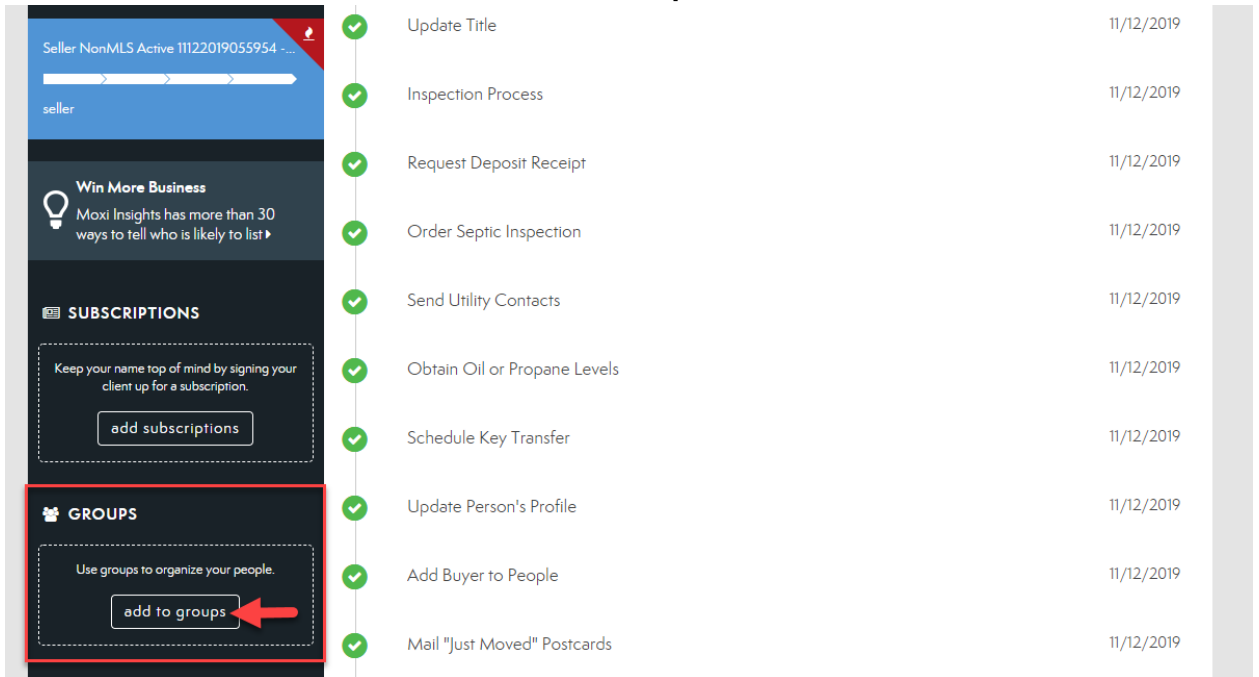


# Adding an Individual to Groups

You can add a single person to more than one group to easily manage you sphere and communicate with them.

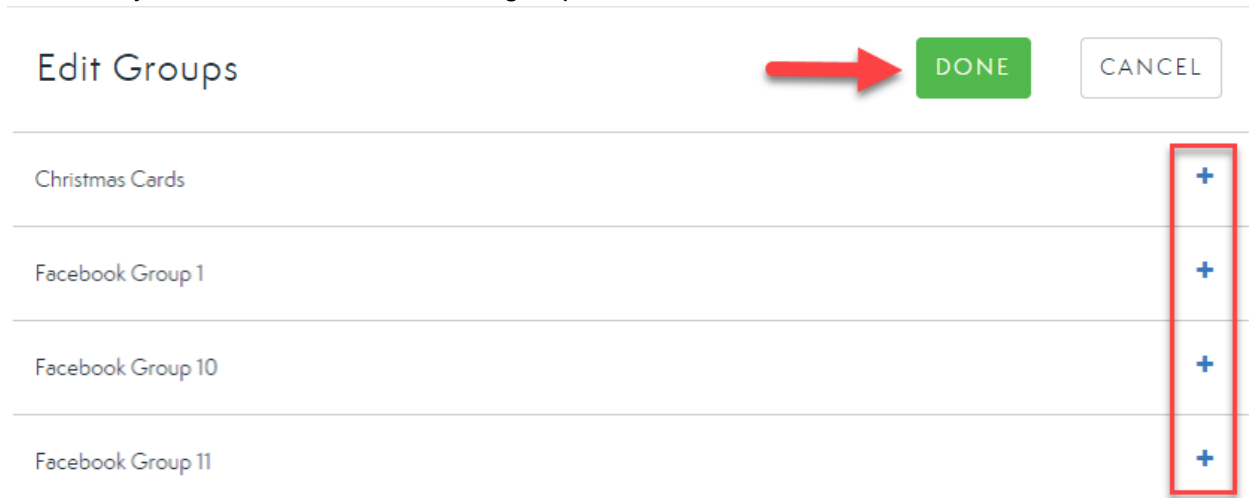
## Adding an Individual to Groups from Contact Card

1. From the clients contact card, choose **Add to Group** on the bottom left toolbar.



Update Title	11/12/2019
Inspection Process	11/12/2019
Request Deposit Receipt	11/12/2019
Order Septic Inspection	11/12/2019
Send Utility Contacts	11/12/2019
Obtain Oil or Propane Levels	11/12/2019
Schedule Key Transfer	11/12/2019
Update Person's Profile	11/12/2019
Add Buyer to People	11/12/2019
Mail "Just Moved" Postcards	11/12/2019

2. Select the group(s) in which you would like this person to be included by selecting the **Plus Icon**.
3. Once you have chosen all desired groups, select **Done**.



Edit Groups

**DONE** CANCEL

Christmas Cards	+
Facebook Group 1	+
Facebook Group 10	+
Facebook Group 11	+

## Adding an individual to Groups from the My People Screen

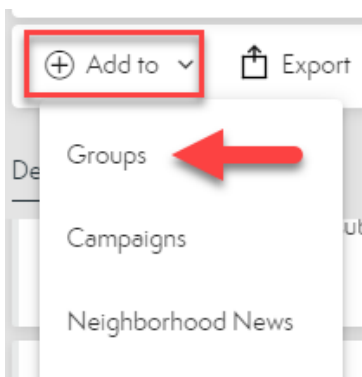
1. From the **My People** Screen, choose the contact you wish to add to a group by selecting the **checkbox** next to their name.



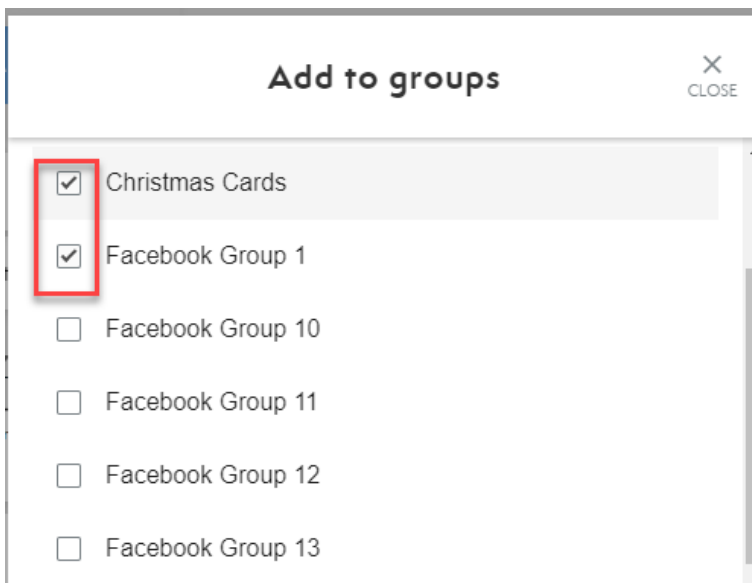
2. Select **Add To**.



3. Select **Groups**.



4. Choose all groups you wish to add the contact to using the **checkboxes**.



5. Select **Done** at the bottom of the screen when finished.

2 selected

