

HOW TO MAKE YOUR GROUP:

Step 1:
Open your browser and go to <https://smallgroups.com.ph>

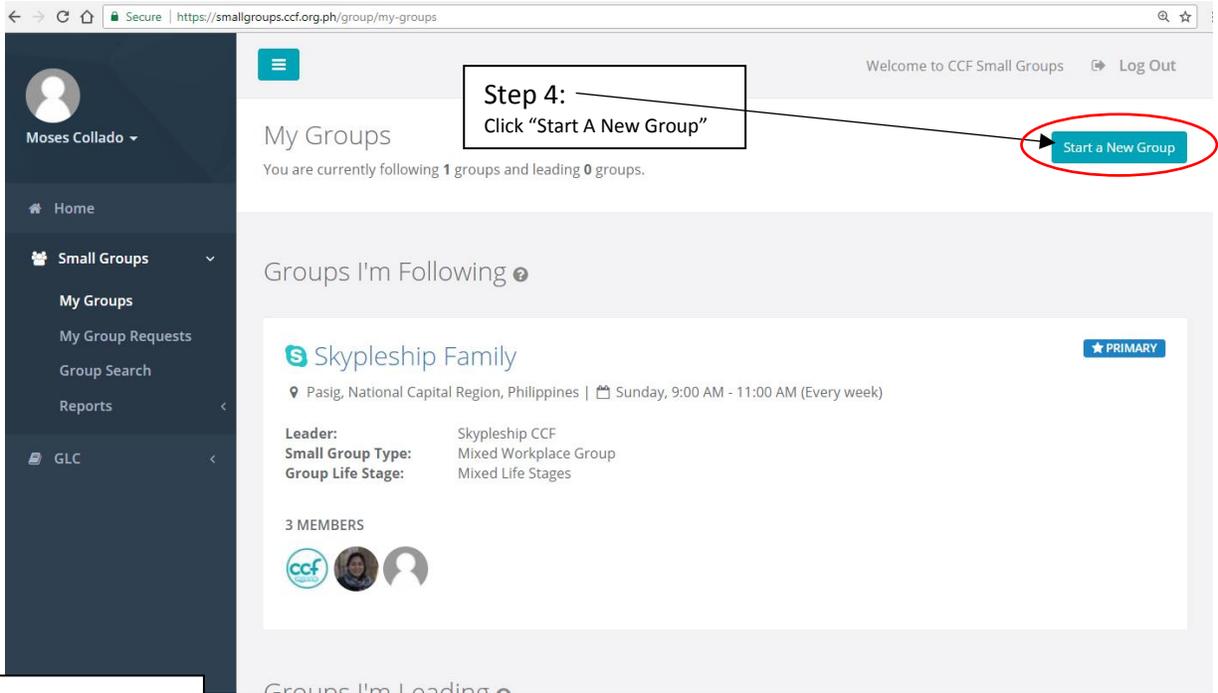
Step 2:
Log in your email address and your password and click sign in.

The screenshot shows a web browser window with the URL <https://smallgroups.ccf.org.ph/login> in the address bar. The page features the CCF logo and a login form with fields for email (MoCollado) and password, a "SIGN IN" button, and links for "Forgot your password?", "No account yet?", and "Create an account".

Step 3:
Click Small Groups App

Step 4:
Click My Groups

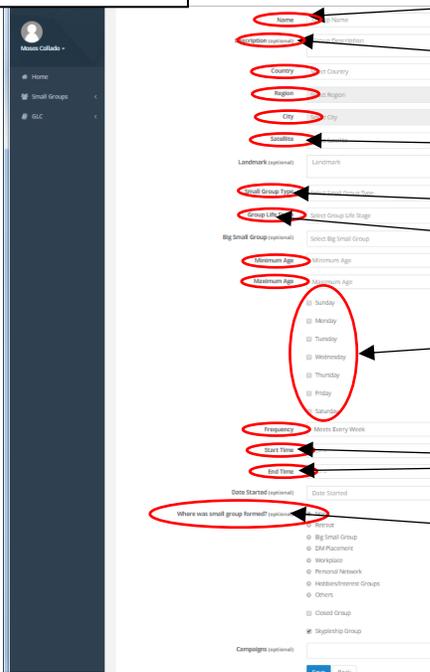
The screenshot shows the CCF Small Groups dashboard. The user is logged in as Moses Collado. The dashboard includes a navigation menu with "Home", "Small Groups", and "GLC". The "Small Groups" section is highlighted. The main content area features a "DISCIPLESHIP GROUPS" section with a "My Groups" button and a "GLC" section with a "My Trainings" button.



Step 4:
Click "Start A New Group"



Step 5:
Fill out the necessary field in this page.



Name: Our name prescribe name labeling is this format **(Skypleship; Day; Name)** Example: **Skypleship Sunday Mo's**

Give a brief description of your group. Example: **Group of Single Men who meets every Monday 7pm**

Use CCF – Main as your Satellite

Classify what type is your group (single , married, etc.)

Classify what is the life stage of the group

Click what day does the group meet

In placing **time of meeting** of your group, kindly use **Manila Time** as a basis regardless where your current location is.

Please Click "Skypleship".

Once you are done writing all the required information please click "Save"

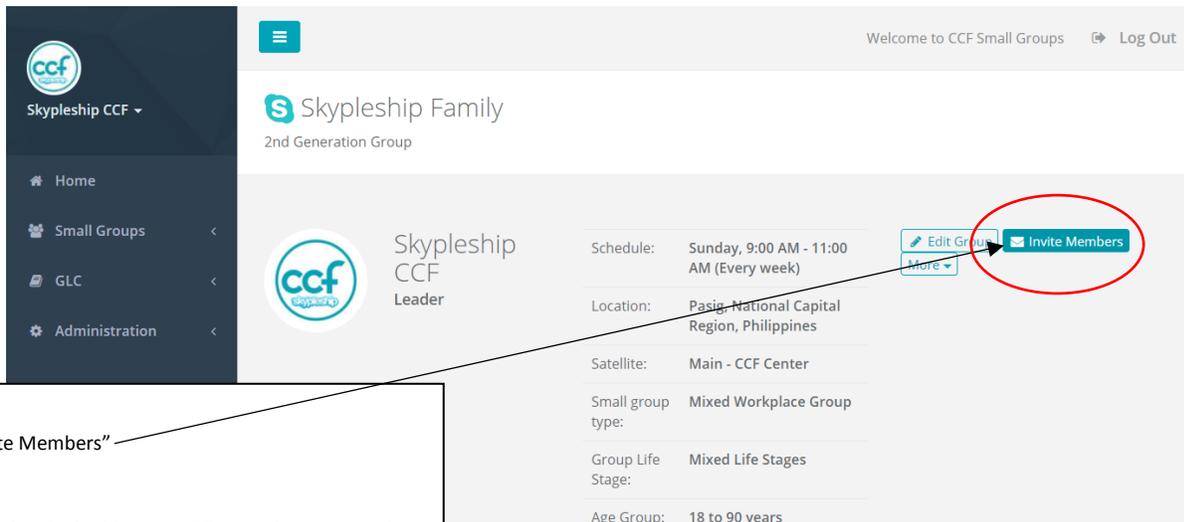
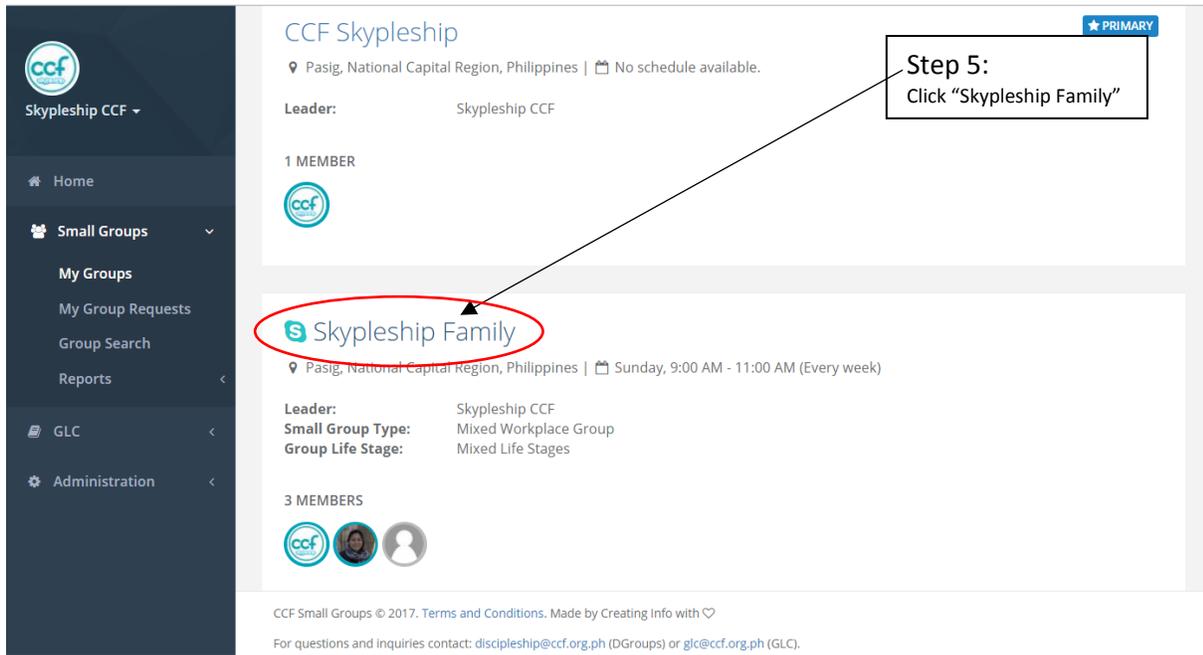
Form fields with red circles and arrows pointing to them:

- Name
- Country
- Region
- City
- Landmark
- Group Type
- Group Life Stage
- Big Small Group
- Minimum Age
- Maximum Age
- Day (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday)
- Frequency
- Start Time
- End Time
- Date Started
- Where was small group formed?

Where was small group formed? (optional)

- None
- Retreat
- Big Small Group
- DM Placement
- Workplace
- Personal Network
- Hobbies/Interest Groups
- Others
- Closed Group
- Skypleship Group

Campaigns (optional)



Step 6:

Click "Invite Members"

Step 7:

After you click "Invite Members." There will be two options that can be use in sending invites to your member.

1. **The "Use this link to invite a friend to the group."**
You may copy and paste this link and send it directly to your member. Kindly ensure that before the member joins this group he/she has already created an account.
2. **"Send an invitation through e-mail"** You may directly type one by one the email addresses of your member in the **box** provided so that they may be able to receive an email invitation to join your group. Once done writing their email addresses please click **"Send"**

