

REMOVING GROUP MEMBERS

- To remove someone, navigate to your group's participants page. Once there, you will see a list of your group members on your screen. Click the box next to the participant that you're needing to remove.

The screenshot shows the 'zMickey Mouse Test Group' participants page. At the top, there is a 'Join a Group!' logo and the group name. Below the navigation tabs (Info, Participants, Inquiries, Group Mts, Attendance), there are buttons for 'Select an action', '+ Add Participant', 'Current Members', and 'Past Members'. A 'Filter' button is also present. A dropdown menu is open under 'Select an action', showing 'Send message' and 'Remove'. The 'Remove' option is highlighted. Below the dropdown is a table of group members with columns for 'Phone', 'Address', 'Birthday', 'Start Date', and 'Last Attended'. The second row, 'Mickey Mouse', is selected with a blue checkmark.

	Phone	Address	Birthday	Start Date	Last Attended	
<input type="checkbox"/>	m: 757-555-5555 h: 757-826-2110	1021 Big Bethel Rd Hampton, VA 23666	06/30	2/11/2019	2/2/2024	...
<input checked="" type="checkbox"/>	m: 757-555-5555 h: 757-826-2110	1021 Big Bethel Rd Hampton, VA 23666	06/30	9/17/2019	--	...
<input type="checkbox"/>	m: -- h: --	--	07/04	2/3/2022	4/26/2022	...
<input type="checkbox"/>	m: -- h: --	--	--	2/3/2022	11/11/2023	...
<input type="checkbox"/>	m: -- h: --	--	--	2/3/2022	--	...

- Click on the "Remove" button under "select an action." You must fill out the "Reason for Removal" and then click "Remove". The member will be removed from your group.

This screenshot is identical to the one above, showing the 'zMickey Mouse Test Group' participants page. The 'Remove' option in the 'Select an action' dropdown menu is highlighted. The table of members is the same, with the second row selected.

	Phone	Address	Birthday	Start Date	Last Attended	
<input type="checkbox"/>	m: 757-555-5555 h: 757-826-2110	1021 Big Bethel Rd Hampton, VA 23666	06/30	2/11/2019	2/2/2024	...
<input checked="" type="checkbox"/>	m: 757-555-5555 h: 757-826-2110	1021 Big Bethel Rd Hampton, VA 23666	06/30	9/17/2019	--	...
<input type="checkbox"/>	m: -- h: --	--	07/04	2/3/2022	4/26/2022	...
<input type="checkbox"/>	m: -- h: --	--	--	2/3/2022	11/11/2023	...
<input type="checkbox"/>	m: -- h: --	--	--	2/3/2022	--	...

zMickey Mouse Test Group

About Members Inquiries Applications Meetings

More

Filter: By Role

Active Inactive Awaiting Only

Sort by: Last Name

Daisy Duck
Group Member Since: 3/23/2020
Last Attendance: 2/22/2021
is: [unreadable]

Remove

Donald Duck
Group Member Since: 2/23/2020
Last Attendance: 2/22/2021
is: [unreadable]

Remove

Goofy Toad
Group Member Since: 3/23/2020
is: [unreadable]

Remove

Mickey Mouse
Group Member Since: 3/21/2019
Last Attendance: 3/17/2021
is: [unreadable]

Remove

Mickey Mouse
Group Member Since: 3/17/2019
Last Attendance: 3/17/2021
is: [unreadable]

Remove

Remove Member Confirmation

Are you sure you want to remove **Daisy Duck** from the group?

Reason for Removal?

Remove **Cancel**