

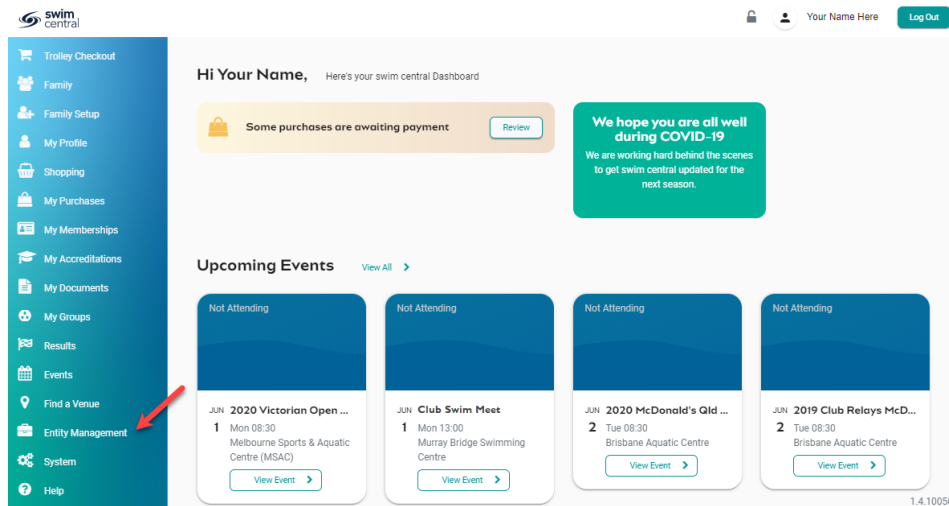
HOW TO SET UP AND EDIT MESSAGE GROUP

Club administrators can create groups in Swim Central consisting of members in their Club. These may include committee groups, squad groups, membership groups, etc. Creating message groups is an efficient way to easily access and contact members who all fall into a specific group of members or swimmers at your Club.

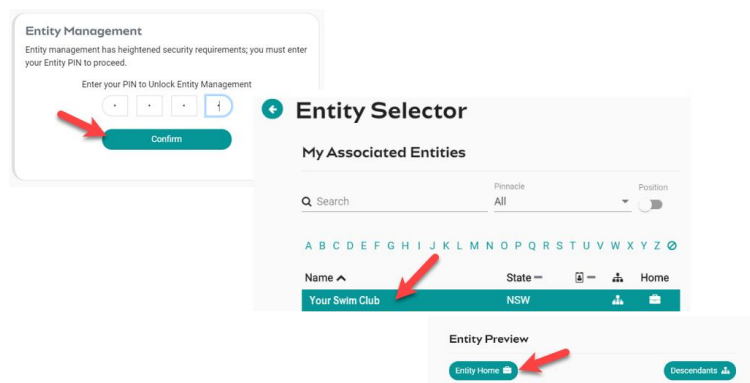
Once a group is created, they can easily all be contacted at once by utilising the Messaging feature of Swim Central. An additional support guide for ***How to Message Your Group*** can be found towards the end of this help guide.

This help guide is for **Club Administrators** to set up message groups within the Club organisation.

From your home screen, select **Entity Management**

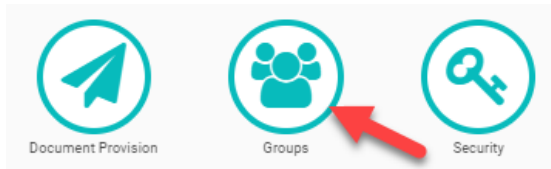


Enter your entity PIN and select **Confirm**, highlight/select your Club, and then select **Entity Home** from near the top right-hand side of the screen.

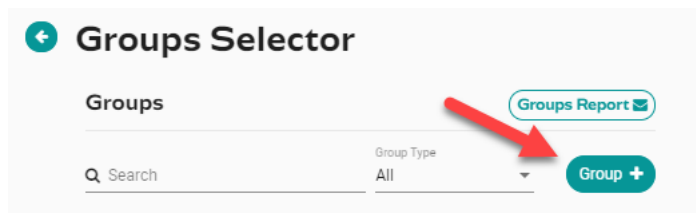


CREATE A MESSAGE GROUP

To set up message groups, select the **Groups** icon from your *Entity Home*.



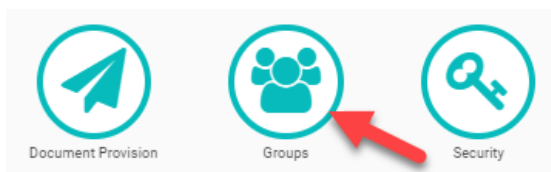
A list of current groups will appear on the left-hand side. By clicking on an existing group, you can view the members of that group on the right side of the screen. To add a new group, select **Group +**



Select your *Group Type* from the dropdown (Message Group, Management Group, or Swim Team). Create a *Group Name*, then select **Next**. You will have the option to confirm the new group and verify the type and group name you created, select **Save**.

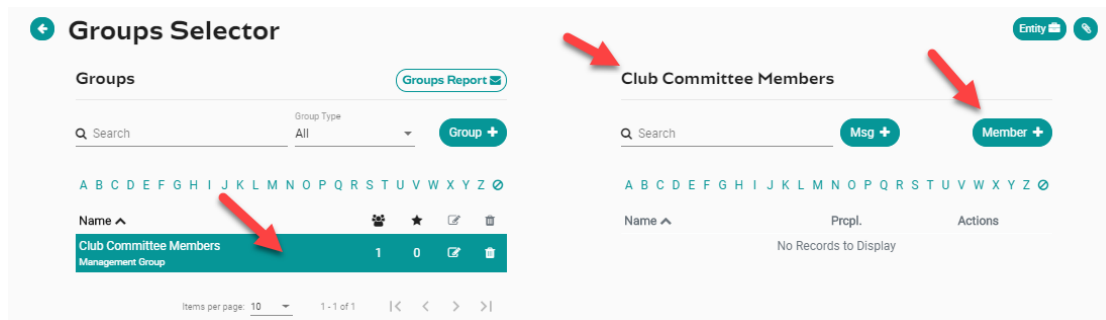
ADD/REMOVE MEMBERS FROM MESSAGE GROUP

To add or remove members from created message groups, select the **Groups** icon from your *Entity Home*.



A list of current groups will appear on the left-hand side. By clicking on an existing group, you can view the members of that group on the right side of the screen.

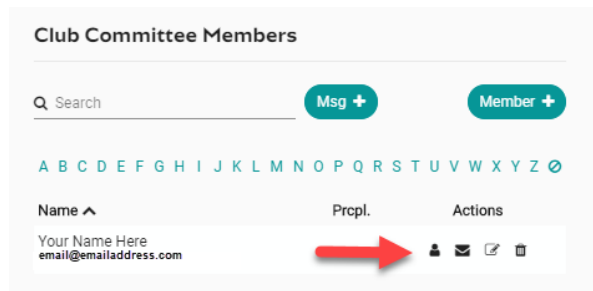
Select the group you wish to edit from the *Groups Selector* list on the left and you will see the group name appear on the top right with the option to create a message for the group or add a member to the group.



To add members to your selected group, completing the following step for each member you wish to add:

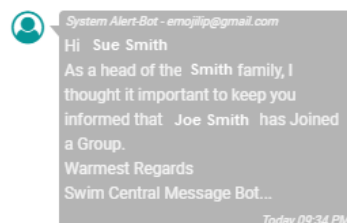
1. Select **Member +**
2. Search for member name by either typing the name in the search field or using the alphabetical filters and scrolling through the list of Club members. When you find the right name, click on *Member Name*, and select **Next**
3. Select **Confirm** as the final step to add the member to the group

Once members are added, you will see several icon options next to their name. By clicking these icons, you have the option to view member profile, send a message to the member, edit the members group membership, or delete the member from the group.



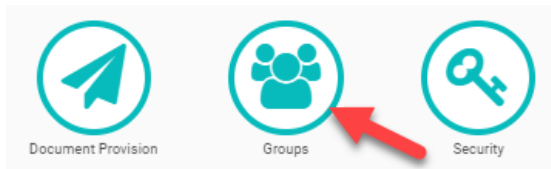
To remove members to your selected group, simply click on the bin icon to the far right.

Note: When children are added or removed from a message group, their parent/guardian will receive a notice in their Messages (on their personal dashboard) informing them of the communication. The message will look like this:

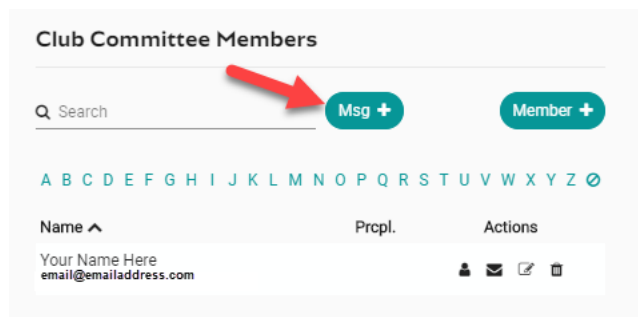


HOW TO SEND MESSAGE TO MESSAGE GROUP

To send a message to one of your message groups, select the **Groups** icon from your *Entity Home*.



A list of current groups will appear on the left-hand side. By clicking on an existing group, you can view the members of that group on the right side of the screen. To compose a message to the selected group, select **Msg +**



Use the drop down to select the club administrator role from which you are sending the message. Compose your message and select **Send**. The message will appear in the members *Messages* (on their personal dashboard) informing them of the communication. Any replies received will also appear in the message notifications on the member's personal dashboard.

EXPORTING MESSAGE GROUP RECIPIENTS

To export a message group report (to compose a bulk e-mail), select the **Groups Report** from the *Groups Selector* page and the report will be e-mailed to you.

