



Version 1.3
April 25, 2023

Planning Center: Groups for Small Group Leaders

What is Planning Center: Groups used for?

Essential



Keeping a list of all members so leaders and staff can see.



Communication to group *options*:



Meeting times/location (general OR specific)



Auto event reminders



Email all members of group



Take attendance (private to leaders & staff)



In-app messaging between group members

Members view on:

App

Online/Email



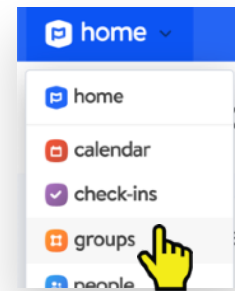
Instructions in this guide:

1. Adding a PDF to Church Center group
2. Adding your group schedule
3. Sending an Event Reminder Email

Adding a PDF/file to Church Center Group

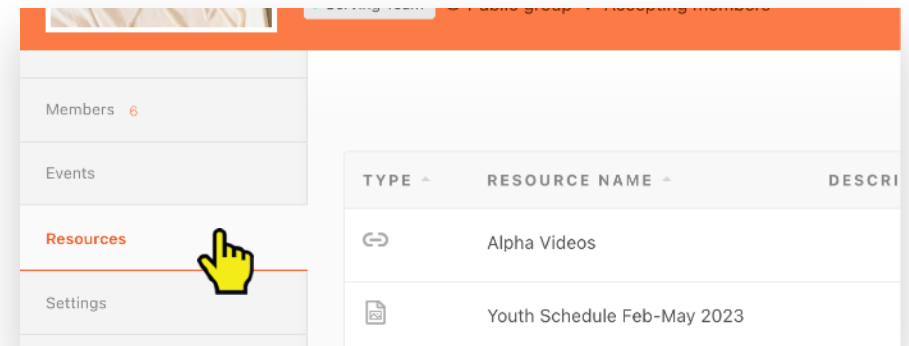
1. Login to planning centre: <https://home.planningcenteronline.com/>

2. Select *Groups* from dropdown menu under *Home*



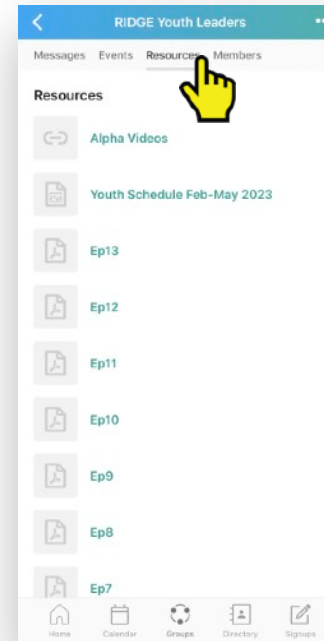
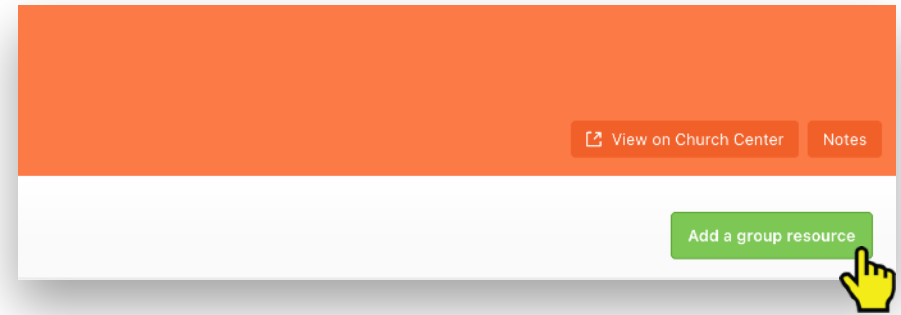
3. Select your group from the list

4. Select *Resources* from the left menu



4. Select *Add a Group Resource*

The files will appear in the Resources section of the church centre app and members in the group will be notified.



Adding your group schedule

1. Select *Settings* and then write generally when you meet in *Meeting Schedule*.

If you want this general meeting schedule displayed, check the box below.

Members 5

Events

Resources

Settings

REPORTS

Overview

Attendance

Group Settings

Basic Info ⓘ

Name
Hans & Marion's Small Group

Group type
Small Groups

Meeting schedule
Monday Nights

Display meeting schedule publicly

2. Select *Events* and then select *Create a New Event*.

Members 5

Events

Resources

Settings

REPORTS

Overview

Subscribe to the calendar

Create a new event

February 2023							March 2023						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25

3. Enter event title
4. Enter start and end times of **ONE** event, not all.
5. If you would like the event to repeat on the same time each week, select *Repeat > Weekly* below
6. If you would like members to receive an automatic reminder email each week, select *Send Reminder Emails*

Event Details

Event Name:

Start date: 2/15/2023 Start time: 2:00 pm to End time: 4:00 pm End date: 2/15/2023

Repeat:
Never

Event Reminders

Send reminder emails

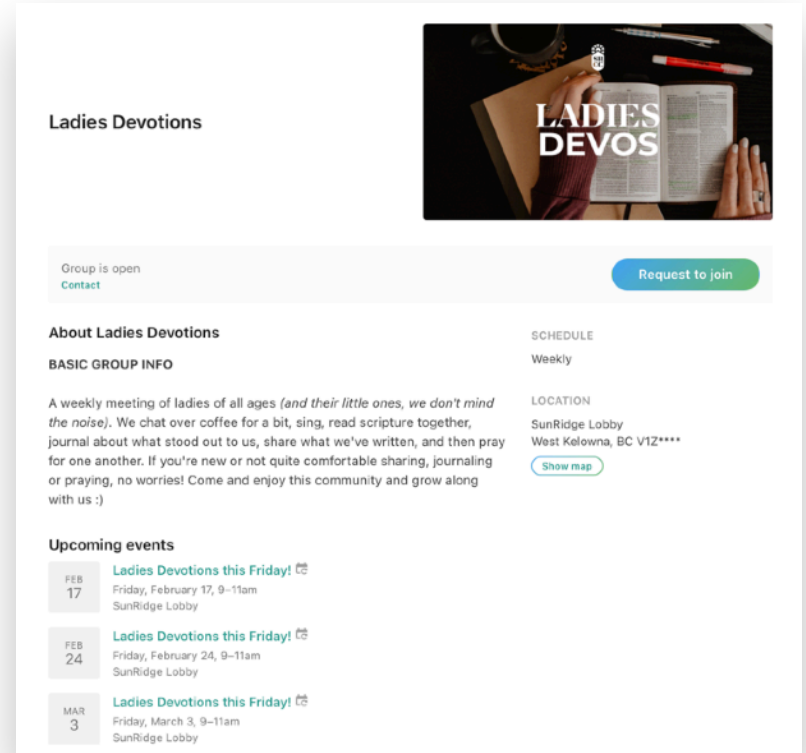
1 day before

Where do events appear:

- If you display your meeting schedule publicly, it will appear like this in your group info which can be found here: <https://sunridge.churchcenter.com/groups>
- This event info will appear in a staff calendar
- If members use the Church Center app, it will appear in their group events

Subscribe to calendar:

- If members would like to have the events automatically add into their personal calendars (iCal, Google Calendar, etc.) there is the option to subscribe to the calendar and events will automatically be added and updated



The screenshot shows the 'Ladies Devotions' group page. At the top right is a banner image of hands holding an open book with the text 'LADIES DEVOS'. Below the banner, the group name 'Ladies Devotions' is displayed. A status bar indicates 'Group is open' with a 'Contact' link and a 'Request to join' button. The page is divided into sections: 'About Ladies Devotions', 'BASIC GROUP INFO', 'SCHEDULE', 'LOCATION', and 'Upcoming events'. The 'About' section describes a weekly meeting for ladies of all ages. The 'Schedule' section shows a weekly meeting. The 'Location' section provides the address: SunRidge Lobby, West Kelowna, BC V1Z****, with a 'Show map' button. The 'Upcoming events' section lists three future meetings: February 17, February 24, and March 3, all on Fridays from 9-11am at SunRidge Lobby.

Ladies Devotions

Group is open
[Contact](#) [Request to join](#)

About Ladies Devotions

A weekly meeting of ladies of all ages (*and their little ones, we don't mind the noise*). We chat over coffee for a bit, sing, read scripture together, journal about what stood out to us, share what we've written, and then pray for one another. If you're new or not quite comfortable sharing, journaling or praying, no worries! Come and enjoy this community and grow along with us :)

BASIC GROUP INFO

SCHEDULE

Weekly

LOCATION

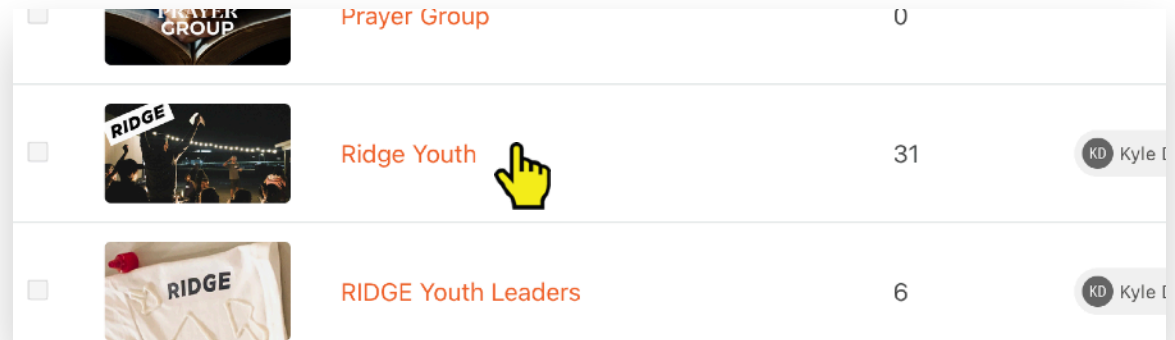
SunRidge Lobby
West Kelowna, BC V1Z****
[Show map](#)

Upcoming events

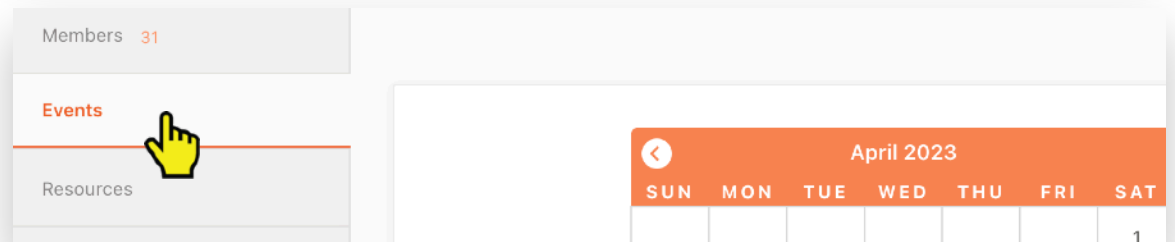
- FEB 17** Ladies Devotions this Friday! 📅
Friday, February 17, 9-11am
SunRidge Lobby
- FEB 24** Ladies Devotions this Friday! 📅
Friday, February 24, 9-11am
SunRidge Lobby
- MAR 3** Ladies Devotions this Friday! 📅
Friday, March 3, 9-11am
SunRidge Lobby

Sending An Event Reminder Email

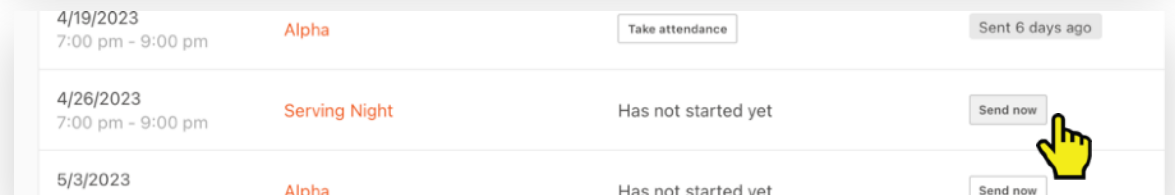
1. Navigate to your group in the list of groups. Click on it.



2. Click **Events** in the left menu



3. **OPTION #1:** Scroll down to the event you'd like to remind your group about and click **Send Now**. This will send an automatically generated reminder to the members of your group.



4. **OPTION #2:** If you'd like to add a personal note, click into the event.

4/19/2023 7:00 pm - 9:00 pm	Alpha	Take attendance	Sent 6 days ago
4/26/2023 7:00 pm - 9:00 pm	Serving Night	Has not started yet	Send now
5/3/2023 7:00 pm - 9:00 pm	Alpha	Has not started yet	Send now

5. Once inside the event, click **Send event reminder** on the right. This will bring up a pop-up window where you can type a personal note and add links.

Events > Games & Groups at Hudson Field Cancel

APR 26 Wednesday 7:00pm - 9:00pm Event notes

Send event reminders

Attendance

We're gonna meet at the Portable and walk up to Hudson Field together! We'll play some games, gather in groups for a bit, then walk down and get sluuuuuushies together!!!!

Location

Event has not started