# Quick Sheet MN: Managing Groups

Group Settings

Group Management in the Everbridge platform creates an easy way to organize contacts, replicate organizational hierarchy, and maximize the efficiency of your messaging. The group management tab can be found under the contacts tab. From this screen you can create groups, change their hierarchy, and manage group members.
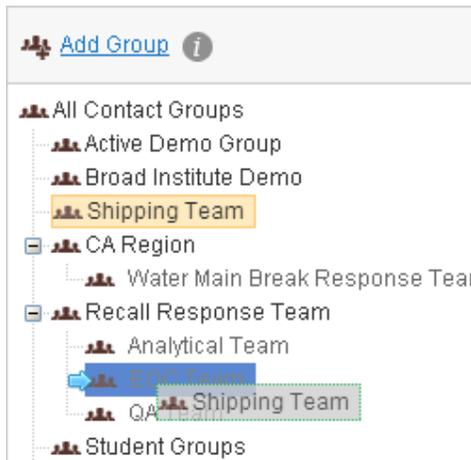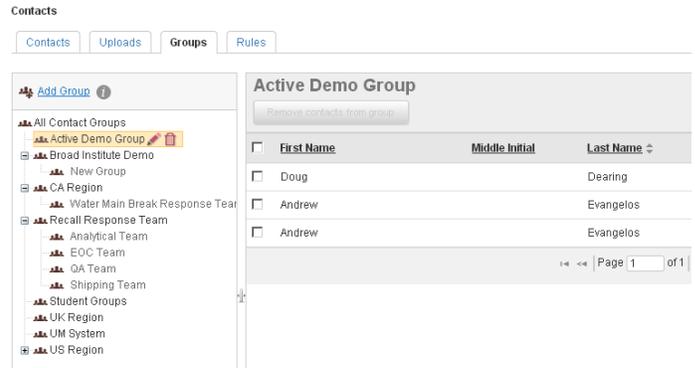
Creating and Organizing Groups

Creating a group is as simple as clicking the Add Group button. Once the group has been added you can change the name clicking the pen icon. To change the location of the group, drag and drop it where you would like it to go. You can nest groups underneath each other to create a tree that mirrors the ordering of your organization. This allows you to select a master group for a notification, which will also select the sub groups nested beneath it. You can also individually select a sub group only.

Adding Members to a Group

It is very simple to add members to a group. From the contacts tab, search for and select the contacts you wish to add. Once the contacts are selected, all that you need to do is click add to group and choose which group you wish to add the members to. This process is simple, but can be time intensive for large numbers.
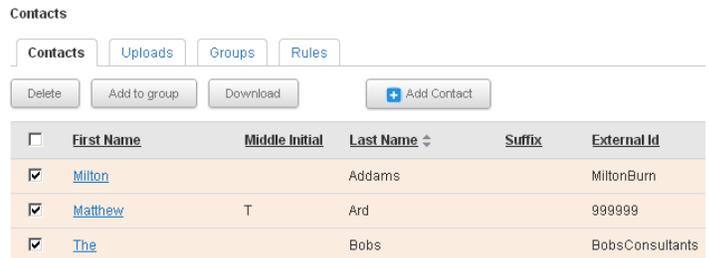
Managing Groups via File Upload

When you assign a large number of contacts to groups simultaneously it is often much easier to do this via vile upload. In the Groups field of the CSV file you can list the names of the groups of the member. Each name needs to be separated by the pipe character "|" without spaces. This character is usually made using the shift key + the backslash key, on most keyboards this is located directly above the enter key. As an added bonus, if a group is present in the upload, but not the system it will be created automatically.