How to use My Groups

My Groups is all about the small groups at Cogs. The top of the page, shows the group(s) that you are already a member of or are signed up to. Click on a group to see an overview of the key details, such as time and meeting location. You are only able to view groups that you are a part of from within **My Churchsuite**.

Members visibility

If you're a member of a small group, you'll be able to view a list of fellow group members on your small group page. Clicking on a member's name in the list will pop up their contact details, this is of course subject to their privacy settings within **My Churchsuite**. No children's contact details are ever shown.
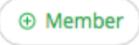
Email Communication

My Churchsuite makes it easy to communicate with your small group. The group email button can be located in the top right corner of the small group page. This is ideal for circulating prayer requests or group information.


Some points to note about the email function:

- Originators of group emails can set whether replies go to just themselves or to all other group members.
- Only group members can use the group email address - it's a closed group email system.
- It's not possible to add attachments to emails, but you can include hyperlinks; perhaps to files stored in Dropbox, for example.
- It's not possible to restrict email circulation - it goes to all current group members that have an email address. Therefore, one-to-one private messages cannot be sent using this feature.
- On receiving a group email, the message makes it clear whether replies are sent to the entire group, or just the sender.
- Group emails sent, and any replies, are all recorded in your 'My Communication' page.
- Group emails are sent to all group members who have a valid email address and have not opted out of receiving church emails in their communication settings.
- Group emails sent with "Send replies just to me" will disclose the sender's email address in the reply-to field of the email so that replies are routed back to just the sender (irrespective of whether "email is visible in **My Churchsuite**" has been set to not be visible) - it's not possible to send an email requesting replies to "just me" and not have your email address disclosed.
- A group email sent with "Send replies to me and all other [group] members" will disclose the private group email address in the reply-to field of the email so that replies are routed back to all group members without disclosing all the group member email addresses.

Adding new members to your group (Small Group Hosts Only)

Click on the small green plus sign (+) [⊕ Member] to search for new members. When adding new people to the group, you'll only see, or be able to search, for those people who have signed up to **My Churchsuite** and whose privacy settings permit. You'll need to speak to the church office if you can't locate a new member through searching.
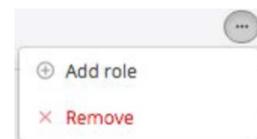
Removing group members (Small Group Hosts Only)

Removing members from your group can only be done by group Hosts. To do this, click on the three dots next to an individual's name, and then select 'Remove'.

My Churchsuite will always ask for a confirmation, to double check you definitely want to remove someone. Removing a group member prevents them from being able to participate in group emails. If you don't feel comfortable removing someone, you can always contact the church office who can assist you.

Assigning roles to members (Small Group Hosts Only)

Group hosts can easily amend the roles of their members by clicking on the three dots next to an individuals details. This will ask if you wish to 'Add role' or 'Edit roles' (if one has already been assigned). Roles such as Leader, or Host can be assigned to someone through **My Churchsuite**.