

# Small Group Setup

With Access ACS, you can build, maintain, and track small group involvement. Before you work with small groups, you must set them up correctly.

On the Small Groups Setup page, administrators and staff members with appropriate [rights](#) can set up the small groups structure. We also recommend sketching this out with a pen and paper before setting it up in Access ACS.

You can create two types of small groups — parent groups and bottom-level groups.

To learn more, see [Creating the Small Group Structure](#).

Positions classify individuals' role in the group. Adding positions is the next step of small group setup.

To learn more, see [Set up Small Group Positions](#).

After you add positions, you can add categories. Small Group categories describe your small groups and are searchable.

You can create key phrases to associate with your groups and with multiple category items with each small group. Members and attendees can search on key phrases to find groups that are of interest to them.

You can only associate one category item with each small group, and you must set up category items before assigning them to groups.

To learn more, see [Set up Small Group Categories](#).

The next step is adding master or parent groups. For example, suppose you want to set up a small group structure based on sports. First, set up a parent group called sports, then [create individual groups](#) for each sport, such as basketball, soccer, and softball.

To learn more, see [Set up Master Groups](#).

Once you have your structure in place and set up your groups, you can assign group leaders.

You must assign parent-level group leaders a staff or administrator profile. You must assign bottom-level group leaders a lay leader, staff, or administrator profile.

To learn more, see [Set up Small Group Leaders](#).

## Related Topics

- [Set up and Work with Groups](#)
- [Group Naming for Activities and Classes](#)