



## HOW TO REMOVE, DELETE, OR ADD A GROUP MEMBER

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You have two options when removing an individual from a group:

1. **Deleting the person** – *Only select this option if the person was added to a group in error.*
2. **Adding a drop date** – This allows us to keep a historical record that someone was at some point in time a member of a particular group.

**Only select ADDING A DROP DATE.** This allows us to keep a historical record that someone was at some point in time a member of a particular group.

If the person was added to the group in error, then you can select DELETE THE PERSON

**OPTION 1: Remove group member by deletion** *Only select this option if the person was added to a group in error.*

- Choose the appropriate group via “GROUPS” in the left-hand menu.
- Scroll over to the “MEMBERS”
- Select the drop-down arrows located next to the Edit button and select “DELETE”

The screenshot shows a web interface for managing a group. At the top, it displays "Group: Adult - All Ages" with status indicators "Active" and "Mailchimp". Below this is a breadcrumb trail: "Groups > Leading Change Group > Adult - All Ages". A navigation bar includes tabs for "Info", "Calendar", "Members" (which is active), "Attendance", "Positions", "Files", "Discussions", and "Notes". Under the "Members" tab, there are options for "Listing" and "Signups", and a "+ Add Member" button. A "Show:" dropdown is set to "Listing", and a "Show: 25 per page" selector is present. A table of members is displayed with columns for "Image", "First Name", "Last Name", "Birthday", "Age", "Positions", and "Added". The table contains three rows of member data. For the second row, which is highlighted, a dropdown menu is open next to the "Edit" button, showing a "Delete" option with a trash icon. Red arrows point from the text instructions to the "Delete" option in the dropdown menu.

Image	First Name	Last Name	Birthday	Age	Positions	Added	Actions
	Betty	Larson	August 1, 1990	32		Tue Jan 8, 2019 3 years ago	Edit
	Tim	Hark	May 6, 1996	26		Sun Sep 19, 2021 11 months ago	Delete Edit
	Alan	Vasquez	September 8, 1998	23		Tue Mar 23, 2021 17 months ago	Edit
	Albert	Mitchell	December	27		Wed Mar 16, 2022	Edit

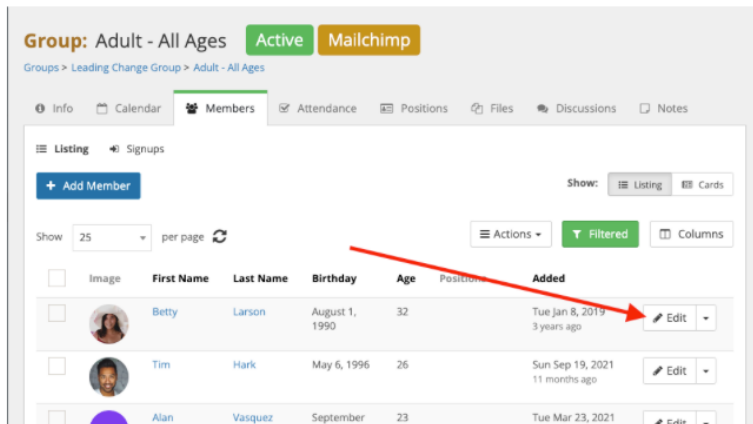
Note: this will delete any history that this person was ever connected to this group.

Option 2 - Remove group member by adding a drop date. *This allows us to keep a historical record that someone was at some point in time a member of a particular group.*

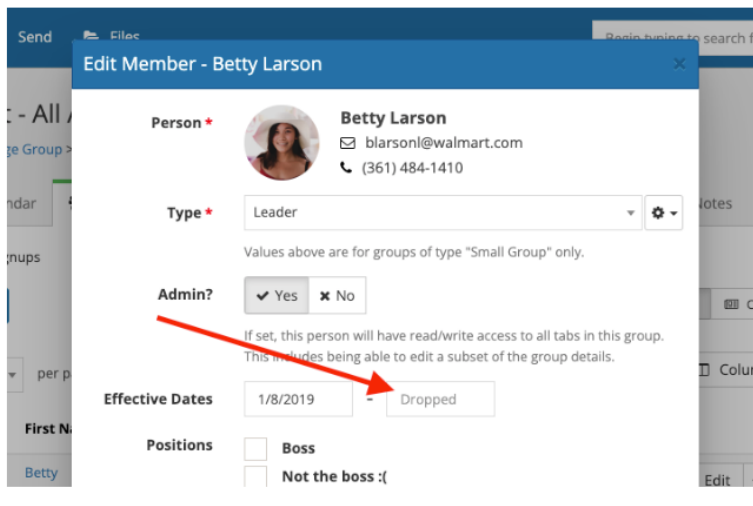
*This action can be taken in 2 different areas of One Church. In the GROUPS TAB or the individual's profile*

## GROUPS TAB

- Choose the appropriate group via “GROUPS” in the left-hand menu.
- Scroll over to the “Members.” SELECT EDIT



On the pop-up screen add the date dropped in the appropriate field.



## INDIVIDUAL'S PROFILE

- Navigate to the person's profile
- Select the "INVOLVEMENT" tab
- Select the group.
- From there you can select:
  - "REMOVE" button to delete the person from the group or
  - "EDIT" to add a drop date.

**Person Profile: Betty Larson** Actions

People > Betty Larson

Info Family Giving **Involvement** Safeguards Files Messages Notes

Groups Attendance Serving Connections Events Forms Queues

[+ Add To Group](#)

Effective Date: 8/17/2022 [clear](#)

**Class**

Uncategorized

**Membership 101 (Member)** 2 Oct 20, 2018 -


No custom fields found.

[View Group](#) [Remove](#) or [Edit](#)

**KidsMin**

**1st Grade (Leader)** [admin](#) May 27, 2021 -

**Overview** [Remove Image](#)

  
[update image](#)

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Separated

Adult

August 1, 1990 (32 years old)

**Address**

123 USA Drive  
Merica, Florida 12345  
[map it](#) unverified

[Download contact card](#)

**Added:** 08/16/2016 6:13 AM by System  
[view history](#)