

ClubRunner

Help Articles > Club Help > Club - Administration Guide > Contacts > How do I add a contact to a contact group?

How do I add a contact to a contact group?

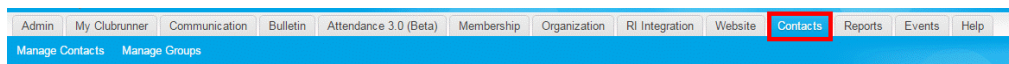
Michael C. - 2021-02-25 - Contacts

With the **Contacts** module, you are able to group your contacts according groups. This permits you to organize your contacts into related lists, such as Prospective Members, Sponsors, or Community Partners. Follow the steps below to add a contact to a contact group using the **All Contacts** page.

There are two different ways how to add contacts to groups.

First way: Adding contacts one by one:

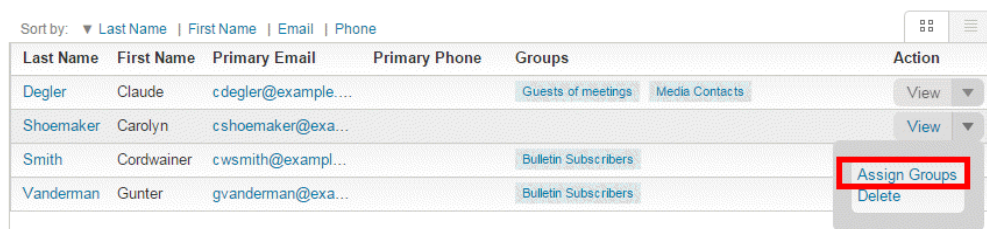
1. Log in to your ClubRunner website and access the member area. From the member area, click on the **Contacts** tab.



2. Now, click on the **Manage Contacts** button.

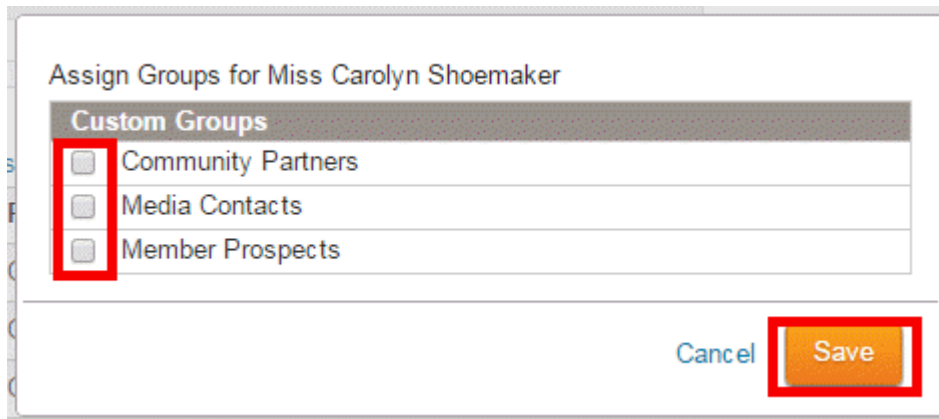


3. This brings you to the **All Contacts** page where you will see a list of all your existing contacts. Select the contact you wish to assign to a group. To the right of their name, you will see drop down menu labelled **View**. Click on this, and then select **Assign Groups**.

A screenshot of the 'All Contacts' page. At the top, there is a 'Sort by:' dropdown menu with options: Last Name, First Name, Email, Phone. Below this is a table with columns: Last Name, First Name, Primary Email, Primary Phone, Groups, and Action. The table contains four rows of contact information. The 'Action' column for each row has a 'View' dropdown menu. The 'View' dropdown for the third contact (Smith) is open, showing options: Assign Groups and Delete. The 'Assign Groups' option is highlighted with a red box.

Last Name	First Name	Primary Email	Primary Phone	Groups	Action
Degler	Claude	cdegler@example...		Guests of meetings Media Contacts	View
Shoemaker	Carolyn	cshoemaker@exa...			View
Smith	Cordwainer	cwsmith@exempl...		Bulletin Subscribers	Assign Groups Delete
Vanderman	Gunter	gvanderman@exa...		Bulletin Subscribers	

4. A pop-up window appears. Click on the checkbox next to every group to which you want to assign the contact. When you're finished, click **Save**.

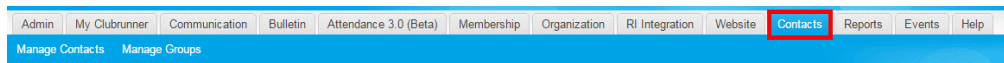


- The contact's group assignments are now displayed under the **Groups** column in the **Contacts** list.

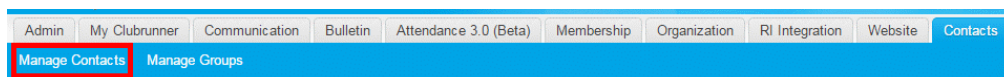
Last Name	First Name	Primary Email	Primary Phone	Groups	Action
Degler	Claude	cdegler@example...		Guests of meetings Media Contacts	View
Shoemaker	Carolyn	cshoemaker@exa...		Community Partners	View
Smith	Cordwainer	csmith@exampl...		Bulletin Subscribers	View
Vanderman	Gunter	gvanderman@exa...		Bulletin Subscribers	View

Second way: Adding multiple contacts at once:

- Log in to your ClubRunner website and access the member area. From the member area, click on the **Contacts** tab.



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



- You are now on the **Groups** page. Click on **Assign Contacts** on the same row as the group you would like add contacts to.

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

- Click on the **check-box** beside each contact you would like to add. Once done, click the **Save** button.

Manage Contacts for Bulletin Subscribers Group

Filter records:

Display records

Select from the contacts below then click on Save.

<input type="checkbox"/>	First Name ▲	Last Name ▼	
<input checked="" type="checkbox"/>	Alfred	van Voght	Inactive Members
<input type="checkbox"/>	Anne	Fielding	Meeting Guests
<input type="checkbox"/>	Barney	Hill	Community Partners
<input type="checkbox"/>	Betty	Hill	Member Prospects
<input type="checkbox"/>	Bob	Jones	Bulletin Subscribers

5. This will take you back to the **Groups** page which will display a message saying:
Success - Contact(s) were updated successfully.

Related Content

- [How do I send email to a contact group?](#)
- [How do I delete a custom contact group?](#)
- [How do I import our contacts?](#)
- [How do I create a new custom contact group?](#)
- [Can I add non-members as friends of the club?](#)