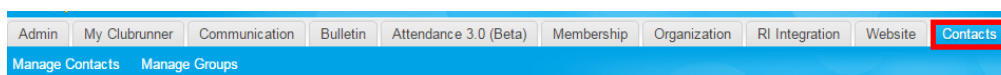# ClubRunner

How do I assign or remove contacts from a contact group?
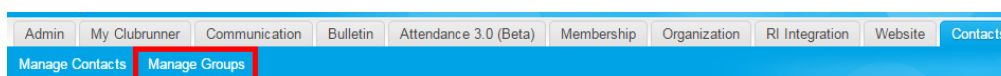
Michael C. - 2022-02-11 - Contacts

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.

Admin	My Clubrunner	Communication	Bulletin	Attendance 3.0 (Beta)	Membership	Organization	RI Integration	Website	Contacts
Manage Contacts	Manage Groups								

2. Click on the **Manage Groups** link.

Admin	My Clubrunner	Communication	Bulletin	Attendance 3.0 (Beta)	Membership	Organization	RI Integration	Website	Contacts
Manage Contacts	Manage Groups								

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	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

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.

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.

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

3. Select **Assign Groups.**

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

☑ Bulletin Subscribers

☐ Event Invite

Cancel   Save

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

Assign Groups for John Smith

Custom Groups

☑ Bulletin Subscribers

☐ 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?