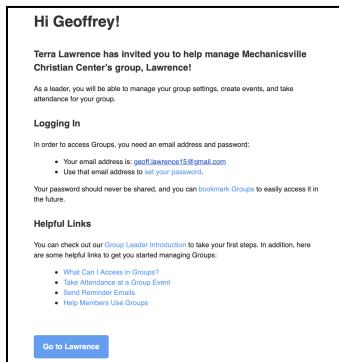
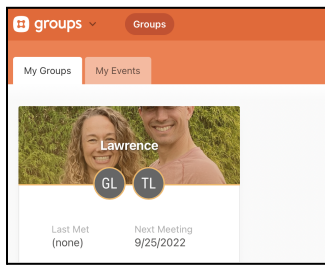


How to Set up Your Group in Planning Center

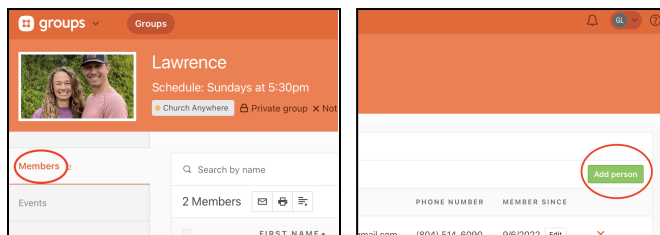
1. Terra (terra@mccag.org) will create your group in **Planning Center>Groups** and assign you as the group leader. This will trigger an email to you, which will prompt you to set up your account in Planning Center. The email should look similar to this.



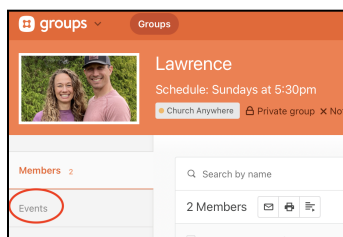
2. Once logged into your account, you will see your group. Click on your group to view/edit group members, settings and details about your group, which will show on MCC's website.



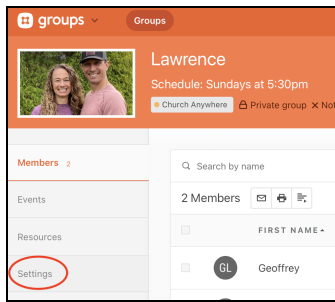
3. You will be taken to your group's landing page and automatically be on the **Members** tab. Add each of your group members by clicking **Add Member**, search for the person's name, and select their name when it appears. ***The system is a bit slow, so please wait for their name to populate. Unless the person is brand new to MCC and to your group, they should be in the system. We want to be very careful to not duplicate names.***



4. Click on **Events** and then **Create a New Event** to add events and your weekly group meetings, which can be set up to be reoccurring. Doing this will allow your group members to see what's coming up, receive reminders that a meeting/event is coming up and RSVP to the group.



5. Click on **Settings**.



6. Update each field on the **Settings** page. Here are details and examples for each field.

- **Name** - Use leader's last name plus another detail; click SAVE
 - Lawrence Church Anywhere
 - Jenkins Bible Study
 - Smith Senior Men's Group
- **Meeting Schedule** - day of week + start time; click SAVE
 - Tuesdays at 7pm
- **Image** - upload an image of yourself outside from the chest up; if you sent Terra your picture, she will upload it
- **Tags** - this is very important and will help people searching for a group to find what they are looking for
 - Click on add tags and make a choice in each section in accordance with your group details
- **Contact Person** - who should a potential member reach out to with questions about the group? It will most likely be you, so put your email address.
- **Group Description** - communicate in 1-2 sentences what the "vibe" of the group is and what a new person can expect if they join this group
 - This is a group for young married couples who want to meet other young married couples. Our goal is to grow in community and discuss topics that will strengthen our marriages.
 - Join us in this Book of Jude Bible Study by Jackie Hill Perry. This semester we will dive into themes of being called, loved, and kept, as we learn how to point others to Jesus in grace and in truth.
- **Event Reminder Default** - this is pre-set (but it can be changed) to automatically send each group member a reminder about an upcoming group meeting
- **Location** - unless you are meeting at MCC, you will likely need to add in your meeting location by choosing "Create a new location" (e.g. Panera, Smith Home)
- **Calendar Display, Leader Display and Group Messaging** are set up for you already

7. **Resources** - this contains resources we've added for all our leaders, and you can add your own resources (click on "Add a group resource") for you and your group members to access.

