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How to create a new group

Ron M. - 2024-04-05 - [Community Groups](#)

Members can join groups to attend group specific events, view documents, receive group specific emails and email fellow members.

Creating a Group

1. Click **Groups** or the **People** icon on the left menu.
2. Click the **Create a Group** button on the right.
3. Enter the details for the new group on the page:
 - **Group Name** - The name of the group.
 - **Group Category** - The [group category](#) this group falls under.
 - **Short Description** - A teaser or short description of the group.
 - **Description** - The full description of the group. This is displayed when a non-group member clicks the **About Group** button.
 - **Record Type Join Settings** - Allows you to determine which record types are able to join the group.
 - **Cover Image** - The image when a non-group member clicks the **About Group** button.
 - **Group Image** - The image on the Group List page.
1. Click **Save** to create the group.

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- [How to add or remove members from a group](#)
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