

HOW TO ADD PEOPLE TO YOUR GROUP

Describes how to add people in bulk to a group, via a form submission/ registration or mass change

1. HOW TO FIND THE MEMBERS TAB

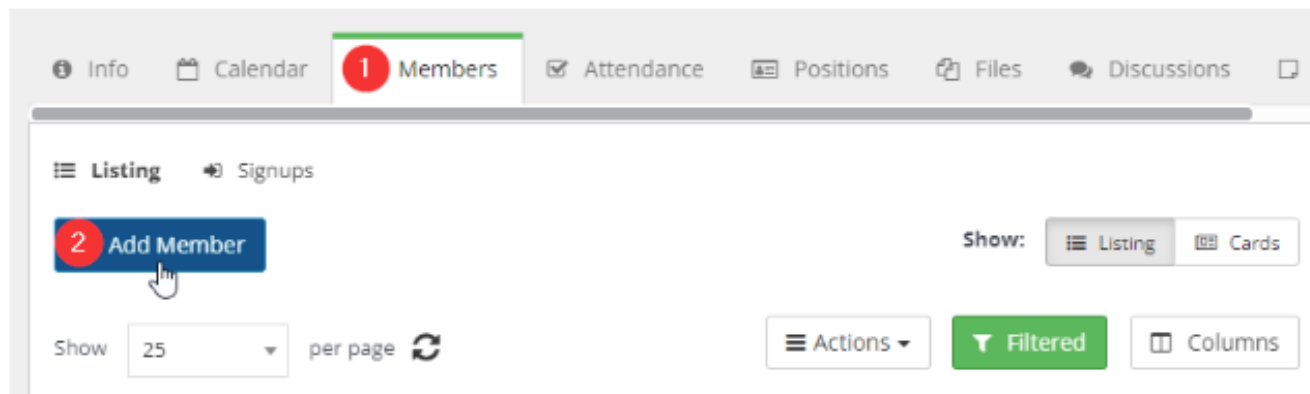
- First, choose the appropriate group via “GROUPS” in the left-hand menu.
- Scroll over to the “MEMBERS” tab.

2. Select "+Add Member”

- a. This option only allows you to add one member at a time; however, you do have the ability to “Keep open and add another” person to the group.

Use this task when you want to add a person to an existing group.

Note that if the person is already a current member of the group, they will not be added again.



THE FOLLOWING CONFIGURATION IS AVAILABLE

- **Name** - the name of the task. This appears in the left-hand task listing and wherever the task is shown (*change logs and drop downs*).
- **Description** - a brief description for the task. This only appears in the left-hand task listing.
- **Group** - search for the group in the input box. Once selected, fields below will appear.
- **Role** - the person's role within the group (e.g. member, leader)
- **Positions** - if the group has positions defined, check the ones the person should have.

Once you are finished configuring the task, click on **"SAVE"** to finish adding it to the process.