Groups Tab

Working with Your Participant Database · https://ivolunteer.com/support-docs/groups-tab/

The **Groups** tab lets you sort your volunteers into groups to send email, to restrict volunteering, or for just maintaining sanity.

- **Groups List** (left side): The list of all your groups you have created. If you have not created any groups, this will be empty.
- **Add Button:** Use to create a new group
- **Edit Button:** Use to modify a group name or remove a group
- **Group Members List**
- **Add Members Button:** Use to add members to the group from the entire database, or filter by other group
- **Add Members from Event(s) Button:** Use to add members to the group from current and past events
- **Remove Selected Members Button:** Will remove all selected members from the group
- **Refresh Button:** Get the latest entries into a group.
- **Administrators:** Select which Event Administrators have access to email a selected group.