

Set up Small Group Positions

With the Small Groups feature, you can set up the positions that you want to use.

When you add an individual to a small group, you can select the individual's position (co-leader, participant, guest) in the group.

To create a Small Groups position

1. Point to **Admin**, then click **Group Setup**.
2. Select **Small Groups**.
3. Click the **Positions** tab.
4. At the top of the page, click **Add**.
5. In the **Position** field, enter the position name.
6. In the **Description** text box, enter a description of the position.
7. Under **Show position with**, select **Small Groups**. This allows small group leaders to take attendance.
8. On the available tabs, select the attributes and qualifications that you want to assign to the position, then click **Save**.

Related Topics

- [Small Group Setup](#)
- [Small Groups Overview](#)
- [Copy an Existing Small Group](#)
- [Set up Small Group Leaders](#)
- [Set up Small Group Categories](#)
- [Enter Small Group Details](#)
- [Assigning Small Group Connections](#)
- [View a Small Group Roster](#)
- [Viewing Your Leaders' Assigned Connections](#)
- [View a Small Groups URL for your Website](#)