How to manage group categories

Ron M. - 2023-02-07 - Community Groups

Manage Group Categories allows you to categorize your groups. Groups can then be filtered by categories on the Groups page, making it easier to search for what you are looking for.

Adding a Group Category

1. Click **Settings** or the **Gear icon** on the left menu.
2. Under the Membership Management section, click on **Group Categories**.
3. The page will display a list of existing Group Categories.
4. To add a new Group Category, click **Add Category** button.
5. Enter the new Group Category's name.
6. Click on the **Save** button.

Editing a Group Category

1. To edit a Group Category, click the **down arrow** on the right, on the same row as the category.
2. Click **Edit**.
3. Enter the changes.
4. Click **Save** once done.

Deleting a Group Category

1. To remove a Group Category, click the **down arrow** on the right, on the same row as the category.
2. Click **Delete**.
3. Click **OK** to confirm the removal of the Group Category.

Note

If the **Delete** option is greyed out or disabled, this means that there are groups within that category. You must unassign all of the groups from the category in order to proceed.

Related Content

- How to change or remove a group from the group categories
- How to add or remove members from a group
- How to set positions in groups
- How to update group settings
- How to delete a group
- How to create a new group