

ClubRunner

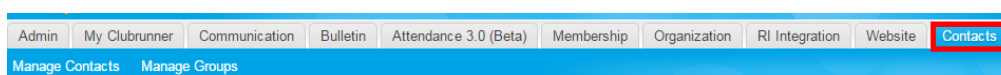
Help Articles > Club Help > Club - Administration Guide > Contacts > How do I create a new custom contact group?

How do I create a new custom contact group?

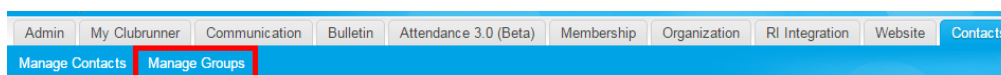
Michael C. - 2022-02-11 - Contacts

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.

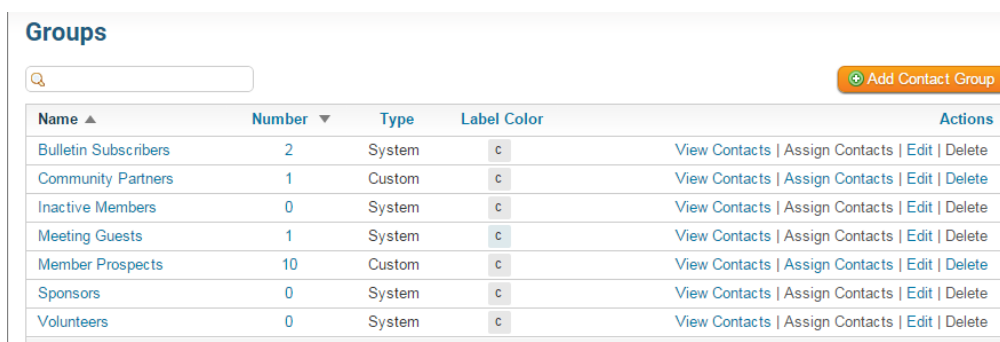
1. Log in to your website and access the member area. Next, click on the **Contacts** tab.



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.



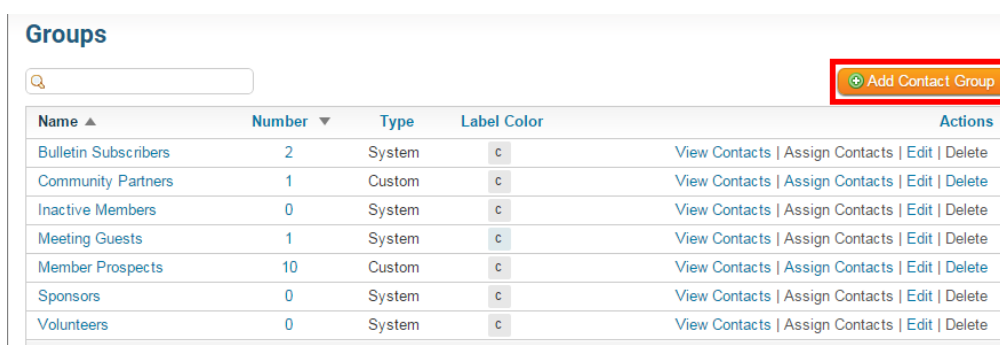
Groups

Search:

[Add Contact Group](#)

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

4. To create a new contact group, click on the **Add Contact Group** button on the right side of your screen.



Groups

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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
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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

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.

Group Name: *

Description:

Label Color:

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

Group Name: *

Description:

Label Color:

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.

Label Color:

8. Now, click **Save**. You are then returned to the Groups page, where you will see your new group listed.

Cancel



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?](#)