

# CREATING NEW COMMUNICATION GROUPS

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Creating groups allows you to target communications. A group that is already created for you is your unit or school. The goal will be for you to create additional groups to track and directly communicate through the notice functionality in the system. We all know that consistently targeted communications result in more of our emails opened and read.

There are some additional points to note when creating the groups. Once the group is created you must link (or add) people to that group. There is also a community roster printout that will help you track who you have added or linked to this group.

## Objectives:

In this document you:

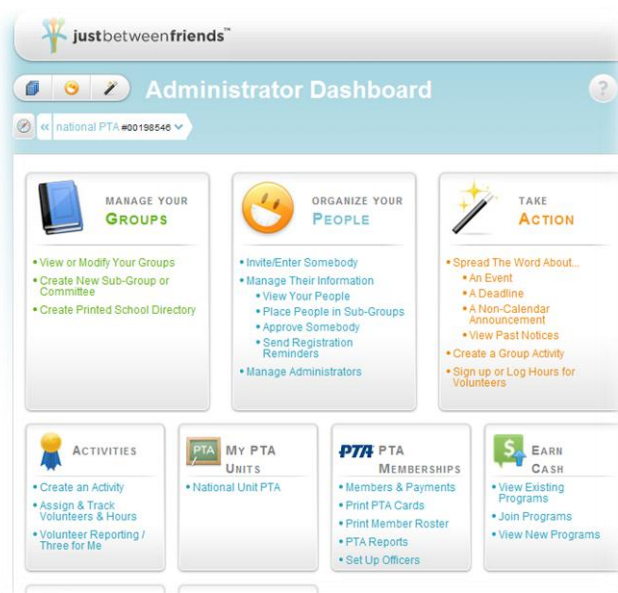
- You will learn how to new groups for use in targeted communications

## Summary:

Log into admin dashboard → Click on “Create New Sub-Group or Committee” under the “Manage Your Groups” → Click on the “New Group” button → Add your new group → Click on the “Save” button

## Detailed Instructions:

1. Log into your administrative side of your account. You should see this screen:

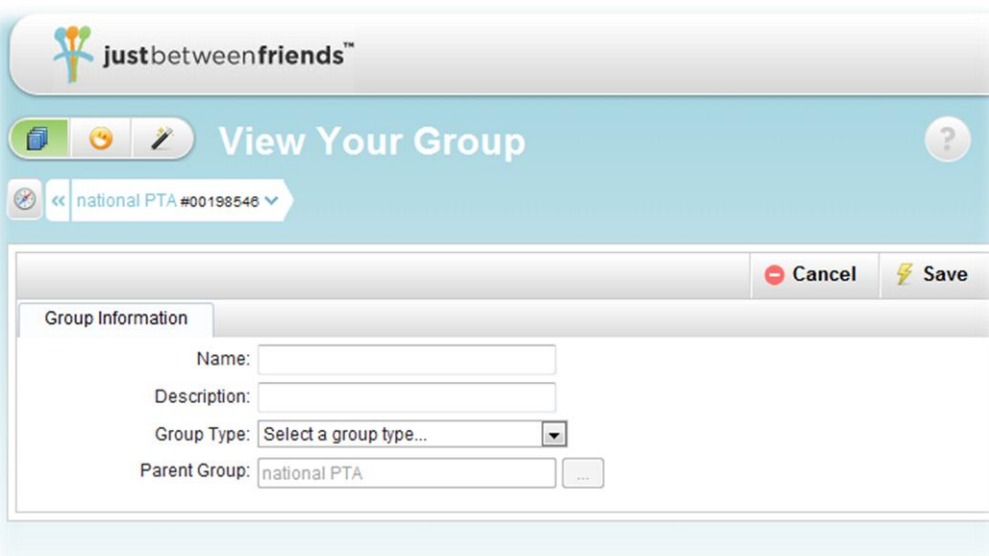




2. Click on the green words “Create New Sub-Group or Committee” in the box with the icon.



3. To create a group, click on the  button.



4. Enter in or select the “Name”, “Description”, “Group Type” and “Parent Group” of your group in their respective fields.

**Enter Name:**

Name Example: Volunteers

**Enter a description**

Example: Volunteers for my school

**Enter a Group Type (select one below):**

Activity (Common)

Committee (Common)

Department (Common)

Group (Common)



Peer Group (Common)

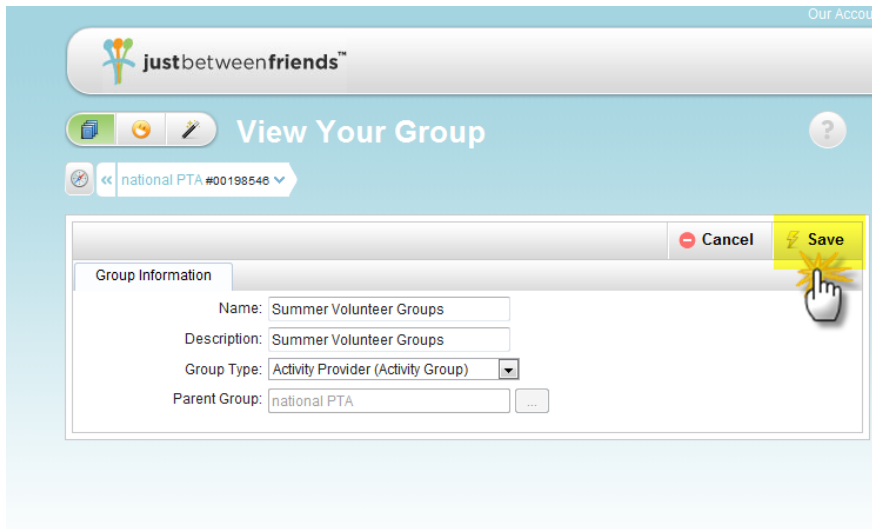
Staff (Common)

Volunteer (Common)

- a. **Next enter a Parent Group:** For your grades the parent group will always be your unit name (the group with a number). A Parent Group simply represents the hierarchical order of your groups. For Volunteer groups you may elect to create a group called “Volunteer” with the parent group your school or unit and then the various volunteer activities under “Volunteer” (as the parent group)



5. Now click on the  button in the upper right of the box and to the right of the  button.



6. Repeat as needed.