

## Managing Group Registrations (for Group Managers)

Once promoted to a Group Manager, a user will gain access to the **My Groups** option in the main menu of the Volunteer View. The My Groups page allows the manager to view past and future events with a reservation for their group(s), as well as the number of their people who have signed up and how many slots they have remaining.

**SAN FRANCISCO**  
OUTREACH CENTER

Events My Schedule **My Groups** Admin Gabrielle Long 0 points

### My Groups

From Today

WEDNESDAY, 9/15/2021

ALL DAY

**Office Administrator (Flexible Hours)**

Wed, September 15

Community Groups 1 signed up (no slots remaining)

1500 Franklin St, San Francisco, CA 94109

[VIEW DETAILS & PARTICIPANTS](#)

Clicking the "View Details & Participants" link below an event takes the Manager to the Detail page of the event, where the full names of registrants in the Manager's user group can be viewed within the Signed Up section at the bottom of the page.

<b>Target</b>			
Alvin Anderson	Bob Martinez	Kim Martinez	Matthew Murphy
Reese Martinez			