

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.

 **zMickey Mouse Test Group** My Privacy

[Info](#) [Participants](#) [Inquiries](#) [Group Mtgs](#) [Attendance](#)

Select an action 1

+ Add Participant

Current Members

Past Members

Filter

Send message

Remove

		Phone	Address	Birthday	Start Date ^	Last Attended	
☐	MM Mickey Mouse icufoundme@verizon.net Group Leader	m: 757-555-5555 h: 757-826-2110	1021 Big Bethel Rd Hampton, VA 23666	06/30	2/11/2019	2/2/2024	...
☒	MM Mickey Mouse icufoundme@verizon.net	m: 757-555-5555 h: 757-826-2110	1021 Big Bethel Rd Hampton, VA 23666	06/30	9/17/2019	--	...
☐	DD Donald Duck donaldduck@example.com Class Member	m: -- h: --	--	07/04	2/3/2022	4/26/2022	...
☐	DD Daisy Duck testrecord@gmail.com Class Member	m: -- h: --	--	--	2/3/2022	11/11/2023	...
☐	GT Goofy Test -- Class Member	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.

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First Last

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