

To Modify a Group

Permissions Required: Administrative: Create, delete and modify sub-groups

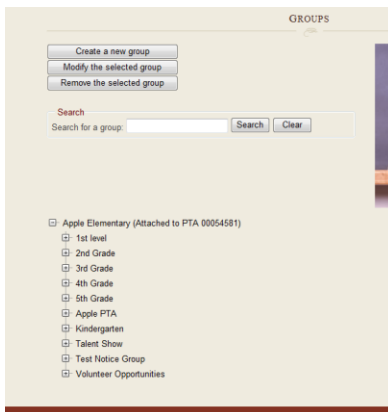
1. Log into your Just Between Friends Admin account
2. Click on the <Groups & HH> tab.



3. Click on the red words: **View/Modify Existing Groups**

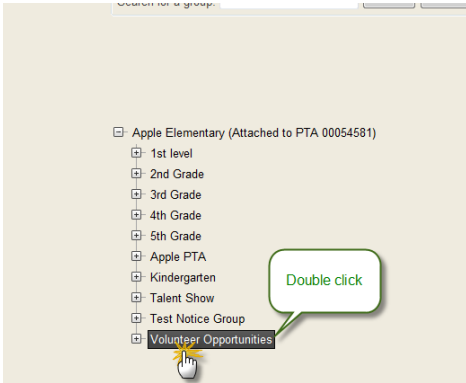


5. You should see a listing of your communication groups. . You will get a listing of all the groups you have. Take a moment to hit the plus sign beside the groups to see if there are any sub-groups. Below is an example how a unit may look:

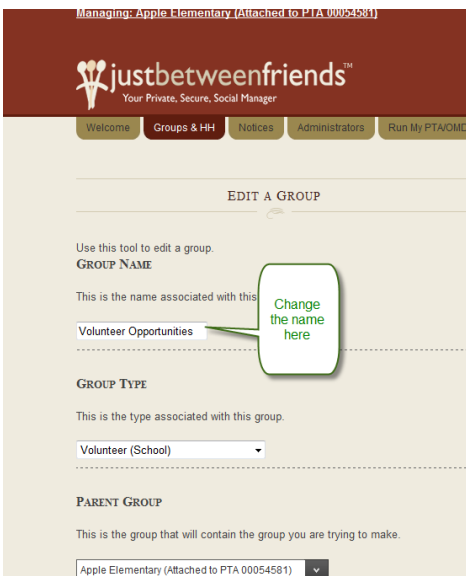


7. We will use volunteer scenario for our demonstration. Please use the generalization to add all other groups. With this view of your groups in place take a few minutes to decide how you want to look to set up your groups.

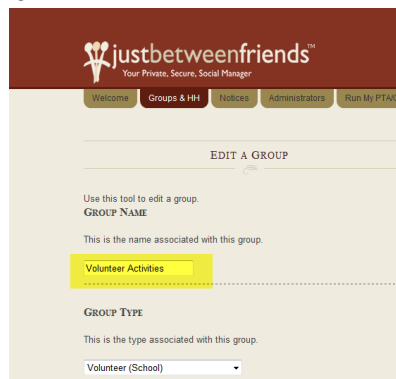
8. Click on the group you wish to change. Let us say in this example, that we would like to change Volunteer Opportunities to Volunteer Activities.



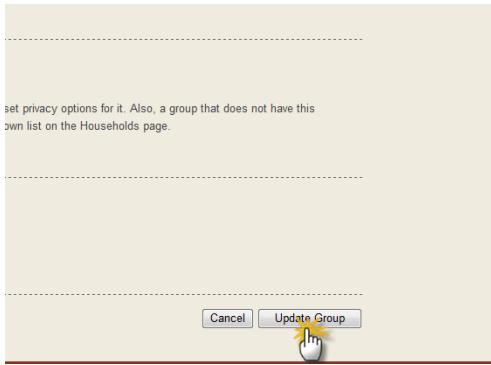
9. In this example change the name here:



10.



11. After you make your changes click on the Update button at the bottom of the window.



12.

