

Archive, restore or delete a group

Set aside a group that is no longer active while keeping its data, reactivate it when needed or delete it for good.

3 min · Available; restoring respects the plan's group limit · 2026-09-26

Before you begin

- ✓ To archive and restore you must be the group's leader or have the Manage groups permission.
- ✓ Deleting requires the Manage groups permission.

1 STEP 1 OF 4 · 30 S

Open the danger zone

In the group open the **Settings** tab and scroll to **Danger zone**, at the bottom of the right-hand column.

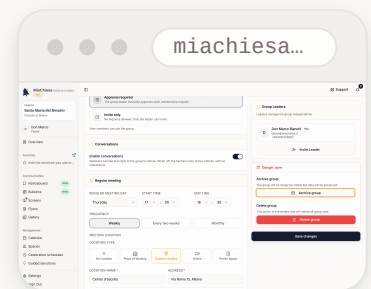


Fig. 1 Archiving can be undone, deleting cannot.

2 STEP 2 OF 4 · 30 S

Archive

Select **Archive group** and confirm with **Archive**. The group is no longer visible to parishioners and leaves the active groups list, but members, events and notices are kept. **Group archived** appears.

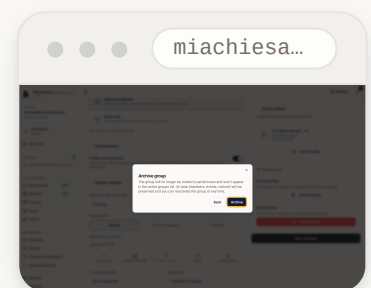


Fig. 2 All the group's data is kept.

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Restore

In **Groups** use the **Archived** filter and open the group: **This group is archived** appears at the top. Press **Restore: Group reactivated** appears and the group is visible again.

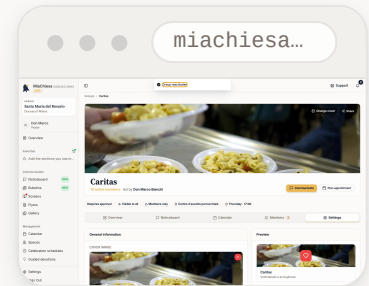


Fig. 3 The group is back among the active ones.

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Delete for good

Only with the Manage groups permission does **Delete group** also appear. The **Confirm deletion** dialog warns that all the group's members will be deleted too; confirm with **Delete group**.

Irreversible action

Deleting cannot be undone. If the group might be needed again, archive it.

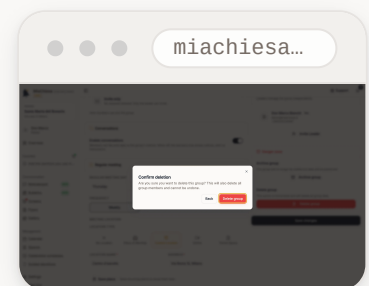


Fig. 4 Read the warning before confirming.

What you have achieved



An archived group is hidden from parishioners but keeps all its data.



A restored group is active again; a deleted one disappears with its members.

Troubleshooting

I see "You have reached the maximum number of groups for your plan"



To restore the group archive or delete another one, or move to a plan with more groups.

I can't see Delete group



Deleting requires the Manage groups permission: the group's leader can only archive it.

An archived group has no Settings tab



An archived group can't be edited: use Restore in the notice at the top.

I see "Error archiving group"



The group is still active: try again.