ClubRunner

How do I add a contact to a contact group?

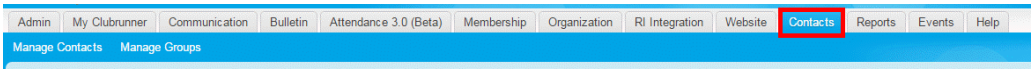
Michael C. - 2021-02-25 - Contacts

With the **Contacts** module, you are able to group your contacts according groups. This permits you to organize your contacts into related lists, such as Prospective Members, Sponsors, or Community Partners. Follow the steps below to add a contact to a contact group using the **All Contacts** page.

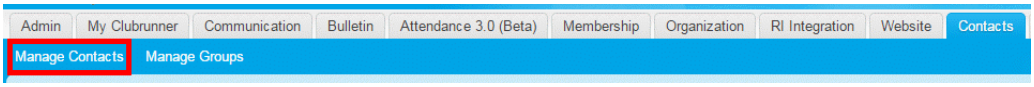
There are two different ways how to add contacts to groups.

First way: Adding contacts one by one:

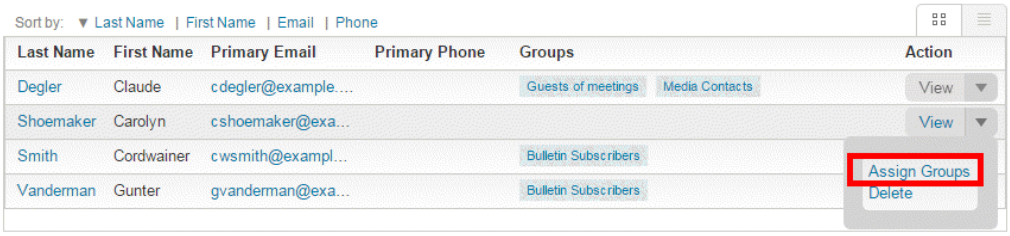
1. Log in to your ClubRunner website and access the member area. From the member area, click on the **Contacts** tab.



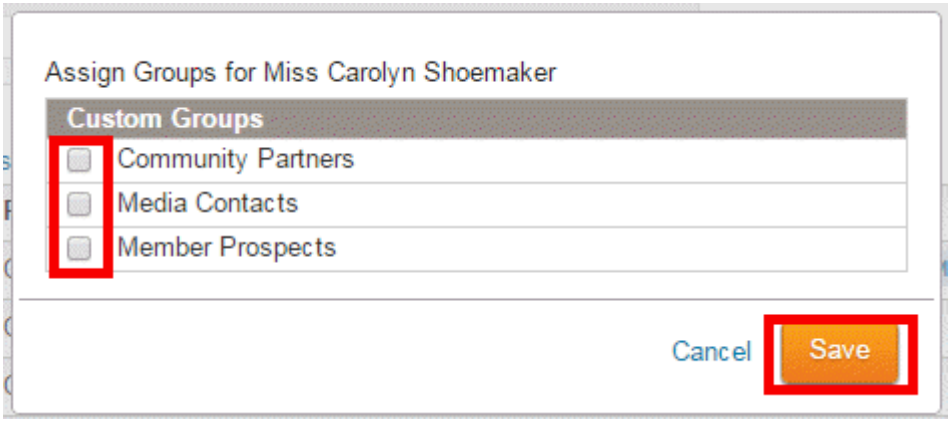
2. Now, click on the **Manage Contacts** button.



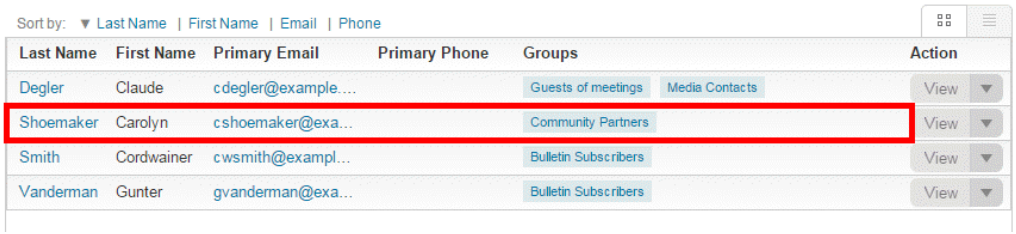
3. This brings you to the **All Contacts** page where you will see a list of all your existing contacts. Select the contact you wish to assign to a group. To the right of their name, you will see drop down menu labelled**View**. Click on this, and then select **Assign Groups.**



4. A pop-up window appears. Click on the checkbox next to every group to which you want to assign the contact. When you're finished, click **Save.**

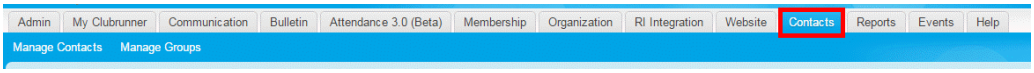


5. The contact's group assignments are now displayed under the **Groups** column in the **Contacts** list.

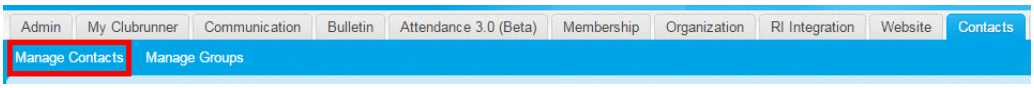


Second way: Adding multiple contacts at once:

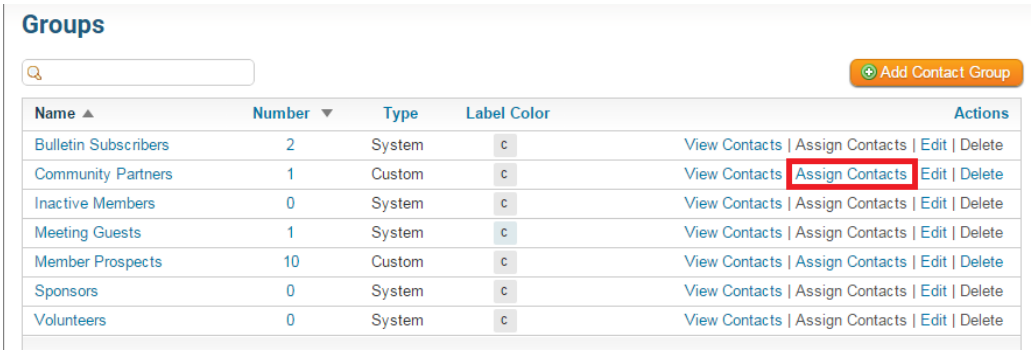
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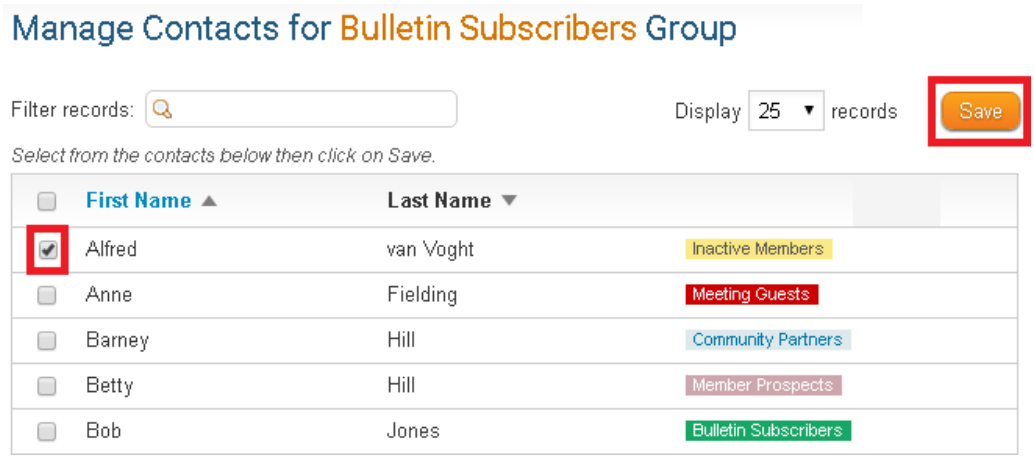
2. Then click on the **Manage Groups** link.



3. You are now on the **Groups** page. Click on **Assign Contacts** on the same row as the group you would like add contacts to.



4. Click on the **check-box** beside each contact you would like to add. Once done, click the **Save** button.



5. This will take you back to the **Groups** page which will display a message saying: **Success - Contact(s) were updated successfully.**

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- How do I import our contacts?
- How do I create a new custom contact group?
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