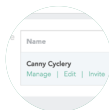


STEP

01

There are a few different ways to add people to your group – these will depend on how many people you’re inviting, and if they’re already on Be Collective.

Navigate to your group management dashboard, and click on the ‘Manage’ button next to your group’s name.

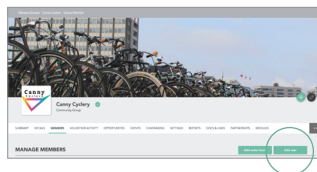


02

Click on the ‘Members’ tab, then click on ‘Add user’.

CLICK

Add user



03

There are a few different ways to add users to your group, scroll down to see which way suits you best.

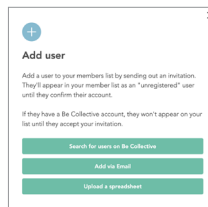
A If they’re already on Be Collective:

This method works best if you’re adding a few people at a time.

If they’re already signed up to Be Collective, visit the invite screen above, click on ‘Search Be Collective’ and enter their name.

CLICK

Search for users



Search Be Collective

Search for users on Be Collective to invite them to your group.

Enter a name

Add user

Go back

B If they aren’t on Be Collective but you have their email:

This method works best if you’re adding a few people at a time.

Click on ‘Add via email’ and enter their details. They’ll be sent an email inviting them to Be Collective, so let them know to expect it.

CLICK

Add via email

Add user via email

First name*

Last name*

Email address*

CONT.

03

c If you need to add **many** volunteers:

This method works best if you need to add multiple people at a time.

If you need to add multiple users, for example staff members or many volunteers, the easiest method is to upload them in bulk.

Click on 'Upload a spreadsheet', then 'Download spreadsheet' to download our template file. You can add people to your group by filling out this template.

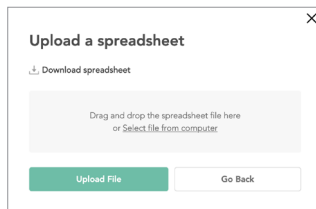
Or, just fill in the fields:

First Name, Last Name and Email on an Excel spreadsheet.

Once you're done, save the template as an Excel file and **drag-and-drop** it or click 'Upload File' and select it from your file explorer. Click 'Upload File' then 'Confirm and send' to complete the process.

CLICK

Upload a spreadsheet



04

If you've uploaded a spreadsheet, it can take up to 2 working days for the file to be processed as the Be Collective team needs to make sure it's in the correct format and includes the correct details.

CLICK

Done

