



Discover Community. Discover Purpose.

### How to add and remove members from your group

We understand situations change, and its important for you to know how to manage the members of your group! Here's how:

1. Go to: [accounts.planningcenteronline.com](https://accounts.planningcenteronline.com)
2. Enter your Planning Center username and password
3. Click the "Services" button at the top left
4. Select Groups
5. Select your Discover Group
6. To add, Simply type a new name in the *add a new person* bar
7. To remove, select the checkbox next to their name and choose to remove from group in the drop down menu

