Creating Groups and Subgroups
Creating a Group will help you manage your participants in your Licensed Organisation.

<table>
<thead>
<tr>
<th>Centre name</th>
<th>Contact</th>
<th>Email</th>
<th>Groups</th>
<th>Participants</th>
<th>Manage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archived</td>
<td>rachael hoe</td>
<td>rachael.ho...</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Katie's centre</td>
<td>katie.dur...</td>
<td>katie.dur...</td>
<td>17</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Lifezone</td>
<td>info@dofe...</td>
<td>info@dofe...</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Richard's Centre</td>
<td>Someone Important</td>
<td>edofe@dof...</td>
<td>6</td>
<td>62</td>
<td></td>
</tr>
<tr>
<td>VC eDofE</td>
<td>richerd.e...</td>
<td>richerd.e...</td>
<td>1</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>
Creating a Group

Select ‘Manage infrastructure’ and click on the grey pencil of the Centre you wish to create a group in
Creating a Group

Select ‘Groups’ tab
Creating a Group

Click the number of participants to go to the Participant Overview screen.

<table>
<thead>
<tr>
<th>Group name</th>
<th>Primary Leader</th>
<th>Leaders</th>
<th>Participants</th>
<th>Manage</th>
</tr>
</thead>
<tbody>
<tr>
<td>a test</td>
<td>a leader</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>London Managed Service</td>
<td>Imran Bhayat</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Richard’s Bronze group</td>
<td>Richard White</td>
<td>10</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Richard’s Silver&amp; Gold G</td>
<td>Richard White</td>
<td>5</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Richards pp group</td>
<td>Richard Wtest</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Wayne’s test</td>
<td>Richard White</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Total: 19 62

If you are creating a new group with a new Leader use the "Create leader" link and create the Leader first. The option to create a group is included in this process.

Create leader

Select ‘Add new group’
Creating a Group

Input your group name, select the primary leader and select 'Save'

<table>
<thead>
<tr>
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<td>1</td>
<td></td>
</tr>
<tr>
<td>Richard's Bronze group</td>
<td>Richard White</td>
<td>10</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

Add Group

- **Name**: Central England Canoers
- **Primary Leader**: Peter Leader

If you are creating a new group with a new Leader use the 'Create leader' link below.
Creating a Group

New group appears here, click the grey pencil to manage the group.
Creating a Group

You can add new leaders to the group using the drop down box.
Creating a Group

You can change the Primary Leader here and remove Leaders from the group.

### Current Leaders

These are adults assigned to **Central England Canoers**

To change primary Leader select new Leader and click 'Save'. To remove Leader tick the box and select 'Save'. A primary Leader cannot be removed unless a new one is selected.

<table>
<thead>
<tr>
<th>ID</th>
<th>First name</th>
<th>Last name</th>
<th>Role</th>
<th>Account Status</th>
<th>Primary Leader</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>8822132</td>
<td>Peter</td>
<td>Leader</td>
<td>Leader</td>
<td>Active</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>1268936</td>
<td>Leanne</td>
<td>Joyce</td>
<td>Co-ordinator</td>
<td>Active</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Add new Leader to group**

(Please select)  

**Delete Group**

Only groups without participants can be deleted. Move or archive participants in 'Participant Overview' under 'Manage participants'.

Save  

Delete
Creating a subgroup is a good way of managing large groups.
Creating a Subgroup

Under ‘Manage participants’ select ‘Subgroups’, input the name of the subgroup and select ‘Add’.
Creating a Subgroup

Manage subgroups

Here you can create, delete and select participants for subgroups. A subgroup is your personal selection of participants to enable you to take an action on. For example you may add evidence or send a message to a subgroup.

Your subgroups

<table>
<thead>
<tr>
<th>Subgroup name</th>
<th>Members</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffordshire Swimmers</td>
<td>0</td>
<td>View/edit members</td>
</tr>
</tbody>
</table>

Add new subgroup

To create a subgroup, first give it a name and click on the 'Add' button. This will add it to the above list where you can add members etc.

* Subgroup name:

Select ‘View/edit members’
Creating a Subgroup

Select Region, LO, Centre, Group and Status and press ‘Search’
Creating a Subgroup

Select participants to add into the new subgroup, press ‘Add members’
Creating a Subgroup

Selected participants appear in the updated member list

<table>
<thead>
<tr>
<th>ID</th>
<th>First name</th>
<th>Last name</th>
<th>Group</th>
<th>Level</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1257917</td>
<td>Age</td>
<td>testG</td>
<td>Richard's Silver &amp; Gold Group</td>
<td>G</td>
<td></td>
</tr>
<tr>
<td>1291282</td>
<td></td>
<td>gold</td>
<td>Richard's Silver &amp; Gold Group</td>
<td>G</td>
<td></td>
</tr>
</tbody>
</table>

Add new members

Use the filters below to add new members to this subgroup.

**Location**
- Region: Training
- LO: AAAA eDofE Team Tre
- Centre: Richard's Centre
- Group: Richard's Silver & Gold
- Status: New

**Subgroups**
- Staffordshire Swimmin

**User details**
- ID number: 
- First name: 
- Surname: 

**Levels**
- Bronze
- Silver
- Gold
- All

Results: 2

Delete members
Creating a Subgroup

You can view your subgroups in the Subgroups tab or you can view from the Participant overview screen by selecting the subgroup in the drop down box.