

Set up Small Group Categories

Small group categories describe your small groups and are used in small group searches.


For each category group, you can add category items that describe your small groups. In the Key Phrases category group, you can add items that do not belong in the other category groups. If necessary, you can rename the category groups.


Except for the Key Phrases group, you can only associate one category item from a category group with each small group. With the Key Phrases group, you can associate multiple category items with each small group. You cannot rename the Key Phrases category group.

You must set up the category items before they can be assigned to groups. For more information on assigning category items to groups, see [Entering Small Group Details](#).

Life Stages	Accessibility	Marital Status	Parenting	Key Phrases
Add New Item: <input type="text"/> Save				
Life Stages				
20s				
30s				
40s				
50s				
60s				
College				
High School Seniors				
Seniors				
Young Teens				

1. Point to **Admin**, then click **Group Setup**.
2. Click **Small Groups**.
3. Click the **Categories** tab.
4. On the **Categories** tab, click the category group tab to which you want to add the category item.
5. In the **Add New Item** field, enter the category item, then click **Save**.

1. Point to **Admin**, then click **Group Setup**.
2. Click **Small Groups**.
3. Click the **Categories** tab.
4. On the **Categories** tab, click the category group tab.
5. Beside the category item that you want to change, click **Edit** .
6. Enter your changes, then click **Update**.

1. Point to **Admin**, then click **Group Setup**.
2. Click **Small Groups**.
3. Click the **Categories** tab.
4. On the **Categories** tab, click the category group tab.
5. Beside the category item that you want to delete, click **Delete** . A confirmation dialog displays.
6. In the dialog box, click **OK**.

1. Point to **Admin**, then click **Group Setup**.
2. Click **Small Groups**.
3. Click the **Categories** tab.
4. On the **Categories** page, click the category group tab.
5. At the top of the **Categories** page, click **Change Category Name**.
6. Enter the new category group name and click **Save**.

Default Category Groups

Life Stages – Create category items that describe stages in life, such as youth, 20s, or senior citizens.

Accessibility – Create category items that describe accessibility options, such as wheelchair, vision-impaired, or hearing-impaired.

Marital Status – Create category items that describe marital status, such as single, married, or divorced.

Parenting – Create category items that describe parenting, such as infants, teens, or college-age.

Key Phrases – Create custom category items to describe your small groups.

Related Topics

[Small Group Setup](#)
[Small Groups Overview](#)
[Copying an Existing Group](#)
[Small Group Leader Setup](#)
[Setting Up Your Small Group Positions](#)
[Entering Small Group Details](#)
[Assigning Small Group Connections](#)
[Viewing a Small Group Roster](#)
[Viewing Your Leaders' Assigned Connections](#)
[View a Small Groups URL for your Website](#)