PCO Groups Training
Training Video here: https://vimeo.com/827696233/ec9482d431

PCO Groups

Groups Module on Planning Center Online web based is different than Groups in the Church Center App but work together

What you need to know as a group leader:

Groups Module Web
1. Filter through group types to easily find your group
2. Tags are the specifics of a group- age, frequency of meeting, etc.
3. Select the group you're the leader of to edit its settings.
    i. Add your group photo/logo
    ii. All groups should be unlisted in Church Center so only those that are in the group can see it in the app
    iii. Keep group messaging enabled (done in app)
    b. Events
        i. When you create an event with your group (date, time, name, etc.)
            1. Depending on your notification settings, you'll get an email about the event and/or a push notification in the church center app.
        ii. Your event created in Groups is just for those in the group to see the event, it DOES NOT reserve rooms or resources- you must do this in the Calendar Module
            1. Add your setup/tear down times, select your rooms, save changes
            2. Add tags (ex: campus- Plymouth, department- worship)
    c. Members
        i. Add members, change roles
    d. Resources
        i. Upload files
    e. Overview and Attendance
        i. Reports for if/when you take attendance for your meetings/events
        ii. In settings, check "ask leaders to take attendance"
            1. This will cue the leader(s) through the app to take attendance for any event created in the group (regardless if in calendar)
            2. Attendance will be made available through the app 10 minutes before event start time
            3. If attendance is not done at the time of the event, you can also go back to your group page on the web version, events, select the past event and add attendance

IN APP Groups:

Open church center app

Click on groups tab

Find your specific group

Under group: I can…

1. add a message to the team here, we use it as a chat or make it so only leaders can start feeds
2. Events: see what we have coming up as a group
    a. Actions: create new event (again this does reserve any rooms or resources only a spot on the calendar. If your event is off campus, this is a great way to create the event, otherwise use the PCO web to create event and access the calendar module to reserve a room/resource)
3. Resources- the same files uploaded via PCO
4. See who all is in the group
    a. Ask group members to turn on visible info so others in the group can communicate with them