

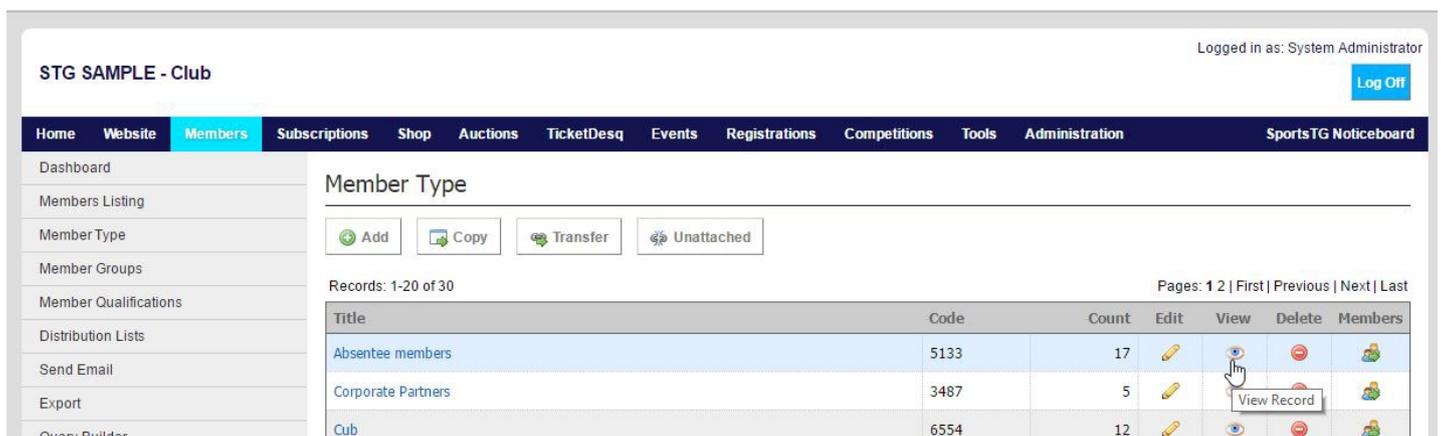
# Adding a Member Type to a Member Group

Last Modified on 14/09/2016 11:50 am AEST

**Quick Steps: Members > Member Types > View the Member Type > Member Group > Process**

Member Groups can be used to assign members to additional groups or categories outside of their Member Type or Subscription Type. You can choose to assign all members from one Member Type to a specific Member Group.

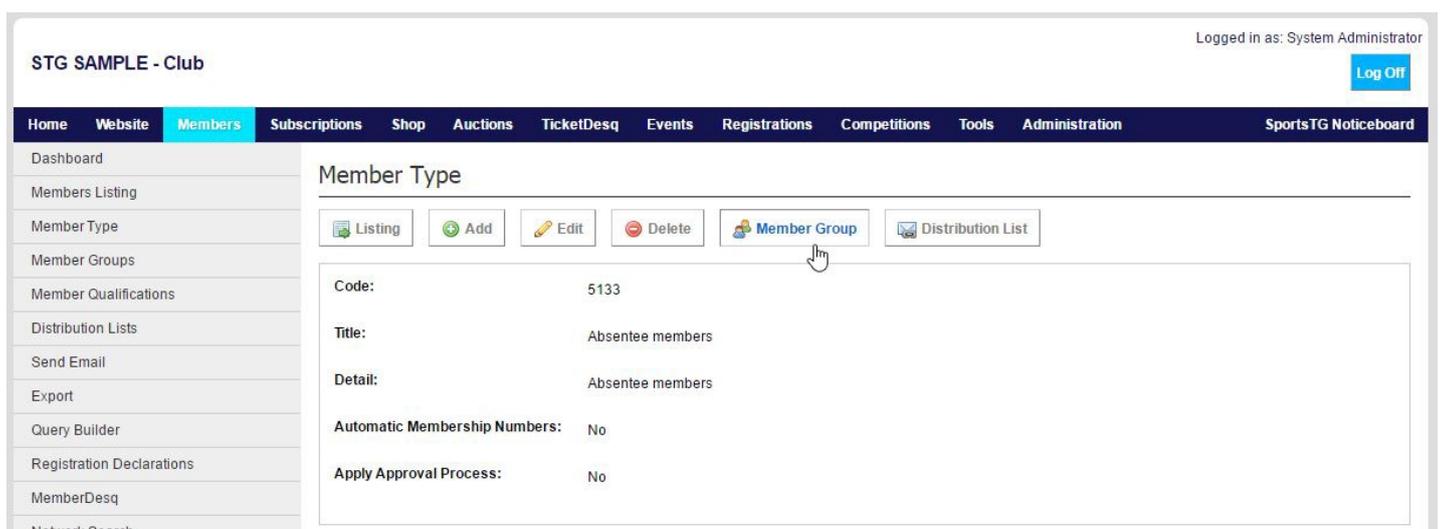
1. Within the Management Console, select **Members** from the top menu, then **Member Type** from the left menu.
2. Click **View** next to the Member Type that you want to add to the Member Group



The screenshot shows the 'STG SAMPLE - Club' interface. The top right corner indicates 'Logged in as: System Administrator' with a 'Log Off' button. The main navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar lists various options like 'Dashboard', 'Members Listing', 'Member Type', 'Member Groups', etc. The main content area is titled 'Member Type' and features buttons for 'Add', 'Copy', 'Transfer', and 'Unattached'. Below these buttons, it shows 'Records: 1-20 of 30' and 'Pages: 1 2 | First | Previous | Next | Last'. A table lists member types with columns for Title, Code, Count, Edit, View, Delete, and Members. The 'View' column for 'Absentee members' is highlighted, with a 'View Record' tooltip appearing over the eye icon.

Title	Code	Count	Edit	View	Delete	Members
Absentee members	5133	17				
Corporate Partners	3487	5				
Cub	6554	12				

3. Select **Member Group** at the top of the page.



The screenshot shows the 'STG SAMPLE - Club' interface with the 'Member Type' details page. The top right corner indicates 'Logged in as: System Administrator' with a 'Log Off' button. The main navigation bar is the same as in the previous screenshot. The left sidebar lists various options like 'Dashboard', 'Members Listing', 'Member Type', 'Member Groups', etc. The main content area is titled 'Member Type' and features buttons for 'Listing', 'Add', 'Edit', 'Delete', 'Member Group', and 'Distribution List'. The 'Member Group' button is highlighted with a mouse cursor. Below the buttons, the details for the 'Absentee members' member type are displayed:

Code: 5133  
Title: Absentee members  
Detail: Absentee members  
Automatic Membership Numbers: No  
Apply Approval Process: No

4. Choose the Member Group that you want to add the members or records to and then filter based upon Status if required.
5. Click **Process** to add the members from the Member Type into the Member Group.

**Note:** This will add all members from the Member Type into the Member Group, if you only want to add some members from the Member Type to the group, use the Attach function in Member Groups.

## Related Articles

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