

Special Group Setup

Special Groups are made up of individuals that are the result of an [advanced search](#) in Access ACS. For example, you can create a custom group that consists of all individuals who have birthdays during July. Members cannot join special groups online.

On the Special Groups page, you can search based on activities, classes, small groups, birthdays, address fields, member status, user-defined fields, and common fields.

To create special groups, you must have appropriate rights.

1. Point to **Admin**, then click **Group Setup**.
2. Click **Special Groups**.

When you create special groups, you must name and describe the group, search for individuals to add to the group, select the group display options, review the group roster, and save the group.

To add a special group

1. Point to **Admin**, then click **Group Setup >Special Groups**.
2. On the **Special Groups** heading bar, click **Add**.
3. On the **Create Special Groups** page, enter the group name.
4. If necessary, enter a description in the **Description** text box, then click **Next**.
5. On the **Create Special Groups** page, select the search criteria to determine the individuals to add to your group, then click **Next**.
6. In the list of available options, select up to three fields to display in the group roster. By default, **Address Line 1**, **Phone**, and **E-mail Address** are selected.
7. In the list of security levels, select the group roster's security level. By default, **All Users** is selected.
 - **All** - Select to let all users view the group roster.
 - **Do Not Display** - Select to let only the user who created the group view the roster.
 - **Staff Only** - Select to let only staff users view the group roster.
8. If the special group is temporary, select **Set Expiration Date** to set an expiration date for the special group. In the **Expiration Date** field, enter the date. After that date, the roster for the group is no longer available.
9. Click **Next**.
10. The group roster displays. Before saving the special group, review the roster, then click **Submit**.

With appropriate administrative [rights](#), you can edit existing special groups. You can change the group's name, search criteria, display options, and settings.

To edit a special group

1. Point to **Admin**, then click **Group Setup**.
2. Click **Special Groups**.
3. Click a group name.
4. Make the appropriate changes and click **Next**.

You can delete a special group if you create it in error or no longer need the group's record.

To delete a special group

1. Point to **Admin**, then click **Group Setup**.
2. Click **Special Groups**.
3. Beside the group you want to remove, click **Delete** .
4. When the confirmation message displays, click **OK**.

You can view a special group roster.

To view a special group roster

1. Point to **Admin**, then click **Group Setup**.
2. Select **Special Groups** and click **Next**.
3. Click **View** beside the group roster you want to view.

Related Topics

[Other Administrative Functions](#)