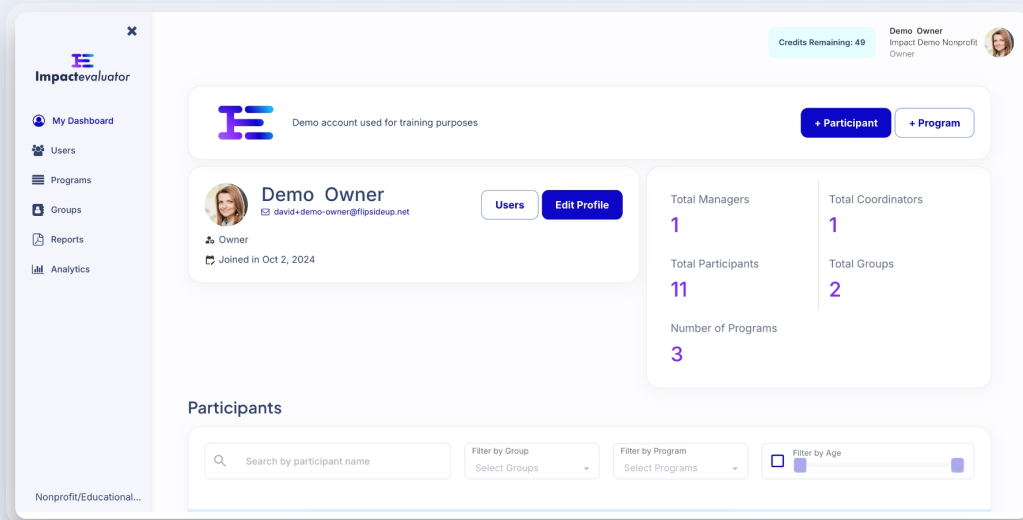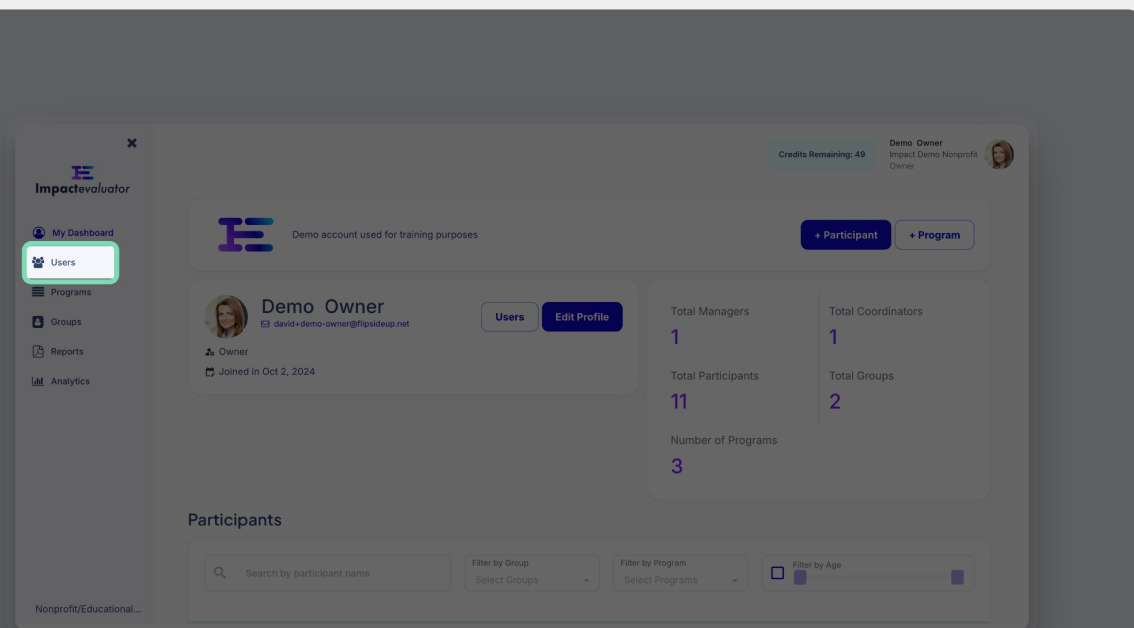# Adding Participants and Managers to Groups

1 In a previous video, we created a group. Now, we need to make the most of that group by adding participants and managers.

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2 Start by clicking on 'Users' in the left menu. By default, you'll land on the Participants page, where you'll see all participants listed.

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3 For this demo, we will use the Grade 10 Group we created in a previous video.

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4 To assign participants to this group, we'll select the Grade 10 students from our list.

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5 You can use the filters to easily find the students you need, such as filtering by age. I'll filter by 15 to 16 year olds to narrow down the list.

	NAME	GROUP	PROGRAMS	AGE	GRADE	STATUS	ACTION
☐ CB	Chris Brown	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	15	10	●	🗑
☐ DW	David Wilson	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑
☐ ED	Emily Davis	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑
☐ JA	James Anderson	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑
☐ JS	Jane Smith	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑

You can use the filters to easily find the students you need, such as filtering by age. I'll filter by 15 to 16 year olds to narrow down the list.

6 Once the list is filtered, I'll check the boxes next to the participants that belong in Grade 10.

	NAME	GROUP	PROGRAMS	AGE	GRADE	STATUS	ACTION
☑ CB	Chris Brown	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	15	10	●	🗑
☑ DW	David Wilson	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑
☑ ED	Emily Davis	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑
☑ JA	James Anderson	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑
☑ JS	Jane Smith	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑
☑ JD	John Doe	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑
☑ LM	Laura Martinez	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑
☑ SL	Sophia Lee	Demo Group 1	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	16	10	●	🗑

1 of 1

Once the list is filtered, I'll check the boxes next to the participants that belong in Grade 10.

7 You can see which grade the participants are in under the grade column.

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8 You can also manually select participants without using filters if that works better for your needs.

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9 Now that I've selected the participants, I'll click the + Users to Group button.

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10 A popup will appear, and I'll select the 'Grade 10 Group' from the list.

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11

After selecting the group, I'll click 'Save' to complete the process.
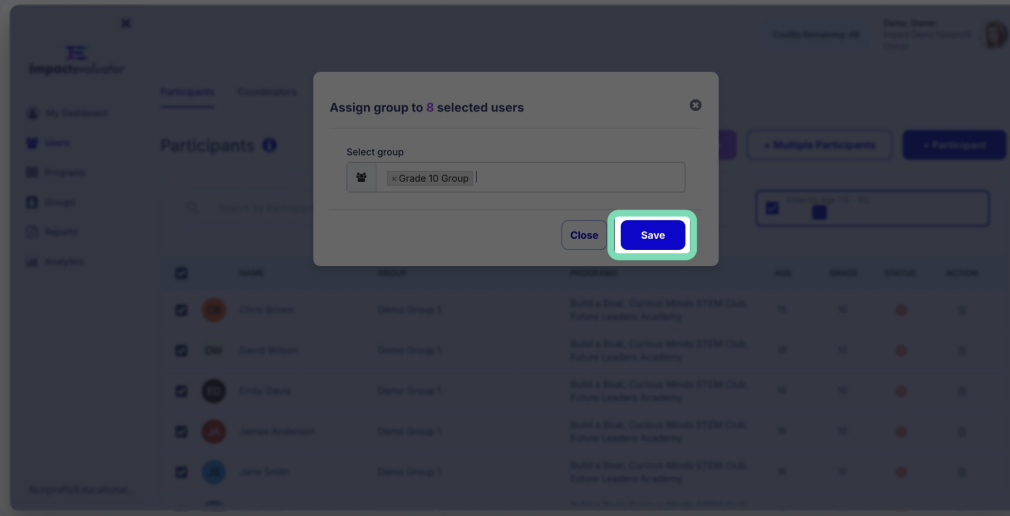
After selecting the group, I'll click 'Save' to complete the process.

12

Next, we'll add a manager to the Grade 10 Group. This process is a little different.
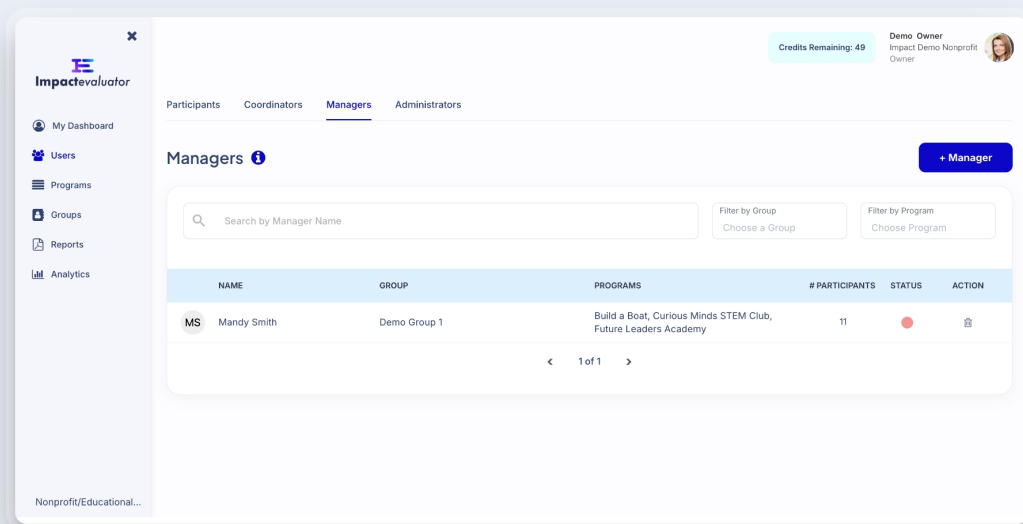
Next, we'll add a manager to the Grade 10 Group. This process is a little different.

13 First, click on the 'Managers' tab. At the time of this recording, you can only add managers individually.

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14 Find the manager you want to assign to the group. For this demo, I'll select Mandy.

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15

Click on the manager, and a popup will appear

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16

In this popup, select the 'Grade 10 Group'

In this popup, select the 'Grade 10 Group'

17 Click 'Save'. The manager is now added to the group.

Edit Mandy Smith

Picture   First Name   Last Name
MS   Mandy   Smith

Email address
davidbo747+mandy-manager@gmail.com

Groups
× Demo Group 1   × Grade 10 Group

Programs
× Build a Boat   × Curious Minds STEM Club
× Future Leaders Academy

Send a new signup email to this user

Close   Save

18 You can see the Group added under the Group Column.

Credits Remaining: 49   Demo Owner
Impact Demo Nonprofit Owner

Participants   Coordinators   Managers   Administrators

Managers ⓘ   + Manager

Search by Manager Name   Filter by Group   Filter by Program
                                Choose a Group   Choose Program

NAME   GROUP   PROGRAMS   # PARTICIPANTS   STATUS   ACTION

MS Mandy Smith   Demo Group 1, Grade 10 Group   Build a Boat, Curious Minds STEM Club,   11   ●   🗑
                                                 Future Leaders Academy

‹   1 of 1   ›

19 And that's how you assign both participants and a manager to a group in Impact Evaluator! Your group is now fully set up for reporting and management. Thanks for watching!

Impact*evaluator*

My Dashboard
Users
Programs
Groups
Reports
Analytics

Nonprofit/Educational...

Credits Remaining: 49

Demo Owner
Impact Demo Nonprofit
Owner

Participants   Coordinators   Managers   Administrators

Managers ⓘ

+ Manager

Search by Manager Name

Filter by Group
Choose a Group

Filter by Program
Choose Program

NAME	GROUP	PROGRAMS	# PARTICIPANTS	STATUS	ACTION
MS Mandy Smith	Demo Group 1, Grade 10 Group	Build a Boat, Curious Minds STEM Club, Future Leaders Academy	11	🔴	🗑

‹   1 of 1   ›

And that's how you assign both participants and a manager to a group in Impact Evaluator! Your group is now fully set up for reporting and management. Thanks for watching!

Impact*evaluator*