

# Introduction to Groups for Leaders

June 26, 2018

Planning Center Groups is an online application that will help you manage your members, plan events, take attendance, and share resources.

If you have been made a leader of a group, this article will go over the main functions of the app and help you get started with your group!

## Log in to Groups

The first time you go to log in to Groups, you might need to create a password.

On the [login page](#), select the *Need a password?* link below the email and password fields.

You need to be a Group Leader or Administrator to log in to Groups.



Let's get you logged in

elizabethdawson223@gmail.com

Password

Go

[Need a password?](#)



Enter the email address your administrator used to set up your profile, then a verification code will be sent to that email address. After entering the code, you will be able to create a password and then log in.

Once you are logged in, you will stay logged in until you log out or after 2 weeks of inactivity.

The first page you see when you select your group is list of all your members. There are some quick actions you can take on this page, such as emailing members or removing them from your group.

You will also have the option to add new members from this page if your administrator has given you the permission to do so.

groups Groups Centerville Church

 **Moms Group**  
Schedule: Every Monday at 9am  
Unique Group Public group Accepting members

Members 6

Events  
Resources  
Settings

REPORTS  
Overview  
Attendance

Public Group Page

**Group Membership Requests**

6/21/2018  **Kimmie Gibbler**  
kimmie@pco.bz Don't add... Add...

Add a new member

All Members Print Email all members

	FIRST	LAST	ROLE	MEMBER ACTIONS	PHONE	EMAIL	MEMBER SINCE
<input type="checkbox"/>		Katie Chen	Member	Action: ▾	(760) 555-1212	kchen@pco.bz	6/14/2018
<input type="checkbox"/>		Elizabeth Dawson	Leader	Action: ▾	(555) 123-4567	elizabethdawson223@gmail.com	6/21/2018
<input type="checkbox"/>		DJ Tanner	Member	Action: ▾	(760) 555-1212	donnajo@pco.bz	6/12/2018
<input type="checkbox"/>		Barbara Newbold	Leader	Action: ▾		babs@pco.bz	6/11/2018
<input type="checkbox"/>		Aubrey Wentz	Member	Action: ▾	(847) 971-0700	aubw1535@planning.center	6/12/2018
<input type="checkbox"/>		Ashley Johnson	Member	Action: ▾	(760) 555-2908	justin@church.center	6/11/2018

When someone requests to join your group, you will receive an email notification. You can either respond via the link in that email or respond from Groups. All requests will be displayed on top of your list of members.

For more specific details on managing group members, see the [Add & Remove Members](#) article.

## Events

The Events tab shows you a calendar of upcoming events for your group, along with some quick actions you can take on each event.

From the event list, you can quickly report [attendance](#) or cancel past events. You can request [RSVPs](#) from your members for upcoming events and quickly view the responses.

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**Moms Group**  
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Unique Group Public group Accepting members

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June 2018

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

July 2018

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	RSVP
6/18/2018 9:00 am - 11:00 am	Weekly meeting	Didn't Meet Report Attendance	0 0 1 no response from 5
6/22/2018 7:00 pm - 9:00 pm	Let's meet for coffee!	Has not started yet	Request now
6/25/2018 9:00 am - 11:00 am	Weekly meeting	Has not started yet	1 1 1 no response from 3

Once you select an event, you will see more details about that event, along with the option to edit the event.

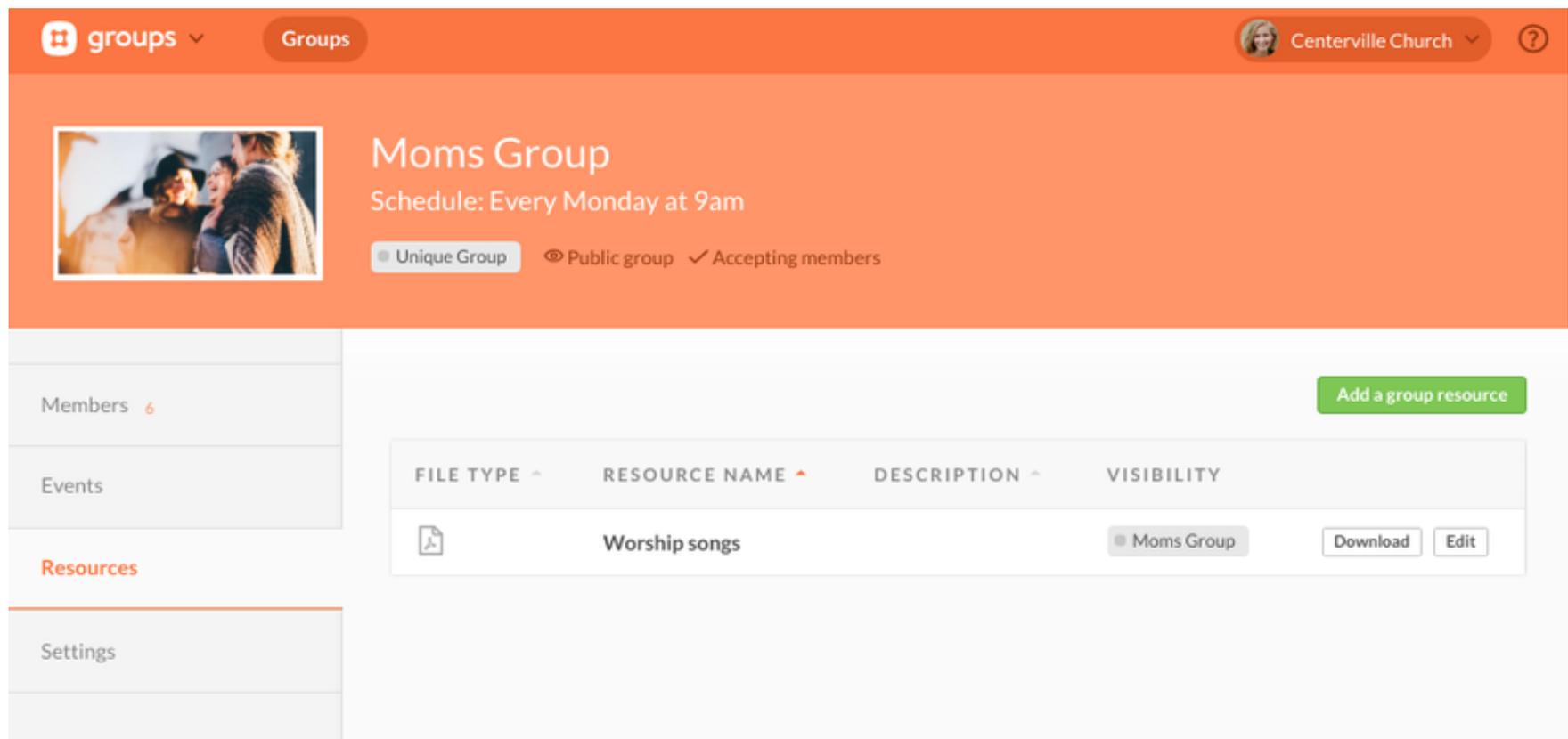
For more information on scheduling events, see the [Create, Edit, or Delete an Event](#) article.

## Resources

The Resources tab allows you to view resources that have been uploaded and shared with your group. As the leader, you will also have the option to upload resources for your members.

When your members view the group, they will have access to the list of resources you have uploaded and they can download the resources on their end.

Some mobile iOS devices have limitations on types of files that can be downloaded.



The screenshot shows a web interface for a church group. At the top, there's a navigation bar with 'groups' and 'Centerville Church'. The main header area is orange and contains a profile picture of a group of people, the title 'Moms Group', and the schedule 'Every Monday at 9am'. Below this, there are tags for 'Unique Group', 'Public group', and 'Accepting members'. A sidebar on the left lists 'Members 6', 'Events', 'Resources', and 'Settings'. The main content area features a table of resources. A green button 'Add a group resource' is in the top right. The table has columns for 'FILE TYPE', 'RESOURCE NAME', 'DESCRIPTION', and 'VISIBILITY'. One resource is listed: 'Worship songs' with a file icon, a 'Moms Group' tag, and 'Download' and 'Edit' buttons.

FILE TYPE	RESOURCE NAME	DESCRIPTION	VISIBILITY
	Worship songs		<span>Moms Group</span> <span>Download</span> <span>Edit</span>

For more information on resources, see the [Add Resources for Members](#) article.

## Reports

There are currently two different types of reports. The Overview report will give you a bird's eye view of how your group is doing as a whole.

The Attendance report will give you a closer look at the individuals in your group. As you take attendance during your events, this report will begin to populate.



# Brault Small Group notes

Schedule: Every Wednesday night

Small Groups Public group Accepting members

- Members
- Events
- Resources
- Settings
- REPORTS
- Overview
- Attendance**
- Public Group Page

## Attendance Report

Custom Start: 3/1/2018 End: 6/26/2018 Print

FIRST NAME - LAST NAME -	%	MAR 07	MAR 12	MAR 14	MAR 21	MAR 28	APR 04	APR 11	APR 18	APR 25	MAY 02	MAY 09
Felicia Jones	33%		✓ VISITOR			✓ VISITOR						
Andrew Haystead <small>Removed 03-28-18</small>	44%								✓		✓	✓
Hannah Fink	56%		✓			✓			✓	✓	✓	
Kym Thompson	56%			✓		✓			✓	✓	✓	
Isaac Martinez	78%	✓	✓	✓		✓			✓	✓	✓	
Jayla Williams	78%	✓	✓	✓					✓	✓	✓	
Barbara Newbold	89%	✓		✓		✓			✓	✓	✓	✓
Lanna Smith	89%	✓	✓	✓		✓			✓	✓	✓	✓
Tim Banks	89%	✓	✓	✓		✓			✓	✓	✓	
Emily Jiles	100%	✓	✓	✓		✓			✓	✓	✓	✓
<b>Attendance totals:</b>		6	2	2	EVENT CANCELED	8	EVENT CANCELED	ATTENDANCE NOT TAKEN <a href="#">Report Now</a>	2	8	2	4

For more information on reports, see the [Reports](#) article.

If you need any help as you're leading your group, use the ? in the upper right of any page to contact our Support Team.