

Creating a Group:

- Go to Visionmaker.nyc
- Sign in with your account information
- Click on “Manage” in the top right
- Select “Groups”
- In the bottom right of the window, click on “+Create New Group”
- Give your group a name in the “Group Name:” box
- If you know the usernames of the members you would like to be in your group you can enter them into the “Group Members:” box.
 - If not, you will be given a group code upon creation of your group, which you can give to anyone to join your group (instructions on this below)
- Decide if you would like members to receive an email when they are added or removed and either check or uncheck the box
 - If you created the usernames using your own email address, this check box will mean that you will receive an email whenever you add or remove a user from the group
- Click “Save Group” in the bottom right corner

To access your group code:

- In the groups tab of your “Manage” menu, find the group you are interested in.
- Click on the pencil icon at the right to edit
- At the bottom left you will see the Group Code

To Join a group:

- Go to Visionmaker.nyc
- Sign in with your account information
- Click on “Manage” in the top right
- Select “Groups”
- In the bottom left enter the code for the group you wish to join into the box and click “Join”