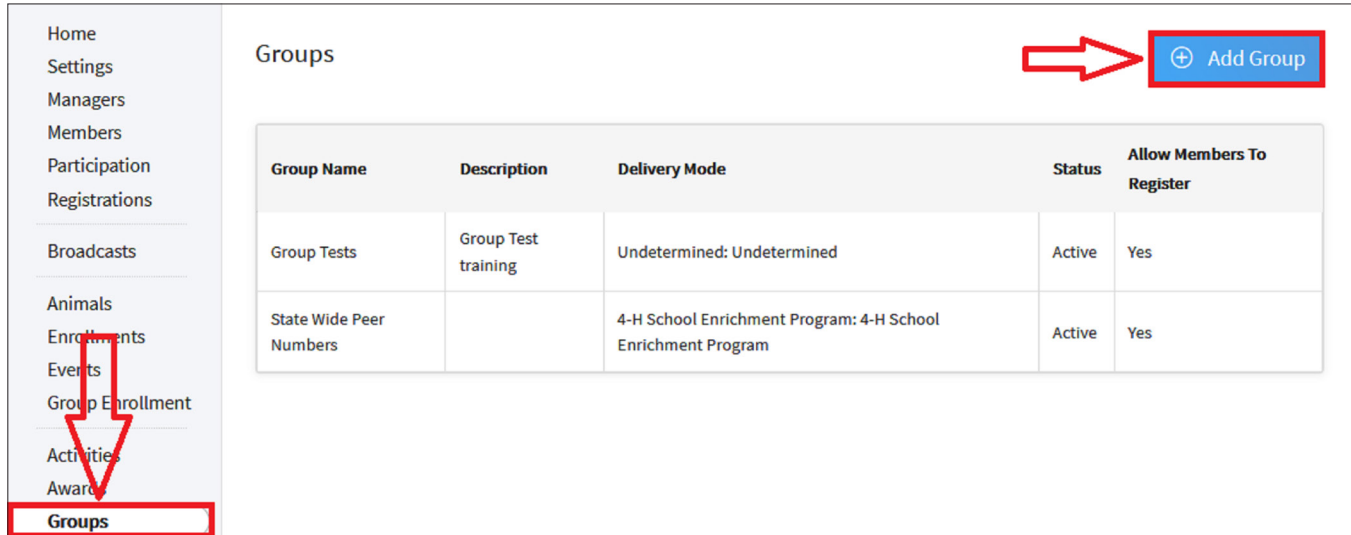


The groups function allows the county manager to create a list of member groups to add to profiles.

## CREATE A GROUP

- Click on the Groups link in the navigation pane.
- Click the blue Add Group button.



Home  
Settings  
Managers  
Members  
Participation  
Registrations  
Broadcasts  
Animals  
Enrollments  
Events  
Group Enrollment  
Activities  
Awards  
**Groups**

Groups **+ Add Group**

Group Name	Description	Delivery Mode	Status	Allow Members To Register
Group Tests	Group Test training	Undetermined: Undetermined	Active	Yes
State Wide Peer Numbers		4-H School Enrichment Program: 4-H School Enrichment Program	Active	Yes

- Enter the name of the group.
- Enter a description of the group.
- Enter the delivery mode. It must fit into one of the delivery modes.
- Enter the status of the group.
  - Active - Ready to be used
  - Inactive - Not ready to be used
- Click the blue Save button.

### Add Group ×

Group Name *required*

Description *required*

Delivery Mode *required*

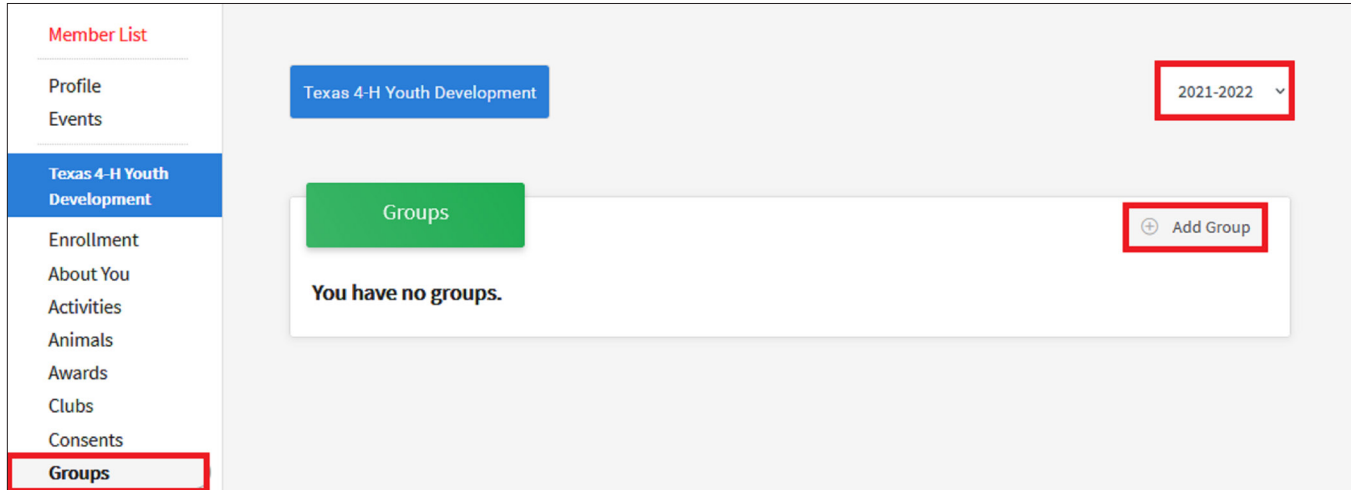
Status *required*

Allow Members To Register

**Add**

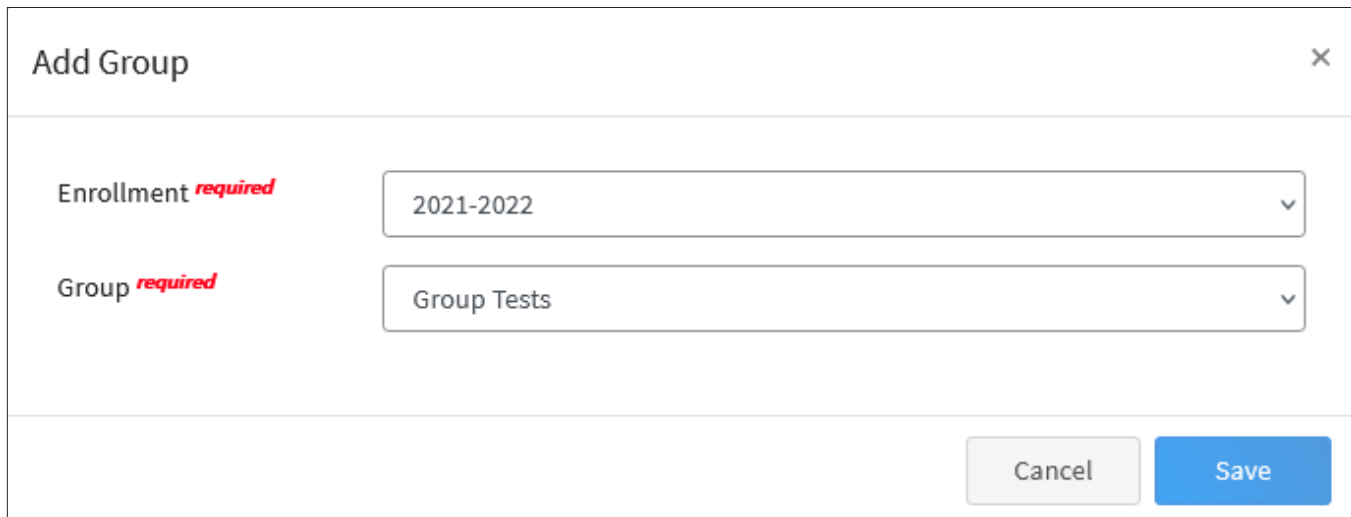
### ADD A GROUP TO A MEMBER RECORD

- Click on the member's record from the Member search screen.
- Click on the Groups link in the navigation pane.
- Select the enrollment program year from the drop-down menu.
- Click the +Add Group button.



The screenshot shows a web interface for a member's record. On the left is a navigation menu with items: Member List, Profile, Events, Texas 4-H Youth Development (highlighted), Enrollment, About You, Activities, Animals, Awards, Clubs, Consents, and Groups (highlighted with a red box). The main content area shows a blue button for 'Texas 4-H Youth Development' and a dropdown menu set to '2021-2022' (highlighted with a red box). Below this is a green 'Groups' button and an 'Add Group' button (highlighted with a red box). A message states 'You have no groups.'

- Select the enrollment year from the drop-down menu.
- Select the group name from the drop-down menu.
- Click the blue Save button.



The screenshot shows a modal dialog box titled 'Add Group' with a close button (X) in the top right corner. It contains two required fields: 'Enrollment' with a dropdown menu set to '2021-2022' and 'Group' with a dropdown menu set to 'Group Tests'. At the bottom right are 'Cancel' and 'Save' buttons.