Add Members to Office/Department in Web Application

1 Go to Groups.		
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≡ l£.	ft Home	Groups Events
DO MORE		
Home		
Notifications		WELCOM
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		Athletic/Sports

2 Select your group.





4 Click "Add Member"

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			Send Mobile Noti	fication	Send Email	🛃 Generate Report	:
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ine rinne	-			- Registrations	- Membershin		Officer

5 Click "Paste List"

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		Paste List X		Q	*	• (9
t typing and wait for suggestions.	x		n 📋 Pa	aste List	🕂 Add I	Member	
Notify each new member by ema	il		iol 🗸	in Date 🔻		~	0
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Membership End Date: Life-Time	Edit Sub-Groups Tags	(Opened) - Registrations	- Membership	Joine Update	d on: Mon, O d on: Mon, O	ct 21, 2024 ct 21, 2024	

Paste your list of students you would like to add. You can use emails or Student ID numbers.

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ers by name or email	Start typing and wa	t for suggestions		n I ^{en} Paste I
	Notify each ne	Paste List Emails NetId 		✓ Join Da
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aduate Student 40@students.lcstate.edu	Member C Membership E Life-Time	ing and wait for suggestions Paste List Paste List Paste List Paste List Doin Da Close Search Paste emails in the text box separated by a line or a comma. Close Search		
	Contact	Paste emails in the text box separated by a line or a comma. Close Search	rations	Membership

7 Once you paste your list, click search.

6

		Add	end Email	▲ Generate Report :
Member C Membership E Life-Time Contact Added as mer officer	e text box separated by a line or a com	ed) ma. rations Search	0 Events - Membership	Settings : Joined on: Mon, Oct 21, 2024 Updated on: Mon, Oct 21, 2024
Member Current Membership End Date: Life-Time Contact Added as member by a group officer	Edit Member Tags Edit Sub-Groups Tags	3 (3) Emails (Opened) - Registrations	0 Events - Membership	Joined on: Mon, Oct 21, 2024 Updated on: Mon, Oct 21, 2024

8 This will search for users in Do More and if the student is in Do More they will then show up in this box the way my name popped up.

L Add Members			🗂 Paste List 💙
Lookup users by name or email	Kristin Myers ×	ail	
			Close Add
Viki Platt Undergraduate Student vplatt1340@students.lcstate.edu	Member Current Membership End Date: Life-Time	Edit Member Tags Edit Sub-Groups Tags	3 (0) Emails (Opened) - Registrations

9 Then click "Add" and the students should be added to your group.

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Added as member by a group							