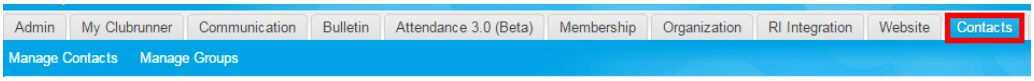
ClubRunner

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.

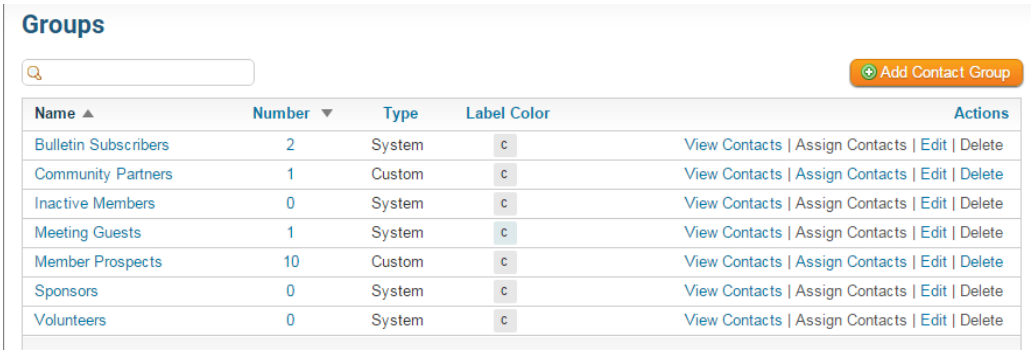
1. Log in to your website and access the member area. Next, click on the **Contacts** tab.



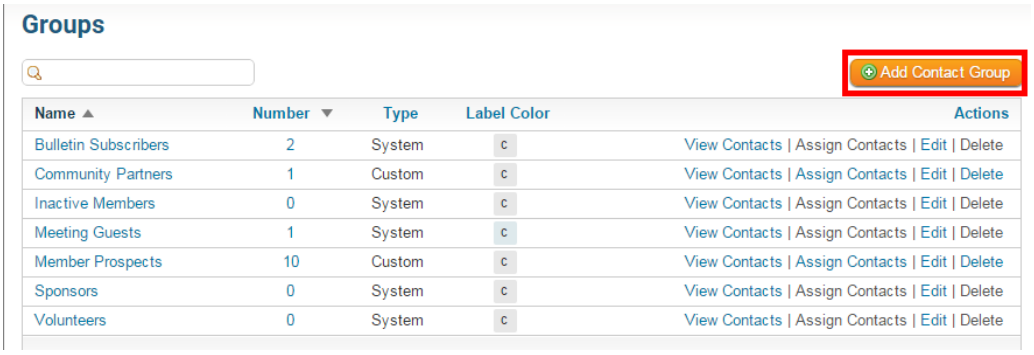
2. Then click on the **Manage Groups** link.



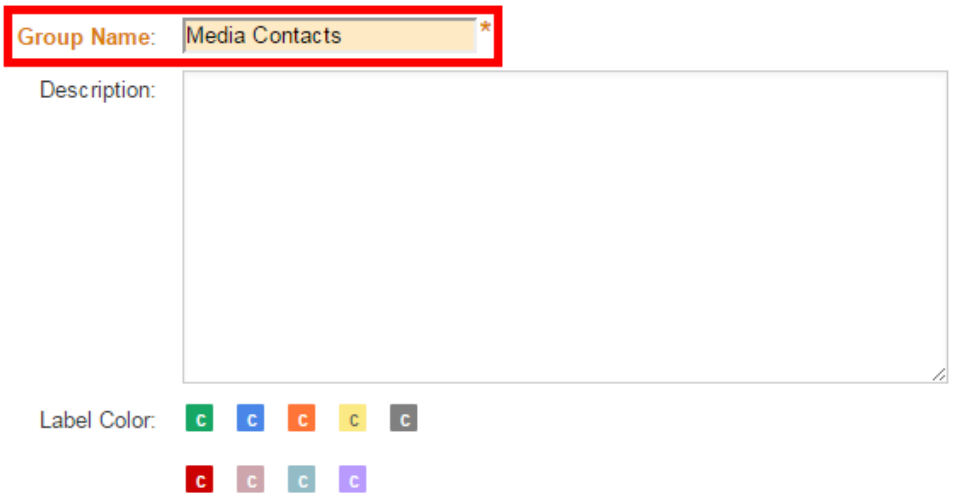
3. You are now on the **Groups** page, where you may view and edit existing groups, or add a new group.



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.



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



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.



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?