

Groups can be made a Parent or Sub Group to help your ministry leaders manage them.

1. Select Groups from the Evangelus Main Menu
2. Select the group you want to be a Sub Group
3. Click on Settings in the center column
4. Click on “No Parent Group”
5. Select the Parent group for this Sub Group You will now see the Parent Group listed above the name in the Group Card for the Sub Group

The screenshot displays the Evangelus interface. At the top, the 'Groups' menu is highlighted with a black arrow labeled '1'. Below the menu, a list of groups is shown. The 'Intetics Test Group' is selected, indicated by a black arrow labeled '2'. To the right of the group list, a vertical sidebar contains icons for group management. The settings icon (a gear) is highlighted with a black arrow labeled '3'. The settings panel for the 'Intetics Test Group' is open on the right. It shows the group name 'Intetics Test Group', the date 'June 2nd 2023', and 12 members. A warning message states: 'Warning: Changing the Keyword will also change the URL for this group. The previous URL will be invalid and can not be used to join the group.' Below the warning, the 'Parent Group' is set to 'No Parent Group', with a dropdown arrow. The 'Group Admin(s)' section shows a button to 'Add group admin'. The 'Share Options' section includes toggles for 'Post to myParish app' and 'Post to Facebook'. The 'Post to Facebook' toggle is turned on. At the bottom, the user 'Heidi Diocesan' is listed.

1 → Groups Messages Templates

2 → Intetics Test Group June 2nd 2023 12 members

3 → Settings

4,5 → Parent Group No Parent Group

Warning: Changing the Keyword will also change the URL for this group. The previous URL will be invalid and can not be used to join the group.

Parent Group

No Parent Group

Group Admin(s)

Add group admin

Share Options

Link your social media and web accounts to post messages through them using Evangelus.

Post to myParish app

Post to Facebook

Heidi Diocesan