

Adding Members to Groups – One at a Time

1. Log into your admin side.
2. Click on the tab <Groups & HH>.



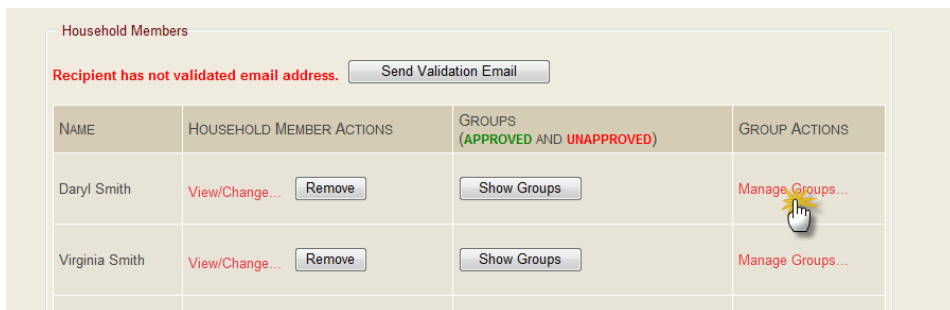
3. Click on the red words **View/Edit Approved Households**.



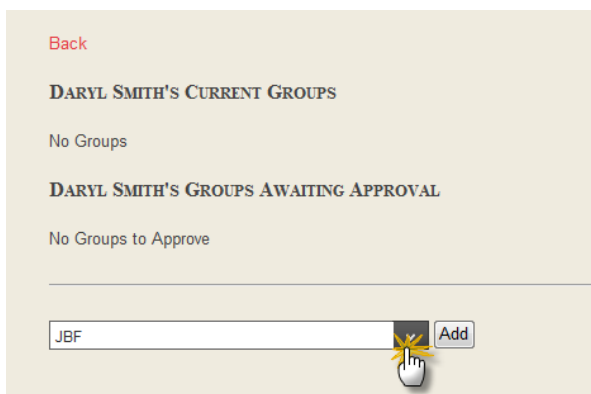
4. Find the name of the person's household you wish to add to a group by clicking on the first letter of the last name.

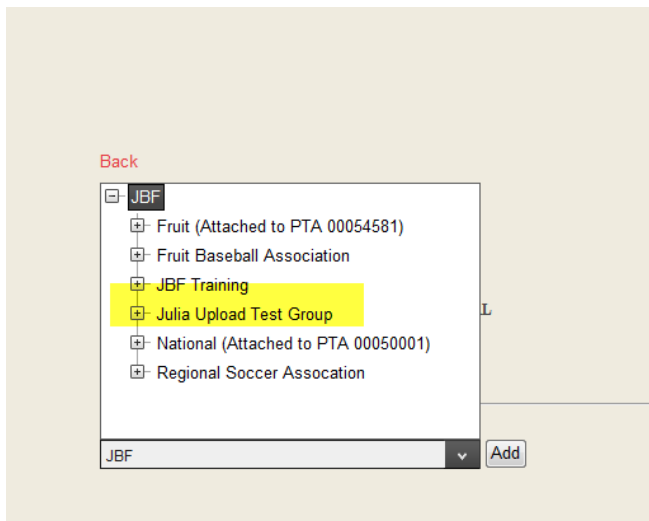


5. Once you have selected the household, scroll down find the individual's name.
6. To the right of the individual click on the red words: **Manage Groups**.

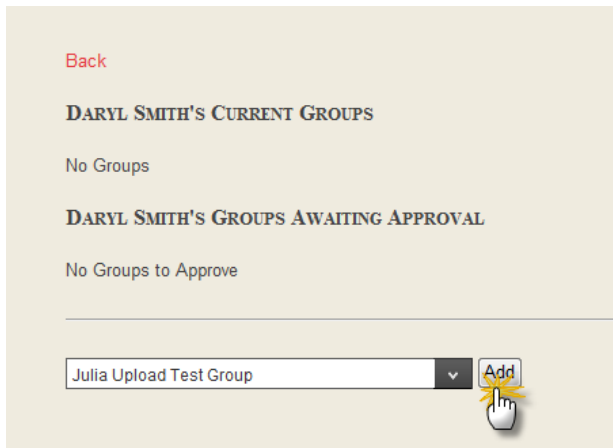


7. Then select the group in the drop down you wish to add the person.





8. Then click on the Add button.



9. Now your member will be added to the group.

