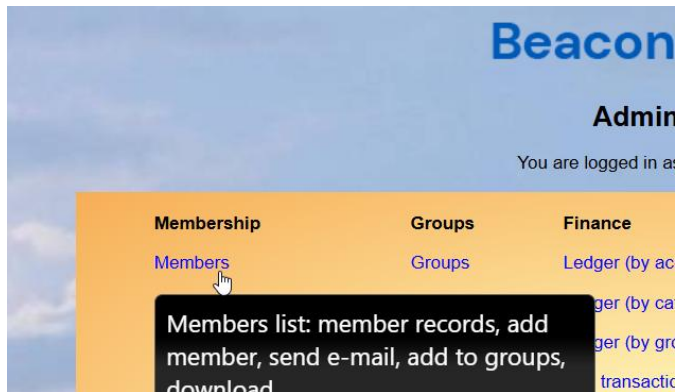


Adding Multiple Members to a Group

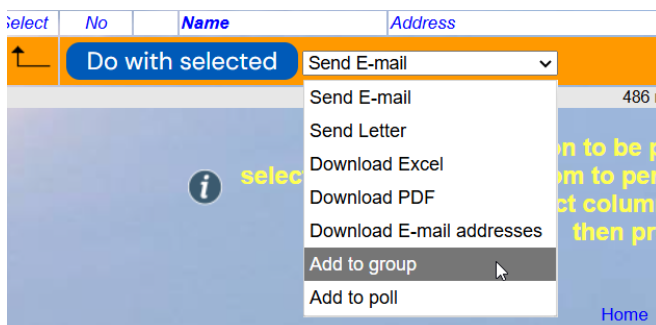
Go to the members option from the Home page on Beacon, and view the full list of members



Tick the required members you want to Koin your group from the membership list.



From the bottom of the membership screen select 'Add to Group' from the drop down menu of the Do with Selected options



Select	No	Name	Address
☐	128	Sally Wine	128 Woodhouse Road, Lutterworth, Leicestershire, LE17 0LH
☐	900	Mr. & Mrs. J. & K. Smith	128 Woodhouse Road, Lutterworth, Leicestershire, LE17 0LH
☐	1014	Mr. & Mrs. J. & K. Smith	128 Woodhouse Road, Lutterworth, Leicestershire, LE17 0LH
☐	1056	Mr. & Mrs. J. & K. Smith	128 Woodhouse Road, Lutterworth, Leicestershire, LE17 0LH
☐	16	Mr. & Mrs. J. & K. Smith	128 Woodhouse Road, Lutterworth, Leicestershire, LE17 0LH
☒		Y	
☐	1004	Mr. & Mrs. J. & K. Smith	128 Woodhouse Road, Lutterworth, Leicestershire, LE17 0LH
☐	35	Mr. & Mrs. J. & K. Smith	128 Woodhouse Road, Lutterworth, Leicestershire, LE17 0LH
☐	485	Mr. & Mrs. J. & K. Smith	128 Woodhouse Road, Lutterworth, Leicestershire, LE17 0LH

- Creative Writing
- Cribbage
- Current Affairs 1
- Current Affairs 2
- Dancersize
- Day Trips by Coach 1
- Day Trips by Coach 2
- Design and Make Land II
- select group -

486 members (4 selected)

Check your group members list to see if it all worked well. Members added by mistake can be removed. From your group list