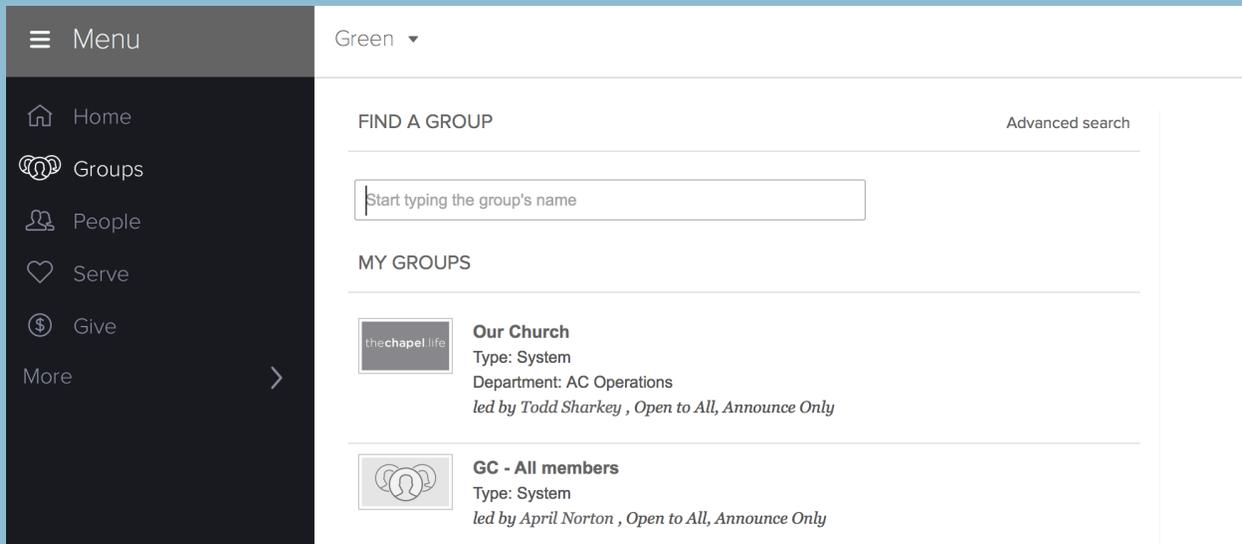# BELONG

GROUPS

Search for a group by selecting **Groups** from the menu bar on the left. From here, you can see all groups that you are in and search for any new group. By selecting a group that you are in, you will be taken to the group page.


Once you are on your group page, you will see the main info screen. This screen might have a picture if your **group leader** has uploaded a group picture. You will see who the group leaders are as well as the group menu bar that consists of **Info, Messages, Calendar, Files, Needs, & Participants**.
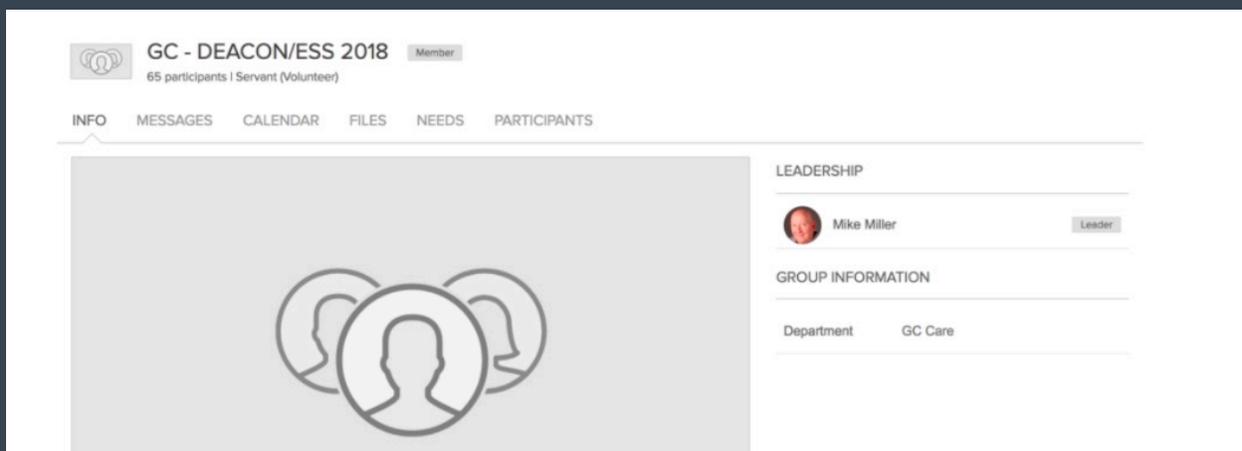
Under the **Messages** tab, you can send messaged to the entire group if it has been enabled by your group leader. Otherwise, you can see messages that your group leaders have sent out here.
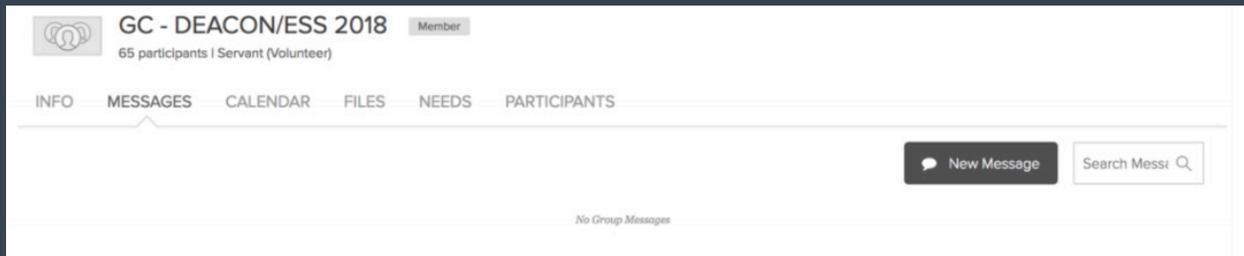

The next tab over includes the **Group Calendar**. This is where the group leaders can add events to the calendar.
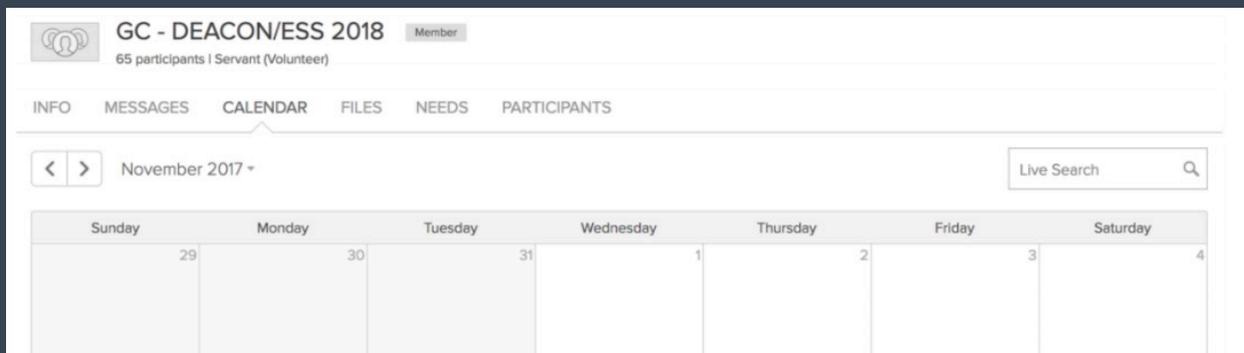

Go to printer friendly format
Subscribe to group calendar

At the bottom, you can **subscribe to this calendar** to add it to your mobile device or personal calendar.

The Next tab is **Files**. Here, you will find files that have been uploaded by the group leaders and any other members (if the group settings are enabled for them to do so).
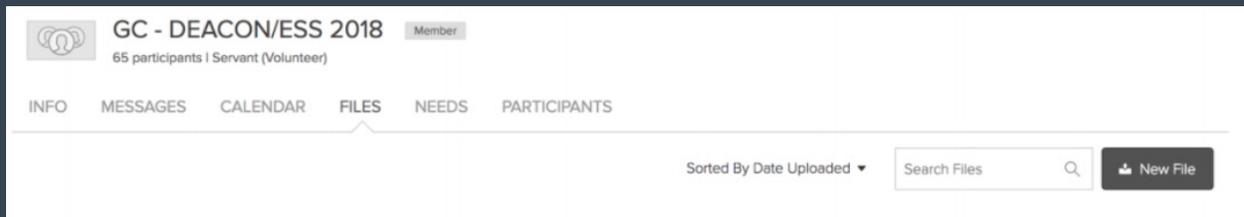
The next tab you will find is **Needs**. This is where you can sign up for specific needs created by group leaders or members (depending on group settings). This could be things like "Bring turkey to the Thanksgiving get-together," or "bring game to the community game night." You can sign up for this and it will mark you as being the one **in charge of this particular need**.
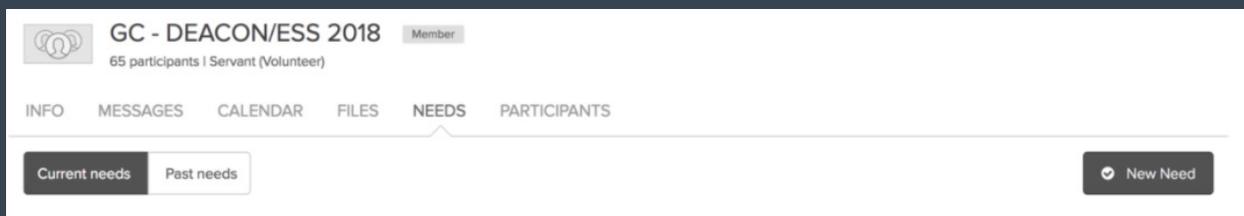
The last tab is **Participants**. This is where you can see all the participants in the group as well as phone numbers, emails address, street addresses, etc. only if the individual member has **enabled their information** to be shared with other group members.