

ClubRunner

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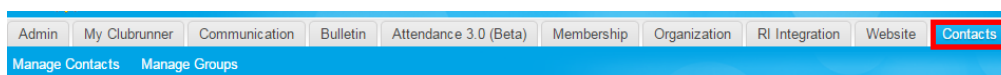
How do I assign or remove contacts from a contact group?

Michael C. - 2022-02-11 - Contacts

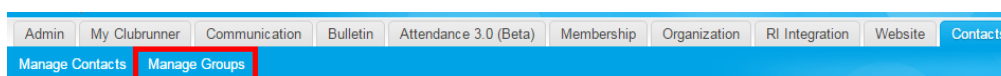
You may assign or remove a contact from a custom group individually through their **Contact Profile**. If you wish to add more than one person at once to a group you should make use of the **Assign Contacts** link on the **Groups** page and if you wish to view a list of contacts within a group and remove 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.



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



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:
 - o [Assign/Add Contacts to a Group](#)
 - o [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.

<input type="checkbox"/>	Last Name ▲	First Name ▼	
<input type="checkbox"/>	Blair	Eric	Member Prospects
<input type="checkbox"/>	Carter	Randolph	Member Prospects
<input type="checkbox"/>	Degler	Claude	Meeting Guests Member Prospects
<input checked="" type="checkbox"/>	Hill	Barney	Community Partners Member Prospects
<input type="checkbox"/>	Hill	Betty	Member Prospects
<input type="checkbox"/>	Lovecraft	Howard	Member Prospects
<input type="checkbox"/>	Shoemaker	Carolyn	Member Prospects
<input type="checkbox"/>	Smith	Cordwainer	Bulletin Subscribers Member Prospects
<input type="checkbox"/>	Vanderman	Gunter	Bulletin Subscribers Member Prospects
<input type="checkbox"/>	Weymouth	Martina	Member Prospects
<input type="checkbox"/>	Total: 10 contact(s)		

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.

Name ▲	Number ▼	Type	Label Color	Actions
Bulletin Subscribers	1	Custom	c	View Contacts Assign Contacts Edit Delete
Event Invite	4	Custom	c	View Contacts Assign Contacts Edit Delete
Meeting Guests	2	System	c	View Contacts Assign Contacts Edit Delete
Sponsors	0	System	c	View Contacts Assign Contacts Edit Delete
Volunteers	2	System	c	View Contacts Assign Contacts Edit Delete

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

Sort by: ▼ Last Name | First Name | Email | Phone Photo List

Last Name	First Name	Primary Email	Primary Phone	Groups	Action
<input type="checkbox"/>	Smith	John	john.smith@example.com		View <input type="button" value="▼"/>

Check All Delete Selected

3. Select **Assign Groups**.

Sort by: ▼ Last Name | First Name | Email | Phone Photo List

Last Name	First Name	Primary Email	Primary Phone	Groups	Action
<input type="checkbox"/>	Smith	John	john.smith@example.com		View <input type="button" value="▼"/>

Check All Delete Selected

Assign Groups
 Delete

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

<input checked="" type="checkbox"/>	Bulletin Subscribers
<input type="checkbox"/>	Event Invite

Cancel Save

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

Assign Groups for John Smith

Custom Groups

<input checked="" type="checkbox"/>	Bulletin Subscribers
<input type="checkbox"/>	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?](#)