

Create and Assign a Group in ConnectHQ

- 1. Log in to ConnectHQ
- 2. Select the Subscriptions menu
- 3. Select the Group Subscriptions menu

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4. Select + Create Group

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- 5. Choose a Name and Description of your Group
- 6. Go back to Subscriptions menu to view your sims
- 7. Select the sim you wish to group and click the actions icon/Group Subscriptions

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- 8. Select the group in which you want to assign your sims
- 9. Click GROUP

Assign a Group – Bulk

- 1. From the Subscriptions Menu:
 - a. Select the checkboxes to the left of each sim you would like to Group
 - b. Click the Group Subscriptions icon

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- 2. Select the group in which you want to assign your sims
- 3. Click GROUP

Please note you can assign different users to grouped sims. To see how to assign users, please reference the "Create a User in ConnectHQ" guide