

## Small Groups and Classes

The Groups page lets you view the groups and classes you are in, sign up for classes, or request information on small groups you are not in.

You can also export rosters to Excel, e-mail fellow group members, print a group directory, or print group mailing labels.

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## To view your group or class roster

1. On the Home Page, under **My Groups**, click on the group or class you want to view a roster for.  
**Or**
2. Point the **Groups** tab, click **My Groups**.
3. The roster displays. You can also show the roster history, print or export the roster, and print mailing labels or a directory.

## To view and print a group directory

1. While viewing your groups and classes (see [To view your group or class roster](#))
2. In the **I want to drop-down** list beside the activity, group, or class you want to print a directory for, select **Print Directory**.
3. Click **Go**.
4. Click **View an Individual Directory**, **View a Family Directory**, **View an Individual Directory with photos**, or **View a Family Directory with photos**.
5. When the directory displays, click **Print**.

## To print mailing labels

1. While viewing your groups and classes (see [To view your group or class roster](#))
2. For the group/class you want to print mailing labels for, click **I want to**, then select **Print Mailing Labels**.
3. Click **Go**.
4. Select a **Label Type** and **Label Selection**.
5. Click **Preview**. Review the labels and make sure the information is correct.
6. Point to **File**, then click **Print**.
7. In the **Print** dialog box, under Page **Handling**:
  - Set **Page Scaling** to **None**.
  - Clear the **Auto-Rotate and Center** option.
8. Click **OK**.

## To send a group/class e-mail

1. While viewing your groups and classes (see [To view your group or class roster](#))
2. In the **I want to drop-down** list beside the group or class you want to e-mail, select **Send a Message**.
3. Click **Go**.
4. To change the **Reply-To e-mail** address, click **change**, enter a new e-mail address and click **update**. By default, your preferred e-mail address displays as the Reply-to e-mail address.
5. Enter other e-mail addresses in the **Additional e-mail addresses** field. These e-mail addresses also receive e-mail responses in addition to the **Reply-to** e-mail. Separate e-mail addresses with a comma. For example, [jillthompson@example.com](mailto:jillthompson@example.com), [bfrank@example.com](mailto:bfrank@example.com).
6. Enter a **Subject** and message. Use the toolbar to format your message.
7. Once you are satisfied with your message, click **Send Message**.

After sending a message, the Message Results page displays. On this page the total number of people who received your message displays along with the individuals who did not.

The individuals without e-mail addresses display in the bottom half of the page. To e-mail yourself the list of individuals without e-mail addresses, click **E-mail This Info To Me**. To print mailing labels for the individuals, click **Print Labels**.

## To search for a small group using a basic search

1. On the Home Page, under **I Want to View**, click **Available Small Groups**.
2. Enter a keyword to find groups that may interest you, then click **Find Groups**.
3. The small groups you can view display, including specific information about groups.
  - To express interest in a small group, click **Request Info** in the appropriate card. The Small Groups Contact Request page displays.
  - If the small group creator selected to **Allow members to automatically join this group**, click **Join Group**. This lets you join the group without having to wait for approval from the small group leader.

## To search for a small group using advanced search

1. On the Home Page, under **I Want to View**, click **Available Small Groups**.
2. Click the **Advanced Search** link.
3. Select the criteria for the small group search you want to run, then click **Find Groups**.
4. The Available Small Groups page displays.
  - To express interest in a small group, click **Request Info** in the appropriate card. The Small Groups Contact Request page displays.
  - If the small group creator selected to **Allow members to automatically join this group**, click **Join Group**. This lets you join the group without having to wait for approval from the small group leader.

## To search for available classes

1. Point to the **Groups** tab, click **My Groups**.
2. Click **Available Classes**, any available classes will now display.
3. Select the class you'd like to join and click **Request to Join**