



How do I create Custom Communication Groups?

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You can create your own groups of members to which you can send emails. This is in addition to the predefined Membership Groups - players, officials, team contacts, etc.

1. From the association, club or team level of Membership, click on **Communications** in the menu.
2. The Communicator options will open. Click on **Manage Custom Groups**.

Communicator - Options

Select from the options below:-

Send a Message	Create and send a message to your members via email or sms
Team Renewals	Send preset team entry invitations to existing team
Member Renewals	Send preset member entry invitations to existing members
Manage Custom Groups	Set up and manage communication groups
Program Renewals	Send preset program invitations to existing members
EOI Invitation	Send program invitations to eoi members
Profile	Set up and manage the sender profile settings for this account
Sent Messages	Display a log of previously sent messages


3. Any existing custom groups will appear. Click on **Add Group** in the top right corner.

Communicator Groups in Association

Set up custom groups of members and contacts from your database.

To add members to a group, click on the view button next to the group name

To edit member details, this must be done via the [Member List](#).

Name
 Test Group

4. **Enter the group's name** into the 'Group Name' field and click on **Update Group**.

5. You will be returned to the list of custom groups. The newly added custom group will appear in

the list. To add members, click on the **View icon** next to the group name.

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6. Any existing group members will appear. Click on **Modify Members**.

Other options on this page include 'Rename' group or 'Delete' group.

7. The 'Edit Group' page will appear. The list of 'Available Members' on the left is all members from your association/ club/ team. The 'Selected Members' list on the right is the list of members that have been added to the custom group.

To add members to the custom group, drag and drop the member's name from the 'Available Members' list, into the 'Selected Members' list.

Communicator - Edit Group

Move Members into and out of the group by dragging the Member to the right box. When finished, press the 'Update' button.

Available Members

- a, a
- a, a
- a, a
- Baldwin, Alyssa
- Barry, Aimee
- Barry, Driscoll
- Bell, Margaret

Selected Members

- 1. Alvarado, Paula
- 2. Anderson, Cecilia
- 3. Barrett, Callum

Update

8. Members can be removed from the custom group by dragging and dropping their name in the 'Selected Members' list into the 'Available Members' list.

9. When you have finished selecting members for the custom group, click on **Update**.

10. A message will appear confirming that the group has been successfully updated.

