Adding/Removing Members from Groups

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Quick Steps: Go to Members > Member Groups > Attach or Members (to remove)

1. Within the Management Console, select **Members** from the top menu, then **Member Groups** from the left menu.

2. Select the group you wish to add members to and click the **Attach** icon on the far right.

3. Use the filters to find the members that you wish to add to the Member Group, then click on **Status** icon (the chain link icon) to add the member to the group.

Removing a member from a Member Group:
1. Select the group you wish to remove members from and click the Members icon.

2. Use the filters to find the members that you wish to remove from the Member Group, then click on the Status icon (the chain link icon) to remove the member to the group.

Bulk Removing Members from a Group:
1. Select the group you wish to remove members from and click on the **Members** icon next to that group.

2. Click on **Detach All Records** at the top of the page.

3. Click **Detach All Records** to confirm the changes and all members will now be removed from the group.

Additional Information:

You can also add/remove members from groups by clicking on the **Groups** button within the member record and changing the **Status** next to the member for each group.

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