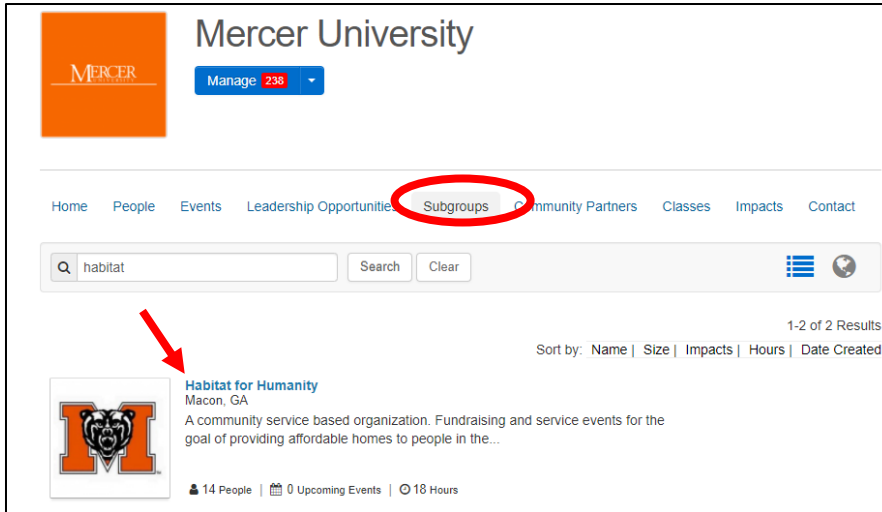
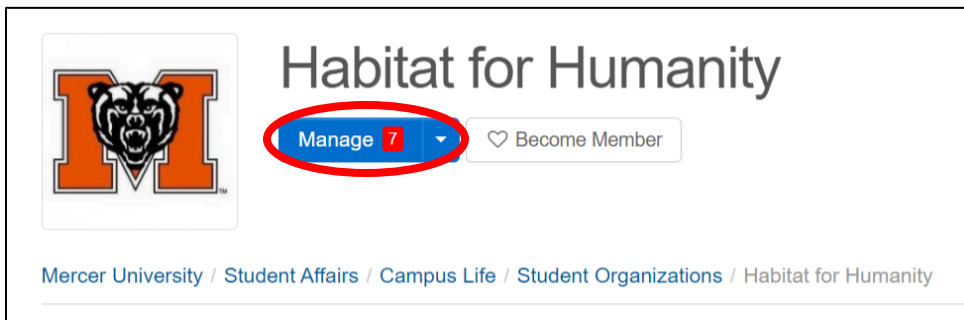


BearPulse: How to Add Members to a Subgroup

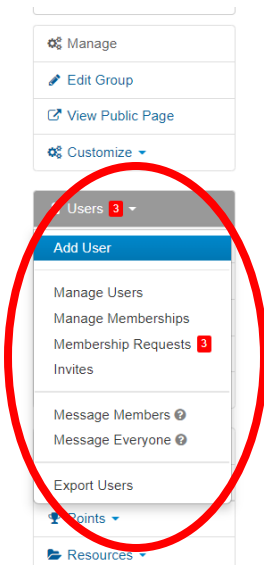
1. On the BearPulse main page, select the "Subgroups" tab and click on your group.



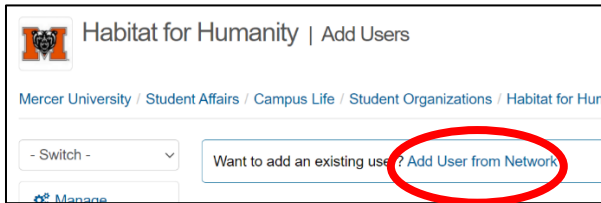
2. In the group page, click on the "Manage" button.



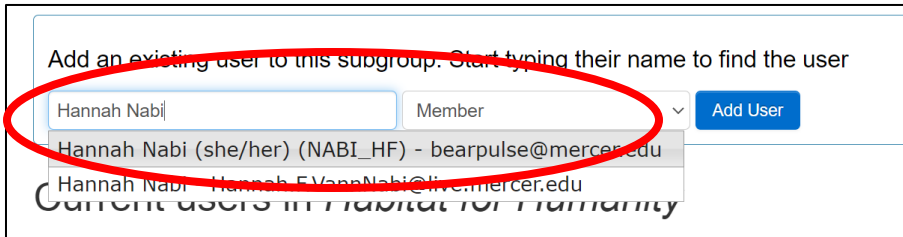
3. Click on the "Users" button in the left menu, then "Add User" from the dropdown menu.



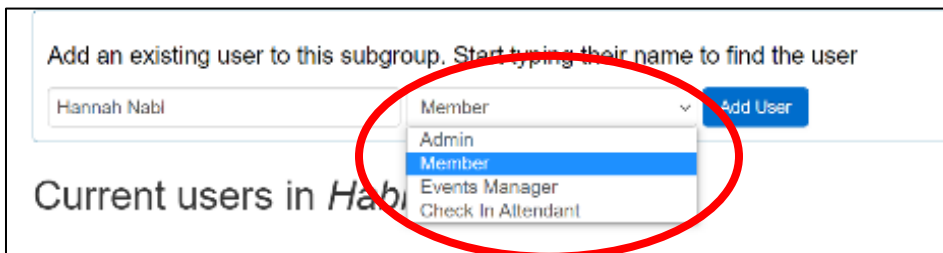
4. If you want to **add a single person**, select "Add User from Network".



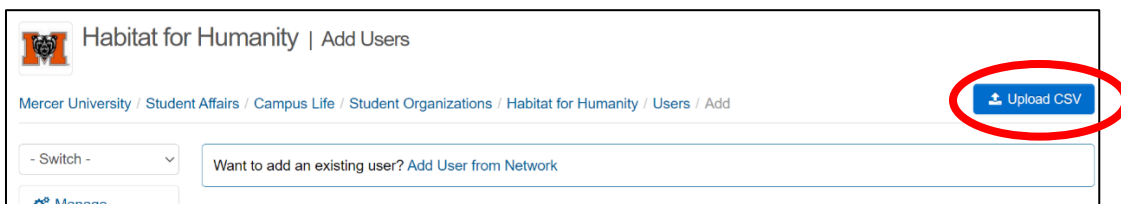
5. Type in the name of the person and select them from the automatic dropdown menu.



6. Select the appropriate role for the person you're adding, then click "Add User."



7. If you want to **add a membership roster**, select "Upload CSV."



8. Follow the instructions for uploading a roster. You must have each person's first name, last name, and MERCER email address (...@live.mercer.edu) to upload a roster.

For more information on adding and managing users/members, see the GivePulse Support Website: <https://support.givepulse.com/hc/en-us/articles/206157858-Manage-Users>