

How To Manage Your Group

Updating Your Profile

1. Log into the portal @ www.smallgroups.milestonechurch.com
2. Click “My Profile” in the top left corner
3. Add “Bio” so that people can know a little about you!
4. Upload picture (if there isn’t one). NOTE: Picture must be smaller than 1MB
5. Click “Submit”

Editing Group Details

1. Click “My Groups” on the top left corner
2. Click on the group you want to edit
3. Click “Edit Group Details”
4. Add or change any info as needed
5. Add a description so people know about your group and what you will be studying
6. Click “Submit”

Adding, Removing, and Contacting Group Members

1. Click “My Groups” in the top right corner
2. Click on the group you want to manage
3. From this page, you can view contact information, remove participants, add new members, or send a group message by clicking the “Send Group Message” box