[Gloo](#)

A step-by-step guide: Setting up your church's group texting

Setting up groups in your church texting platform is a straightforward process that can significantly enhance your communication strategy.

By creating specific groups, you can ensure that your messages are targeted, relevant, and engaging.

Follow these simple steps to set up groups in your texting platform and start connecting with your congregation more effectively.

Step 1: Log in to Your Account

Begin by logging into your church texting platform account. If you don't have an account yet, you will need to create one. This usually involves providing some basic information about your church and setting up your login credentials.

If you don't have an account yet, you can sign up, completely for free, for [texting with Gloo.](#)

Step 2: Navigate to the "My People Section"

Once you're logged in, look for the "My People" section in your dashboard. This is where you will manage all your contact lists, add new people, and create new groups.

Step 3: Click the Groups Section

Click the middle tab, called "Groups". This page is where your current groups will show up, as well as where you will create new groups.

Step 4: Create a New Group

In the Groups section, you will find an option to create a new group located at the top right hand side of the page. Click on the "Create a New Group" button to start the group creation process.

Step 4: Name Your Group

Give your new group a descriptive name that reflects its purpose. For example, you could name it "Volunteers," "Parents," "Small Group Members," or "New Visitors." A clear and descriptive name will help you easily identify and manage your groups later on. Once you've named and described your new group, click "Create".

Step 5: Add Contacts to Your Group

Your group is automatically saved, and is now shown in your Groups lists. Next, you'll need to add contacts to your new group. You can do this in several ways.

- **Select from Existing Contacts:** If you already have contacts saved in your platform, you can select which ones to add to the group. Simply click the "eye" icon located to the right of your group, then click "Add People", and select which contacts you'd like to add.

- **Manually Add Contacts:** Click the "eye" icon to the right of your group, followed by the "Add People" button. It is here where you can manually create a new person. Simply enter the phone numbers and names of the individuals you want to add to the group.
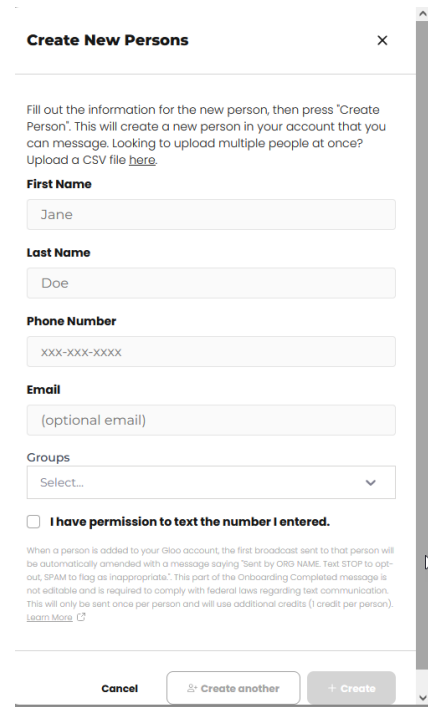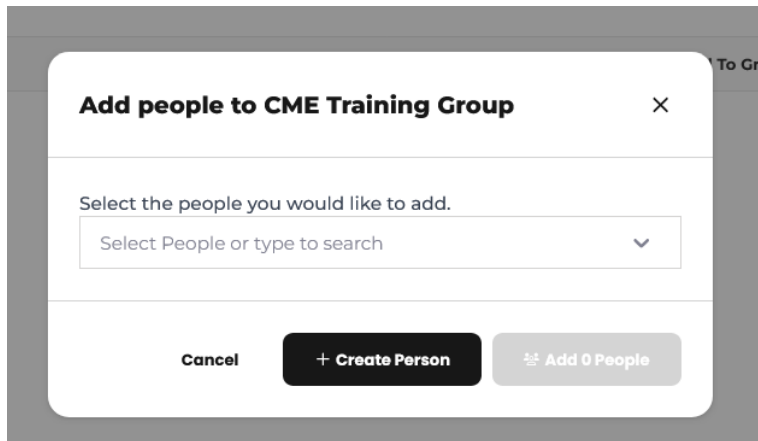
- **Import Contacts:** If you have a list of contacts in a CSV file, you can import them directly into the group. Look for an "Import" or "Upload" option and follow the instructions to upload your file.

Step 6: Start Sending Messages

With your group set up, you can now start sending targeted messages. Navigate to the messaging section of your platform, click Broadcasts, compose your message, and select the group you want to send it to. Personalize your message if needed, and click "Send."

Step 7: Monitor and Manage Your Groups

Regularly check your groups to ensure they are up-to-date. You can add new contacts, remove old ones, and make adjustments as needed.

Keeping your groups well-managed will help maintain effective communication.

Watch Your Engagement Transform!

By following these steps, you can easily set up groups in your church texting platform and start enjoying the benefits of targeted, personalized communication.

Group texting not only saves time but also ensures that your messages reach the right people, making your outreach efforts more effective and meaningful.