GROUPfinder Reference Guide

GETTING STARTED
Logging in to GROUPfinder:
- Enter the password.
- Click the *Login* button.
- (Forgot the password? Email smallgroups@hosannalc.org)

Creating a New Small Group Listing:
Step 1:
- From the Browse Small Groups page, click the *Groups* tab (at top, left). Then click "Create" from dropdown menu.
- Fill in all the basic group info:
    - Group Name: It's important to use the leader's last name and type of group.
    - Group Description: Please include your name and contact information, and anything else you'd like prospective group members to know.
    - Fill in maximum size of group desired. When you reach the group maximum, your group will no longer be visible on GROUPfinder by group seekers.
    - Please check *Roster visible at member security level* box.
- Select *Next.*

Step 2:
- Select the appropriate leader option (couple or individual).
- Enter your information:
    - If your name is listed, select name from the list.
    - If your name is not listed, complete the form.
- Select *Continue*.

Step 3:
- Select answers to the questions about your group.
- Select *Save.*

Adding group members to the roster:
(this includes people currently in your group)
- From the Browse Small Groups page, find and select your group.
- Click *Add Member(s)* tab at bottom.
- Select appropriate start date.
- To add members from the list box:
    - Type last name, then first name. Then select name.
    - Add additional members, if needed.
    - Click *Add Selected Member(s)* tab.
- To add members who do not appear in the list box:
    - Click A*dd member who was not found in the list* link.
    - Fill in contact information.
    - We suggest you give them a temporary password, using their 7-digit phone number without area code.
    - Click *Save*.

OTHER FEATURES
Printing a group roster or report:
- From the Browse Small Groups page, find and select your group.
- Click the *Reports* tab.
- Select the applicable report type from the dropdown list.
- Print the page by clicking your browser's print button.

Updating member information:
- From the Browse Small Groups page, find and select your group.
- Select member to update.
- Click *Edit* tab, and edit information.
- Click the *Save* tab.

Communicating with your group:
- From the Browse Small Groups page, find and select your group.
- Click the *Communicate* tab.
- From the dropdown menu, select the preferred method of communication.
- Type your message.
- Click *Send.*