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.

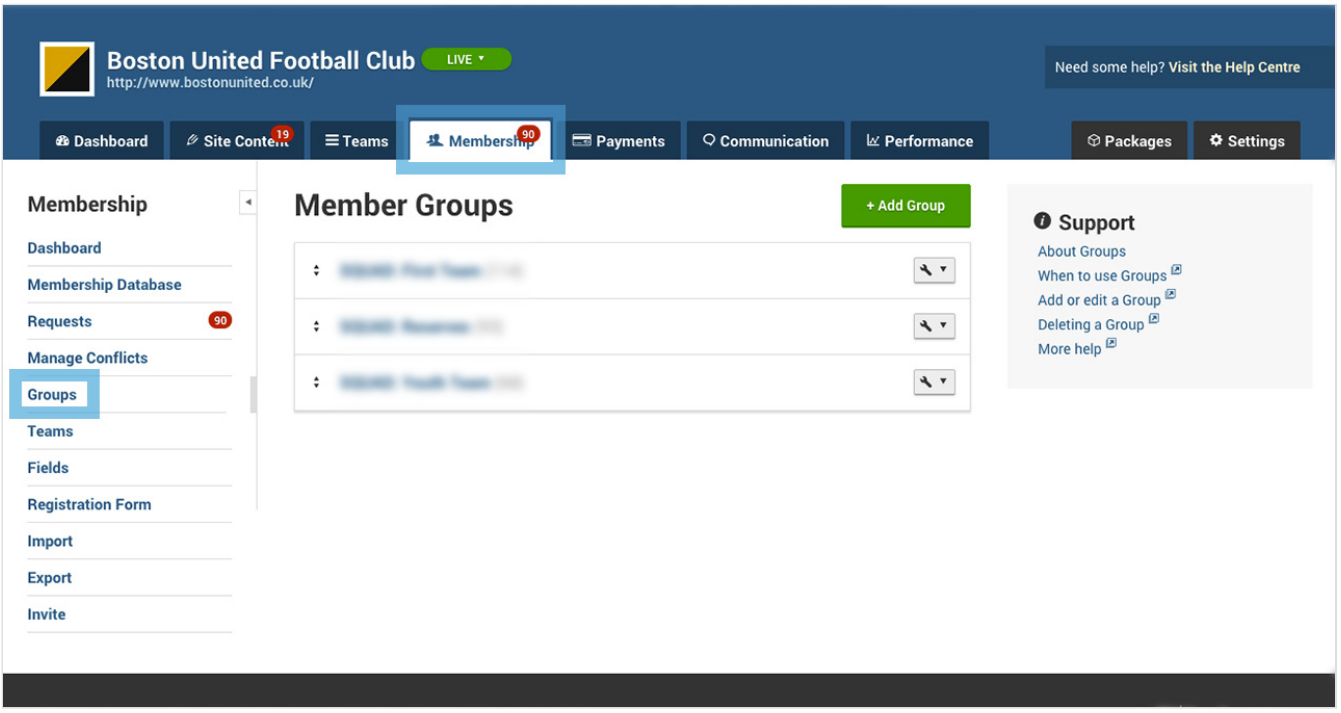
A great example of using Groups is to create a group of members interested in attending an upcoming club tour. When sending information about the tour to members through the communication tool, you can simply choose to send a message to all members of the group, rather than selecting members individually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

Examples of Groups

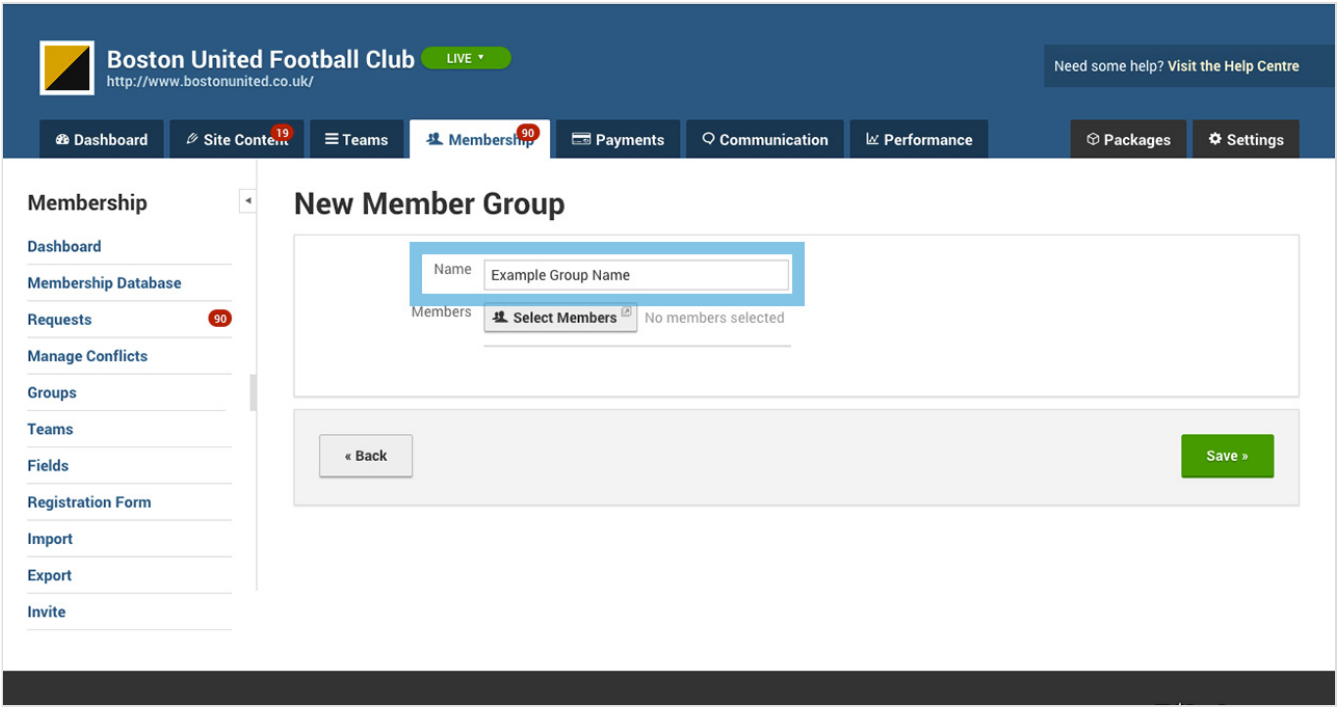
- Club sponsors
- Match day team
- Junior coaches
- Junior parents

Creating a Group

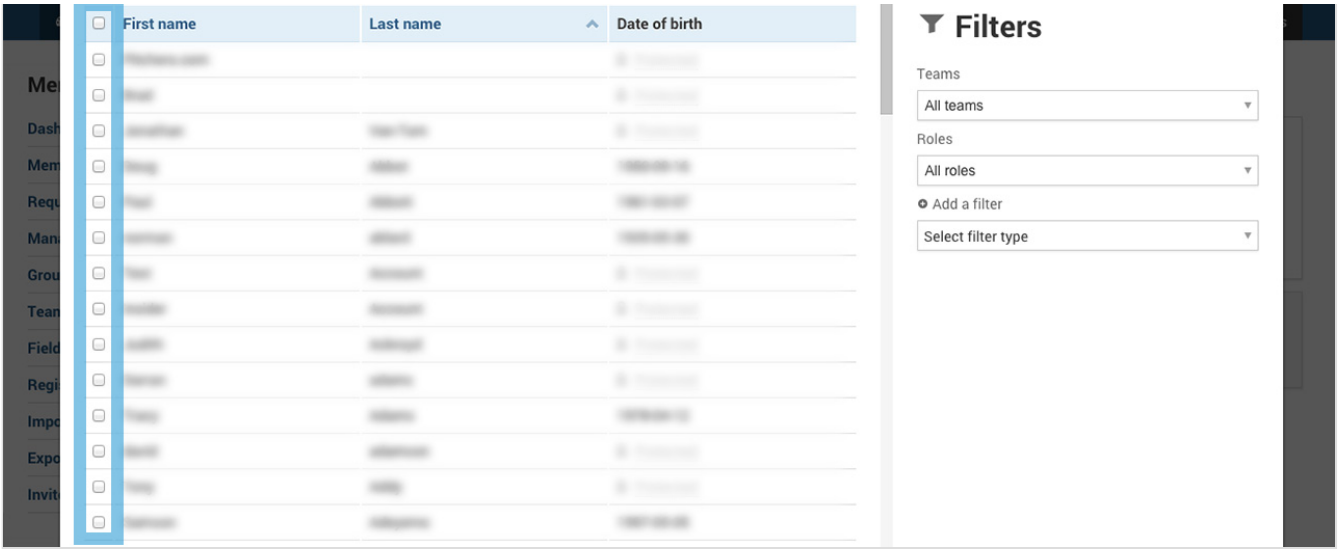
To create a new group, access your Club Control Panel and click the 'Membership' tab, then select 'Groups' from the left-hand menu.



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).

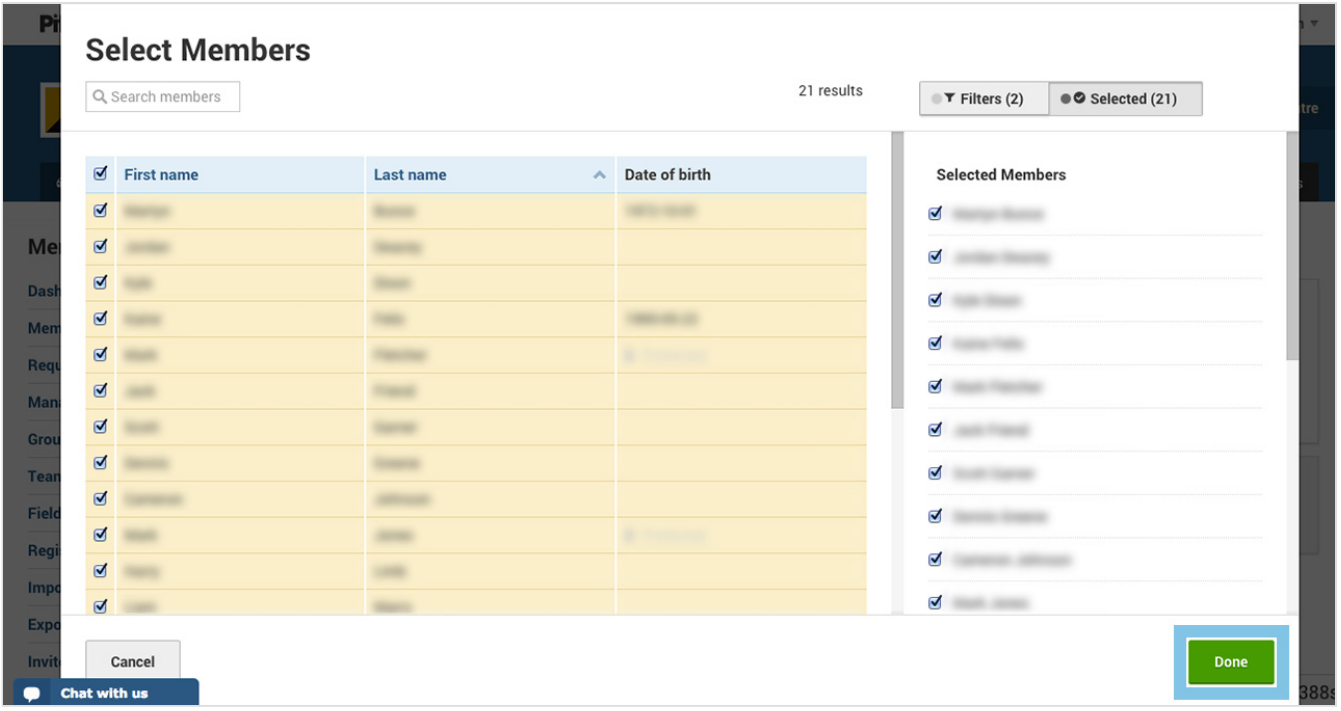


You can then select which members from your database you want to add to the group. Click the grey 'Select Members' button, then tick the boxes next to each member you want to add to the group.



The 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.

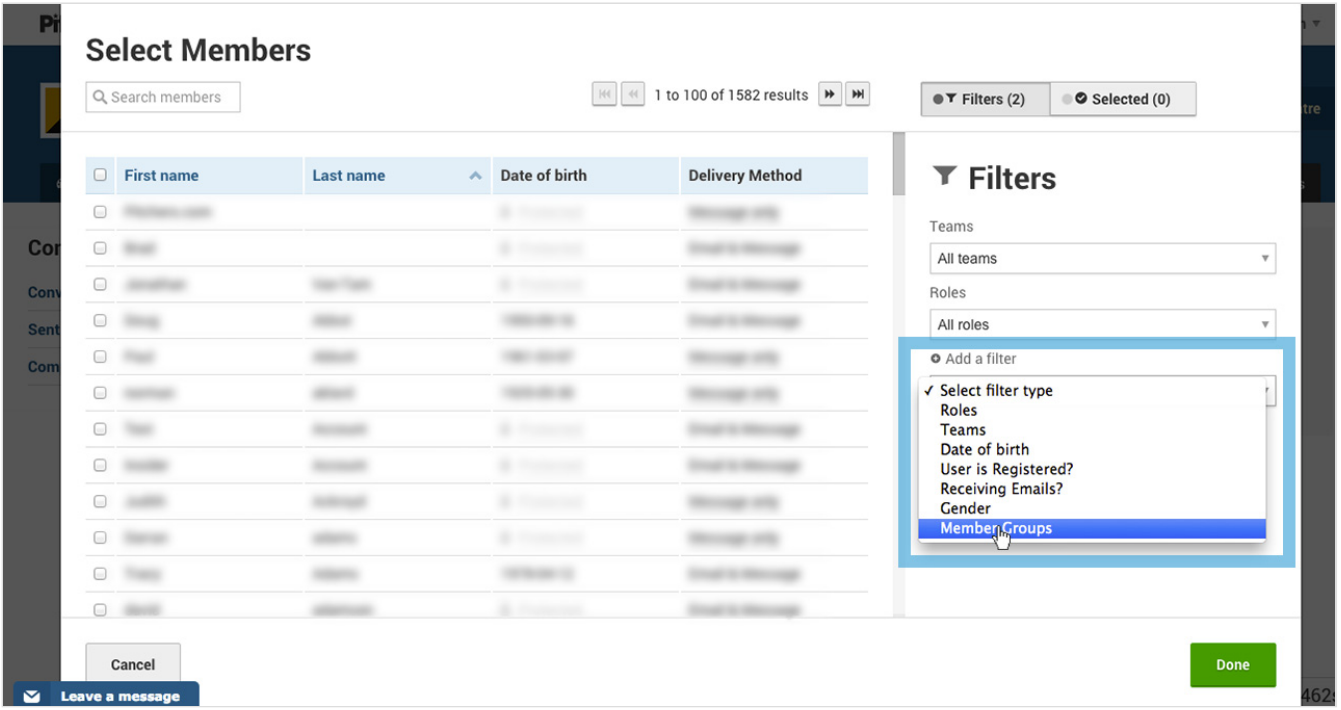


Finally, click the green 'Save' button.

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.



For more information on sending messages to groups via the Communication tool, {click here}.