

HOW TO POST YOUR GROUP

Existing groups: One group member needs to be designated the “facilitator” online to receive the emails from folks interested in joining your group. If you rotate the facilitator role among group members, choose one person.

Facilitator password: Contact smallgroups@upc.org or call 206.524.7301 x522 to request a password.

Instructions

1. Go to www.upc.org/smallgroups/facilitators.aspx
2. Click the red link “Login to post or update your group listing”
3. Enter the facilitator password. Click “Login.”
4. At the “Facilitator Main Menu,” click “Create a new group.”

Basic Group Information

Please fill in all options. *This is how people will find your group using the search tools.*

Group Description. Please list the neighborhood(s) and specific time for your meetings. Tell people why they would want to join your group! “Men and Women, Tuesdays” will not attract anyone.

Example: “*The Smiths, Wallingford/Greenlake. We meet weekly, 7pm-9pm, Wednesdays. We are a group of single and married men and women and invite you to join us studying the Lent Sermon series guide. Once a month, we have dinner or go on an outing together. Several of us are in the sciences. Our group volunteers with Seattle Urban Academy.*”

Meeting place and address: This places your group in the map view. People searching for a group can NOT see the actual address anywhere. **If your group rotates,** enter “rotates” for place and one of the meeting addresses.

Allow display of group members: N/A. Group members are only displayed to you when you enter the group password, and to the Small Group admin, Sarah Campbell.

Maximum Size: This setting, and your group roster, determine if your group displays as open or closed.

- **Open groups:** set the max. size to the number of TOTAL members you would like in your group (the people listed in your roster + the new people you want). Your group will then appear online in the list of available groups.
- **Closed or full groups:** set the max. size to the same number of members you have in your group roster. Your group will not appear on the website when people are searching for a group to join.

Group Password: Enter a password of your choosing. Don’t use “password” or your group name. PLEASE WRITE DOWN THE PASSWORD AND SAVE IT WHERE YOU CAN FIND IT. You’ll need it later to update your group.

DON’T HIT THE BACK BUTTON when filling out a screen: it may create a duplicate group. Instead, click “Save” on the window you’re in, then click a link on the “Group Information” screen to access the info you want to change.

Click “Continue to Facilitator Information”

1. Select whether the facilitator is an individual or couple
 2. **Click the box and type in the first two letters of your last name,** scroll down and select your full name from the list. (Do the same for any other group facilitators) and click “Continue”.
- If your name isn’t in the list,** enter your info in the fields provided. **PLEASE check the list first!**

Click “Continue” to go to “Group Profile”

1. **Please fill out each option.** People use what you select here to sort for the groups they are looking to join.
2. Click “Save group profile.”

To add a photo, click the link “Group picture” just above the group roster.

Add group members as soon as they join Filling in new members in your roster is how you close your group and remove it from the list of groups with openings so people stop contacting you about joining.

1) **To add new members to your roster:**

- a) Click "Add members" at the bottom of the roster. Click the add date.
- b) Type in the last name of the person you want to add, and select their name as it comes up in a list.
- c) Select any additional people you want to add the same way.
- d) Click "Add selected members."
- e) **If someone's name is not on the list**, instead of typing in the last name, click the link "Add member who is not on the list", enter their info and click "Save information" at the bottom of the screen. Please check the list for their names first! This helps prevent duplicate records.

2) **To update the contact info for any group member**, first click their name in the group roster.

- a) In the "Member Information" window, click their name again.
- b) Enter the new contact information.
- c) Click "Save Information."

To see how your group looks online, click "Browse all groups" above your group roster, enter your group name in the search field at the top and click the magnifying glass.

Need help? Please contact smallgroups@upc.org, 206.524.7301 x522