

Percent Pledge. Giving Platform

Whether you categorize your team across various office locations, teams, or ERGs, User Groups are perfect for igniting friendly competition across your company. Plus, you can effortlessly manage and track your workplace giving with great precision.

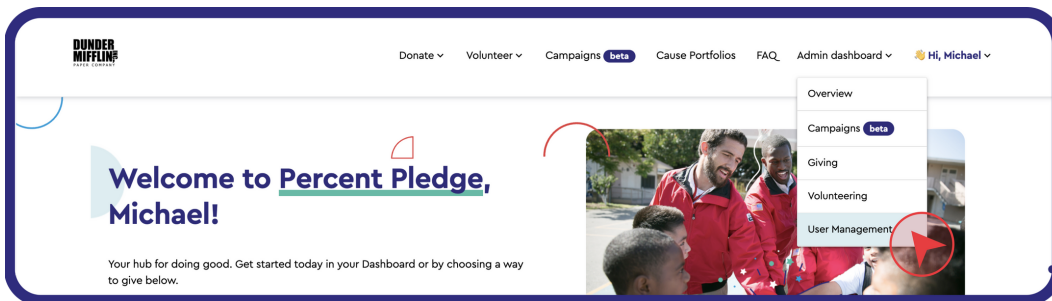
How to

Create a User Group

Please note, only employees who have an account can be added to a User Group.

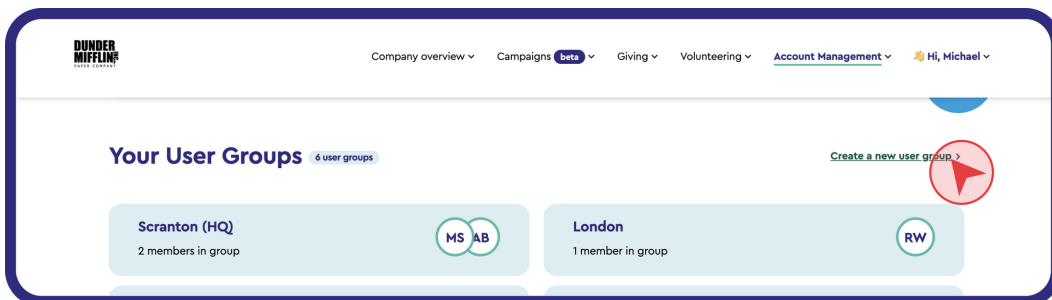
1

Log in to your Admin Dashboard and navigate to "User Management."



2

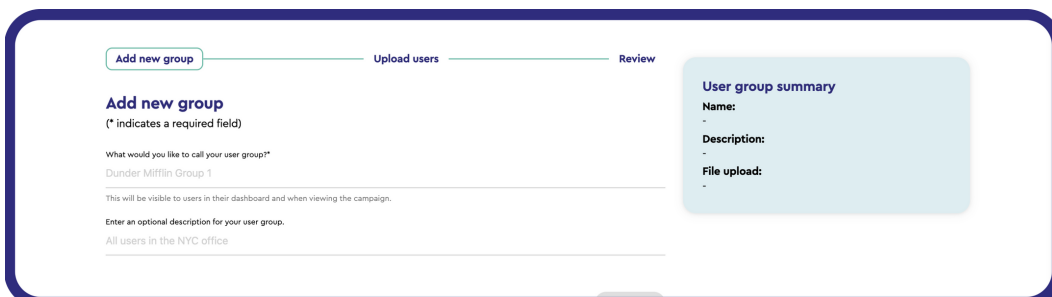
Scroll to "User Groups" and click "Create a new user group."



3

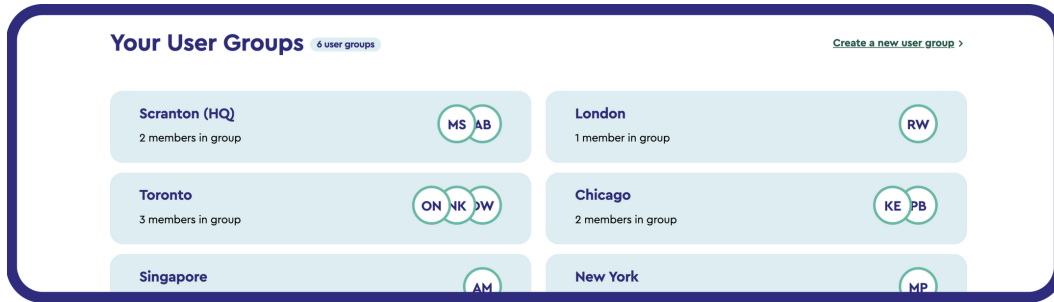
Fill out the required info for your user group through the 3 screens.

*Note, only include the emails of existing users in the CSV you would like to add to this user group.

A screenshot of the 'Add new group' form. The form is divided into three sections: 'Add new group', 'Upload users', and 'Review'. The 'Add new group' section is active and contains the following fields: 'What would you like to call your user group?' (with a note that '*' indicates a required field), 'Dunder Mifflin Group 1', 'This will be visible to users in their dashboard and when viewing the campaign.', 'Enter an optional description for your user group.', and 'All users in the NYC office'. The 'User group summary' section on the right shows 'Name:', 'Description:', and 'File upload:'.

4

Review your User Groups by navigating back to "User Management."



5

Navigate to a Campaign to view User Groups in our Leaderboards.

