# Creating a Group in Swim Central

Administrators can create groups in Swim Central consisting of members in their entity. These may include committee groups, squad groups, membership groups etc. Creating groups is an efficient way to easily access and contact specific members who all fall into a specific category relative to swimming.

Once a group is created, they can easily all be contacted at once by utilising the 'Messaging' feature of Swim Central. An additional support guide for 'Messaging your group' can be found at the towards the end of this guide.
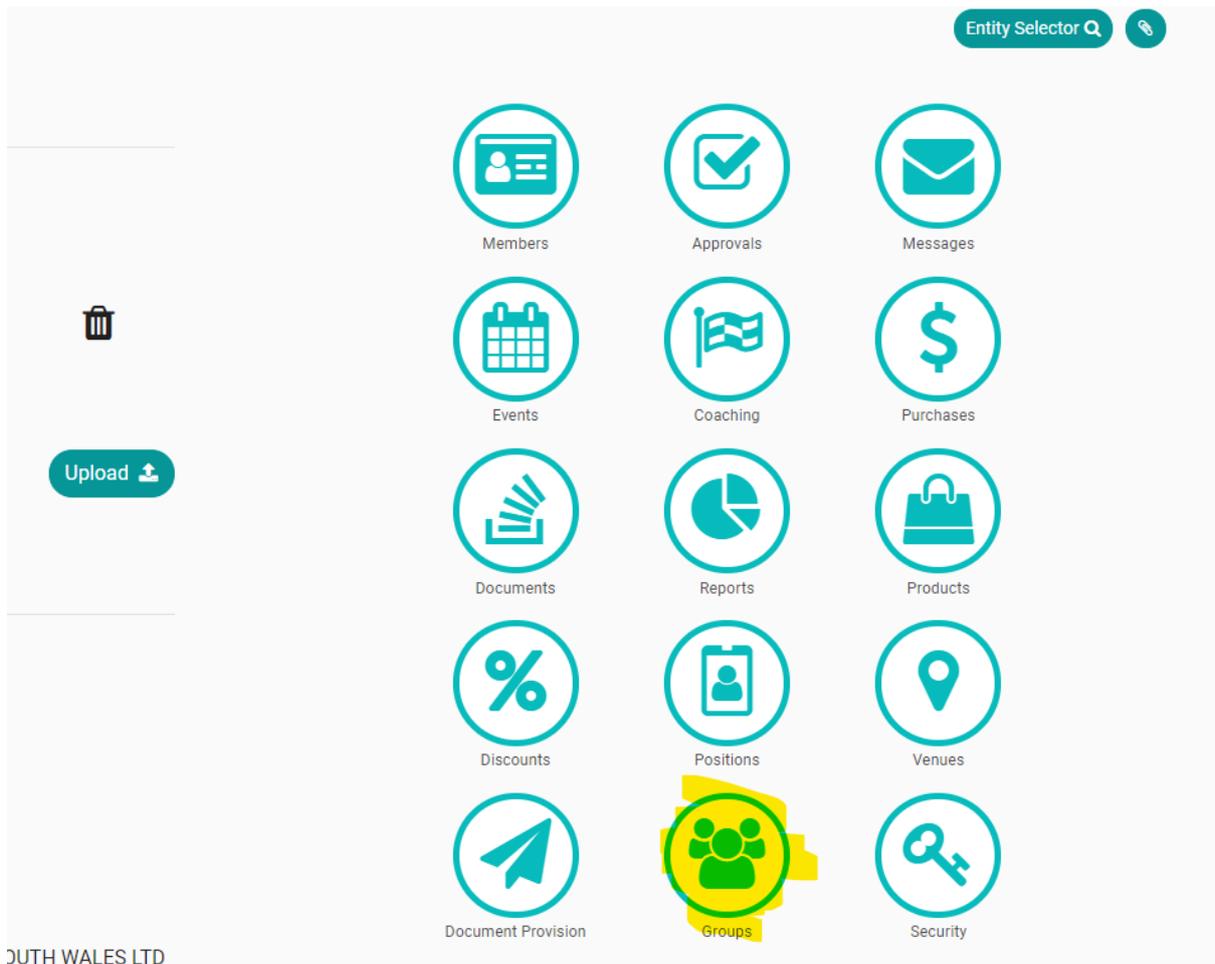
The below explains how an entity administrator can create a group in Swim Central.
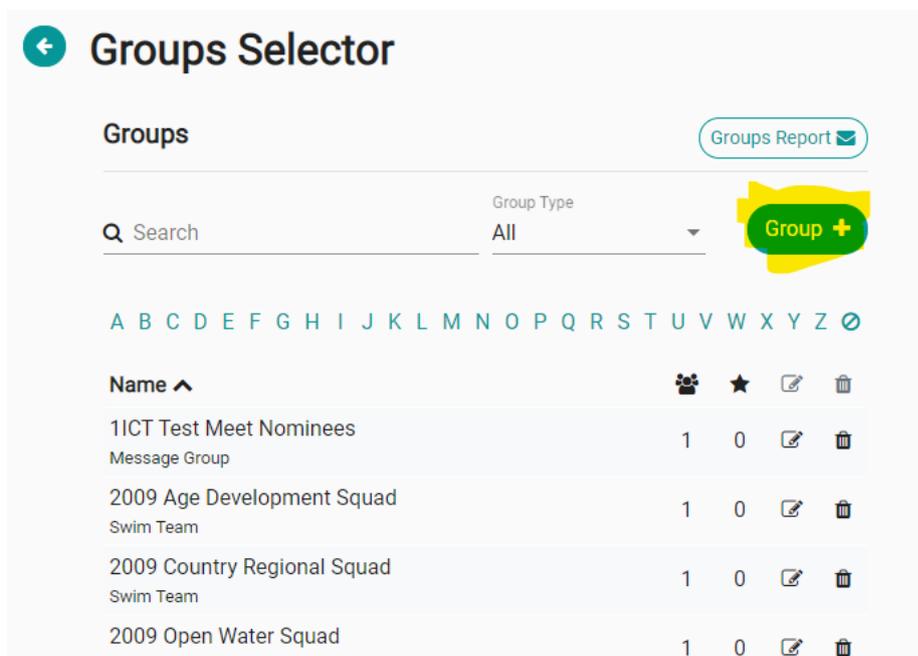
Access **Entity Management**.

Access your Entity **Home**
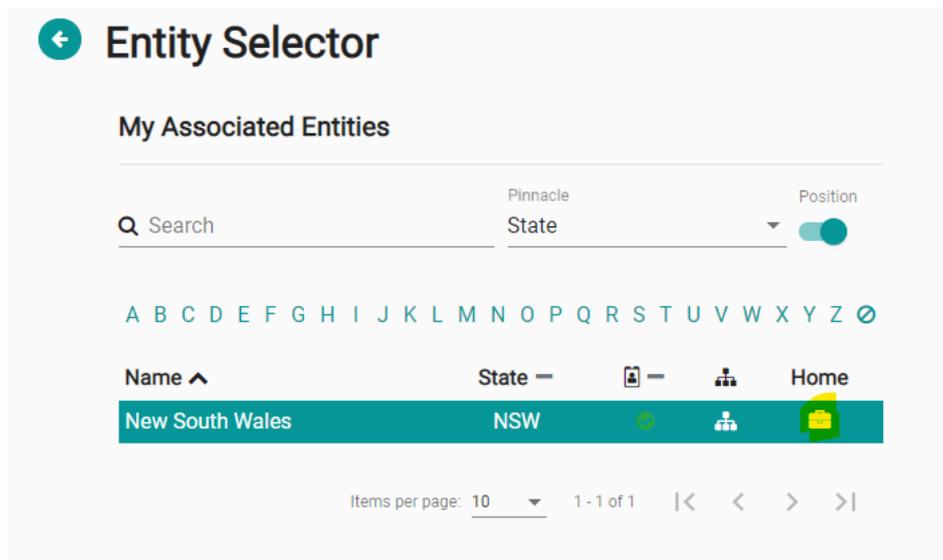
Click the **Groups** Icon

A list of current groups will appear on the left-hand side. By clicking on the group name, you can view the members of that group. To add a new group, click **Group +.**

Select your *Group Type* and create a *Group Name* and then click **Next..**

…and **Save**

Go back to Group Selector & Find your Group to add members to it.

Find the member/s needed for your group and click **Next...**

Current Members

Search   ✖ Clear Filter

🔍 Josh Karp

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Ⓞ

Name ︿	Email ─	Member
Karp, Josh	*Dependant*	

10 ▾   1 Records

✖ Cancel   Next ❯

...and **Confirm**

Confirm the Group Addition

Group

Swimming NSW Junior Representive Squad 2019

Group Type

Swim Team

New Member

Karp, Josh ()

❮ Back   Confirm 💾

Going back to your group, you can view a list of all members within this group. You will be given the below options for each member.

How to send a message to my group

To message the entire group, click *Msg +*

This page allows you to compose and send a message to the group.
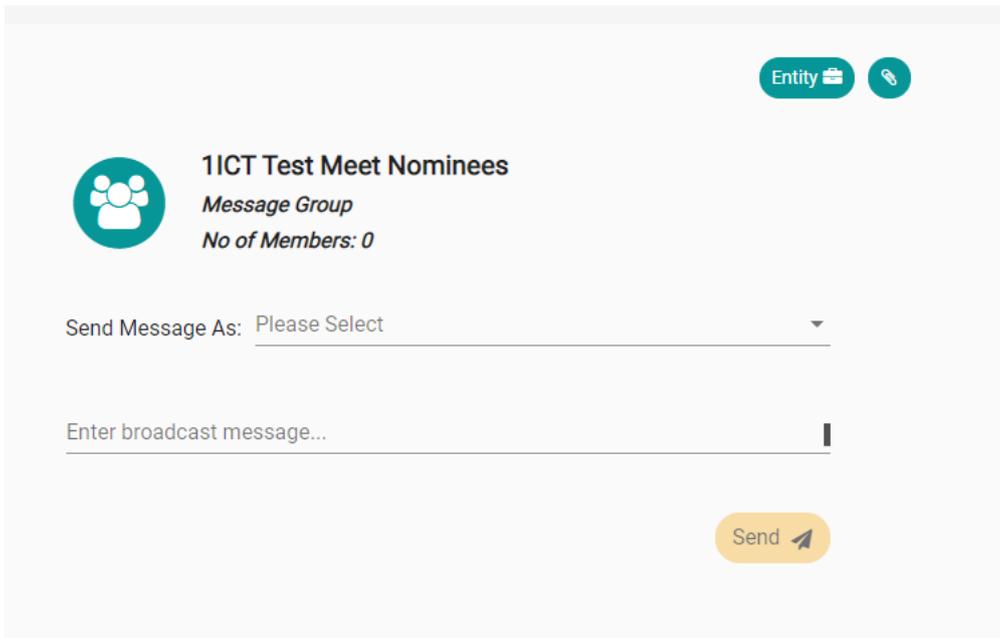
Any replies to this message will now appear here, as well as with a pop-up notification in the side message task bar.