

The 'How To's on Planning Center / Updating your Small Group Logistics

1) **Spread the Love** > take some time to familiarize yourself with all of our Spring Small Groups. Use [this searchable directory](#) to find similar groups to the one you're leading. Use the map search tool to find other Small Groups that meet near where you meet. It's really important for our Small Group Leaders to help promote each other's Small Groups. Remember- it's about the people.

The screenshot shows the Substance church website's Small Group directory. At the top is the Substance logo and navigation links: Home, Groups, Calendar, and user icons. Below the logo is a breadcrumb trail: All groups > Small Groups. A welcome message explains the purpose of the directory and provides contact information for questions. A search bar is followed by a grid of filter dropdowns: Category, Campus, City, Semester, Frequency, Day of Week, Keywords, Childcare?, Connect Group Tag, Physical/Digital, Youth, KIDS, and Young Adult. At the bottom, there is a checkbox labeled 'Include closed & full groups'.

2) **Keep Current** > double check that your Small Group name, location, meeting time, and contact email are all correct. Simply open [THIS LINK](#). To make changes, you'll need to login into Planning Center, then look for "My Groups", click on the appropriate group, then click on "Settings" on the left hand side and check all the information listed on that page. Ensuring this information is correct is essential for getting people to the right place.

The first screenshot shows the Substance church website with the 'Groups' link in the navigation bar circled, and a 'Log in' button next to it. The second screenshot shows the 'My groups' page for 'Connect Group (Eastside)'. It features a sidebar with 'Events', 'Resources', and 'Members'. The main content area shows 'Upcoming events' with a 'Connect Group Kickoff!' event on Wednesday, September 13, from 6:30-8:30pm at Ristvedts' Home. A dropdown menu is open under the 'Actions' button, showing options: 'Email group', 'View public group page', 'Manage on Planning Center', and 'Leave group...'.

Login

Your email or phone

 Email or phone

Your password

 Password 

[Need a password?](#)

[Sign in](#)





Connect Group (Eastside)

Schedule: 2nd and 4th Wednesdays, 6:30pm-8:30pm

[Small Groups](#) [Listed](#) [Accepting members](#)

[View on Church Center](#) [Notes](#)

[Members 4](#)[Events](#)[Resources](#)[Settings](#)[Automations](#)[REPORTS](#)[Overview](#)[Attendance](#)

Set up group

Establish core settings, such as enabling messaging and leader access.

[Archive or Delete...](#)

Basic info

Name

Connect Group (Eastside)

Group type

Small Groups

Image

Drop a new image here

Messaging

☐ Enable Group Messaging

Names of each member will be visible to other group members.

Who can create new messages?

☒ Members and leaders ☐ Only leaders

Contact person for leader

Leader replies to

Not specified

Attendance reminder

3) **Add Clarity** > One of the biggest questions that people ask group leaders is "when are you meeting next"? Please clarify your group meeting day, time, location, and extra details by adding EVENTS to your Small Group page. Click the "Events" button on the left hand menu, then click the green "Create new event" button below the calendars. You can add one-time events or ongoing events. ****This is also how you will receive Attendance emails***

Members 4

Events

Resources

Settings

Automations

REPORTS

Overview

Attendance

Subscribe to the calendar

Create a new event

September 2023

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

☐ Start week on Monday

DATE & TIME	EVENT	STATUS	NOTES	REMINDER	RESPONSES
9/13/2023 6:30 pm - 8:30 pm	Connect Group Kickoff	Has not started yet		Download	Add Share

4) **Respond ASAP***SUPER IMPORTANT!***** > anyone interested in your Group will click the green/blue "Join Group" button. This will shoot an email to your contact email with a "New Member Application". You can also see these requests at the top of your Member List.

It's *very important* that we respond as soon as possible (*ideally within 48 hours*) to these Small Group inquiries. If you have follow-up questions for the person interested, you can email them directly with your question or select "Reject" and then explain the reason you are not accepting them into your group. Thanks for showing care for our people by being responsive and helpful in directing them either into your group or to a different group.

5) **Add Your People** > it's really helpful to add people who are interested in attending your Small Group to your group page on Planning Center Groups. Adding them will give them full access to your group details along with making it much easier to submit your group attendance after each time your group meets. A fast way to invite people to join your Small Group is by email or texting them your custom URL from Planning Center Groups - simply search for your Group and after opening your group page, copy and paste the URL - here's an example:

<https://substancechurch.churchcenter.com/groups/small-groups/connect-group-eastside>

Members 4

Events

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Settings

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Overview

4 Members

	FIRST NAME	LAST NAME	ROLE	EMAIL ADDRESS	PHONE NUMBER	MEMBER SINCE
☐	Angie	King	Leader Edit	Angie.king@substancechurch.com	(651) 246-7526	9/5/2023 Edit
☐	Chad	King	Leader Edit	chad@substancechurch.com	564654	9/5/2023 Edit
☐	Katie	Ristvedt	Leader Edit	Katie.ristvedt@gmail.com	(651) 336-8908	9/5/2023 Edit
☐	Paul	Ristvedt	Leader Edit	paul.ristvedt@gmail.com	(612) 205-1050	9/5/2023 Edit

6) **People Matter** > we're asking our Small Group leaders to take a few minutes to ***submit your Subgroup attendance*** after each time you meet (*****you must have Events scheduled in order to receive these emails*****). You'll receive an email 10 minutes before your Small Group meets and all you need to do is open the link on your smartphone or computer and select the group members who attended. The *reason* for attendance is that we're working hard as a church to support and care for our people. Having 112 Small Groups with 112 different contact lists and attendance records makes it impossible to know when somebody in our church family slips through the cracks and stops connecting with others from our church. We need your help in submitting these attendance reports as our Small Groups Team works to support and care for our people better.