How to Remove a Member from a Group
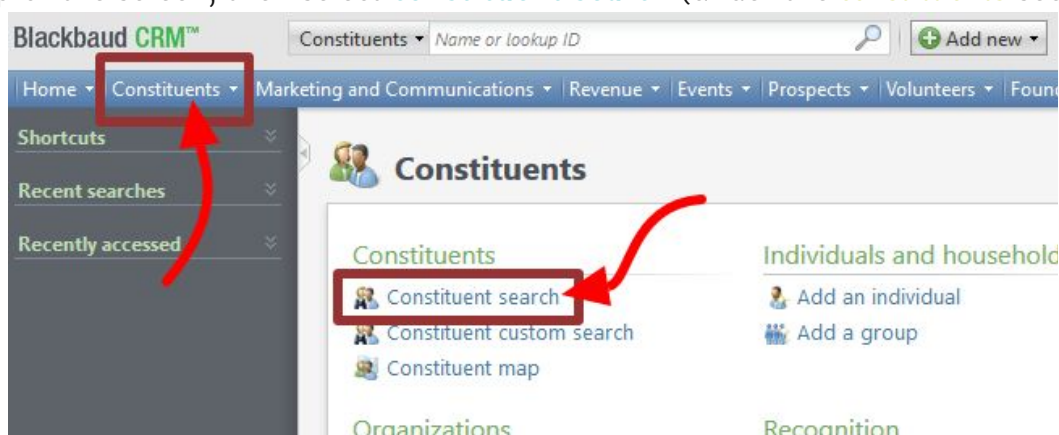
This guide will provide written instructions on how to **remove a member** from a group.
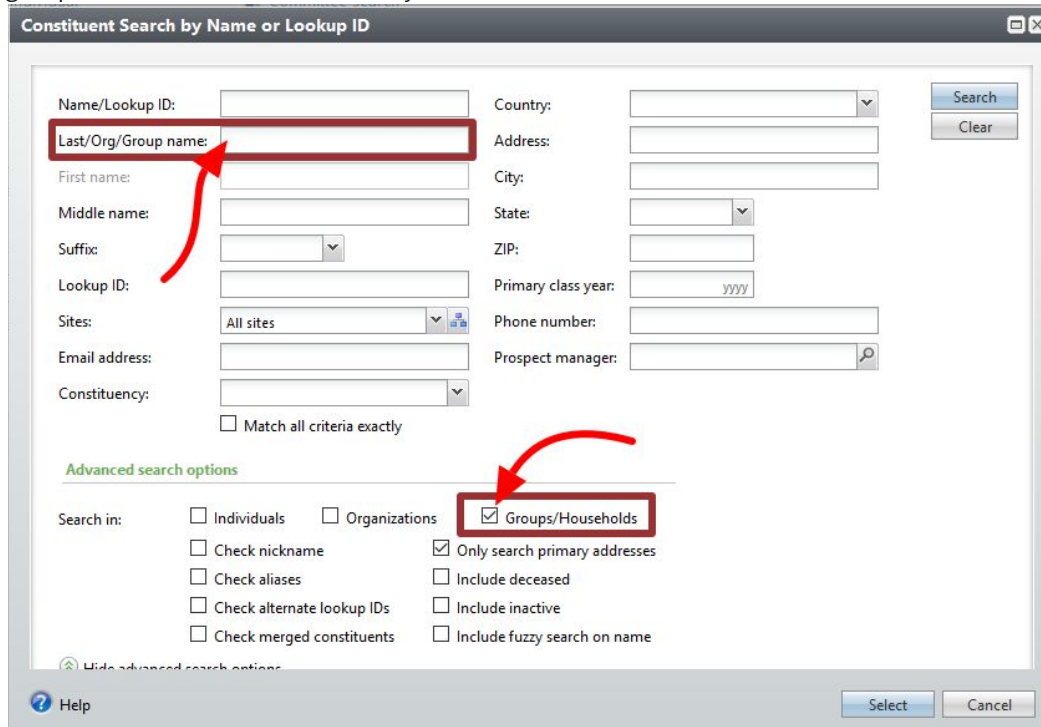
To **remove a member** from a group:

First you need to find your existing group by performing a search for it.

From the GAIL home screen, click on the **constituents** tab on the blue functional area bar near the top of the screen, then select **constituent search** (under the *constituents* section).

Type the name of your group in the *last/org/group name* field and make sure the **groups/households checkbox** is selected (this is found under *advanced search options*).
- ➢ **Remember**: group names will start with a *naming convention* followed by a hyphen then the name of the group (ex. TCOB – Alumni Advisory Board).

Click **search**, find the name of group you're looking for in the results box and click into it.

Next navigate to the **members tab** on the group's page.

➢ Depending on the size of your browser window or the resolution of your computer screen, you may need to **click the left/right arrows** on the row of tabs to scroll to the members tab.

Find the name of the group member you want to remove and click the **two downward chevrons** to the left of the name. Then click **edit**.

➢ Only 30 group members are displayed at a time, use the **page numbers** on the right above the table of names to navigate through the entire list. If your group contains a lot of members, click the **filters** button (next to the add button), and enter the person's **last name** in the *find member* field to search for the person.

Important note: Removing the primary contact

The person listed in *bold* with an *orange checkmark* next to it is the group's **primary contact**. If you need to remove this primary contact person from the group, you should first designate another group member as the primary contact.

➢ See our written guide *How to Change a Group's Primary Contact* for instructions.

The *edit group member* dialog box will appear. To remove a member, simply enter **today's date** in to the **end date** field and click **save**. You'll be taken back to the group's page and that person will no longer be listed as a member.