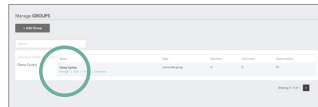


STEP

01

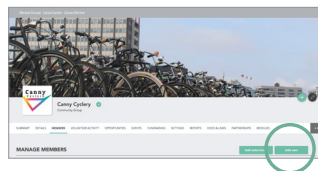
There are a few different ways to add people to your group – these will depend on how many people you’re inviting, and if they’re already on Be Collective.

Navigate to your group management dashboard, and click on the ‘Manage’ button next to your group’s name.



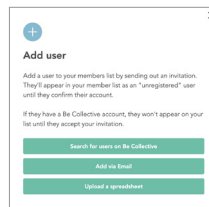
02

Click on the ‘Members’ tab, then click on ‘Add user’.



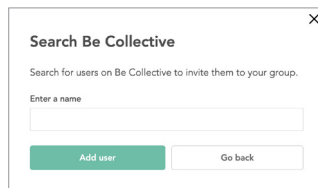
03

There are a few different ways to add users to your group, scroll down to see which way suits you best.



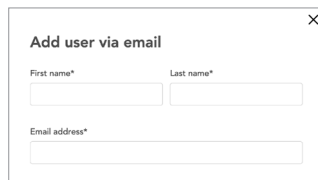
A If they’re already on Be Collective:
This method works best if you’re adding a few people at a time.

If they’re already signed up to Be Collective, visit the invite screen above, click on ‘Search Be Collective’ and enter their name.



B If they aren’t on Be Collective but you have their email:
This method works best if you’re adding a few people at a time.

Click on ‘Add via email’ and enter their details. They’ll be sent an email inviting them to Be Collective, so let them know to expect it.



CONT.

03

c If you need to add many volunteers:

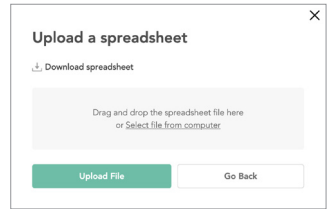
This method works best if you need to add multiple people at a time.

If you need to add multiple users, for example staff members or many volunteers, the easiest method is to upload them in bulk.

Click on 'Upload a spreadsheet', then 'Download spreadsheet' to download our template file. You can add people to your group by filling out this template.

Some of the fields you can add include First Name, Last Name, Email and Emergency Contact.

Once you're done, save the template as an Excel file and **drag-and-drop** it or click 'Upload File' and select it from your file explorer. Click 'Upload File' then 'Confirm and send' to complete the process.



04

If you've uploaded a spreadsheet, it can take up 2 working days for the file to be processed as the Be Collective team needs to make sure it's in the correct format and includes the correct details.

