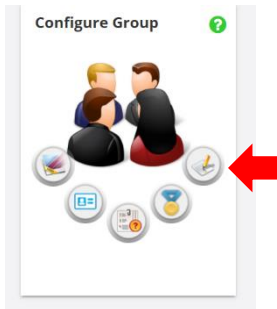


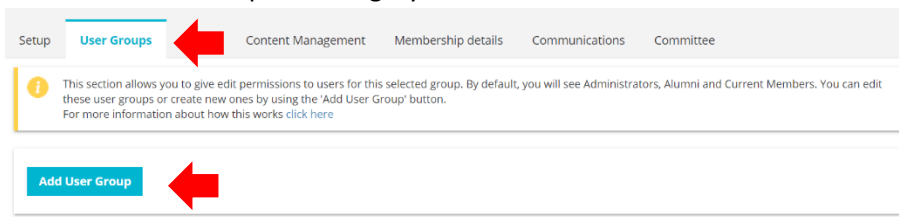
Student Group Guides: User Groups

How to make user groups

- Go to your dashboard
- Click on “Edit” in the “Configure Group” tile



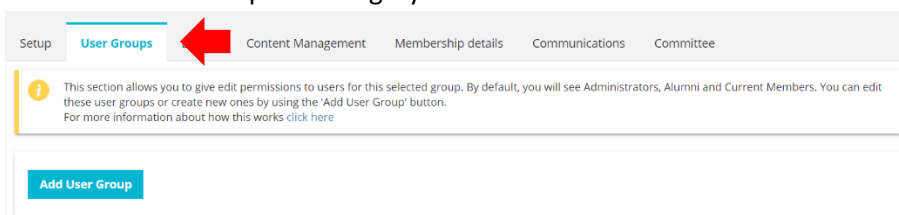
- Click “User Groups” in the grey bar



- Click “Add User Group” towards the bottom left
- Fill in the relevant details (permissions can be left blank)
- Click save

How to add people to user groups

- Go to your dashboard
- Click on “Edit” in the “Configure Group” tile
- Click “User Groups” in the grey bar



- Click in the magnifying glass icon for the desired user group

Name ↓	Member Count	
Administrators	[Show Count]	⚙️
Alumni	[Show Count]	⚙️
Current Members	[Show Count]	⚙️
Test User Group	[Show Count]	🔍 [Show User Group] ⚙️

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- Select which user group the people you wish to add are in (usually current members)
- Enter their name
- Enter an expiry date
- Click “Add Members”

How to delete a user group

- Go to your dashboard
- Click on “Edit” in the “Configure Group” tile
- Click “User Groups” in the grey bar

- Click on the bin icon to the right of the user group you wish to delete

Name ↓	Member Count	
Administrators	[Show Count]	⚙️
Alumni	[Show Count]	⚙️
Current Members	[Show Count]	⚙️
Test User Group	[Show Count]	🔍 ✎ 🗑️ ⚙️

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How to remove someone from a user group

- Go to your dashboard
- Click on “Edit” in the “Configure Group” tile
- Click “User Groups” in the grey bar

- Click in the magnifying glass icon for the desired user group

Name ↓	Member Count	
Administrators	[Show Count]	⚙️
Alumni	[Show Count]	⚙️
Current Members	[Show Count]	⚙️
Test User Group	[Show Count]	🔍 CSV 🗑️ ⚙️

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- Click on the cogwheel icon next to the person you wish to remove

Add Members						
UID	University ID	Forename	Surname	DOB	Email	Membership Expiry Date
5849909						10-02-2021

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- Click on the person icon to remove the user from the user group

Add Members						
UID	University ID	Forename	Surname	DOB	Email	Membership Exp
5849909						10-02-2021

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How to edit user's membership expiry date

- Go to your dashboard
- Click on "Edit" in the "Configure Group" tile
- Click "User Groups" in the grey bar

Setup **User Groups**  Content Management Membership details Communications Committee

i This section allows you to give edit permissions to users for this selected group. By default, you will see Administrators, Alumni and Current Members. You can edit these user groups or create new ones by using the 'Add User Group' button. For more information about how this works [click here](#)

Add User Group

- Click in the magnifying glass icon for the desired user group

Name ↓	Member Count	
Administrators	[Show Count]	⚙️
Alumni	[Show Count]	⚙️
Current Members	[Show Count]	⚙️
Test User Group	[Show Count]	🔍 CSV 🗑️ ⚙️



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- Click on the cogwheel icon next to the person you wish to edit the membership expiry date for

Add Members						
UID	University ID	Forename	Surname	DOB	Email	Membership Expiry Date
5849909						10-02-2021

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- Click on pencil icon to edit membership expiry date

Add Members						
UID	University ID	Forename	Surname	DOB	Email	Memberships
5849909						10-02-2021  

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