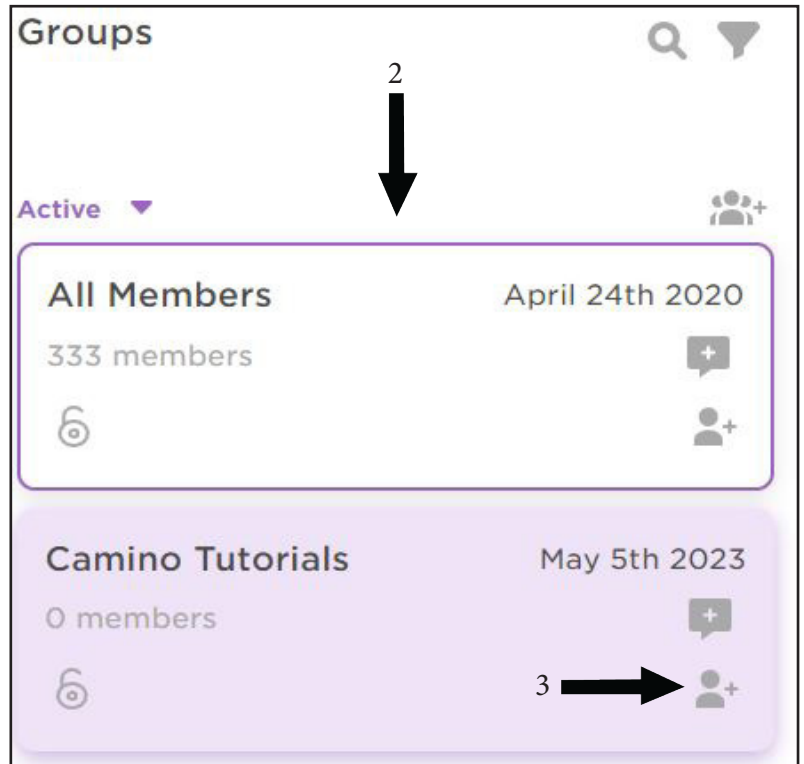


How to Add Members to a group Manually

1. Select Groups
2. Select the Group to Add Members
3. Click on Add Member for the group you want to add to (in this case we are adding to “Camino tutorials”).
4. Enter the phone number or email address of the new member
5. Click on Continue
6. Enter First name, Last name, birth date, etc. (none of this is required)
7. If you choose to enter profile information, click the add button below the day of birth field to save it.
8. Check to make sure either the phone number or email is listed here. If it is not, you will need to repeat steps 1-8 until it shows here.
9. Check the box for “I have permission from these individuals to send them communications.”
10. Click on Add Members



The screenshot shows the 'Invite new' screen. The 'Continue' button is highlighted with a purple border, and an arrow labeled '5' points to it. Below the 'Continue' button, the 'Members ready to add' section shows a list of members. The first member, '+16165551234', is highlighted with a purple border, and an arrow labeled '8' points to it. Below the list, there is a checkbox labeled 'I have permission from these individuals to send them communications.' with an arrow labeled '9' pointing to it. The 'Add Members' button is highlighted with a purple border, and an arrow labeled '10' points to it.