

Function Groups


Last Modified on 04/25/2024 8:50 pm EDT

Function Groups are a way of organizing different types of functions into similar groups. For example, you could create these Function Groups:

- Inclusive Functions
- Optional Activities
- Tours and Programs
- Educational Classes

You can create as many different types of Function Groups as you require. You can use these Function Groups to search and filter attendance and reporting, so you can, for example run a report specifically on Optional Activities.

To create a Function Group, follow these steps:

1. Click on the **plus icon**  to right of the Function Group option.
 2. Provide a name for your new function group, such as Breakout Meetings or Optional Activities.
 3. Select **Save**.
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