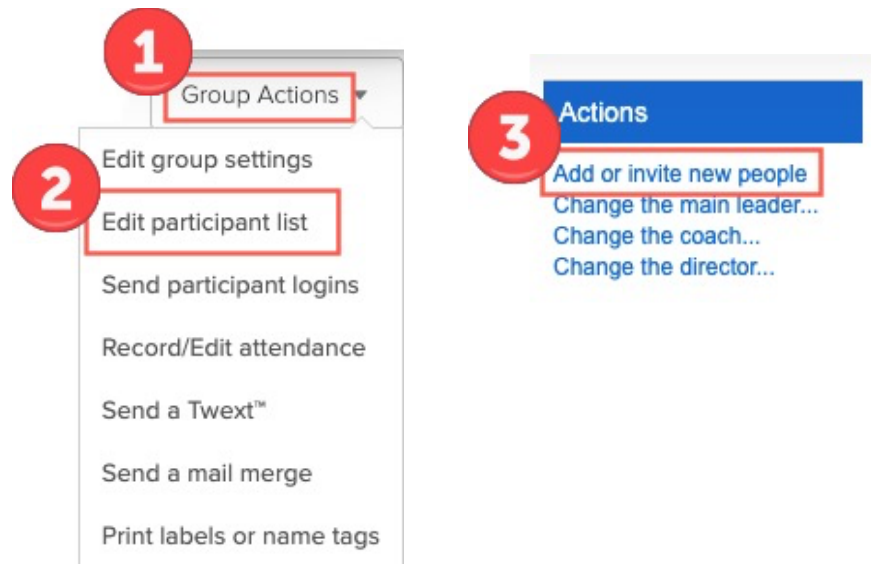


# Groups Guide – Adding/Inviting People

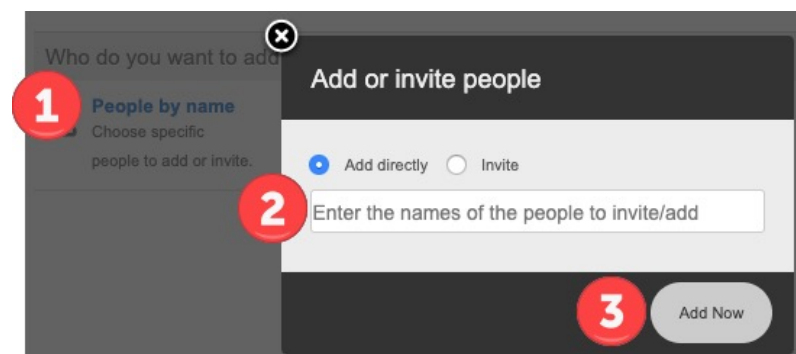
Website Version

1. From your group select:

Group Actions > Edit Participant List > Add or Invite



2. Select *People by name*, find the person, and then add or invite



- If the person is not in the database, email your Campus Coordinator to have them added
- *Add Directly* will add them to the Group without requiring the Group member to do anything. You will use this most of the time.
- *Invite* will send the person and invitation for them to choose create a login and join the Group.