

# Group Leader How To

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## View Your Groups and Other Group Members

See your groups and the people who are in your groups.

After you find a group to join, you can view a list of your groups. You can also view and information about the group, such as who the other members are.

1. In the top-left corner, click your site name then [Connect](#). Then click [Groups](#).
2. To see more information about a group, click the name of the group.
3. To view other members of the group, click the [Participants](#) tab.

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## Add Group Members

Add someone in a group in Realm.

An administrator, group leader, or user with permission to update groups can add a new member to a group.

## Add Group Members for Leaders

Add someone to a group as a leader.

1. In the top-left corner, click your site name then **Connect**. Then click **Groups**.
2. Click the name of the group.
3. Click the **Participants** tab, then click **Manage Participants**.
4. To add a member, click **+ Add Person**, enter their name in the text box, and click **Add**.

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## Remove Group Members

Remove someone from the group.

An administrator, group leader, or user with permission to update groups can remove a member from a group.

## Remove Group Members for Leaders

Remove someone from the group as a leader.

1. In the top-left corner, click your site name then **Connect**. Then click **Groups**.
2. Click the name of the group.
3. Click the **Participants** tab.
4. To remove someone from the roster, click (...) to the right of their name, select **Remove from Group**, choose if you want to keep or clear the person's group history or keep it, and click **Ok**.

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## Leave a Group

Request to leave a group as a congregant.

Only a group leader or administrator can remove someone from a group. If you want to leave a group, contact the group leader first. If there is no leader for your group, contact an administrator instead.

1. In the top-left corner, click your site name then **Connect**. Then click **Groups**.
2. Click the name of the group.
3. To see the leader of the group, click the **Info** tab.
4. To contact a group leader, click the leader's name, then click **Chat**.
5. Enter your message, then click **Send**.

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## Edit Group Details

You can update information about a group.

- Group leaders can edit group details if an administrator has enabled this ability. Users can edit group details if they have the appropriate permissions.

Sometimes information about a group changes. When this happens, you can edit things like the group's name, description, campus, or picture.

### Writing Assistant

When you start typing in a text box, and this icon displays next to it, you can click the icon to open the writing assistant. Using this assistant, you can check your spelling and grammar or rephrase what you've written in a friendly, formal, or inviting tone. You can also generate written content from keywords that you provide.

1. [Locate the group](#) and open its record.
2. On the group's main page, click **Edit Info**.
3. Update the fields as needed.
  - a. Optional: After you've entered information into the **Description** text box, you can click  to use the writing assistant.
4. Click **Save**.