

Modifying a Group

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

1. Login to your Administrative side.
2. Click on the tab Groups & HH.
3. Note the section below that says: Manage Groups.
4. Next click on the red words: **View/Modify Existing Groups.**
5. Scroll down and find the group you wish to Modify.
 - a. You may also use the search capability shown below to assist in locating that group.
 - b. Search for a group:
7. Type the name of the group you are looking for in the open field and click on the button "Search" to the right. (Click on button "Clear" if you wish to re-enter the search.)
8. When you find the group you wish to Modify, click on it in the hierarchy below the search (this will highlight it)
7. Then click on the button at the top labeled "Modify the selected group" button at the top of the page.
8. Note the page which will be returned to you:

The screenshot shows the 'EDIT A GROUP' page in the Just Between Friends administrative interface. The page has a red header with the logo and navigation tabs. The main content area is white with a red border. It contains several sections: 'EDIT A GROUP', 'GROUP NAME' (with a text input field containing 'Test Field Hockey'), 'GROUP TYPE' (with a dropdown menu set to 'Activity Provider (Activity Group)'), 'PARENT GROUP' (with a dropdown menu set to 'JBF (JBF)'), 'ACTIVATE THIS GROUP' (with a checked checkbox for 'Group is Active'), and 'ENABLE PRIVACY SETTINGS FOR THIS GROUP' (with a checked checkbox for 'Enable Privacy Settings'). At the bottom, there are 'Cancel' and 'Update Group' buttons.

9. Change any open field you would like, including group name and Parent Group. Pay special attention to the Parent Group field because this links subgroup to the master communication group.

10. Click on “Update Group” button after making desired changes or “Cancel “ button if you wish to back out of your changes.