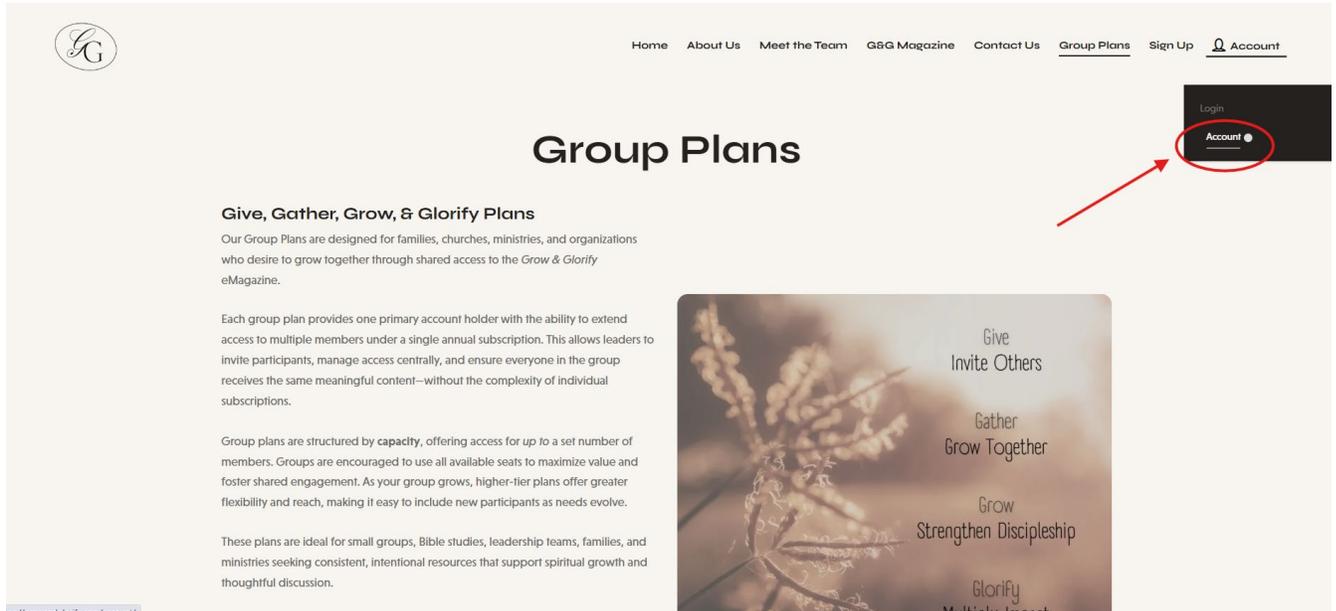# Grow and Glorify Group Subscriptions Guide

## Finding Account and Managing sub accounts

1. After you have purchased any group plan, You now need to add your chosen members to the group to provide them access to view the content. To do this, you should be logged in to your G&G account with the credentials you created.
2. Navigate to your account as pictured below

3. Once here navigate on the left menu to your "subscriptions" tab (below in RED) Find your new Plan (Give, Gather, Grow, or Glorify Plan) and click the 3 dots under "actions" (Below in BLUE) and in the drop down click "Sub Accounts"
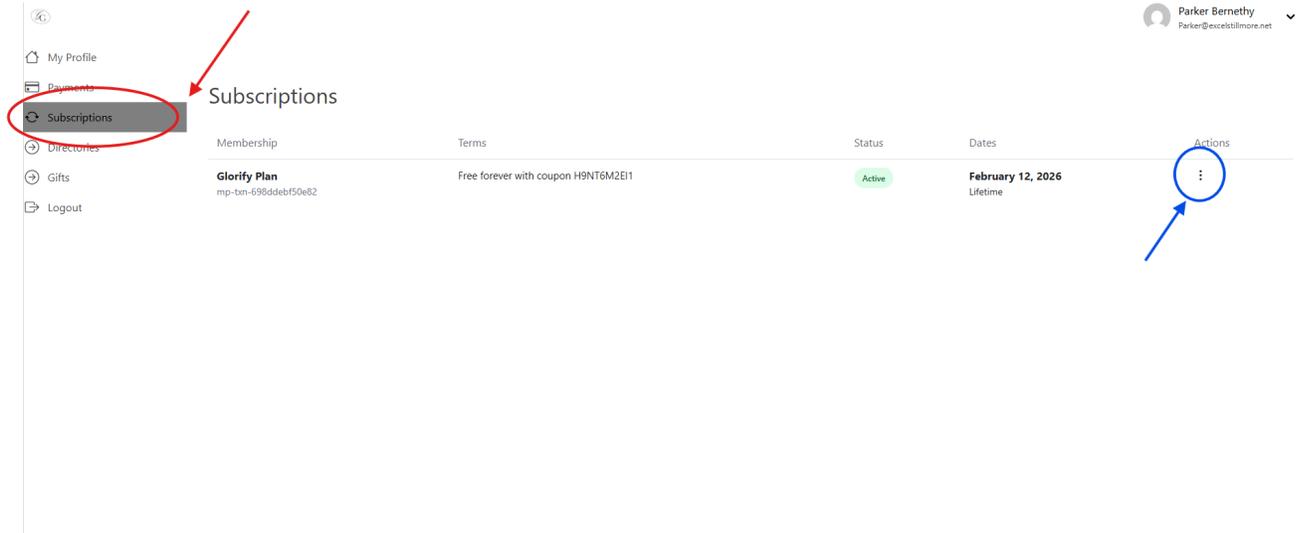
4. Once in your "Sub Accounts" Page you will see several options:
    a. At the top, you will see how many accounts you have used and how many you have allotted based on your plan. See in RED
        i. Give Plan = 9 Accounts
        ii. Gather Plan = 15 Accounts
        iii. Grow Plan = 20 Accounts
        iv. Glorify Plan = 25 Accounts
        v. Glorify+ Plan = Custom account count
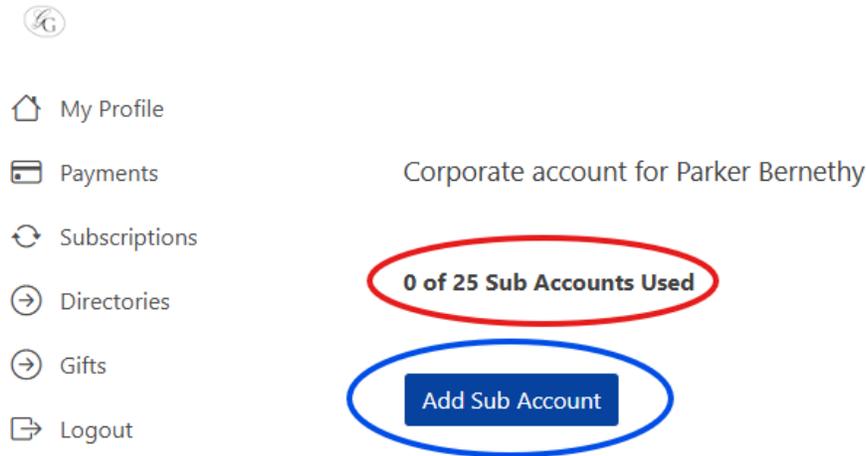
Automated Account Creation (suggested)

1. In your Sub Accounts page, Scroll down and navigate to the "signup URL" Copy and send that to those you want to have as sub account members. (below in the BLUE outline)
    a. **Note:** Anyone that has access to this link will be able to sign up, so please be careful when sharing as anyone using the link will fill one of your active seats based on your plan subscription.
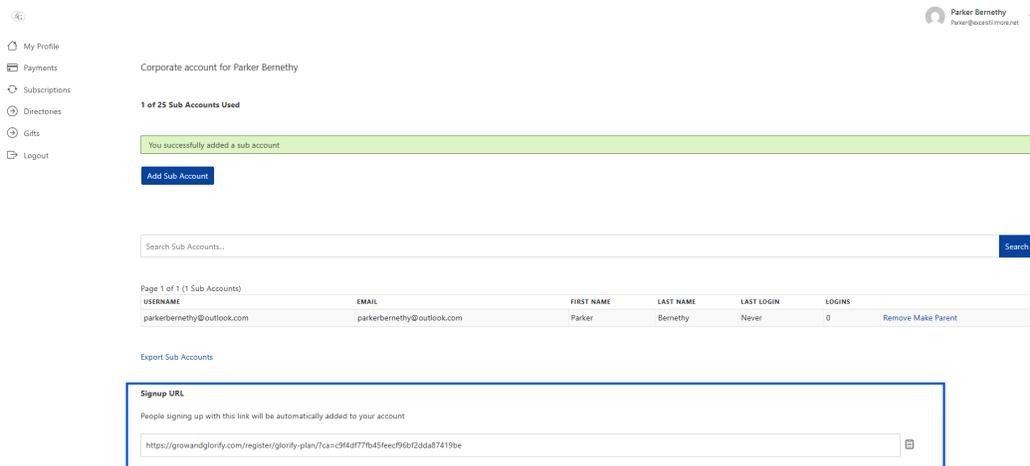
Manual Account Creation

1. Options 1 is to manually create sub accounts. Click the blue button to "Add Sub Account" (Above in BLUE). Here you will manually enter your sub accounts individual Contact Information (First Name, Last Name, Email Address.) its strongly suggesting to check the box that says "send NEW members the welcome email, so that they can access and create the account from there side.

    a. Make sure they check their Spam/Junk folder for this email if they don't see it right away. The email will come from "info@mail.growandglorify.com"

        i. **Note**: there is an option to search for existing usernames, this option will need to be utilized if when you enter the email of someone who already has an account, an error message (see Below) will pop up stating the username is already taken, If this occurs, please enter the email in the "existing Username" field, and add them that way

2. Option 2, is to import via a CSV upload. Prepare your file and select "choose file" and select the correct file from your computer, then upload your CSV, we suggest you select

both check boxes and remind those who receive this email to check there spam folder.

Import Sub Accounts via CSV

(Maximum 200 Sub Accounts per CSV file)

☐ Send NEW members a password reset link (does not email existing members)
☐ Send NEW members the welcome email if they haven't received it already for the membership.

Choose File | No file chosen   **Upload CSV**

Formatting CSV File

3. Please create the file as you see below, if using Microsoft Excel, please remember to save as a csv file. Download sample form Here Manual Sub Accounts template (CSV)
    a. Username ("Username") = **Users Email address**
    b. Email ("email") = **Must match Username**
    c. First name ("first_name")
    d. Last name ("last_name")

Upload error troubleshooting

After importing your file, the importer will show you a couple of different lines and boxes to let you know how your import went. These are outlined below.

X Rows Successfully Imported – Here, the importer will tell you how many rows (in place of X) were successfully imported.

X Rows Failed to be Imported – Here, the importer will tell you how many rows (in place of X) failed to import.

X Total Rows Processed – Here, the importer will tell you how many total rows (in place of X) were processed.

Row Success Messages: – In this box, you will see any success messages related to your most recent import.

Row Errors: – In this box, you will see any errors related to any rows from your most recent import. The message should be detailed enough for you to be able to know what you need to fix, so your file works properly upon import.

CSV for failed rows … copy these, fix and reimport: – Here, you will be given the exact rows that need to be fixed. Make a note of them to fix the rows with the errors.

Managing Account

USERNAME	EMAIL	FIRST NAME	LAST NAME	LAST LOGIN	LOGINS	
parkerbernethy@outlook.com	parkerbernethy@outlook.com	Parker	Bernethy	Never	0	Remove Make Parent

1. If you ever need to remove a member to make room for new members, or you wish to make someone else the account manager, just locate their username, and select which option you would like to execute.

If you are having continuous trouble, please don't hesitate to reach out. Please email Subscriptions@growandglorify.com for any questions.