

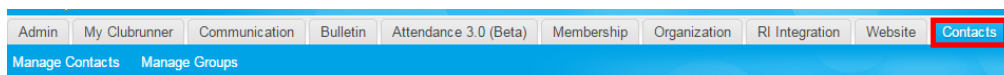
## How do I assign or remove contacts from a contact group?

Michael C. - 2022-02-11 - Contacts

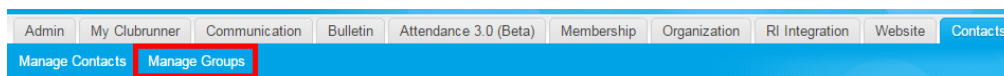
You may assign or remove a contact from a custom group individually through their **Contact Profile**. If you wish to add more than one person at once to a group you should make use of the **Assign Contacts** link on the **Groups** page and if you wish to view a list of contacts within a group and remove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

Name ▲	Number ▼	Type	Label Color	Actions
Bulletin Subscribers	2	System	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Community Partners	1	Custom	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Inactive Members	0	System	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Meeting Guests	1	System	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Member Prospects	10	Custom	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Sponsors	0	System	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Volunteers	0	System	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

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.

<input type="checkbox"/>	Last Name ▲	First Name ▼	
<input type="checkbox"/>	Blair	Eric	<a href="#">Member Prospects</a>
<input type="checkbox"/>	Carter	Randolph	<a href="#">Member Prospects</a>
<input type="checkbox"/>	Degler	Claude	<a href="#">Meeting Guests</a> <a href="#">Member Prospects</a>
<input checked="" type="checkbox"/>	Hill	Barney	<a href="#">Community Partners</a> <a href="#">Member Prospects</a>
<input type="checkbox"/>	Hill	Betty	<a href="#">Member Prospects</a>
<input type="checkbox"/>	Lovecraft	Howard	<a href="#">Member Prospects</a>
<input type="checkbox"/>	Shoemaker	Carolyn	<a href="#">Member Prospects</a>
<input type="checkbox"/>	Smith	Cordwainer	<a href="#">Bulletin Subscribers</a> <a href="#">Member Prospects</a>
<input type="checkbox"/>	Vanderman	Gunter	<a href="#">Bulletin Subscribers</a> <a href="#">Member Prospects</a>
<input type="checkbox"/>	Weymouth	Martina	<a href="#">Member Prospects</a>
<input type="checkbox"/>	Total: 10 contact(s)		

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.

Name ▲	Number ▼	Type	Label Color	Actions
<a href="#">Bulletin Subscribers</a>	1	Custom	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Event Invite</a>	4	Custom	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Meeting Guests</a>	2	System	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Sponsors</a>	0	System	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Volunteers</a>	2	System	c	<a href="#">View Contacts</a>   <a href="#">Assign Contacts</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

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

Sort by: ▼ <a href="#">Last Name</a>   <a href="#">First Name</a>   <a href="#">Email</a>   <a href="#">Phone</a>					<a href="#">Photo</a> <a href="#">List</a>
Last Name	First Name	Primary Email	Primary Phone	Groups	Action
<input type="checkbox"/> <a href="#">Smith</a>	John	<a href="#">john.smith@example.com</a>			<a href="#">View</a> <input type="button" value="▼"/>
<a href="#">Check All</a> <a href="#">Delete Selected</a>					

3. Select **Assign Groups**.

Sort by: ▼ <a href="#">Last Name</a>   <a href="#">First Name</a>   <a href="#">Email</a>   <a href="#">Phone</a>					<a href="#">Photo</a> <a href="#">List</a>
Last Name	First Name	Primary Email	Primary Phone	Groups	Action
<input type="checkbox"/> <a href="#">Smith</a>	John	<a href="#">john.smith@example.com</a>			<a href="#">View</a> <input type="button" value="▼"/>
<a href="#">Check All</a> <a href="#">Delete Selected</a>					
					<a href="#">Assign Groups</a> <a href="#">Delete</a>

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.

Assign Groups for John Smith

**Custom Groups**

<input checked="" type="checkbox"/>	Bulletin Subscribers
<input type="checkbox"/>	Event Invite

[Cancel](#) [Save](#)

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

Assign Groups for John Smith

**Custom Groups**

<input checked="" type="checkbox"/>	Bulletin Subscribers
<input type="checkbox"/>	Event Invite

[Cancel](#) [Save](#)

#### 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?](#)