

Add several people to a group at once

Select several people in Parishioners and add them to a group in one step, choosing each person's role.

3 min · Available · 2026-09-26

Before you begin

- ✓ You need the Manage collaborators, Manage group members and All groups (not just their own) permissions.
- ✓ The target group must already exist.

1

STEP 1 OF 4 · 30 S

Turn on selection

Open **People** → **Parishioners** and press **Multi-select**: a checkbox appears next to each row.

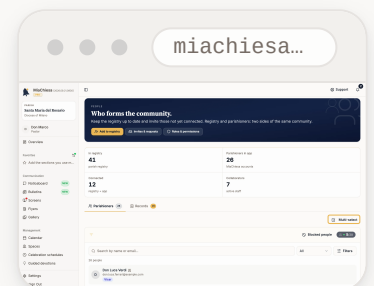


Fig. 1 Multi-select works for people with an account.

2

STEP 2 OF 4 · 1 MIN

Select the people

Tick the people to add; you can also use **Select all visible**. Manually added entries without an account cannot be selected. As soon as you pick someone, **Add to group** appears.

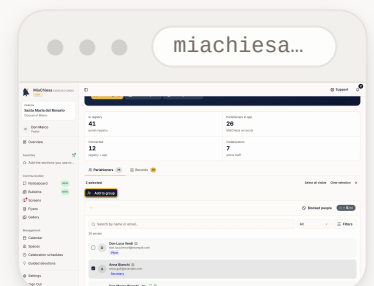


Fig. 2 The counter at the top shows how many people you picked.

3

STEP 3 OF 4 · 1 MIN

Choose group and roles

In the **Add to group** dialog choose the **Target group**. For each person set **Member**, **Moderator** or **Leader**; anyone already in that group is skipped and a notice says so.

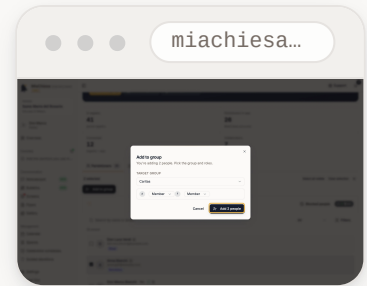


Fig. 3 The default role is Member.

4

STEP 4 OF 4 · 30 S

Confirm

Press the confirm button, for example **Add 2 people: 2 people added to Caritas** appears and selection closes. Choosing **Leader** makes that person the group's leader.

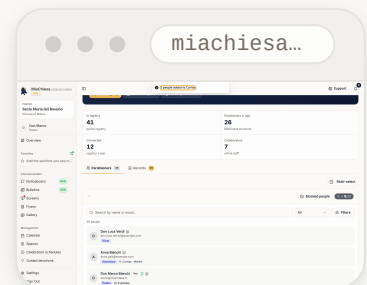


Fig. 4 The people appear right away among the group's members.

What you have achieved

- ✓ The selected people are active members of the group, with the chosen role.
- ✓ Anyone already a member is not added twice.

Troubleshooting

I can't see Multi-select



You are missing group permissions: you need Manage group members and All groups (not just their own).

I see "All selected people are already members of this group."



Choose another group or other people.

A notice shows added and failed counts



Only some people were added: check the group's members and add the missing ones again.

I see "Unable to add people to the group"



Nobody was added: try again.