Ministry Platform - Creating a group

What are groups? Groups members are people who are doing ministry together or are being ministered to together. **Examples:** Religious education classes, altar servers, bereavement ministry. You would create at least one group per grade. If you have multi-age classrooms you may wish to create a separate group per age.   If you have multiple classes for a particular age you should create separate groups for each class.

When would you use groups? Use groups to Track attendance; Communicate by sending email and Set up automated reminder about meetings.

1. Click **Groups**.
2. Click the **New Group** button to **create a new group.**
3. Give the group a **Name** (denoted below with a red star.)
4. Choose **Group Type** from the list. (Formation: choose **Age or Grade**). (See green star.)
5. Choose a **Ministry** from the list. For Religious Education choose **Faith Formation**.
6. Choose your **Parish** from the list.
7. Choose the person in charge of the group from the **Primary Contact** list. (Formation: choose your director.)
8. Click the **clock** button to automatically populates both the date and times fields in the Start Date section. The date and time fields have no connection to the when the group meets.
9. Leave the **End Date** empty. (Formation you can end date at the end of the school year.)
10. Click the **Save** button   (Sue calls it a camera in her video.)