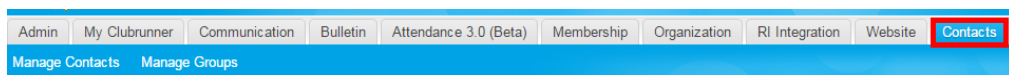


How do I create a new custom contact group?

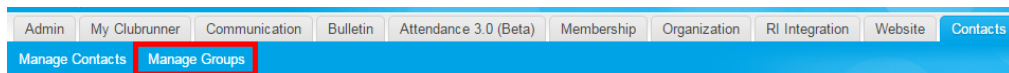
Michael C. - 2022-02-11 - Contacts

With custom groups, you can organize non-member contacts in ways that are most effective for your specific needs. For example, your club may wish to have a contact group that includes all your local municipal politicians and another group for your charity partners. Follow the steps below to create a new custom contact group.

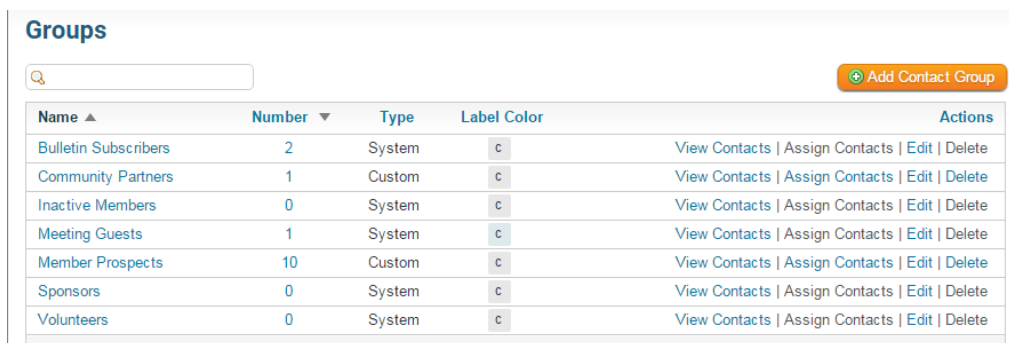
1. Log in to your website and access the member area. Next, click on the **Contacts** tab.



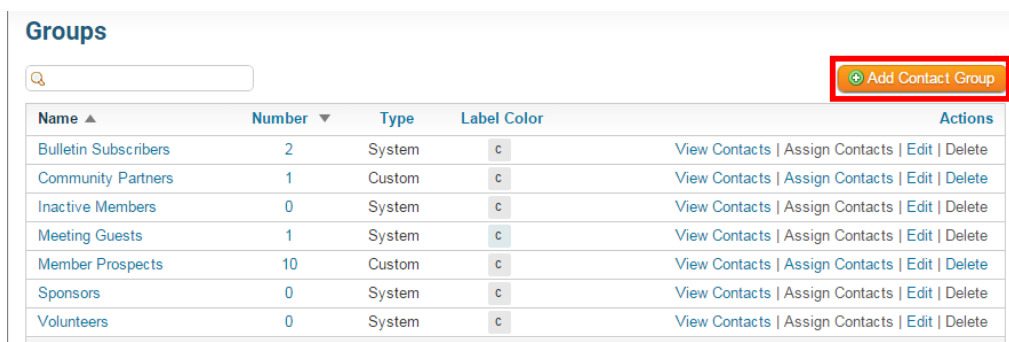
2. Then click on the **Manage Groups** link.



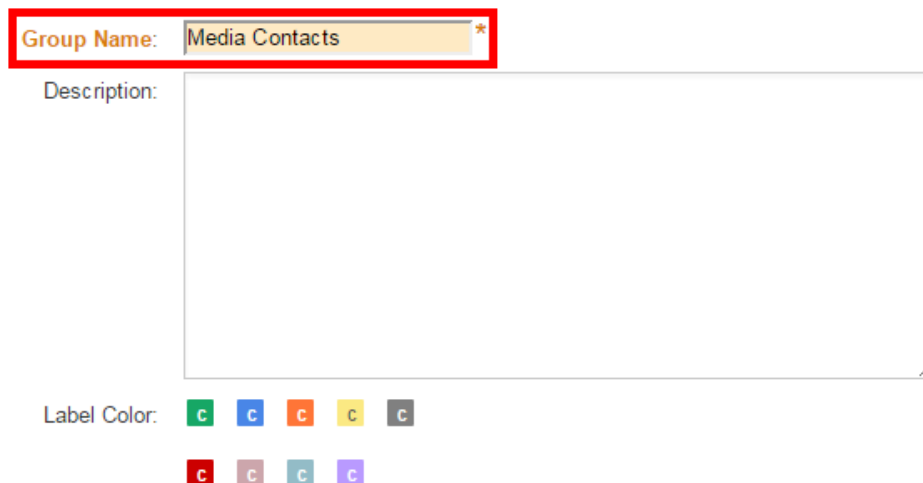
3. You are now on the **Groups** page, where you may view and edit existing groups, or add a new group.



4. To create a new contact group, click on the **Add Contact Group** button on the right side of your screen.



5. You are now on the **Add Group** page. Enter a short descriptive title for the new contact group in the **Group Name** field. This field is mandatory.



The screenshot shows the 'Add Group' form. The 'Group Name' field is highlighted with a red border and contains the text 'Media Contacts'. The 'Description' field is empty. Below the fields are two rows of color-coded 'c' icons for selection.

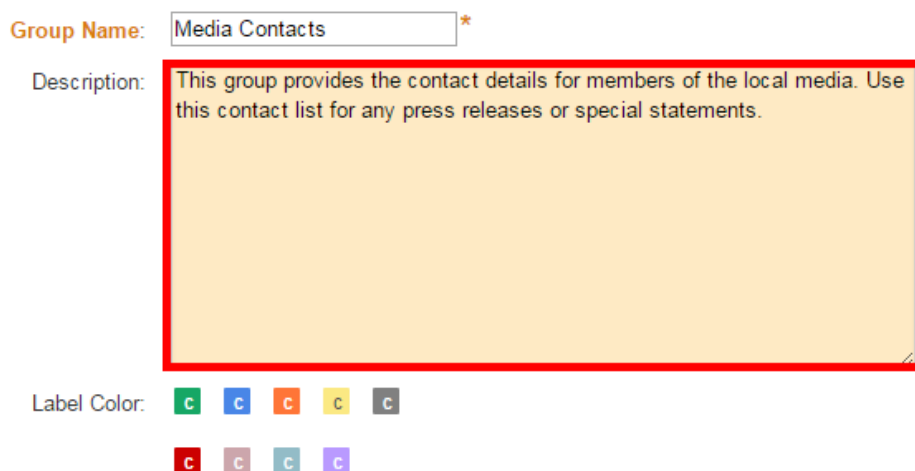
Group Name: *

Description:

Label Color: c c c c c

c c c c

6. You have the option to enter a longer description of the group in the **Description** field.



The screenshot shows the 'Add Group' form. The 'Group Name' field is filled with 'Media Contacts'. The 'Description' field is highlighted with a red border and contains the text: 'This group provides the contact details for members of the local media. Use this contact list for any press releases or special statements.' Below the fields are two rows of color-coded 'c' icons for selection.

Group Name: *

Description:

Label Color: c c c c c

c c c c

7. Next, you may select a **Label Color** for the group. This is used to color-code the contact lists, making it easier to immediately identify members of a given group. Simply click on the color you wish to assign to the group.



The screenshot shows the 'Label Color' selection options. There are two rows of color-coded 'c' icons. The first row contains five icons: green, blue, orange, yellow, and grey. The second row contains four icons: red, pink, teal, and purple.

Label Color: c c c c c

c c c c

8. Now, click **Save**. You are then returned to the Groups page, where you will see your new group listed.



Related Content

- [How do I add a contact to a contact group?](#)
- [Contacts module guide](#)
- [Can I add non-members as friends of the club?](#)