How to Add a Member to an Existing Group

This guide will provide written instructions on how to add a new member to an existing group. If you need create a new group please see our documentation: How to Create a Group.

To add a member to an existing group:

Step 1

First you need to find your existing group by performing a search for it.

From the GAIL home screen, click on the constituents tab on the blue functional area bar near the top of the screen, then select constituent search (under the constituents section).

Type the name of your group in the last/org/group name field and make sure the groups/households checkbox is selected (this is found under advanced search options).

➢ Remember: group names will start with a naming convention followed by a hyphen then the name of the group (ex. TCOB - Alumni Advisory Board).

Click search, find the name of group you’re looking for in the results box and click into it.
Step 2
Next navigate to the members tab on the group's page and click the add button.
➢ Depending on the size of your browser window or the resolution of your computer screen, you may need to click the left/right arrows on the row of tabs to scroll to the members tab.

![Image of TCOB - Young Alumni Board interface]

Step 3
The add a group member dialog box will open.

![Image of add a group member dialog box]

In the member field, type the name of the new person you wish to add to the group.
➢ If more than one person shares the name of the new group member, a constituent search box will pop up where you can select the specific person you're interested in adding.
➢ You can also add other groups and organizations as members of your group.

Then add a start date. This is when the individual started being a member of the group (if you're unsure, put today's date).

You can also add a comment about this person's membership if you need to.

Then click save and this person will be added to the group. You will be taken back to the group page.