

Groups

Introduction

Quick Answer

- Login to your **Club Control Panel**.
- Click **Membership**.
- Select **Groups** from the left-hand menu.

In this guide, you will learn how to create new groups and how they can be used across your Pitchero club website.

About Groups

Groups allow a club to order members by a custom title rather than a membership type.

You may want to group members together based on their role at the club, attendance of an upcoming event, or even based on data stored against certain members in your Membership Database.

This saved group can then be used within the Membership, Payments and Communication features and save valuable administration time.

A great example of using Groups is to create a group of members interested in attending an upcoming club tour. When sending information about the tour to members through the communication tool, you can simply choose to send a message to all members of the group, rather than selecting members individually each time.

Examples of Groups

- Club sponsors
- Match day team
- Junior coaches
- Junior parents

Creating a Group

To create a new group, access your Club Control Panel and click the 'Membership' tab, then select 'Groups' from the left-hand menu.

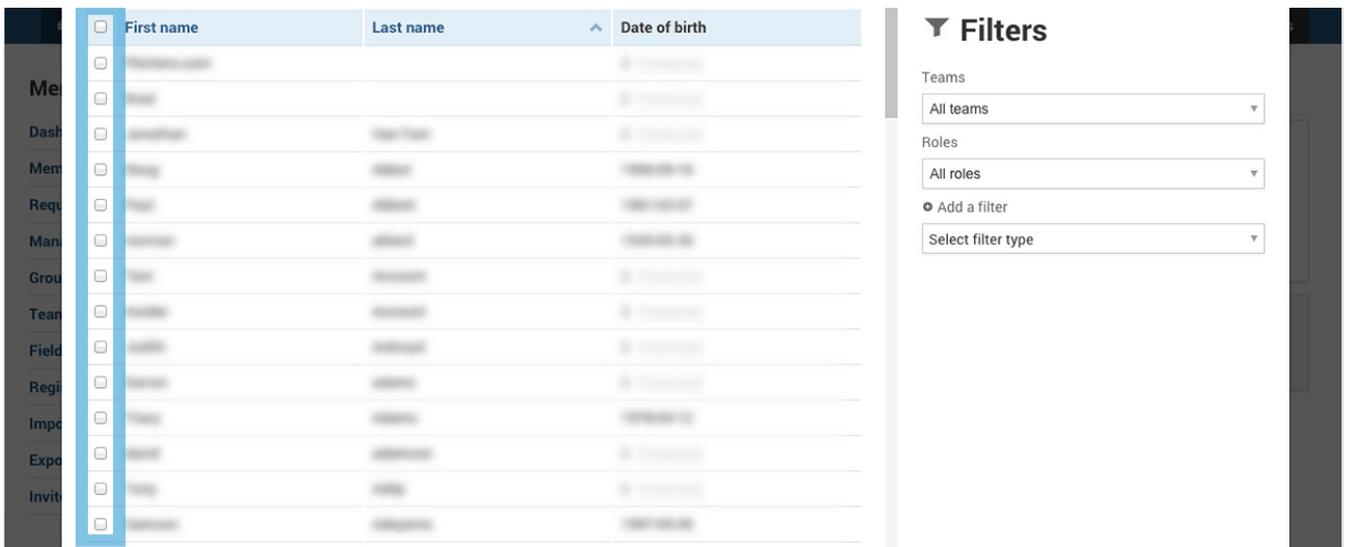
The screenshot shows the Club Control Panel for Boston United Football Club. The top navigation bar includes 'Dashboard', 'Site Content' (with a '19' notification), 'Teams', 'Membership' (with a '90' notification), 'Payments', 'Communication', 'Performance', 'Packages', and 'Settings'. The left-hand menu is expanded to 'Membership', with 'Groups' highlighted. The main content area is titled 'Member Groups' and features a '+ Add Group' button. Below this, there is a list of existing groups, each with a dropdown arrow. A 'Support' sidebar on the right contains links for 'About Groups', 'When to use Groups', 'Add or edit a Group', 'Deleting a Group', and 'More help'.

Click the green 'Add Group' button and give the group a name, this should be a clear indication of the members the group contains (e.g. Parents of U11s or Social Committee Members).

The screenshot shows the 'New Member Group' form. The top navigation bar is the same as in the previous screenshot. The left-hand menu is expanded to 'Membership', with 'Groups' highlighted. The main content area is titled 'New Member Group' and features a form with a 'Name' field containing 'Example Group Name'. Below the name field is a 'Members' section with a 'Select Members' button and the text 'No members selected'. At the bottom of the form are 'Back' and 'Save' buttons.

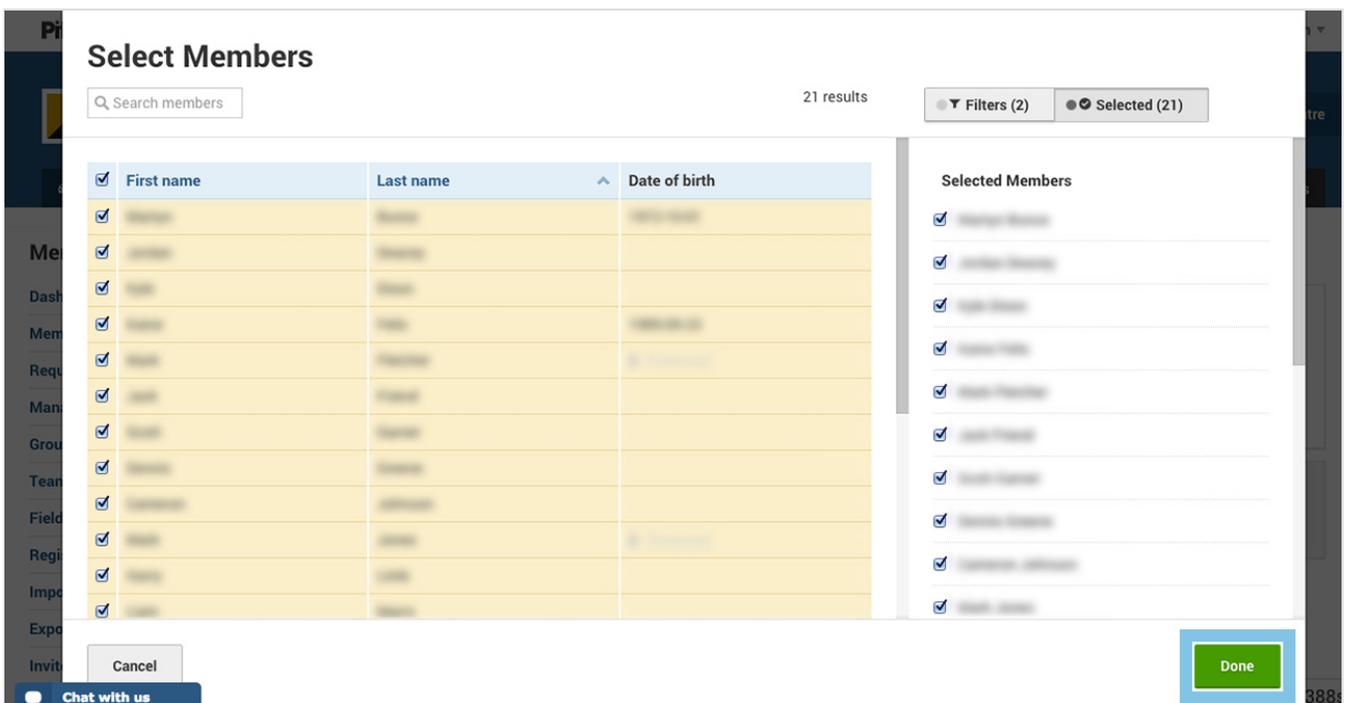
You can then select which members from your database you want to add to the group. Click the grey 'Select Members' button, then tick the boxes next to each member you want to add to the group.

The screenshot shows the 'Select Members' page. It features a search bar with the text 'Search members'. Below the search bar is a pagination control showing '1 to 100 of 1581 results'. To the right of the pagination control are two buttons: 'Filters (2)' and 'Selected (0)'.



The search and filter options allow you to search your database for specific members. For example, if you want to create a group containing 'Mini & Junior Parents', use the 'Teams' and 'Roles' filter options to limit the search as required.

Use the 'Selected' tab to review those members you have ticked and click the green 'Done' button to add the selected members to the group.



Finally, click the green 'Save' button.

Communicating with a Group

One of the most popular ways to use groups is with Communication tool.

Now that you have created a group, you no longer have to select each group member from the recipient list - just select the pre-saved group.

The screenshot shows a 'Select Members' interface. At the top, there is a search bar labeled 'Search members' and a pagination indicator '1 to 100 of 1582 results'. To the right, there are buttons for 'Filters (2)' and 'Selected (0)'. Below this is a table with columns: 'First name', 'Last name', 'Date of birth', and 'Delivery Method'. The table contains several rows of member data. On the right side, there is a 'Filters' sidebar with sections for 'Teams' (set to 'All teams') and 'Roles' (set to 'All roles'). A dropdown menu is open under the 'Add a filter' section, listing options: 'Select filter type', 'Roles', 'Teams', 'Date of birth', 'User is Registered?', 'Receiving Emails?', 'Gender', and 'Member Groups'. The 'Member Groups' option is highlighted with a blue bar and a mouse cursor. At the bottom of the interface, there are 'Cancel' and 'Done' buttons, and a 'Leave a message' button with an envelope icon.

For more information on sending messages to groups via the Communication tool, [click here](#).