

# Creating groups and adding members (old UI)



## Deprecated

This guide was created for the old UI of the eduTEAMS Membership Management, which is deprecated and will be removed in the future.

We strongly recommend using the new UI and guide for it - [Creating groups and adding members](#)

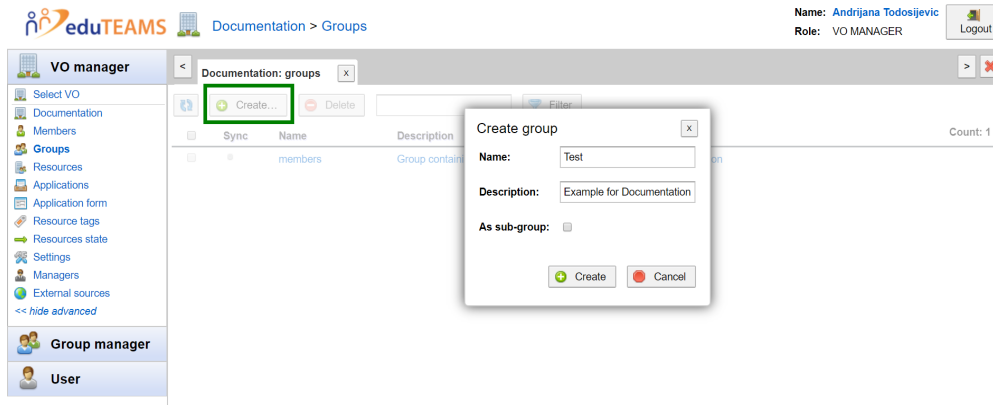
All the users registered in a Virtual Organization are added in the built-in group called *members*. VO Managers can create groups and group hierarchies and organise the members in their VO according to the requirements of their collaboration. This documents describes the basics of creating groups and assigning members to these groups.

1. VO Managers can create and manage groups and group hierarchies on the [eduTEAMS Membership Management Service](#).
2. In the left navigation bar, click on the "VO Manager" tab and then click on "Groups". If you have not created any group, then you should see just one group called *members*. All the members of your VO are in the *members* including the VO Manager(s)

The screenshot shows the eduTEAMS web interface. At the top, the logo and navigation links are visible. The user is logged in as Andrijana Todosijevic, a VO Manager. The left sidebar shows the 'VO manager' tab selected, with 'Groups' highlighted. The main content area displays a table of groups. The table has columns for 'Sync', 'Name', and 'Description'. There is one group listed: 'members', which is described as 'Group containing VO members for VO VO management documentation'. The count of groups is 1.

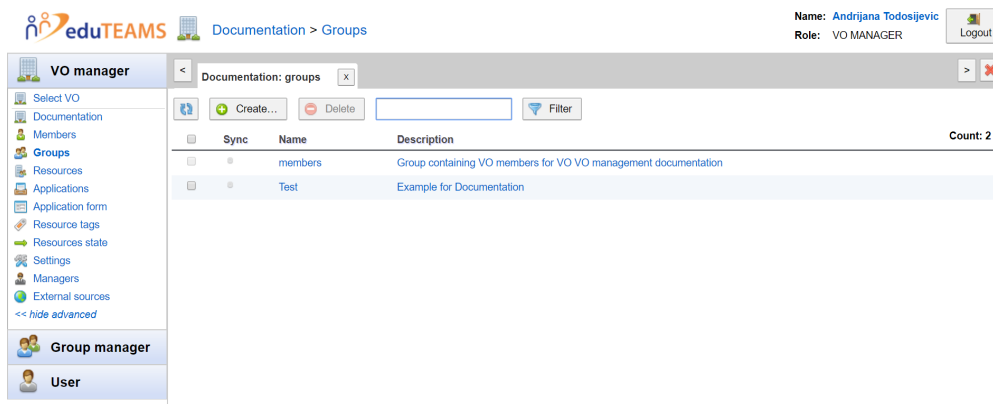
Sync	Name	Description
<input type="checkbox"/>	members	Group containing VO members for VO VO management documentation

3. In order to create a new group, click on the "Create" button. The create group modal will pop up.
4. A Group can be created as a **parent**, which is the default option, or as a **sub-group**. Fill in the **Group Name** and **Description** and click "Create".



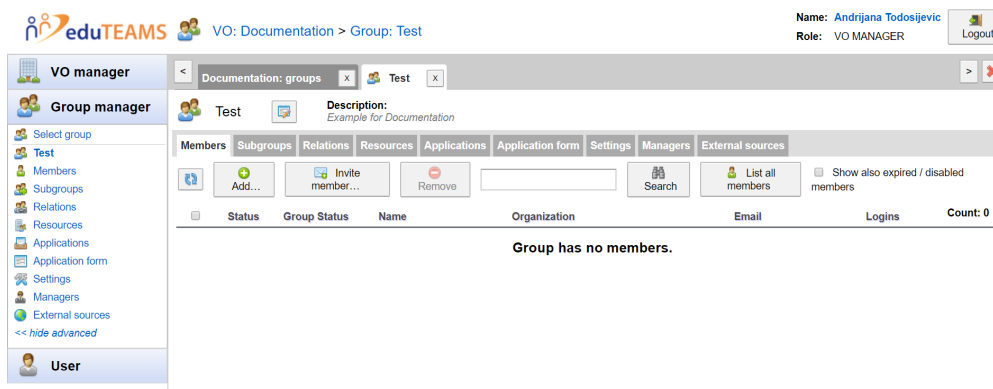
5. You should see the new group in the list of groups

6. Click on the group that you just created



7. At this point the group has not members

8. In order to add members from your VO to this group you, click on the "Add" button



9. You should now see the "Add member(s)" modal

10. Click on the "List all VO members" button to see a list of all the members of your VO

11. Click the checkbox at the left of each user that you want to add to this group and then click on the "Add" button

The screenshot shows the eduTEAMS VO manager interface. The top bar displays the user's name as 'Andrijana Todosijevic' and role as 'VO MANAGER'. The left sidebar contains a 'Group manager' section with options like 'Test', 'Members', 'Subgroups', etc. The main area shows a 'Test' group with a description. A modal window titled 'Add member(s)' is open, displaying a table of members. The table has columns for Status, Name, Organization, Email, Logins, and Count: 2. Two members are listed: Stefani Serna and Simone Visconti, both with a green checkmark in the Status column.

Status	Name	Organization	Email	Logins	Count: 2
<input checked="" type="checkbox"/>	Stefani Serna		andrijana@amres.ac.rs	eduteams-nickname: stefanis	
<input checked="" type="checkbox"/>	Simone Visconti		simone.visconti@geant.org	eduteams-nickname: visconti	

12. Congratulations, the user(s) has /have been added to your new group

The screenshot shows the eduTEAMS VO manager interface after adding members. The 'Members' tab is selected, showing a table with columns for Status, Group Status, Name, Organization, Email, Logins, and Count: 1. One member is listed: Stefani Serna, with a green checkmark in the Status column and a green checkmark in the Group Status column.

Status	Group Status	Name	Organization	Email	Logins	Count: 1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stefani Serna		andrijana@amres.ac.rs	eduteams-nickname: stefanis	