

How to Remove a Member from Your Community Group!

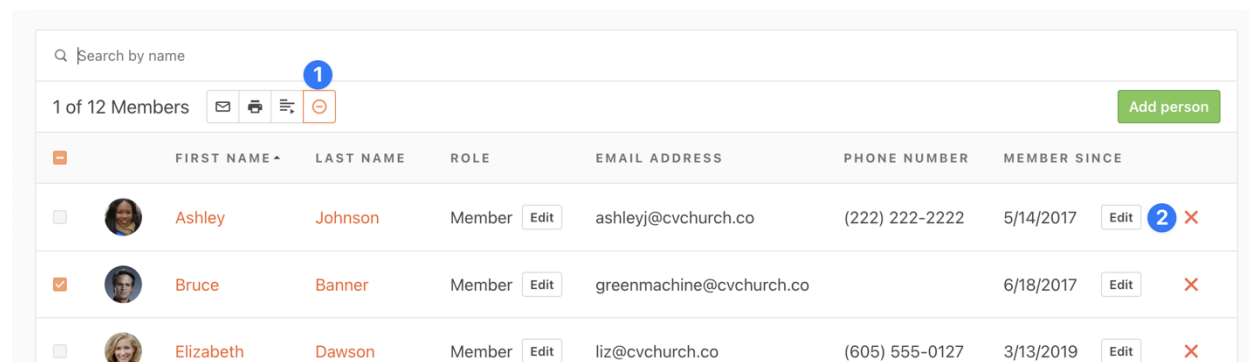
Admins and leaders can remove a person from a group if they are no longer a member or make them inactive to remove them from Groups entirely.

Go to planningcenter.com and login with your credentials. If you don't remember, please submit a "Forgot Password" request to reset your login credentials.

Go to "Groups" in the top left corner of your dashboard. It should turn from blue to orange.

Click on your Community Group.

From the Members tab, choose who to remove from the group.



	FIRST NAME	LAST NAME	ROLE	EMAIL ADDRESS	PHONE NUMBER	MEMBER SINCE	
<input type="checkbox"/>	Ashley	Johnson	Member	ashleyj@cvchurch.co	(222) 222-2222	5/14/2017	Edit 2 X
<input checked="" type="checkbox"/>	Bruce	Banner	Member	greenmachine@cvchurch.co		6/18/2017	Edit X
<input type="checkbox"/>	Elizabeth	Dawson	Member	liz@cvchurch.co	(605) 555-0127	3/13/2019	Edit X

1. To remove more than one member at a time, check the box next to each person and click the minus icon.
2. Remove an individual by clicking the X at the end of their row.

You'll be given the option to send them an email letting them know they were removed. These emails cannot be customized.



Blackwell Life Group

Hi Hannah,

You've been removed from the group, Blackwell Life Group.

Centerville Church • 888-777-2821 • info@cvchurch.co

You are receiving this email because you are a member of Blackwell Life Group. To unsubscribe from these emails, you can [leave the group here](#).

All leaders, except the leader who removed the person, will receive an email letting them know that the member has been removed.



Moms Group

Hi Elizabeth,

Lisa Kuder has removed Aubrey Wentz from your group, Moms Group.

Centerville Church • 888-777-2821 • info@centervillechurch.com

There are also removal options for groups on [Church Center](#):

- **Group leaders** can remove a member from a group's page by tapping on the member and selecting *Remove member*.
- **Group members** can leave a group themselves by tapping the three-dot icon in the top right corner of the group's page and tapping *Leave group*.