

Quickstart: Businesses - Creating Groups.

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Firstly, ensure you are in your business profile. Do this by selecting switch profile and clicking on your business profile.

Then click on the groups in the side bar.

The screenshot displays the IIC Business dashboard. At the top left, the logo and navigation links 'Home', 'Explore', and 'About Us' are visible. The user's profile is identified as 'IIC Business'. A 'Switch Profile' button is highlighted in yellow, with a dropdown menu showing options: 'jfkldjlkds's Profile', 'IIC Business's Profile', and 'Personal Profile'. A hand icon points to the 'IIC Business's Profile' option. Below the navigation, a sidebar contains icons for 'DASHBOARD', 'STATISTICS', 'MESSAGES', 'PROJECTS', 'EMPLOYEES', and 'GROUPS'. A hand icon points to the 'GROUPS' icon. The main content area features two sections: 'Sign Offs' and 'Employee Requests'. The 'Sign Offs' section includes tabs for 'FUNDS', 'GIFTS', 'SKILLED VOLUNTEERING', and 'VOLUNTEERING', and a table with columns 'USER', 'DONATION', 'PROJECT', and 'SIGNED OFF BY'. The 'Employee Requests' section includes 'REJECT' and 'ACCEPT' buttons and a table with columns 'NAME', 'EMAIL', and 'INFO'. A hand icon points to the 'REJECT' button.

Click create group and then choose which account you want the group to be part of (personal account or a business account) after doing this, click next.

SEARCH GROUPS

 [CREATE GROUP](#) [JOIN PRIVATE GROUP](#)

GROUP NAME	COMMUNITY CREDITS	DONATED	TIME VOLUNTEERED	SKILLED VOLUNTEERING	ITEMS GIFTED	MEMBERS	MEMBER TYPE	GROUP TYPE	ACTIONS
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Choose Account ✕

Choose which profile you want to interact with the group:

Personal Profile

Business profile

--Select--

 [Next](#)


Choose if you want to have individuals or businesses invited to the group then click next.

Choose Account ✕

Who can be a member of your group?

Individuals

Business



Input the group name and description, and select whether its hidden or public then click next.


Add group details ✕


Group Name

Group Description

Visible
Anyone can find this group via the explore groups page.
Anyone can join this group.

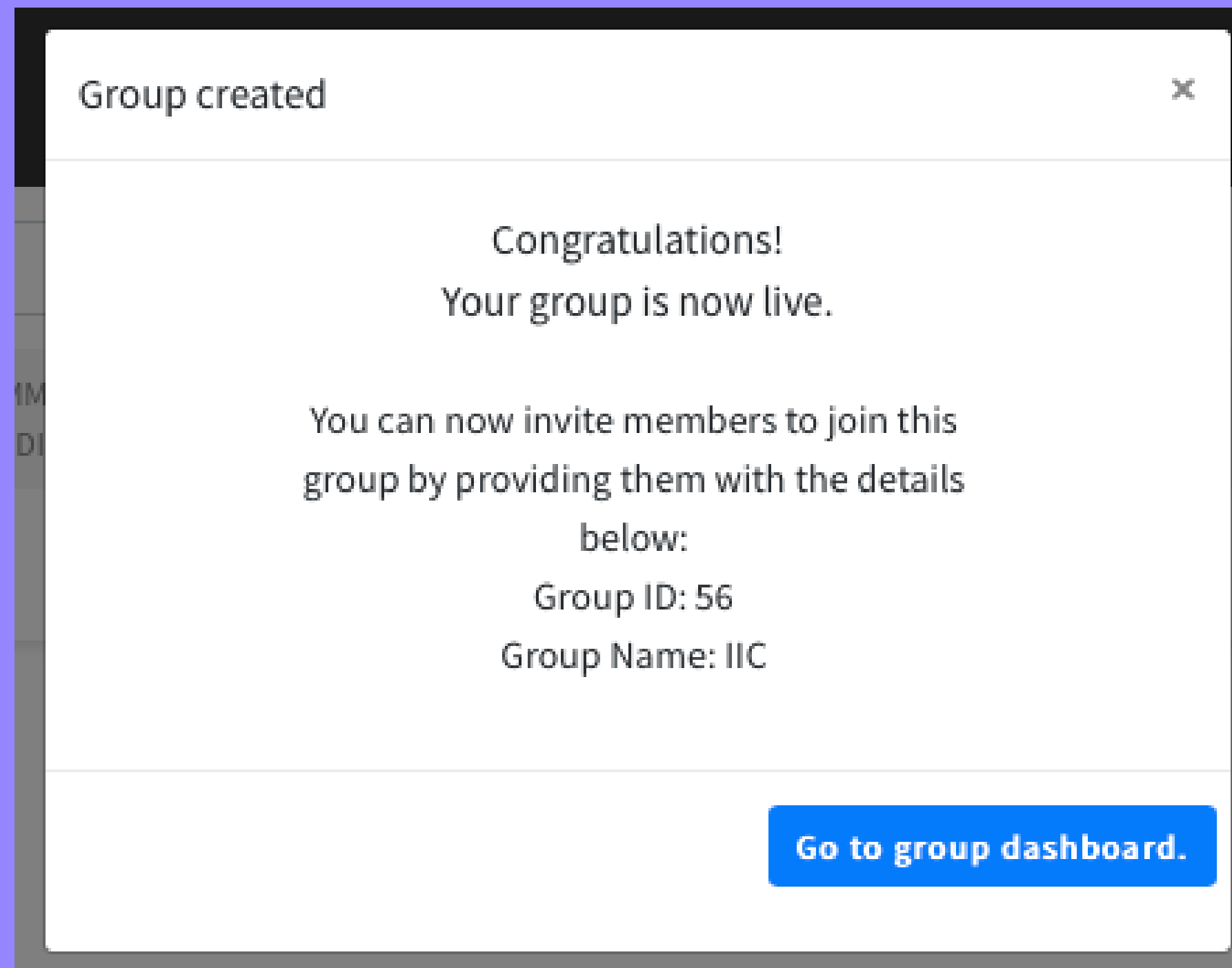
Hidden
This group will not be visible on the explore groups page.
Members can join this group with the Group ID number and
Group Access Code.

 [Learn more about group privacy](#)



Read the difference between the types of groups by clicking on 'learn more about group privacy'

After clicking next your group will be created.



Group created ×

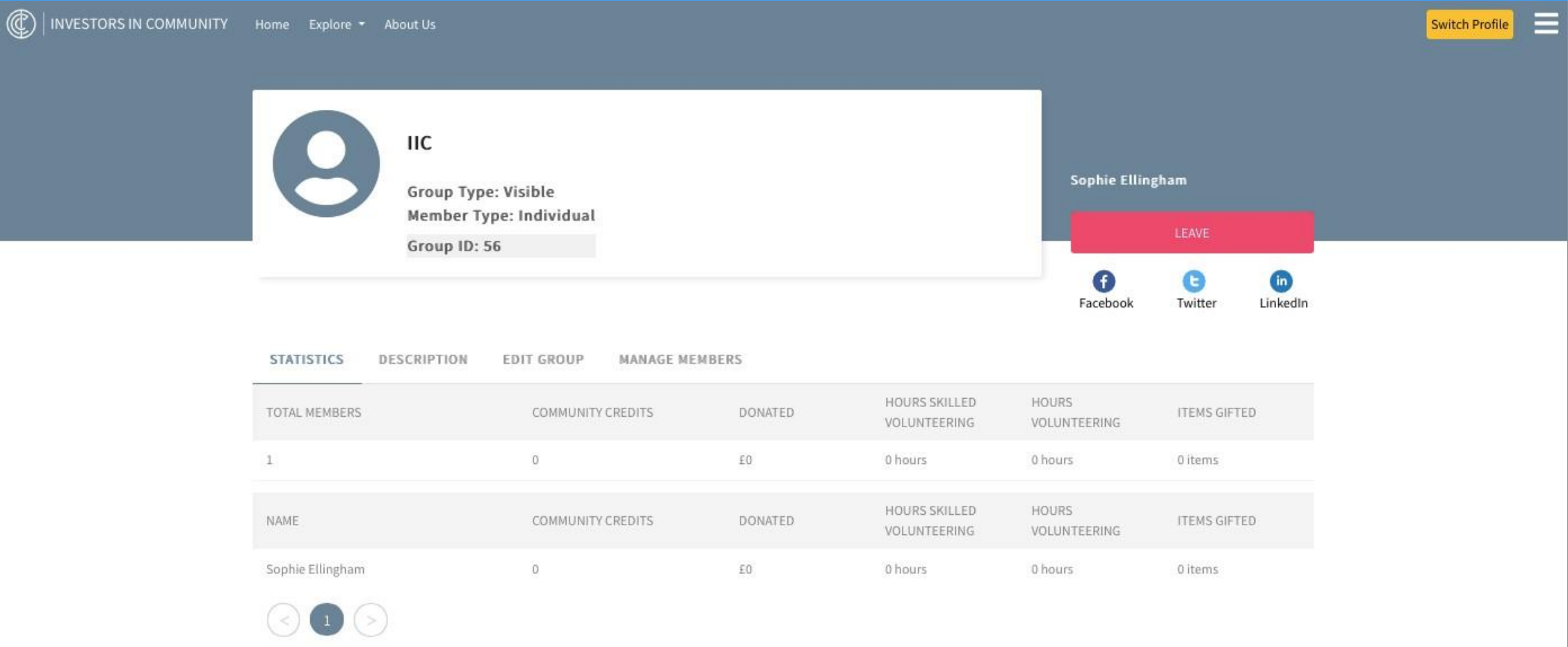
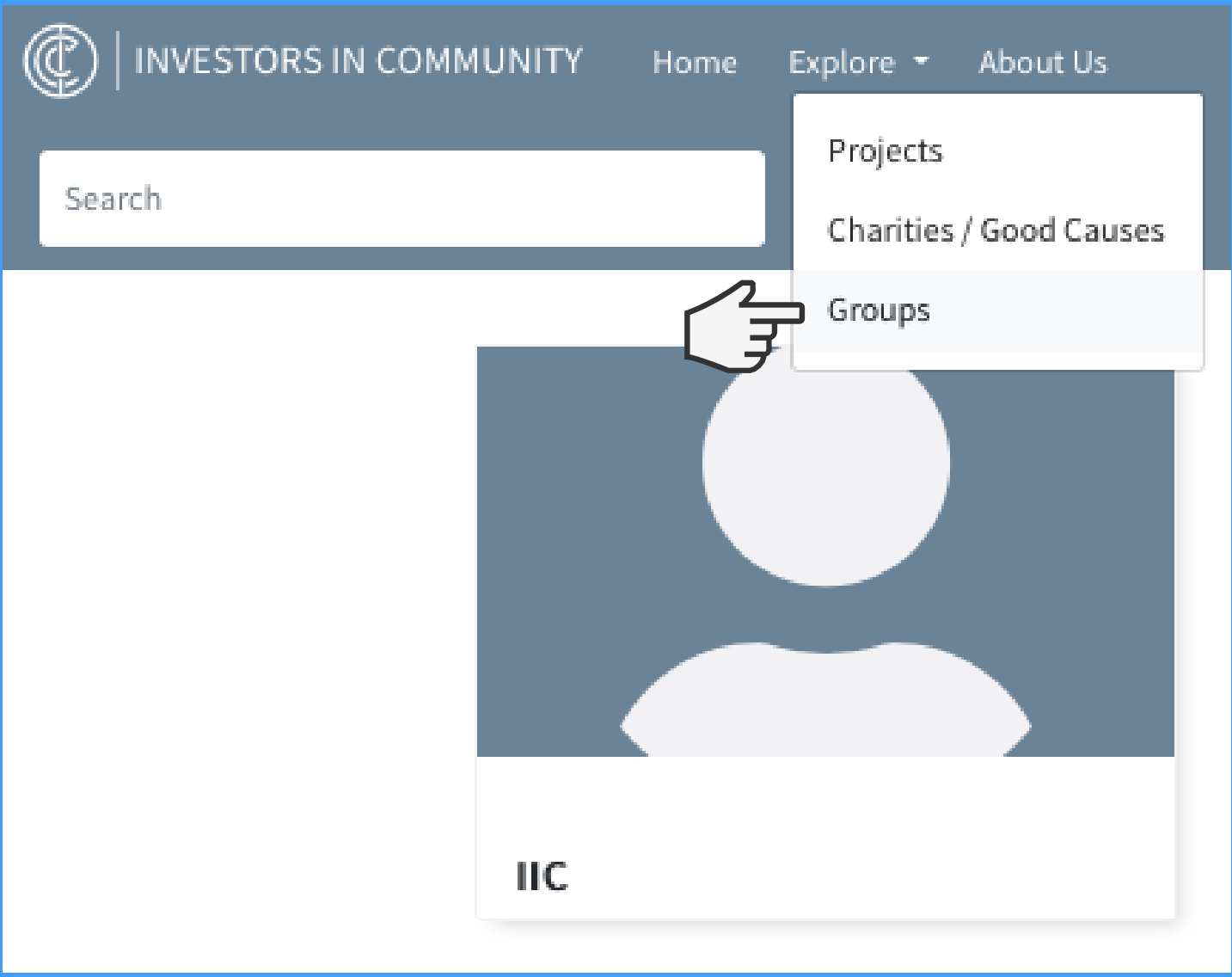
Congratulations!
Your group is now live.

You can now invite members to join this group by providing them with the details below:

Group ID: 56
Group Name: IIC

[Go to group dashboard.](#)

If you chose public, the group will now display in the group section of the 'Explore' tab at the top of your screen. Both groups can be managed from within the 'Groups' tab of the profile it is associated with.



Thanks for reading!

Please get in touch if you have more questions.

Contact: business@investorsincommunity.org

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