

Creating a new Group

Ron M. - 2021-11-30 - Community Groups

Members can join groups to participate in discussions, attend group specific events, view documents and email fellow members. To learn how to create a new Group, follow the steps below:

Creating a Group

1. From the dashboard, click **Engagement** or the **clock icon** on the left.
2. Click **Groups**.
3. Click the **Create A Group** button.
4. Fill in the fields on the page:
 - **Group Name** - The name of the group.
 - **Entities** - The type of member who will be joining this group.
 - **Group Category** - The category this group falls under. To learn more about group categories, [click here](#).
 - **Description** - The full description of the group. This is displayed when a non-group member clicks the **About Group** button.
 - **Short Description** - A teaser or short description of the group.
 - **Cover Image** - Displays the image when a non-group member clicks the **About Group** button.
 - **Group Image** - Display the image on the Group List page.
5. Click **Save**.

Related Content

- [Changing or Removing a Group from a Group Category](#)
- [Managing Group Discussions](#)
- [Add/Remove Members in a Group](#)
- [How to set Positions in Groups](#)
- [Group Settings](#)
- [Delete/Remove a Group](#)
- [Manage Group Categories](#)