

View Information about Small Groups you Lead

As a small group leader, you can view information about the groups you lead.

For example, suppose your church features multiple sports that members can sign up for, and you oversee the sports ministry. Although you oversee the ministry, you have separate group leaders who coordinate the individual sports.

You can view the attendance rosters for each sport, and you can export these rosters, message the group members, print mailing labels or directories, or view attendance.

1. In Access ACS, click **Groups > My Groups**.
2. Under **My Small Groups**, click on the name of the master group you want to view.
3. When the roster displays, you can click **View by Date** to view the roster as of a selected date.

1. In Access ACS, click **Groups > My Groups**.
2. Under **My Small Groups**, click on the name of the master group you want to view.
3. When the roster displays, select the names of the group members' whose information you want to export.
4. Under **Roster**, in the **I want to...** drop-down list, select **Export to Excel**, then click **Go**.
5. Select the fields to include in your export, then click **Export**.

1. In Access ACS, click **Groups > My Groups**.
2. Under **My Small Groups**, click on the name of the master group you want to view.
3. Select the members you want to e-mail.
4. Under **Roster**, in the **I want to...** drop-down list, click **Send a Message**, then click **Go**.
5. To change the **Reply To** and **Subject** fields, click **Change**. These fields are automatically inserted.
6. Enter any additional e-mail addresses to send the message to.
7. Enter a subject for the message.
8. **Optional:** In the **Form Field** drop-down list, you can search for an insert information into the e-mail. The correct information displays in the delivered e-mail.

- **Small Group Leader's Name** — Inserts the small group leader's name in the generated e-mail.
- **Small Group's Name** — Inserts the small group name in the generated e-mail.
- **Requester's Name** — Inserts the name of the individual interested in the small group in the generated e-mail.
- **Requester's Phone Number** — Inserts the phone number of the individual interested in the small group in the generated e-mail.
- **Requester's E-mail Address** — Inserts the e-mail address of the individual interested in the small group in the generated e-mail.
- **Requester's Message** — Inserts the individual's message in the generated e-mail.
- **Requester's Availability** — Inserts the individual's availability in the generated e-mail.
- **Site Name** — Inserts the name of the site in the generated e-mail.
- **Complete Connection Link** — Inserts a link to the connection page so the small group leader can handle the connection.

9. **Optional:** Select to **Send this message to the parents of children**. For example, this is helpful if the participants of the small group are teens and the information in the e-mail is concerning payment for a retreat.
10. Compose your message, then click **Send Message**.

1. In Access ACS, click **Groups > My Groups**.
2. Under **My Small Groups**, click on the name of the master group you want to view.
3. Select the members you want to print labels for.
4. Under **Roster**, in the **I want to...** drop-down list, click **Print Mailing Labels**, then click **Go**.
5. Under **Label Type**, select **Individual Mailing Label** or **Family Mailing Label**.
6. Under **Label Selection**, select the label you want to print (2 per page or 3 per page).
7. Click **Preview**. Your labels display as a PDF file that you can print.

1. In Access ACS, click **Groups > My Groups**.
2. Under **My Small Groups**, click on the name of the master group you want to view.
3. Select the members you want to include in the directory.
4. Under **Roster**, in the **I want to...** drop-down list, click **Print Directory**, then click **Go**.
5. Select the type of directory to print, then click **View Directory**.
6. To print the directory, click **Print**.

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