

[Help Articles](#) > [Nova for Districts](#) > [District - Administrators Articles](#) > [\[NOVA\] How do I navigate groups on the district?](#)

[NOVA] How do I navigate groups on the district?

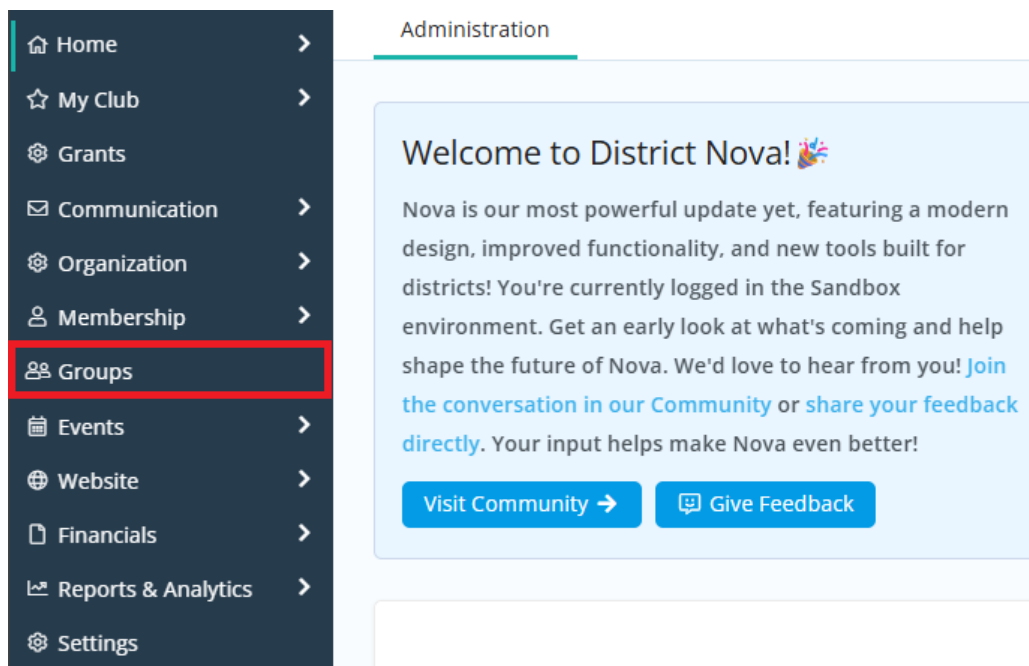
Michael M. - 2026-09-02 - [District - Administrators Articles](#)

The Groups feature lets you create custom spaces for leadership teams to upload and manage documents, schedule group-related events, and communicate with each other through a single dashboard.

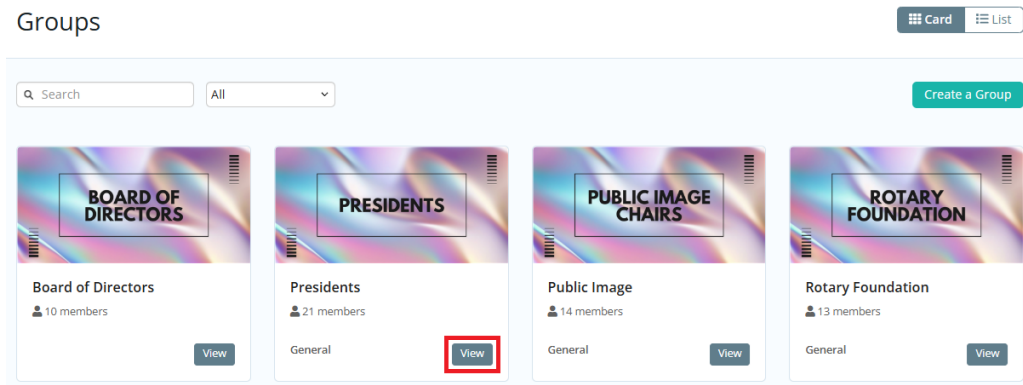
This support article will show you how to navigate and use the various features available for groups.

To learn how to create a group as a district administrator, please read: [How do I create a group on the district?](#)

1. To begin, log in to your account through your district homepage, then click on **Member Area** in the top right-hand corner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Once inside the members area, click **Groups** in the left-hand navigation menu.



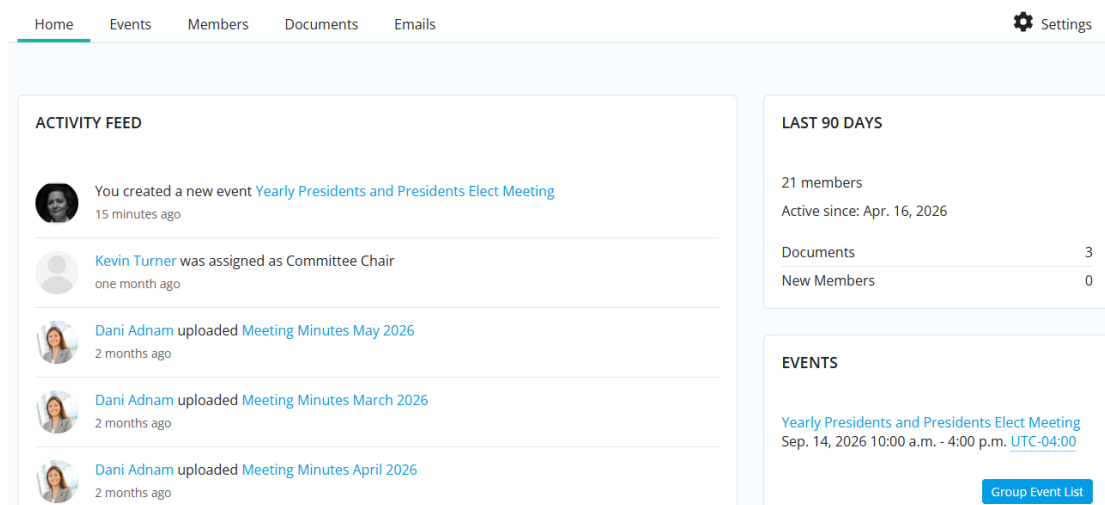
3. Click **View** on the group you wish to view content for.



4. You are now on the Home tab of the group and may click the other available tabs to navigate the group features, as described below.

Home

The Home tab of any group will display an activity feed of recent changes to the group, such as new members, events, emails, or changes to the group's settings. On this tab you may also find a list of the group leaders and upcoming events.



Events

The Events tab allows group members to create Cloud Events specific to the group's interest. These events are only accessible from the group Events tab and do not appear on the district event calendar, though you may still invite anyone to register via email or direct link to the event.

[Home](#)[Events](#)[Members](#)[Documents](#)[Emails](#)

 Settings

All

UpcomingPastCreate Event



Yearly Presidents and Presidents Elect Meeting

Jun. 30, 2026 10:00 a.m. - 4:00 p.m. [UTC-04:00](#)
Main Office - Second Floor

No attendee

meetingpresidents

Manage

For more information, please read the support article: [How can I create a Cloud Event?](#)

Members

The Members tab displays the list of group members and allows individuals to join the group using the **Join** button if public membership is enabled. District administrators may use the **Add Multiple Members** button to manually enroll members into the group, or click **Remove** to remove members as needed. If the group is set to public membership, members can always rejoin even if they are removed.

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 Settings

Add Multiple MembersJoin

NAME

 **Aldus Braga**
Since Apr. 16, 2026

Remove

 **Art Bunclark**
Since Apr. 16, 2026

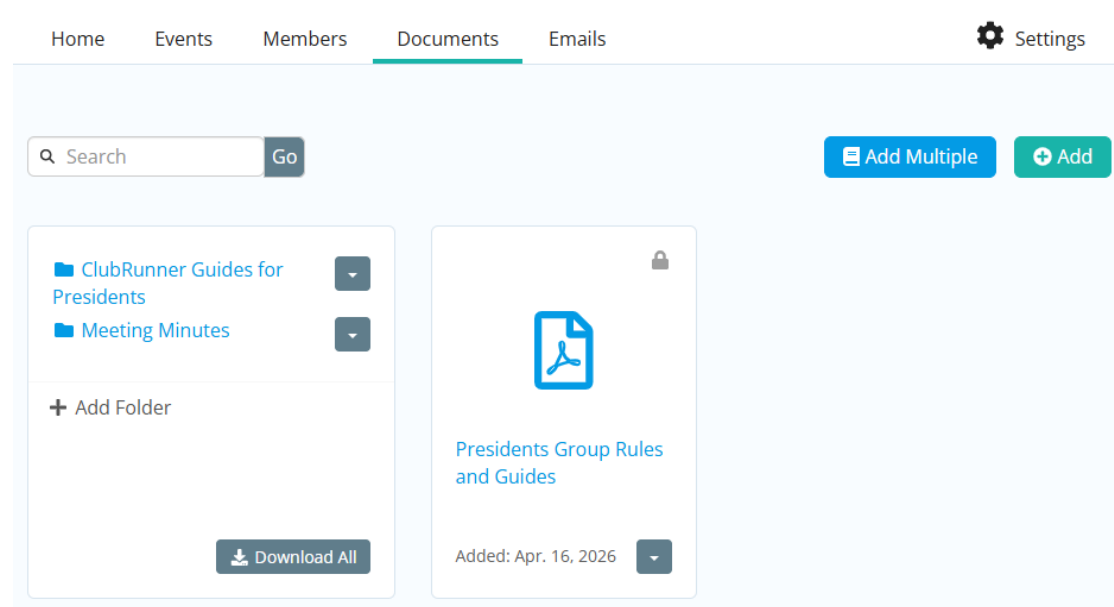
Remove

 **Carlee Maxstead**
Since Apr. 16, 2026

Remove

Documents

The Documents tab allows the group to manage its own shared files within an organized folder structure.



Click the **Add** button to open a window where you may upload new files or add folders to the group's documents, filling out the appropriate information in the upload form.

Document Settings

Add Document to

Navigating District Nova Folder

Title *

Permalink *

Description

Access Level

☐ Public

☒ Requires Login

Search Engine
Result Visibility

☐ Prevent document from appearing in search engine
results

File Source ?

☒ Upload File

☐ Link External File

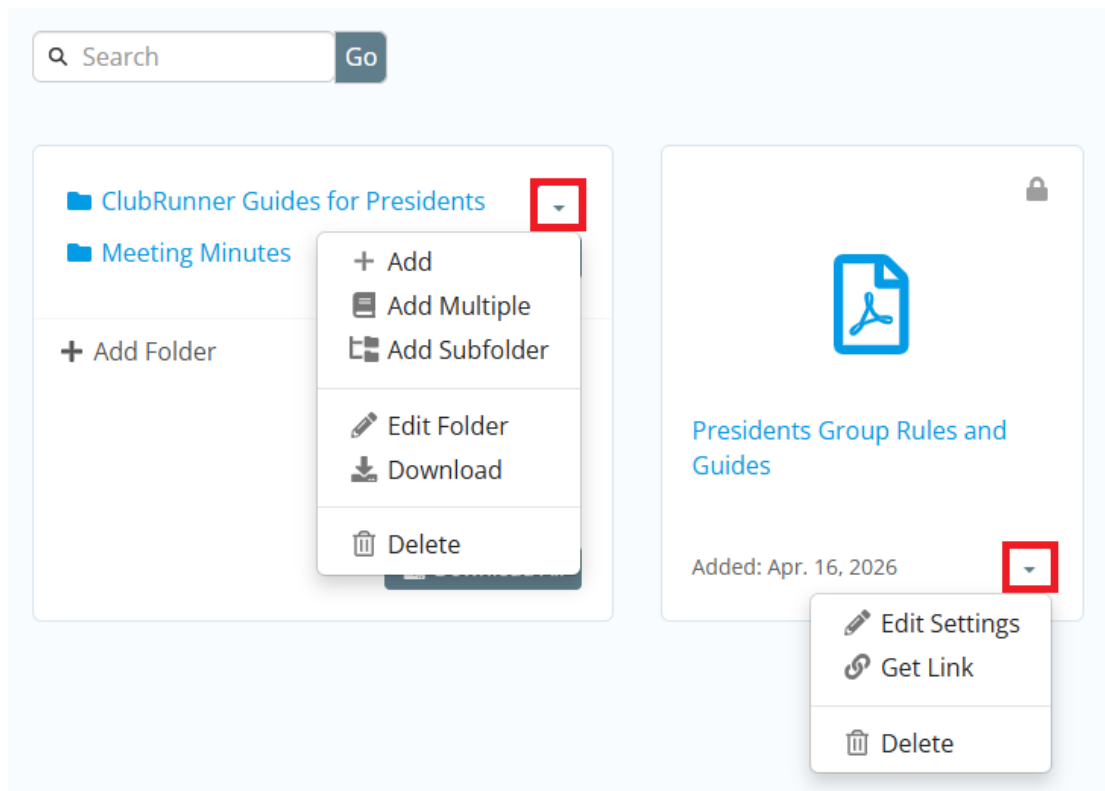
File

Select File For Upload

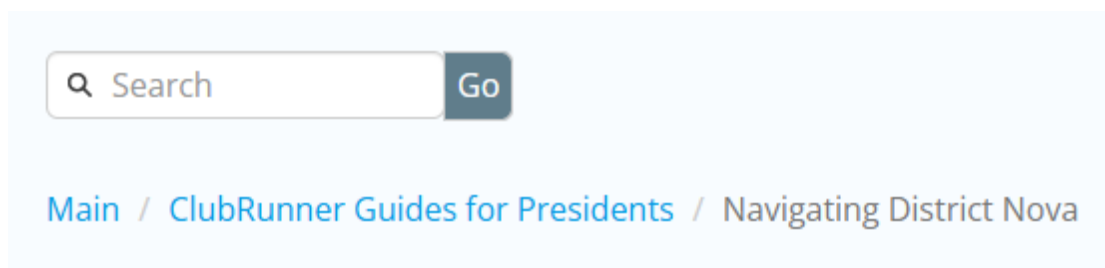
Cancel

Save

You may use the **drop-down arrows** to view options for documents and folders.



When viewing documents within folders, use the nested links under the search bar to quickly navigate to a previous or top-level folder.



For more information, please read the support article: [How do I manage club documents?](#)

Emails

The Emails tab allows you to compose emails specific to the group's members and interests, and use smart lists to target group members and administrators as recipients.

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Active Emails

New Email

STATUS	SUBJECT	OWNER	ACTIONS
☐ Draft	Invitation to Contribute Topics for the Upcoming Presidents Meeting	Beverly Smandly (RC of Kipling)	

Check All

Remove Selected

For more information, please read the support article: [How do I compose and send an email?](#)

Settings

The Settings gear on the right-hand side of the group allows district administrators and group admins to manage the group settings.

Presidents

Home

Events

Members

Documents

Emails

Settings

Delete

For more information, please read the support article: [How do I update the settings for a group on the district?](#)