



Creating a Group Website

1. Go to www.centralsmallgroups.com
2. Click on Red GROUP LEADERS button
3. Click on Create Group in the Main Menu bar
4. Fill out Account Information Page
 - * This is your personal information and will not be posted on the site but may be used for communications from Central pastors.
 - * Username must be different from your Personal Profile username.
 - * Username should not have any spaces
5. Click CONTINUE and fill out Group Information Form
 - * Campus Groups
 - Enter the Title of the Study as the Group Name
 - * Home Groups
 - For Group Name enter: Last Name Small Group
6. Click SUBMIT
7. Log In to the email you provided on the Account Information Page
8. Open the email from 'Central Small Groups' and click on the activation link.

The website administrator will receive your request to create the group. Once they have approved the creation of the group, you will be able to log in as a Group Manager from the Red Leaders Page.