

DISTRIBUTE TO: District through Territory Leaders, Zone and Territory Offices
FROM: SGI-USA Statistics Department
SUBJECT: **OFFICIAL LAUNCH: Management of Groups in Statistics**

OFFICIAL LAUNCH

To build a solid infrastructure to support our growing membership, it is clear that the establishment of Groups and Group leaders are essential to our kosen-rufu movement in America. Therefore, SGI-USA is excited to announce that from today, September 30, district and chapter data entry users are now able to strategically create and manage Groups via the SGI-USA online statistics system.

ENHANCEMENTS

<p>Group Names</p> <p>Data entry users can now officially name their Groups.</p>	<p>Group Management</p> <p>Once Groups have been established, data entry users can strategically place members into their Groups.</p>	<p>Group Meeting Attendance</p> <p>When in-person discussion meetings resume, data entry users will be able to report attendance at the Group level.</p>	<p>Reporting Attendance</p> <p>Data entry users will be able to provide key statistics and subscriptions reports to their Group leaders, such as a Group Membership List.</p>
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VIDEO TUTORIALS

Regarding these enhancements, SGI-USA has created the following video tutorials that all data entry users can refer to:

<p style="text-align: center;">THE IMPORTANCE OF GROUPS AND GROUP LEADERS</p> <p>Link: https://vimeo.com/460320420 Password: MIS2020 TRT: 5:10 min</p>	<p style="text-align: center;">REPORT GROUP MEETING ATTENDANCE</p> <p>Link: https://vimeo.com/460335285 Password: MIS2020 TRT: 4:27 min</p>
<p style="text-align: center;">CREATE AND MANAGE GROUPS VIA THE SGI-USA ONLINE STATISTICS SYSTEM</p> <p>Link: https://vimeo.com/460321800 Password: MIS2020 TRT: 2:46 min</p>	<p style="text-align: center;">PROCEDURES FOR LEADERSHIP APPOINTMENTS</p> <p>Link: https://vimeo.com/460357465 Password: MIS2020 TRT: 11:28 min</p>

IMPORTANT INFORMATION

- Since current Group leaders in our online statistics system are not tied to an official Group, ALL Group leaders will be temporarily deleted. However, all SGI-USA Zone office staff will be provided with a Group leadership list prior to deletion and will work closely with all District and Chapter teams to verify if the Group leader is current, verify the new Group name and add any Group leader back into our online statistics system as necessary
- All pending Group leadership appointments that are not finalized (ANNOUNCE DATE SET) in the SGI-USA Member Portal will be automatically canceled to make way for the official naming of Groups in our online statistics system.

We look forward to the growth of each District through establishing Groups.
 SGI-USA Statistics Department