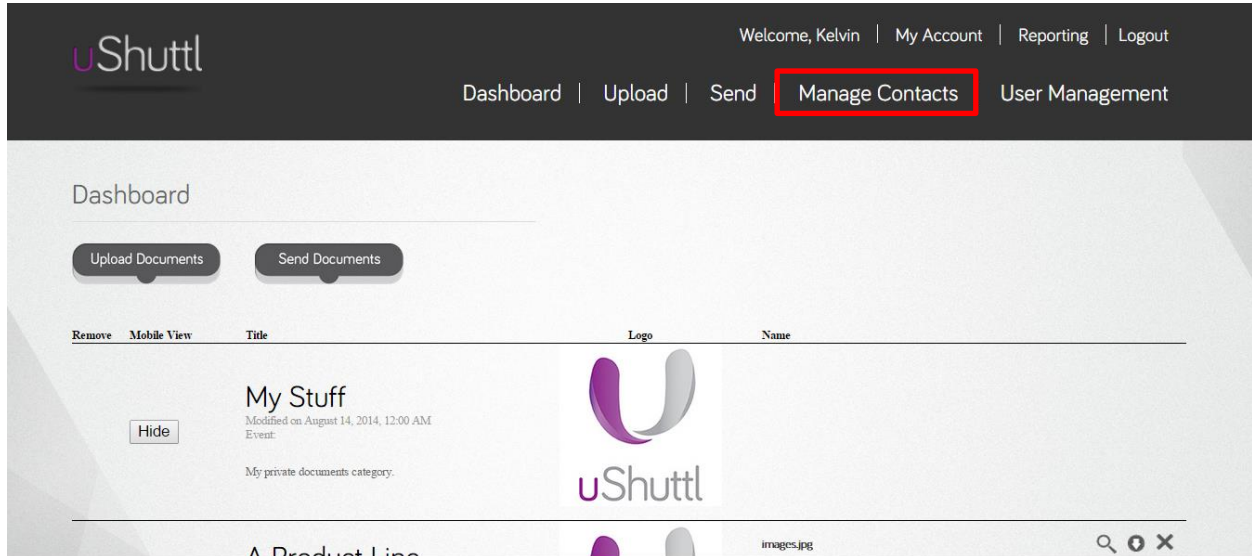


HOW TO CREATE A GROUP

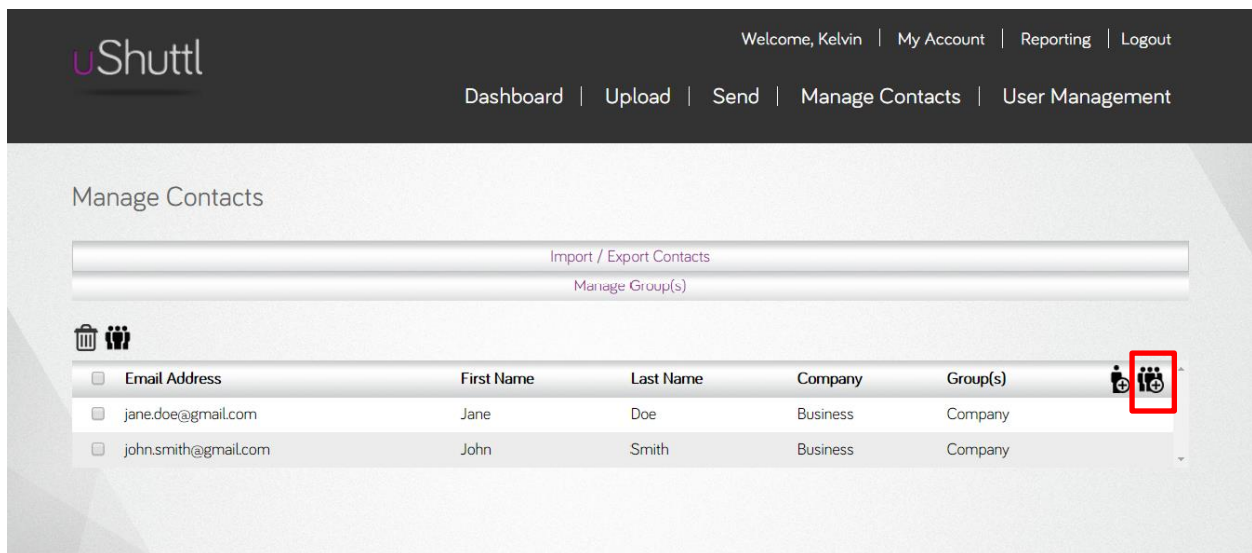
Upon logging into uShuttl, user will be directed to the main dashboard page.

1)



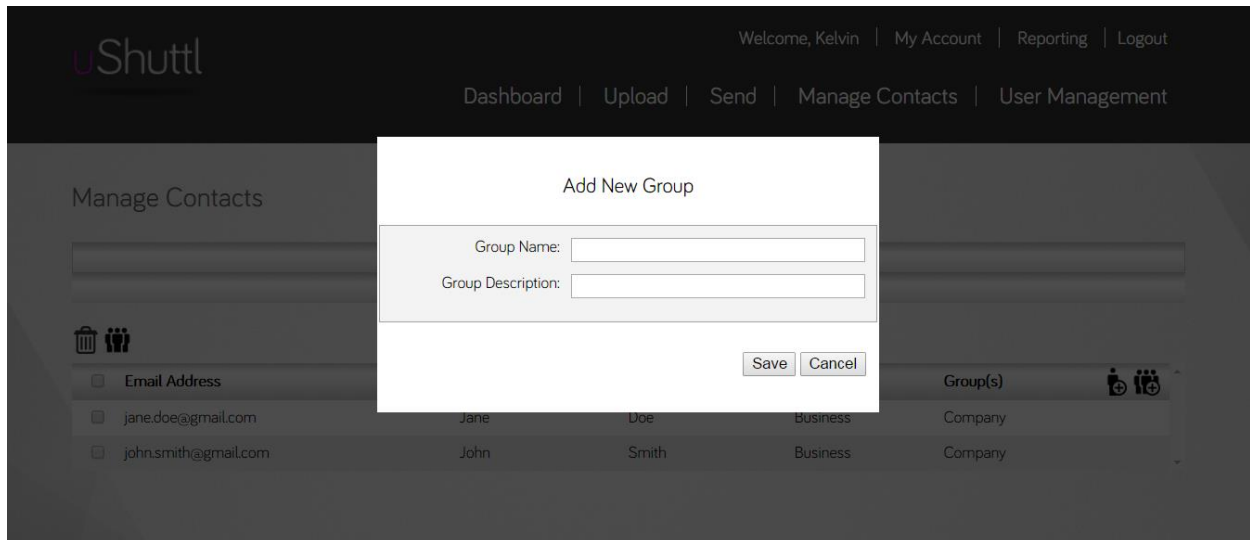
Select Manage Contacts on the homepage.

2)

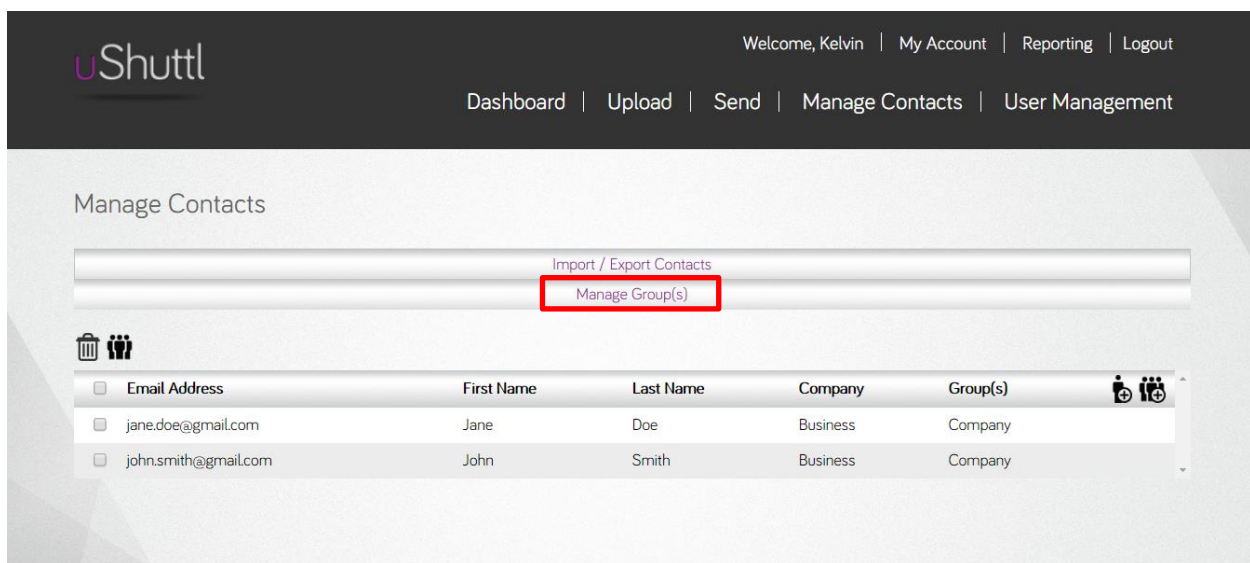


Select the “Add New Group” icon on the manage contacts dashboard.

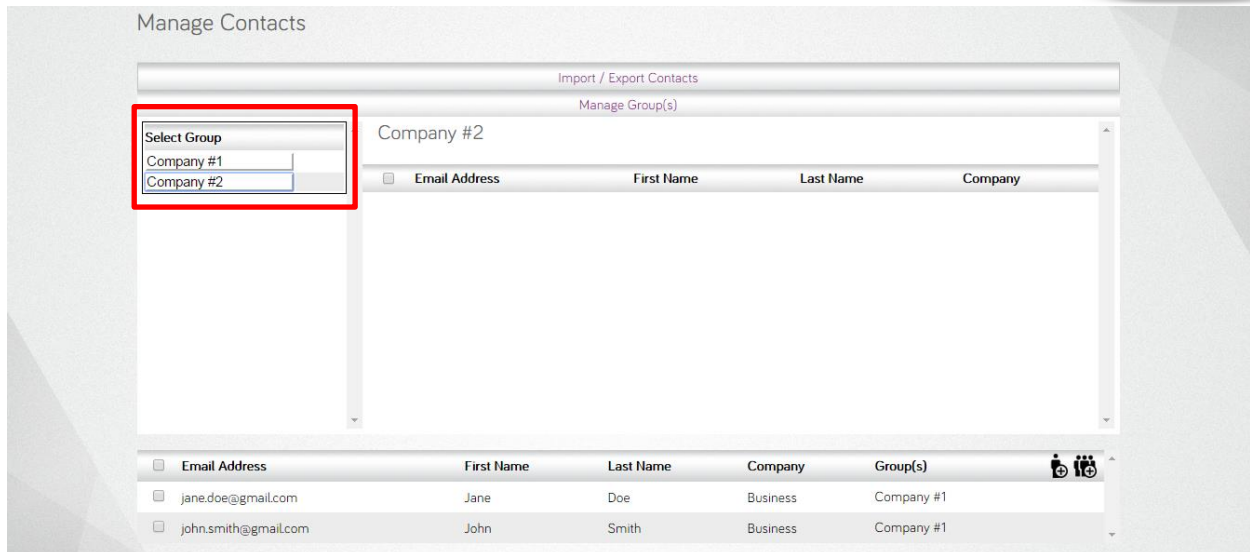
3)



Fill out the Group Name and Group Description in the pop-up box to create the group.

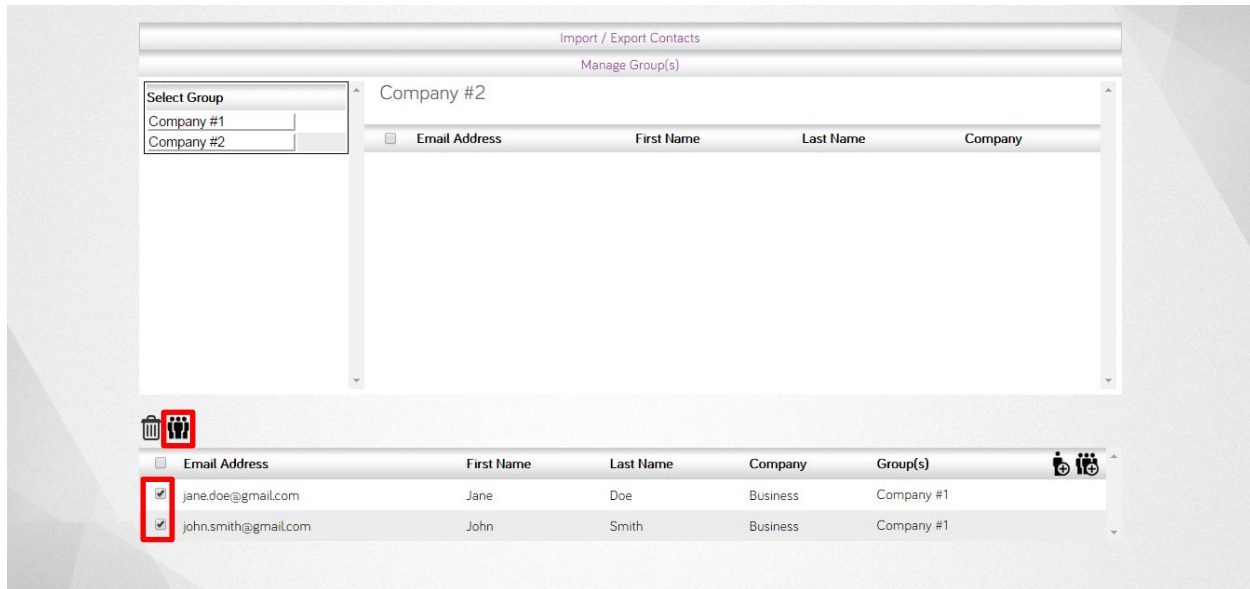


Your group can be viewed and edited by clicking on the Manage Group(s) dropdown.



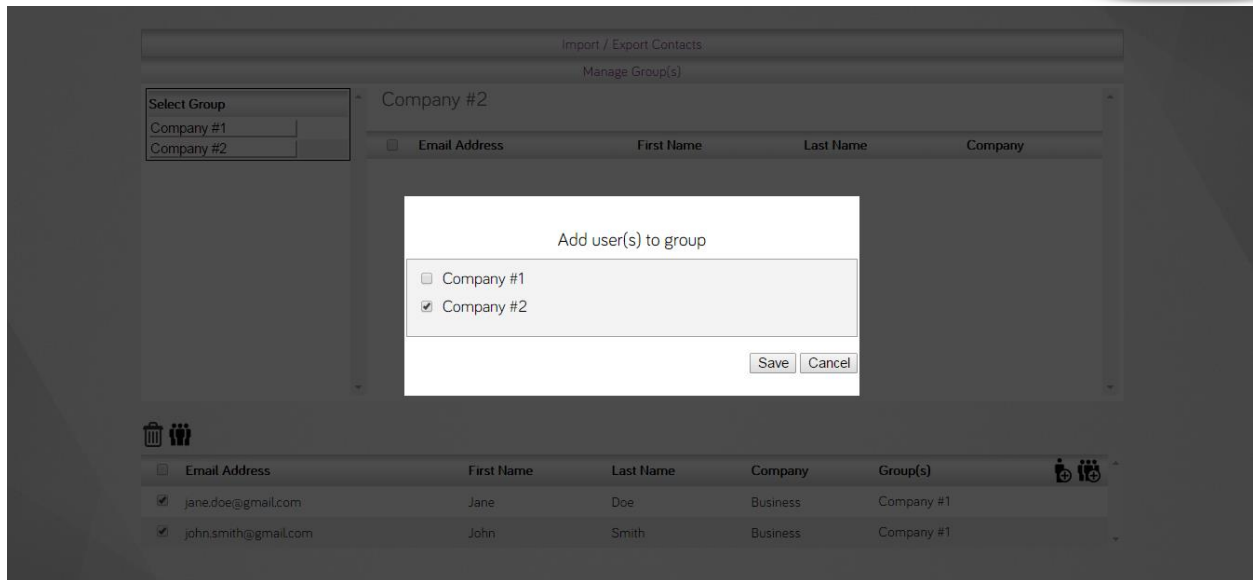
You can see your list of groups and members in the group using the table on the left.

4) Adding Users to Group:



4a) First step is to select the user in your Manage Contacts dashboard.

4b) Once the user is selected an “Add Contact(s) to Group” icon will appear. Select this icon after all group members are selected.



4c) A pop-up box will appear with all of the groups you have created. Please select the specific group you are looking to add the user(s) to. (Users can be placed in more than 1 group) Save.

Congratulations! You have successfully created groups and added contacts to those groups.