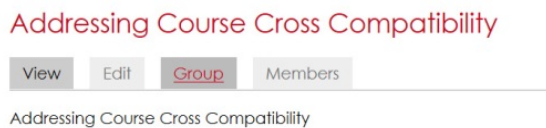


Adding Group Members

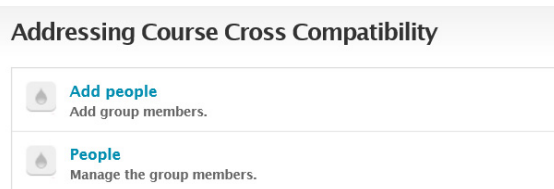
Creating a Group page allows for specific sets of users to share and view content. Content attached to a group can be restricted or available to everyone. When a Group page is first created, the user that creates the group becomes the default group manager. The group manager has the ability to add group members (users), remove group members as well as set additional group managers. Registered website users also have the ability to 'Request Group Membership' to join existing groups. NOTE: The group manager must approve member requests before users have the ability to view restricted group content or add group content.

Adding Group Members

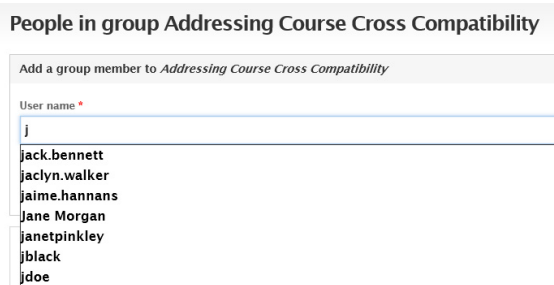
1. Navigate to the Group Page you want to add users to. Be sure you are logged in to the site, and are one of the Group Managers for the group.
2. Click the 'Group' tab just below the Page Title (at the top of the page or just under the feature image/video).



3. Select 'Add People'.



4. Select the user to add to the group by entering the Username in the 'User name' field. Once you begin typing the field will begin to list existing users matching the characters you've entered.



5. Optional – Setting user as a group manager. Check the box next to 'administrative member' under Roles to designate the new member as a group manager.
6. Click the 'Add users' button.

End