



WellAware Walk Through

Summary: This walk through shows you how to add/create a group separate from your all sites group. It also will show you how to add sites to any groups you create or previously created groups.

[Click here for a video demonstration!](#)

Adding a Group

1. To add a group, you must be an admin. If you are not an admin and should be, please contact the Client Success team at support@wellaware.us.
2. In the bottom left-hand corner of the page, click on the “Add Group” button.
3. Create a group name and click on “ok.”
4. Your new group will then be created and show on the left-hand side of the page with the All Sites group and any other previously created groups.

Note: Once you have created a group, you can contact the Client Success team at support@wellaware.us to request custom summary page configurations.

Adding Sites to a Created Group

1. Make sure you are under the **All Sites group**. Then navigate to the List tab.
2. Find the site you want to add to a created group and hover over that site. You will see a blue drop down arrow appear.
3. Click on the blue drop down arrow and click the option “Add to Group.” Then select your desired group. That site will now show up under your created group.

