

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"

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| | Login GOlCorrret > Login | |
| | Login | |
| | Username | 5 |
| | Password | •3 |
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| | Loc In Register Folgot Account | |
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2. Complete the account registration form, click the verification box, review the terms of use and privacy policy, then clixk "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.

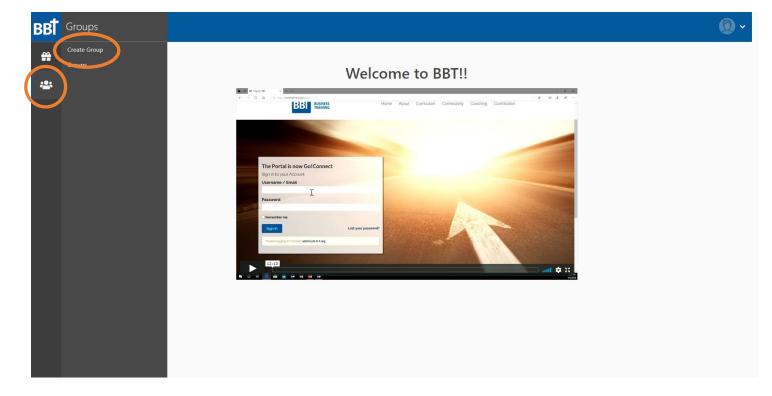
Note: If you do not want your phone number to be visible to members of your group, check "Unlisted."

| вt | | |
|---|----|-------------------------|
| Account Registration | | |
| New Account | | Your Information |
| | | |
| Username • | 5 | First Name • |
| Password • | -9 | Last Name * |
| Password - | 5 | |
| Confirm Password • | | Home Church * |
| | 5 | |
| Verification • | | Email • |
| i'm not a robot | | 2 |
| reCAPTCHA Priagy Tems | | Gender |
| | | • |
| | | Time Zone * |
| | | • |
| | | Phone Numbers |
| | | Mobile • 🗾 SMS Unlisted |
| | | |
| By creating an account, you agree to the BBT Terms of Use and Privacy Policy. | | Lagree, sign me upt |
| | | |

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

| BB | | |
|----|--------------------------------|---|
| | Login 60/Connet > Login | |
| | Login | |
| | Username | 5 |
| | Password | |
| | Keep me logged in | |
| | Log In Register Forgat Account | |
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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.

| BB | | Q ~ |
|-----|--|------------|
| ÷ | Create Group GOLConnect > Groups > Group > Create Group | |
| :2: | | |
| | Group Information | |
| | Name* | |
| | Jordan's Test Group | 9 |
| | Description * | |
| | A Test Group for Jordan to use | |
| | Date Started | |
| | 05/21/2020 🗰 | |
| | Gender | |
| | Church Affiliation | |
| | None | |
| | Company Affiliation | |
| | Biblical Business Training | |
| | Other Affiliation | |
| | BBT Coaches | |
| | | Add Calcel |
| | | |
| | | |

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."

| BB | | | | 0 - |
|----|---|---|---|---|
| ÷ | Group GOlConnect > Groups > Group | | | |
| * | Jordan's Test G A Test Group for Jordan to use Group Details: Date Started: Day of the Week: Time of the Day: Recurrence: Gender: Church Affiliation: Company Affiliation: Other Affiliation: Other Affiliation: | roup 5/21/2020 Co-Ed None Biblical Business Training BBT Coaches | Coach: • Jordan Dollar (dollar@b-b-torg) Leaders: • Jordan Dolla | Next Meeting No meeting is scheduled. |
| | | | | |

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.

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| a | Invite a Group Member GOLConnect 3 Group > Group > Invite a Group Member | |
| * | mail* | |
| (| Send Another C ncel | |
| | | |
| | | |

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.

| B | | | | 0 - |
|-----|--------------------------------------|----------------------------|---|--|
| * | Group GO!Connect > Groups > Group | | | |
| *2* | | | | |
| | Jordan's Test G | roup | | Next Meeting |
| | A Test Group for Jordan to use | | | No meeting is scheduled. |
| | Group Details: | | Coach: Jordan Dollar (jdollar@b-b-t.org) | |
| | Date Started: Day of the Week: | 5/21/2020 Monday | Leaders: | 🛱 Schedule Meeting |
| | Time of the Day: | 1:00 PM | Jordan Dollar | |
| | Recurrence: | Weekly | | Meeting History |
| | Gender: | Co-Ed | | Thursday, May 14 / 1:00PM |
| | Church Affiliation: | None | | Agenda: 2. Faith for Work, Leadership for Life Learning Leadership: Discern |
| | Company Affiliation: | Biblical Business Training | | Monday, May 11 / 1:00PM |
| | Other Affiliation: | BBT Coaches | | Agenda: 3. Faith for Work, Leadership for Life L Learning Leadership: Prepare |
| | | | | Edit |
| | Active Members | | | |
| | Jordan Dollar (Leader) | | Jordan Dollar (Member) (314) 325-1925 (Mobile) | |
| | 2 | | | |
| | | | jdollar@b-b-t.org | Invite Memuer 🖾 Email Roster |
| | | | | |

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.

| Schedule Jordan's Eest Group Meeting Cotomet 3 Group 3 Group 4 Group 3 Group 4 | | | | | |
|--|-----------------|------------------|----------------|------------------------------|----------|
| Start Date / Time 05/14/2020 1 05/14/2020 1 0 0 0 1 15 mins Value Jordan Dollar Volume* Faith for Work, Leadership for Life Study* 2. Faith for Work, Leadership for Life Learning Leadership: Discern. | Schedule | Jor s > Group | dan's Te | Group Meeting | |
| 05/14/2020 Duration 1 | Meeting Info | ormatio | on | | |
| 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: Discen] | Start Date / Ti | ime 🚺 |) | | |
| 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: Discem | 05/14/2020 | 曲 | 1:00 PM | 0 | |
| 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: Discem | Duration | | | | |
| Jordan Dollar Volume • Faith for Work, Leadership for Life Study • 2. Faith for Work, Leadership for Life Learning Leadership: Discern | 1 | hrs | 15 | ins | |
| Volume • Faith for Work, Leadership for Life Study • 2. Faith for Work, Leadership for Life Learning Leadership: Discern | Who is going | to lead | this meeting | | |
| Faith for Work, Leadership for Life Study • 2. Faith for Work, Leadership for Life Learning Leadership: Discern | Jordan Dolla | ar | | | |
| Study • 2. Faith for Work, Leadership for Life Learning Leadership: Discern | Volume • | | | | |
| 2. Faith for Work, Leadership for Life Learning Leadership: Discern | Faith for Wo | ork, Lea | dership for Li | | |
| | Study • | | | | |
| Save | 2. Faith for V | Work, L | eadership for | Learning Leadership: Discern | |
| | | | | | Save Car |
| | | | | | |
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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."

| - | | | | |
|---|----------------------------|--|------|---|
| GO!Connect > Groups > Group | | | | |
| lordon's Test (| Group | | | Next Meeting |
| Jordan's Test (A Test Group for Jordan to use Group Details: | Group | Coach: | | Lead by Jordan Dollar |
| Date Started: | 5/21/2020 | Jordan Dollar (jdollar@b-b-t.org) | | Agenda 2. Faith for Work, Leadership for Life Learning |
| Day of the Week: | | Jordan Dollar | | Leadership: Discern |
| Time of the Day: | | - Jordan Dona | | Location |
| Recurrence: | | | | Date / Time Thursday, May 14, 2020 @ 1:00 PM |
| Gender: | Co-Ed | | | ₩ View |
| Church Affiliation: | None | | | |
| Company Affiliation: | Biblical Business Training | | | 6 |
| Other Affiliation: | BBT Coaches | | Edit | Meeting History |
| Active Members | | | | |
| Jordan Dollar (Leader) | | Jordan Dollar (Member) (314) 325-1925 (Mobile) jdollar@b-b-t.org | × / | |

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.

| Jordan's Test Group Meeting GOIConnect > Group > Group > Group Meeting | |
|---|---|
| | Agenda Leader Guide Recap |
| Information | 2. Faith for Work, Leadership for Life Learning Leadership: Discern Faith for Work, teaching for the |
| Lead by Jordan Dollar | Agenda |
| Agenda | PRAYERS |
| 2. Faith for Work, Leadership for Life Learning Leadership: Discern | Opening prayer. |
| Location | |
| Date / Time Thursdam.may 14, 2020 @ 1:00 PM | 1 LEARN |
| | A Calling |
| 🐣 Take Attendance | A captione seminar class at a Christian college was discussing the idea of calling. Each of the students had to say what their mission was post-graduation. The class was mostly full of future partors and Christian school teachers. One by one they shared their missions: to serve students in rural schools, to help students learn how God can change their lives, to revitalize |
| Join Virtual Room | dying congregations. Each had a calling that we easily think of as "Christian Callings." As the discussion went around the room, it was the turn of the only accounting student. She was a woman from Nigeria, who had lived in four different countries before coming to the US for college. "I want to make a lot of money" she said. This was surprising to the class, who were |
| × Cancel | mostly prepared to expect low salaries for their entire careers. "I want to make a lot of money so that I can give away a lot of money to help people who are trying to make life better for their children". She certainly had a sense of calling. |
| 0 | A calling, or mission, is deeply important and personal. It is the means by which God works in the world. Every Christian is called by God, whether it is being a missionary in a foreign field of a junior account manager in an advertising firm. Too often, Christians feel they should <i>do something</i> for God without waiting for Him to touch their soul with a passion, reveal a |
| Prayer Requests | specific mission, help them recognize spiritual gifts, or use them right where they are. |
| ridyer hequests | Revelation |
| Created By Subject | God had a plan from the beginning to save His people and revealed this to many along the way. People like Joseph, Esther, Nehemiah and Matthew had gifts, passions, positions and faith that allowed them to fulfill God's calling in their lives. What will you learn from these characters of the Bible that might help you discern your mission for God? |
| | |

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.

| | their children". She certainly had a sense of calling. |
|-----------------|---|
| ; | A calling, or mission, is deeply important and personal. It is the means by which God works in the world. Every Christian is called by God, whether it is being a missionary in a foreign fie or a junior account manager in an advertising firm. Too often, Christians feel they should <i>do something</i> for God without waiting for Him to touch their soul with a passion, reveal a specific mission, help them recognize spiritual gifts, or use them right where they are. |
| Prayer Requests | Revelation |
| Created By Sult | God had a plan from the beginning to save His people and revealed this to many along the way. People like Joseph, Esther, Nehemiah and Matthew had gifts, passions, positions and faith that allowed them to fulfill God's calling in their lives. What will you learn from these characters of the Bible that might help you discern your mission for God? |
| Subject • | LIVE |
| | Discu sion Questions: Have someone read each Bible verse aloud and then ask the corresponding question. Be sure everyone has enough time to find the Scripture being the verse is read |
| | Add Add Add Nehemiah 1:1-4. What strikes you about Nehemiah's reaction to the news about Jerusalem? How and why is this different from reactions you have seen the workplace? |
| | If When Nehemiah heard about the condition of Jerusalem, he was moved to weeping and humbling himself before the Lord in prayer because of his passion for his people. This kind of passion for the work people do every day is often missing. Your passions and concerns are a gift from God, preparing you for the mission to which God is calling you. |
| | God's people, the Jews, had been taken away into captivity leaving few behind in the Holy Land of Jerusalem. This meant that many generations had never been to the land of their people or even laid eyes on Jerusalem. This included Nehemiah, so it would have been easy for him not to care. However, when he heard the news of Jerusalem's disgrace, he felt God tugging on his heart. While he lived in Susa, he still understood that Jerusalem was their holy city and that no walls meant disgrace and vulnerability to harm and unrest. Notice he didn't immediately take action or begin thinking strategically about a plan and talking to others about his cause. Instead, he humbled himself before God and sought Him first. |
| | Facilitate a brief discussion: Nehemiah's mission began with an internal awareness of a growing passion for a specific place, people and purpose. Are there any concerns God has placed on your heart? |
| | Notes |
| | |

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.

| Group Meeting Attendance SOConnet : 3 Group > Group Meeting > Group Meeting Attendance | |
|---|------|
| SO/Connect > Groups > Group > Group Meeting > Group Meeting Attendance | |
| ☑ Jordan's Test Group Attendance | |
| Attendance For * | |
| 5/14/2020 | |
| Members | |
| Sort by | |
| First Name Last Name | |
| 🗹 Dollar, Jordan | |
| 🗹 Dollar, Jordan | |
| Notes | |
| Thank you everyone for being here this week! I am looking forward to next week. Be sure to wish Mike a happy birthday if you see him! | |
| | |
| | Save |
| | |
| | |
| | |

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 is 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.

| BBT | | 0 - |
|-----|---|------|
| ÷ | GOlConnect > Group > Group Meeting > Group Meeting Recap | _ |
| *2* | Recap Email | |
| | By choosing "Complete", the meeting will be closed and every member of the team will receive the email below. Body 💿 | |
| | | |
| | When: Thursday, May 14, 2020 @ 1:00 PM CST Location: Virtual | 11 |
| | It was so good to see all of you! | |
| | PRAYERS | |
| | Created By Subject | |
| | LEARN | |
| | When discerning a mission or calling. God may cause you to have passion or Complete Ca | ncel |
| | | |

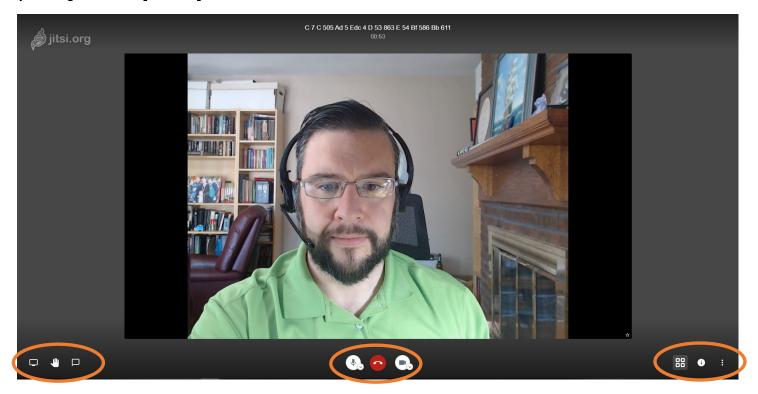
15. After your meeting, you will be able to schedule a new meeting from your group's home screen (see pg. 8, step 9). All group members will get an invite and agenda. This is best done immediately after your meeting, but if your group hasn't nailed down their next meeting time yet, you can come back 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.

| BBŢ | | | | Q ~ |
|----------|---|--|---|---|
| # | Group | | | |
| | Jordan's Test G A Test Group for Jordan to use Group Details: Date Started: Day of the Week: Time of the Day: Recurrence: Gender: Church Affiliation: Company Affiliation: Other Affiliation: | roup 5/21/2020 Monday 1:00 PM Weekly Co-Ed None Biblical Business Training BBT Coaches | Coach: • Jordan Dollar (dollar@b-b-t.org) Leaders: • Jordan Dollar | Next Meeting No meeting is scheduled. Schedule Meeting Meeting History 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 | | Jordan Dollar (Member) (314) 325-1925 (Mobile) jdollar@b-b-t.org | > |

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.

| Jordan's Test Group Meeting GOlConnect > Group > Group Meeting | |
|--|---|
| | Agenda Leader Guide |
| Information | 2. Faith for Work, Leadership for Life Learning Leadership: Discern Faith for Work, Leadership for L |
| Lead by Jordan Dollar | Agenda |
| Agenda | A PRAYERS |
| 2. Faith for Work, Leadership for Life Learning Leadership: Discern | Opening prayer. |
| Location | |
| Date / Time Thursday, May 14, 2020 @ 1:00 PM | 1 LEARN |
| | A Calling |
| Y Take Attendance | A capstone seminar class at a Christian college was discussing the idea of calling. Each of the students had to say what their mission was post-graduation. The class was mostly full of future pastors and Christian school teachers. One by one they shared their missions: to serve students in rural schools, to help students learn how God can change their lives, to revi |
| Join Virtual Room | dying congregations. Each had a calling that we easily think of as "Christian Callings." As the discussion went around the room, it was the turn of the only accounting student. She w oman from Nigeria, who had lived in four different countries before coming to the US for college. "I want to make a lot of money" she said. This was surprising to the class, who w |
| X Lauri | mostly prepared to expect low salaries for their entire careers. "I want to make a lot of money so that I can give away a lot of money to help people who are trying to make life betwee their children". She certainly had a sense of calling. |
| 6 | A calling, or mission, is deeply important and personal. It is the means by which God works in the world. Every Christian is called by God, whether it is being a missionary in a foreigr or a junior account manager in an advertising imm. Too often, Christians feel they should <i>do something</i> for God without waiting for Him to touch their soul with a passion, reveal a |
| Prayer Requests | specific mission, help them recognize spiritual gifts, or use them right where they are. Revelation |
| Created By Subject | God had a plan from the beginning to save His people and revealed this to many along the way. People like Joseph, Esther, Nehemiah and Matthew had gifts, passions, positions ar faith that allowed them to fulfill God's calling in their lives. What will you learn from these characters of the Bible that might help you discern your mission for God? |
| 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.

