

How to update your group status and info

We really appreciate your help keeping UPC's small group finder accurate for everyone.

1. Visit www.upc.org/smallgroups/facilitators.aspx
2. Click red link, "Log in to post or update your group in the online group finder."
3. Enter the general facilitator password. If you need the password, email smallgroups@upc.org.
4. At the "Facilitator Main Menu," click "Browse small groups"
5. At the group finder, enter the name of your group in the search field at the top and hit enter.
6. Click the name of your group. At the "Password Authentication" screen, enter your group password in the first field and click "Continue." This takes you to the group information screen where you can make changes to your group.

UPDATE YOUR GROUP ROSTER

- 1) **To remove people no longer in the group**, check the box next to their name in the group roster and click the "Remove" button at the bottom of the roster.
- 2) **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.
- 3) **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."

REVISE YOUR GROUP DESCRIPTION AND ATTRIBUTES

Just above your group roster, click the red link "**Group Information**".

- 1) **Revise your group description or any attributes listed** to fit the group now.
- 2) **To change group status to:**
 - a) "**full**" (not taking new members) revise your "maximum size" setting so it is equal to or smaller than the number of people listed in your roster. Closed groups are not visible to people looking for groups to join.
 - b) "**open**" (taking new members) set your "maximum size" to a number larger than the number of people listed in your group roster.
- 3) **Important!** Click "**Save Group Information**" at the bottom of the screen after you make any changes.
- 4) Click the link above the roster "**Group Profile**" to change the sorting options people use to find your group.
- 5) Click "**Save Group Profile**."

If your group is no longer meeting, please contact smallgroups@upc.org and we will update the online group finder.

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