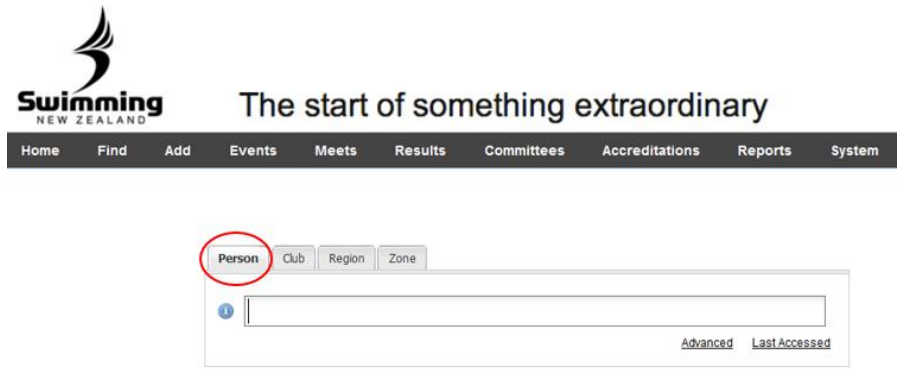


How do I add a single member to a group?

< The Groups functionality is still being developed >

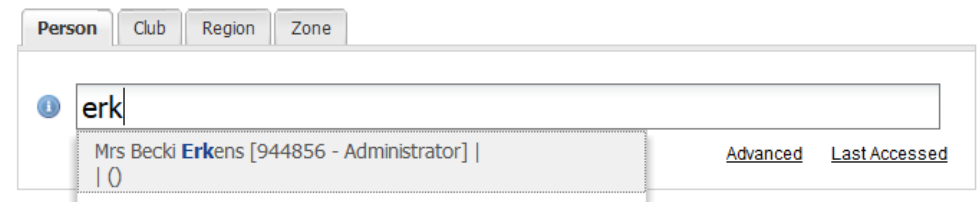
1

In the Person tab..



The screenshot shows the Swimming New Zealand website interface. At the top, there is a navigation menu with options: Home, Find, Add, Events, Meets, Results, Committees, Accreditations, Reports, and System. Below the navigation, there are four tabs: Person, Club, Region, and Zone. The 'Person' tab is highlighted with a red circle. Below the tabs is a search bar with an information icon on the left and 'Advanced' and 'Last Accessed' links on the right.

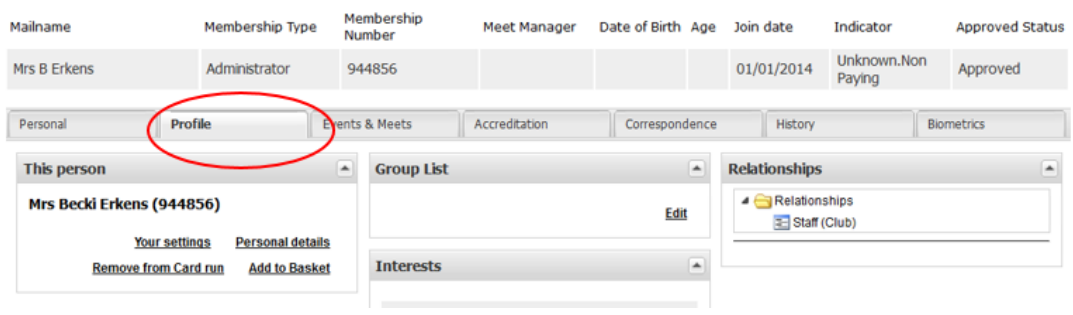
Type the members surname in the search bar, select the correct member name when the dropdown bar appears.



This screenshot shows the search bar with the text 'erk' entered. A dropdown menu has appeared below the search bar, displaying the search results: 'Mrs Becki Erkens [944856 - Administrator] | 10'. The 'Person' tab is still selected.

2

Click on the Profile tab.



The screenshot shows the member profile page for Mrs Becki Erkens. At the top, there is a table with the following data:

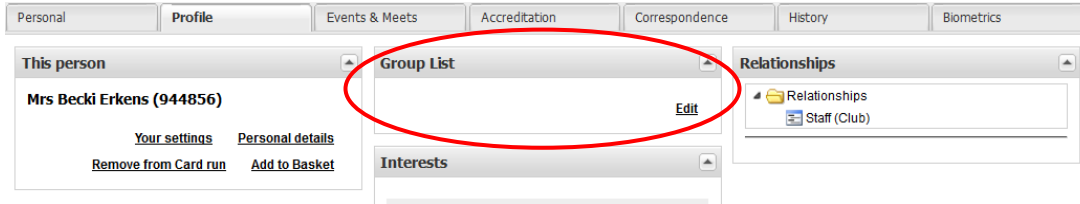
Mailname	Membership Type	Membership Number	Meet Manager	Date of Birth	Age	Join date	Indicator	Approved Status
Mrs B Erkens	Administrator	944856				01/01/2014	Unknown.Non Paying	Approved

Below the table, there are several tabs: Personal, Profile, Events & Meets, Accreditation, Correspondence, History, and Biometrics. The 'Profile' tab is highlighted with a red circle. The main content area is divided into three sections: 'This person' (showing 'Mrs Becki Erkens (944856)' with links for 'Your settings', 'Personal details', 'Remove from Card run', and 'Add to Basket'), 'Group List' (with an 'Edit' button), and 'Relationships' (showing 'Staff (Club)').



3

Click on the Edit button in the Group List section.



The screenshot shows a user profile page for Mrs Becki Erkens (944856). The page has several tabs: Personal, Profile, Events & Meets, Accreditation, Correspondence, History, and Biometrics. The Profile tab is active. The main content area is divided into three sections: 'This person', 'Group List', and 'Relationships'. The 'Group List' section is highlighted with a red circle and contains an 'Edit' button. The 'Relationships' section shows a list of relationships, including 'Staff (Club)'. The 'This person' section includes links for 'Your settings', 'Personal details', 'Remove from Card run', and 'Add to Basket'.

Tick the group you want to add the member into, then Save.

