ClubRunner

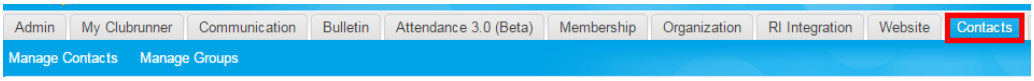
How do I assign or remove contacts from a contact group?

Michael C. - 2022-02-11 - Contacts

You may assign or remove a contact from a custom group individually through their **Contact Profile**. If you wish to add more than one person at once to a group you should make use of the **Assign Contacts** link on the **Groups** page and if you wish to view a list of contacts within a group and remove contacts from that list you should make use of the **View Contacts** link on the **Groups** page.

Note: You cannot add or remove a contact from a system group.

1. To assign contacts to a contact group, login to your website and access the Member Area. Next, click on the **Contacts** tab.



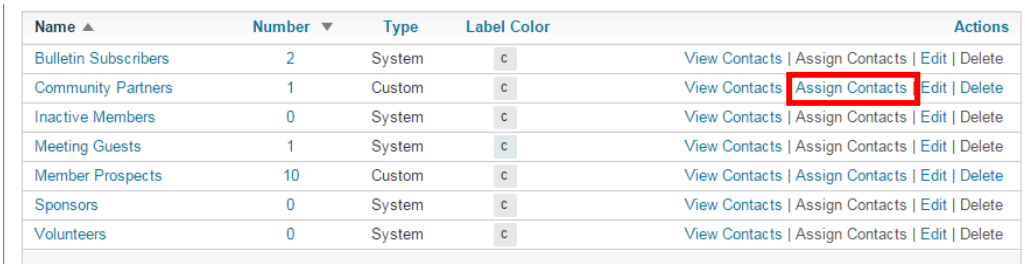
2. Click on the **Manage Groups** link.



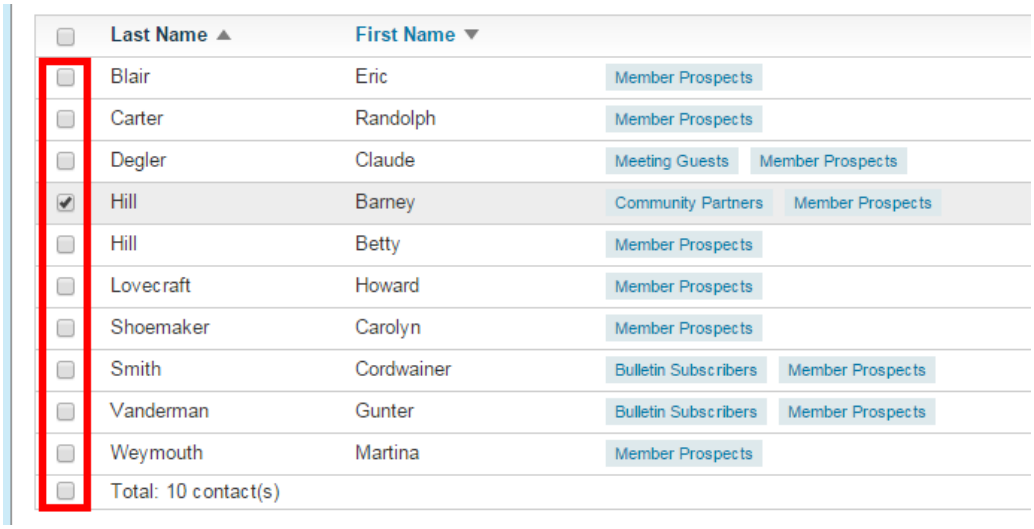
3. You are now on the **Manage Groups** page. From this page you can add or remove contacts from groups. Click on one of the links below for instructions:
    - Assign/Add Contacts to a Group
    - Remove a Contact From a Group

Assign/Add Contacts to a Custom Group

1. To add contacts to a group, click on the **Assign Contacts** link to the right of the group name, under the **Actions** column.



2. This brings you to the **Manage Contacts** page for the group. You will see a list of all your contacts. Simply click on the checkbox next to each name to add it to the currently selected group.



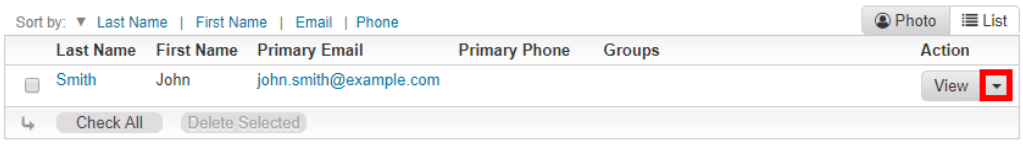
3. Click **Save** when you're finished.

Remove Contact from a Custom Group

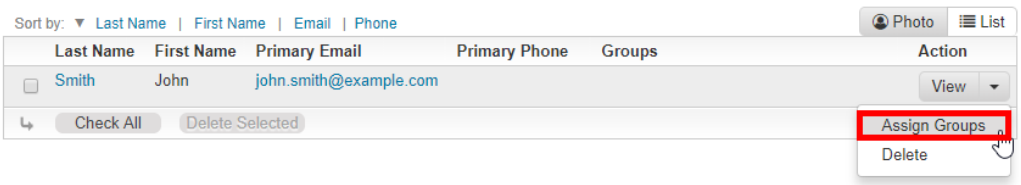
1. To remove a contact from a group, click on the **View Contacts** link to the right of the group name, under the **Action** column.



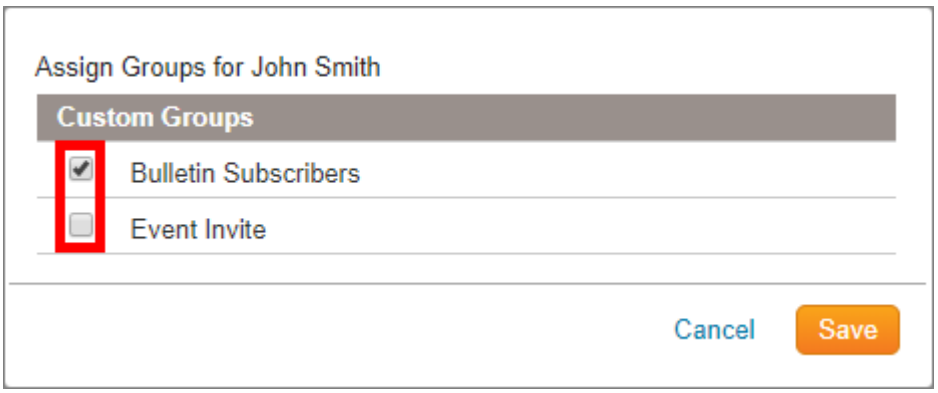
2. Click on the down arrow beside the **View** button under the **Action** column near the right.



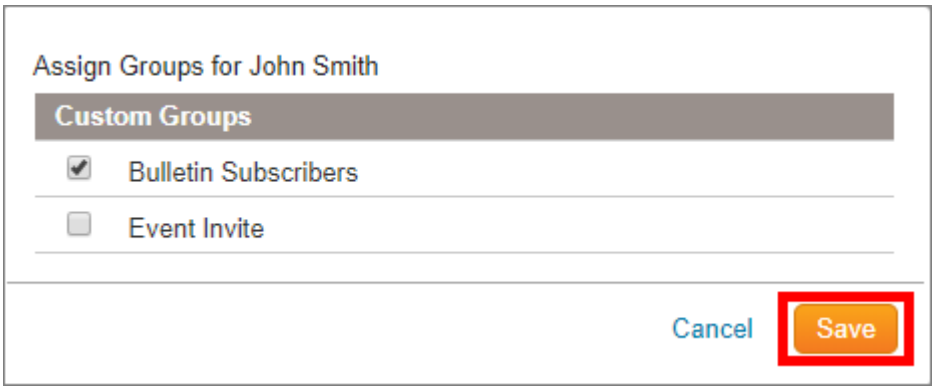
3. Select **Assign Groups.**



4. A pop-up window will display with the different custom contact groups your club currently has. Here you can uncheck the group to remove the contact from the group.



5. Click **Save** when you're finished.



Related Content

- How do I send email to a contact group?
- How do I import our contacts?
- Contacts module guide
- How do I add a new contact?