How to Remove a Member from a Group

This guide will provide written instructions on how to remove a member from a group.

To remove a member from a 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.

➢ 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.

Find the name of the group member you want to remove and click the **two downward chevrons** to the left of the name. Then click **edit**.

➢ Only 30 group members are displayed at a time, use the **page numbers** on the right above the table of names to navigate through the entire list. If your group contains a lot of members, click the **filters** button (next to the add button), and enter the person's **last name** in the **find member** field to search for the person.

**Important note:** Removing the primary contact

The person listed in **bold** with an **orange checkmark** next to it is the group's **primary contact**. If you need to remove this primary contact person from the group, you should first designate another group member as the primary contact.

➢ See our written guide *How to Change a Group's Primary Contact* for instructions.

Step 3

The **edit group member** dialog box will appear. To remove a member, simply enter **today's date** in to the **end date** field and click **save**. You'll be taken back to the group's page and that person will no longer be listed as a member.