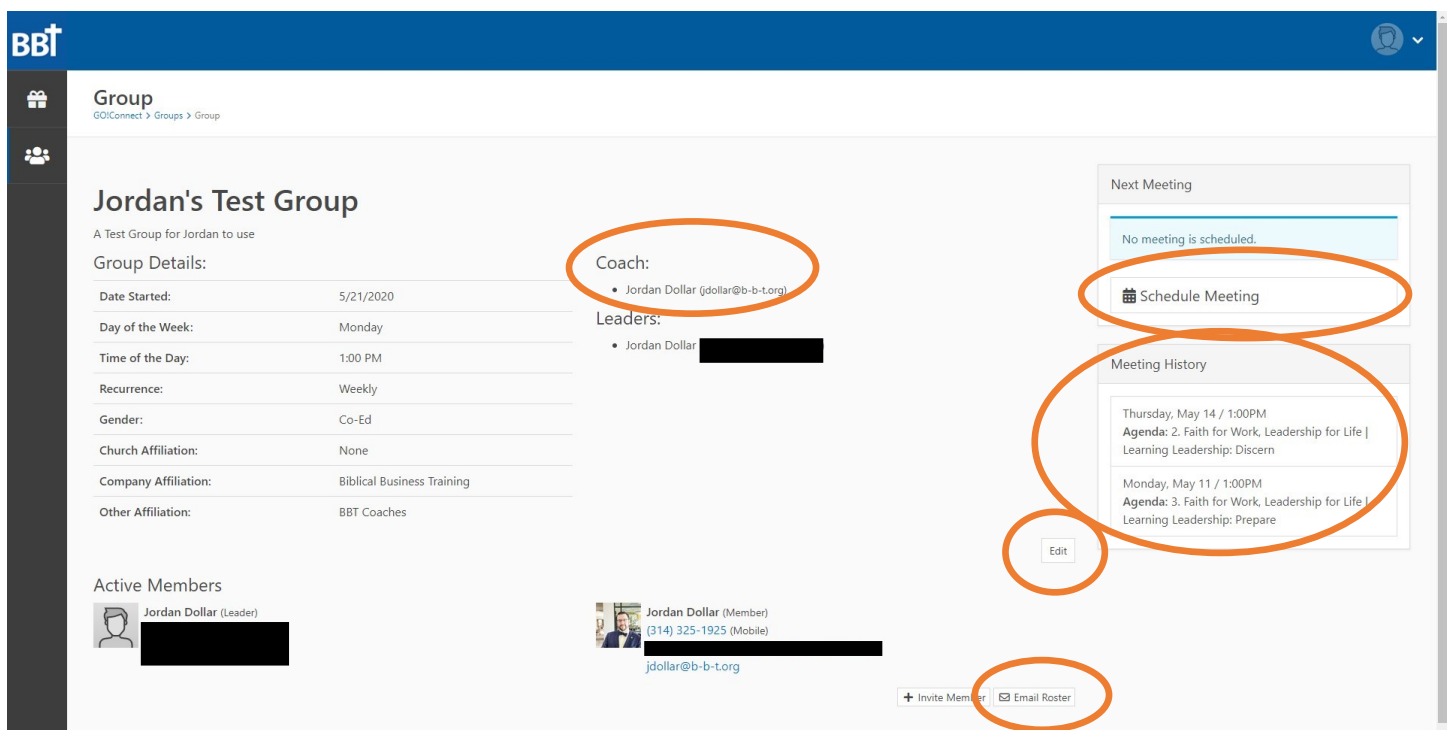
Edit

7. Enter the name and email address of the person you want to add to the group and click “Send.” If you will be adding someone else right away, click “Send Another” to get a new form. As your group grows, this is how you will add new group members.

TIP: Always extend personal invites to group members before sending an invite through Go!Connect.



8. Your group is now fully set up! From your group’s home screen you can: schedule your next meeting or see your next meeting’s details and view curriculum; review previous meetings’ details, recaps, and prayer requests; edit your group’s information; view, edit and remove group members (mouse over the group member to bring up edit and delete functions); see contact information for your coach and group members; and send an email to all group members.



9. You're ready to schedule your first meeting! From your group's home page, click "Schedule Meeting." Complete the Date, Time, and Duration forms. Let everyone know who will be leading the next meeting by selecting a group member from the drop down list. Choose your volume and study from the drop down list. Volume is a series of lessons, and is composed of individual lessons called "Studies." Consult your BBT coach to choose a volume of curriculum for your group. Your group members will get an email with a calendar invite and agenda for the meeting.

BBT

Schedule Jordan's Test Group Meeting
GO/Connect > Groups > Group > Create Meeting

Meeting Information

Start Date / Time 📅 05/14/2020 🕒 1:00 PM

Duration
 1 hrs 15 mins

Who is going to lead this meeting?
 Jordan Dollar

Volume *
 Faith for Work, Leadership for Life

Study *
 2. Faith for Work, Leadership for Life | Learning Leadership: Discern

[Save](#) [Cancel](#)

10. Your group's home screen now has your next meeting's details listed on the right hand side. You can access curriculum for your meeting or for planning by clicking "View."

BBT

Group
GO/Connect > Groups > Group

Jordan's Test Group

A Test Group for Jordan to use

Group Details:

Date Started:	5/21/2020
Day of the Week:	
Time of the Day:	
Recurrence:	
Gender:	Co-Ed
Church Affiliation:	None
Company Affiliation:	Biblical Business Training
Other Affiliation:	BBT Coaches

Active Members

- Jordan Dollar (Leader)
- Jordan Dollar (Member)
 (314) 325-1925 (Mobile)
 jdollar@b-b-t.org

Coach:

- Jordan Dollar (jdollar@b-b-t.org)

Leaders:

- Jordan Dollar

Next Meeting

Lead by
 Jordan Dollar

Agenda
 2. Faith for Work, Leadership for Life | Learning Leadership: Discern

Location

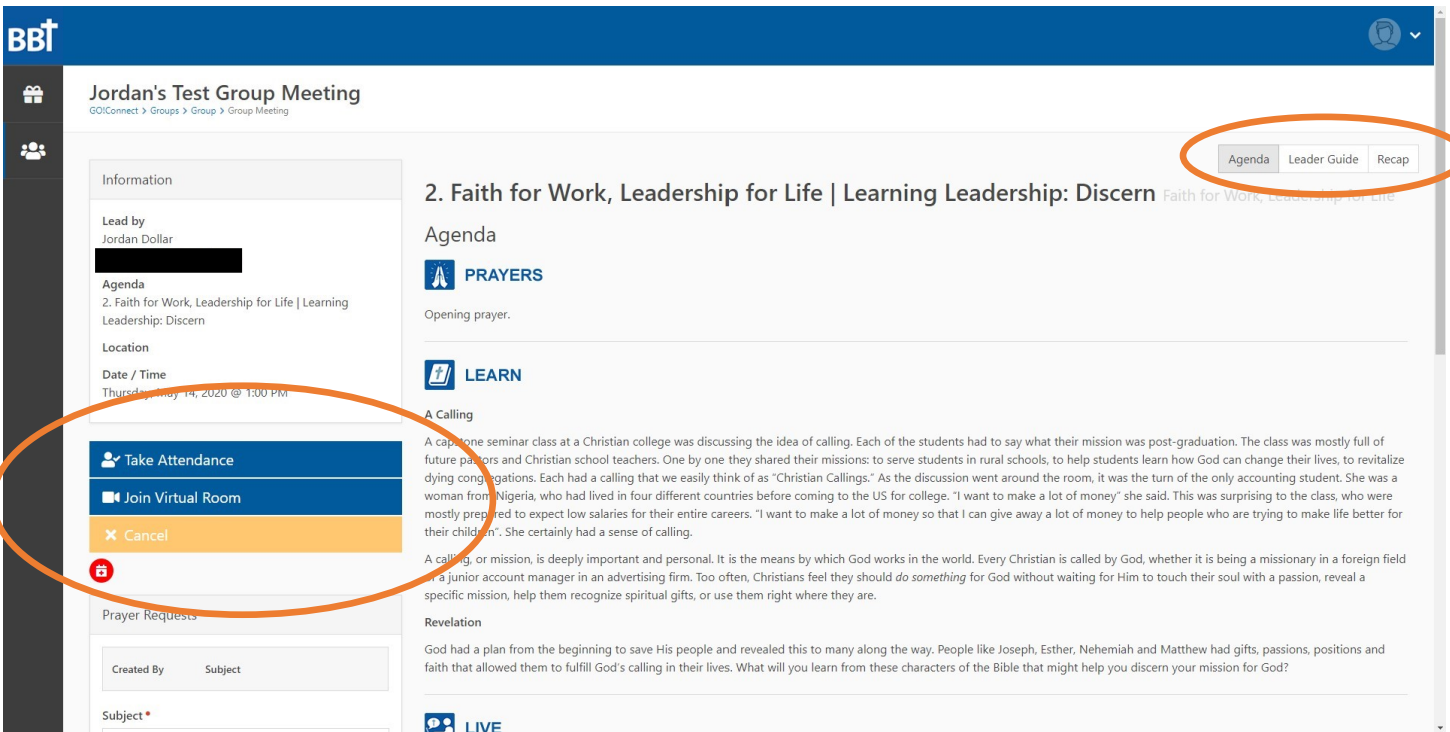
Date / Time
 Thursday, May 14, 2020 @ 1:00 PM

[📅 View](#)

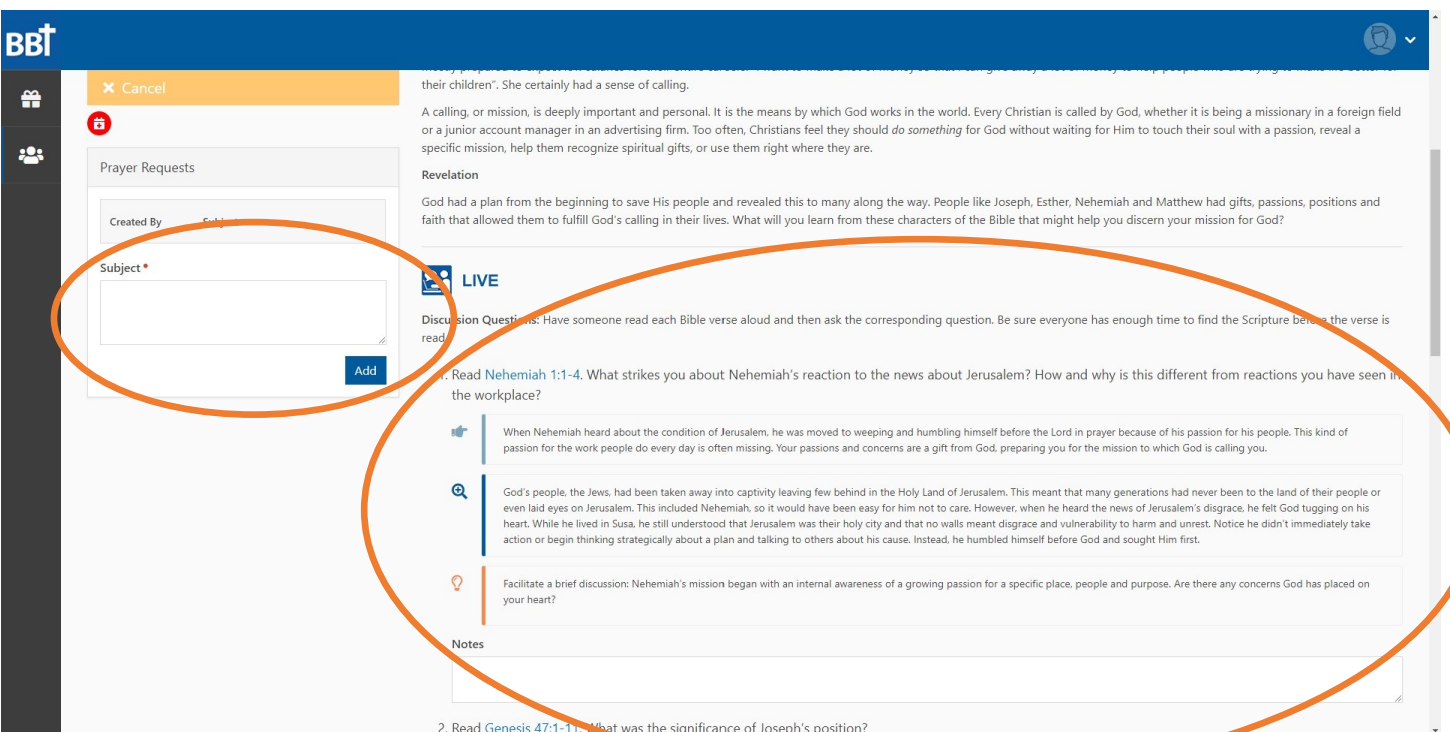
Meeting History

[+ Invite Member](#) [✉ Email Roster](#)

11. When it's meeting time, or time to plan for your meeting, click "View" under Next Meeting on your group's home screen. Here you can toggle between the Agenda, Group Leader Guide, and Recap preview using the buttons at the upper right. The agenda screen is your group members' home screen for the meeting. The Leader Guide contains hints and tips for leading the best discussion possible. The Recap contains a summary of the meeting and can be used to help bring focus to the major points of the lesson. The buttons on the left will let you take attendance for the meeting, hold your meeting via video chat, or cancel the meeting if your group needs to reschedule.

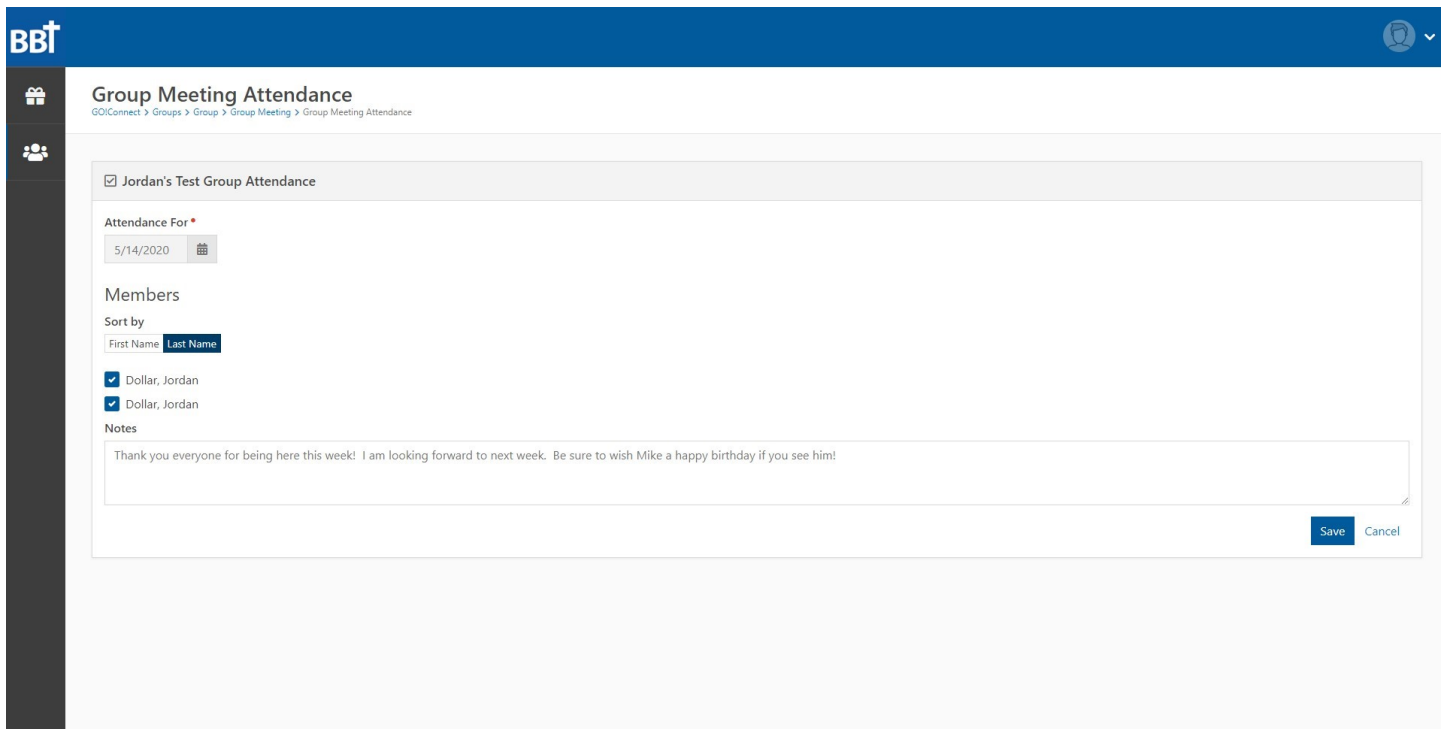


12. Here you can see the Agenda with the added Leader Guide features. Clicking a scripture will take you directly to that scripture. You can use the notes field to take notes as you prepare for your lesson or during the lesson. All group members can add their prayer requests for the meeting by filling out the box on the left and clicking "Add." These prayer requests will be sent to all group members so that they can continue to hold one another in prayer.

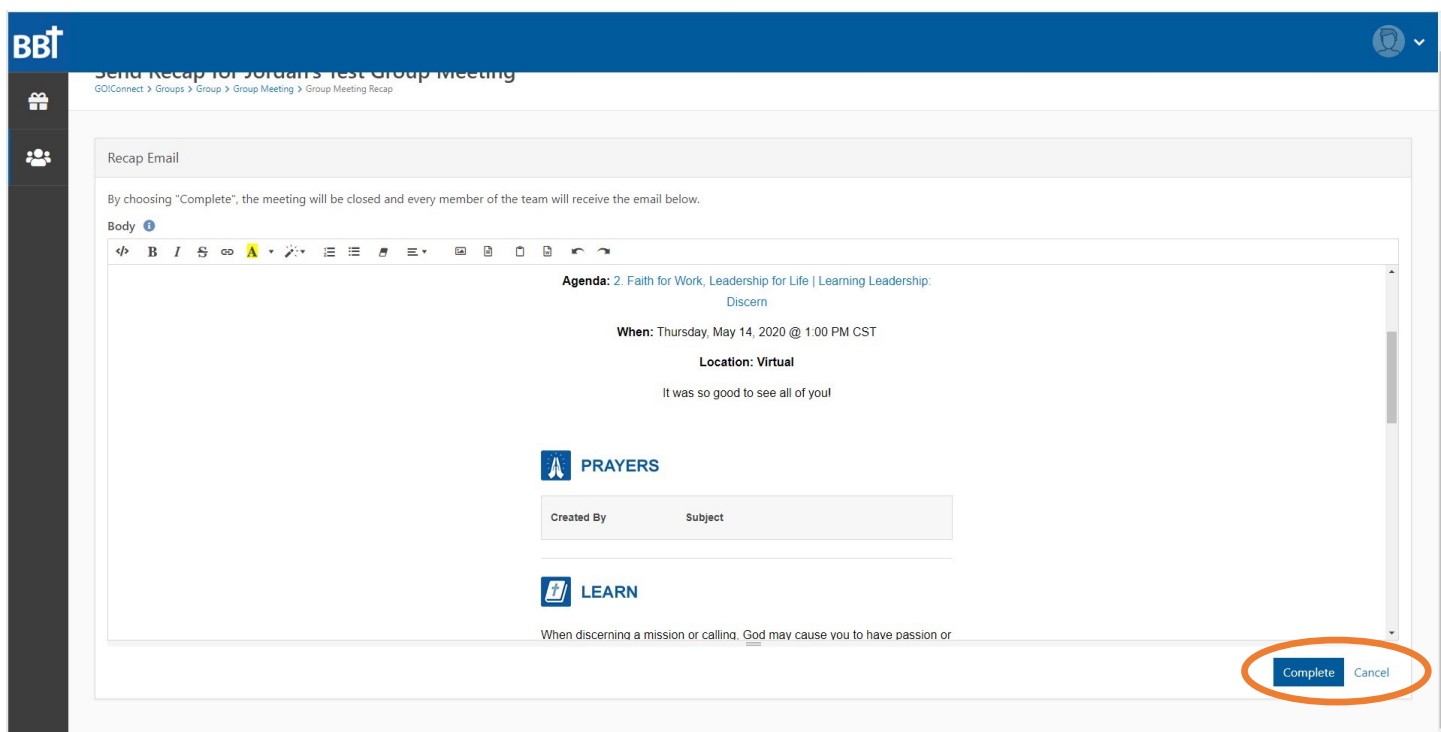


13. At the beginning or end of your meeting, click “Take Attendance” from the meeting screen to record your group’s attendance. Check off the names of all who were present. If you would like to include a personal note in the recap that your group members will receive, add it in the “Notes” section. When you are finished click “Save”.

Note: Taking attendance may be the perfect job for a group member who might not yet feel comfortable taking a turn to lead.



14. Once you have taken attendance, you will be able to send a meeting recap from the meeting screen. This will keep all group members in the loop as it ensures those who could not be there receive a summary of the lesson and the group’s prayer requests. Click “Send Recap” from the meeting screen. You will see a preview of the recap and be able to customize it before you send it to your group members. Click “Complete” when you are ready to send.



15. After your meeting, you will be able to schedule a new meeting from your group's home screen (see pg. 8, step 9). All group members will get an invite and agenda. This is best done immediately after your meeting, but if your group hasn't nailed down their next meeting time yet, you can come back and do it later. If you have other updates (such as answers to prayer) that you or others want to share between meetings, use the "Email Roster" button.

The screenshot shows the BBT Group Home Screen for "Jordan's Test Group". The page is divided into several sections:

- Group Details:** A table with the following information:

Date Started:	5/21/2020
Day of the Week:	Monday
Time of the Day:	1:00 PM
Recurrence:	Weekly
Gender:	Co-Ed
Church Affiliation:	None
Company Affiliation:	Biblical Business Training
Other Affiliation:	BBT Coaches
- Coach:** Jordan Dollar (jdollar@b-b-t.org)
- Leaders:** Jordan Dollar (redacted)
- Next Meeting:** A box stating "No meeting is scheduled." with a "Schedule Meeting" button circled in orange.
- Meeting History:** A list of past meetings:
 - Thursday, May 14 / 1:00PM
Agenda: 2. Faith for Work, Leadership for Life | Learning Leadership: Discern
 - Monday, May 11 / 1:00PM
Agenda: 3. Faith for Work, Leadership for Life | Learning Leadership: Prepare
- Active Members:** A list of members with a "Join Virtual Room" button circled in orange.

16. Video conferencing is built into Go!Connect. Your group's virtual meeting room is reserved only for your group and is accessible to you at all times. This means your meetings will be private, and you can use your room outside of the meeting time. For instance, if a member of your group is leading a meeting for the first time, you can use your virtual meeting room to help them plan for the meeting. To access your group's video chat, click "Join Virtual Room" from your meeting screen.

The screenshot shows the BBT Group Meeting Screen for "Jordan's Test Group Meeting". The page is divided into several sections:

- Information:** A box with the following information:

Lead by	Jordan Dollar
Agenda	2. Faith for Work, Leadership for Life Learning Leadership: Discern
Location	
Date / Time	Thursday, May 14, 2020 @ 1:00 PM
- Agenda:** A section titled "2. Faith for Work, Leadership for Life | Learning Leadership: Discern" with a "Faith for Work, Leadership for Life" tag. It includes a "PRAYERS" section with the text "Opening prayer." and a "LEARN" section with the text "A Calling".
- Join Virtual Room:** A button circled in orange.
- Prayer Requests:** A table with columns "Created By" and "Subject".

17. This is your videoconference screen. The buttons at the bottom left allow you to share your screen, raise your hand, or open the group chat feature. The buttons at the bottom center let you mute/unmute your mic, leave the call, or turn video on or off. The down arrows let you choose between the microphones, speakers, and webcams available on your computer. The buttons at the bottom right let you change views and opens the options.



18. Clicking the three dots at the bottom right opens the options. Items of special note here are the “Manage video quality” option to let you choose lower video quality if your connection is slow, “View full screen” option to allow the chat to occupy your entire screen, “Settings” to more advanced options, and “Mute everyone” option to mute all participants in the chat if background noise is becoming distracting.

