How to Create a Group in the Participant Center

Thank you for making your move!

Please follow these steps to create a group and add contacts to groups in the Participant Center of your Moving Day® event page.

1.) From the home screen of the Participant Center, click on the Email tab.

2.) Click on the ‘Contacts’ button on the right hand side.
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3.) Click on the ‘Groups’ button.

4.) Here you will see a summary of your groups and contacts. Notice there are groups that are automatically generated. You can modify your groups here. To create a new group, click on ‘Add to Group’ and then ‘Create a new group…”

5.) A pop-up will come up for you to create a group name. Type in the name you wish for your group and then click on the ‘Submit’ button. You will that your group added to the list.
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6.) To add contacts to each group, click on the ‘Individuals’ button.

7.) Check the box next to the contact(s) you would like to add to your group. Then, click the ‘Add to Group’ button. From the drop-down menu, click on the group you wish to add your contact(s) to.

You will see the name of the group the contact was added to next to the contact. You have now created a group and added contacts.

Note: You can add any one contact to multiple groups.

Congratulations! You have now created a group and added contacts.