

# Activities

Activities is a flexible and powerful tool to track active groups in your organization.

Activities may include committees, people with similar skills and talents, and volunteer opportunities such as child care workers, tutors, or transportation specialists.

Depending on your rights, you can:

- [View an activity roster](#)
- [Add individuals to a roster](#)
- [Drop individuals from a roster](#)
- [Delete individuals from a roster](#)
- [Join an activity](#)
- [Mark activity attendance](#)
- [Add comments](#)
- [Export information to Microsoft Excel](#)
- [Export the activity roster grid](#)
- [Send a Message](#)
- [Send a Text](#)
- [Print mailing labels](#)
- [Print a directory](#)
- [View activity attendance](#)
- [Copy an activity roster to a small group roster](#)

## Master Groups and Categories

Each activity is associated with a master group and a category. Administrators can create up to four elements for each activity. Master groups, categories, and elements are defined in ACS.

When an administrator uploads records, they become available in Access ACS. The category and elements you select for an activity display beneath the Activity Member heading. For example **Athletics > Baseball > Mens Team 1 > Active**.