

Adding Group Participants

[Return to Groups](#)

To add People to a group first click on Group Participants in the top corner of the Group page. On the following page click on 'Add or Invite New Group Participants'

On the next page you will have two or three choices on how you would like to add People to the group.

- People Using a Search - You can use this method to search for each each field in a Person's Profile. Click on 'Search and Review Results' when you have filled in your search parameters. On the following page click on 'Add All To Group' to complete the addition.
- Specific People - Simply type each person's name and then click their name or hit enter to add them to your list. This is the easiest and quickest method to add a person to a group.
- *Use Cross Reference - Use a previously created search to easily add people to the group. This will not remove any individuals already in the group. This is a quick way to add people to a group such as Men's Ministry, where you want to add all the new men who have become members in the past month before you send out the email about the Men's Retreat.

*** Note:** This option will only be available if a saved search was connected to the group by a department or group administrator. A saved search may be added to the group at Group settings->Admin->'Cross Reference Saved Search.' Use the pulldown to locate the search you want to use. The search will stay connected to the group until you change it. You must have access to at least one saved search before this pulldown will be available.

[Return to Groups](#)

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5/3/2010 9:21 AM [RSS](#)

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