Unite Education Program v8.0
Job Aid: 5726

# Add a Grouping to Unite

In Unite, you can use groupings to organize people outside of events. You can add any number of groupings to Unite. Once added, you cannot delete the grouping. However, you can deactivate it, so the grouping is no longer available.

## To add a grouping

1.  Open a browser and log on to Unite.

2.  Click and expand your username to display the system configuration menu.

3.  Click **Global Settings**.

4.  Click the *Fields* tab.

5.  In the **Field Name** column, click **Grouping**.

6.  Click **+ Create New Lookup Value** .

7.  In the **Field Value** text box, enter a unique name for the new grouping.

8.  Verify the **Active** check box is selected.

9.  Enter the LS code and report code as needed.

10. Click **Add** .

11. Click **Save** .

12. Click **X** to close the *LSAC Unite Setup* window.

**Related resources**

- 5727 – Edit a Grouping

- 5728 – Deactivate a Grouping