

Create the Small Group Structure

On the Small Groups Setup page, administrators and staff members with appropriate rights can set up the small groups structure.

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

- Member users cannot join **Parent groups**. They provide the structure for your small groups. They display as bold text on the Create Group Table page.
- Member users can join **Bottom-level groups**. These groups appear in small group searches.

You can create up to five levels in your small groups structure. You do not have to completely set up each small group. After you create the small group structure and add leaders to the group rosters, the small group leaders can enter group information and add individuals to the groups.

Before you set up your small groups, only the instructions display on the Create Group Table page. To add your first group, click **Add** on the Create Group Table heading bar.

1. Point to **Admin**, then click **Group Setup**.
2. Click **Small Groups**.
3. If you do not want to create the group on the highest level, select a parent group, then click **Add**.
4. On the **Create Small Group** page, enter the **Group Name**.
5. Click **Submit**. The **Create Group Table** page displays. The group is added to the group structure.

1. Point to **Admin**, then click **Group Setup**.
2. Click **Small Groups**.
3. In the small groups hierarchy, select the parent group and click **Add**.
4. On the **Create Small Group** page, enter the **Group Name**.
5. Select **Allow members to join this group**.
6. Click **Submit**. The **Create Group Table** page displays. The group is added to the group structure.

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