

GroupFinder Reference for Small Group Leaders

GETTING STARTED

Logging in to GroupFinder:

Enter the password. Click the Login button.

Step 1

Creating a new group listing

1. Click the *Create a new group* link.
2. Fill in the Basic Group Info.
 - **Group name: It's important to use leader last name and type of group.**
(ie: Busscher Men's Group)
 - Group Description: Please include your name and contact information and anything else you'd like them to know.
 - Please allow browsing of your group by all members.
 - A typical group is 4-12 people.
 - Make sure your group is "ACTIVE" if you are seeking members or are currently meeting.
3. Select *Continue to Group Leader Information*.
4. Select the appropriate leader option.
5. Your information:
 - If your name is listed, select name from the list, and then click the button next to your dropdown name.
 - If your name isn't listed, fill out the form.
6. Select *Continue to Group Preferences*.
7. Select answers to the questions about your group. Use your best guess as to the type of people you'd like the group to contain.
 - **Next to each answer it says, "Limit group to members who select this Characteristic?" Answer "YES" to Group Type; "NO" to others**
 - NOTE: These will be the criterion for matching people to your group.
8. Select *Save Group Profile*.
9. Add group members. (This includes people currently in your group who will be doing 40 Days study with you.)
 - Add members from the list box to the group.
 - For members who are not in the list box, click on the *Add member who is not in the list* link and enter their information. You'll need address, phone, and e-mail. You'll need to assign them a password. We suggest using their 7-digit phone number.

Updating your current small group information

1. Click the *Browse existing small groups* link.
2. Click on your group name.
3. Add or change the information that needs updated for your group.

OTHER RESOURCES

Looking for people to join to your group

1. Click the *Listing of people not in a group* link from the main menu.
2. Review the listing online or print it out and contact potential members for your group.

Adding or updating group member information

It is vital that you add the names of the people (ASAP) who are in your group so that when your group is full, it won't show up on the listing. When someone contacts you about joining their group, please respond to them promptly. If they are indeed going to join, add their name here.

1. Click the *Browse existing small groups* link.
2. Click on your group name.
3. Scroll to the bottom of the list of group members.
4. Scroll through the list box labeled "Select member to add" and select the person if you find them in the list.
5. If you found them in the list and selected them then click the *Add Selected Member* button.
6. If you did not find the person in the list then click the *Add member who is not in the list* link and enter their name, address, and contact information.
7. NOTE: GroupFinder will list your group as full when the number of members equals the maximum size entered.

Printing a group roster

1. Click the *Group Reports* link from the main menu.
2. Select your group name from the report filters.
3. Click the Run Report button.
4. Print the page by clicking your browser's Print button or menu item.

Updating member information

1. Click the *Browse members* link from the main menu.
2. Click the letter of their last name **or** enter their last name in the text box and click the *Search by Last Name* button.
3. Locate the person in the list and click on their name.
4. Click the *Update name/address information* link.
5. Update the appropriate information.
6. Click the *Save Information* button.

Emailing your group

1. Click the *Browse existing small groups* link from the main menu.
2. Click on your group name.
3. At the bottom of the page click either the option to email the group from your email account or email the group via GroupFinder. Typically you will use your email account.