

# Add Groups

## LET MINISTRY LEADERS LEAD

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## Unlimited Groups

The first thing to know about groups in Evangelus is that you create as many as you need. You can also create unlimited sub-groups. This makes it perfect for each one of your ministry leaders to manage and send messages to members of the ministry.

Once the group is created, you can assign a group admin from your members. These steps will help you create your ministry groups and assign administrators to them.

## STEP BY STEP – Add a group

1. Select Groups from the Evangelus main menu.
2. Click on the New Group icon in the middle column.



3. Complete the Create Group form as needed. Note: Keyword is what is used for text-to-join. (ie: youth - for the youth group).
4. Choose Share Options.
5. Choose Notification of Replies.
6. Click Create Group.

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# STEP BY STEP – Assign a Group Admin

1. Click on the group.
2. Click on the Settings, gear icon located in the center column.



3. Scroll to the section titled, Group Admin(s), click Add group admin.
4. Select a member(s) from the list.
5. Scroll to the bottom and check the box labeled, “I have permission from these individuals to send them communications.”
6. Click Add Member

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