# Creating an Attendee Group

For some expense types, such as business meals or entertainment, you might be required to identify all attendees associated with that expense.

To manage your attendees and setup **Attendee Groups** you will need to access your **Profile Settings**.

1. To access your profile settings, from the **SAP Concur** home page, select the **Profile** icon, and then select **Profile Settings**.
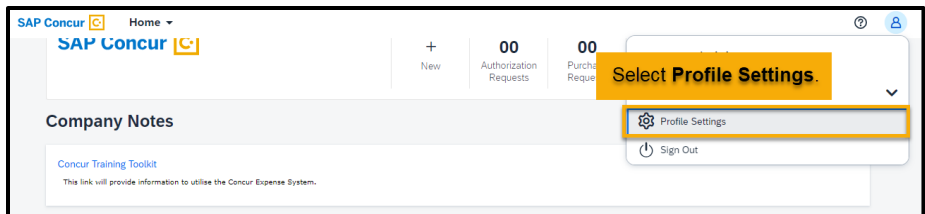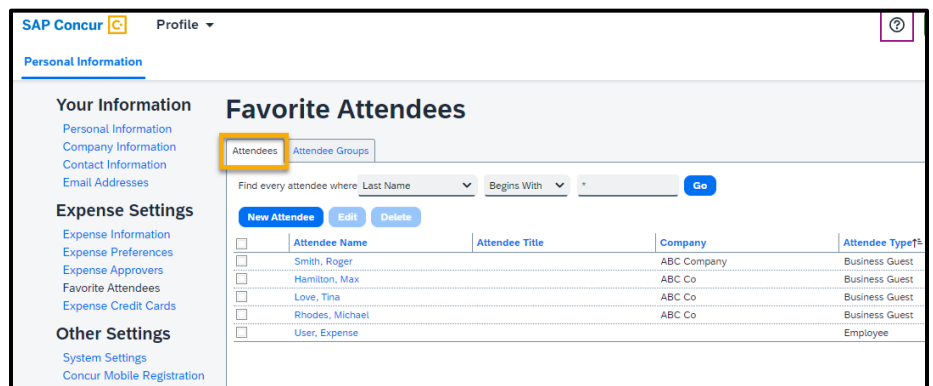
2. On the **Profile Options** screen, scroll down and then select **Favorite Attendees**.
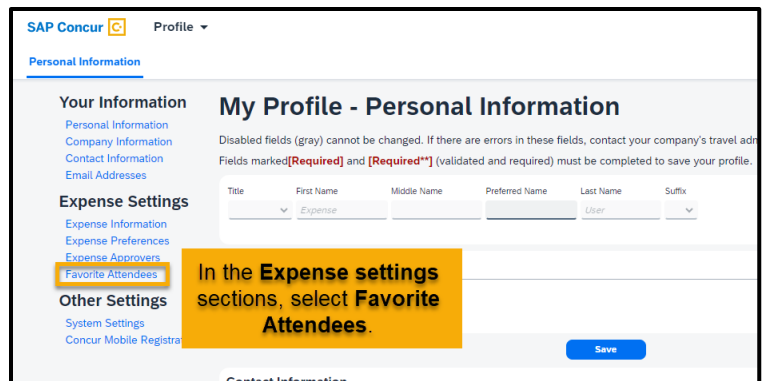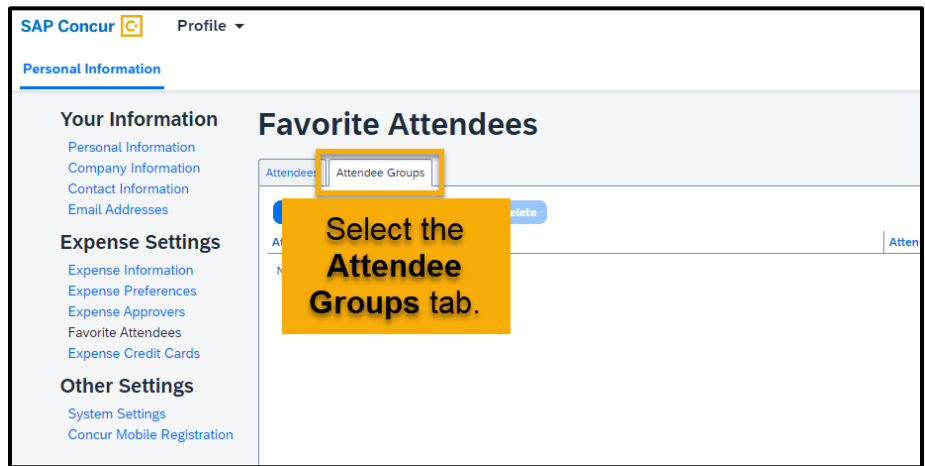
The **Attendees** tab lists attendees that you have already added. These attendees are available for you to select from when entering the expense details for an attendee-related expense type.
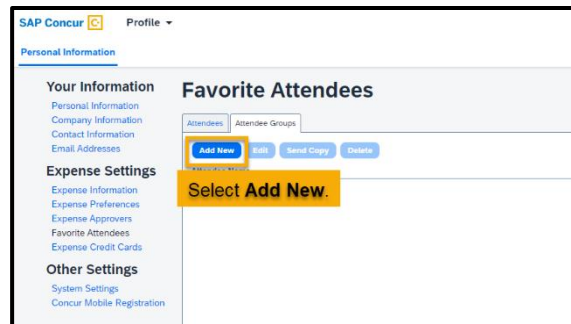
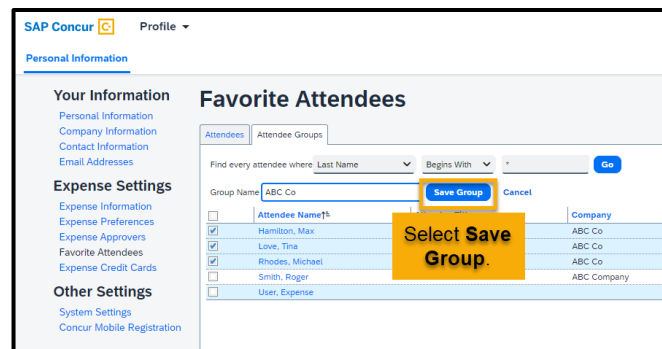In this example, you will see how to create a new group.

3. Select the **Attendee Groups** tab.
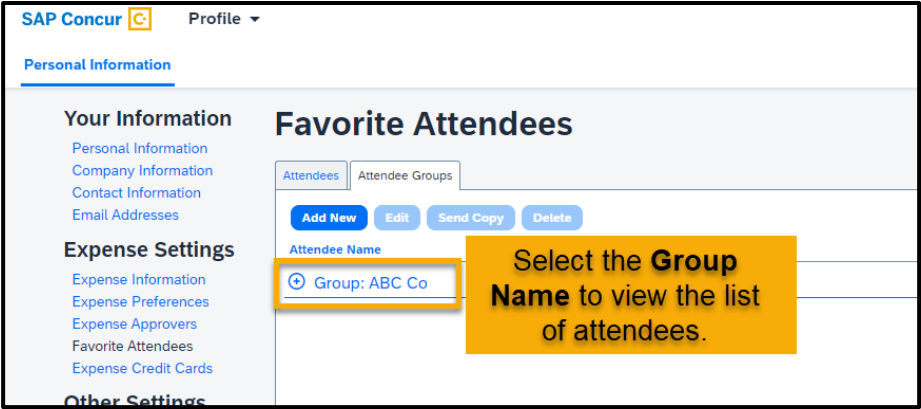

4. Select **Add New**.

5. Select the check box(es) for the attendees that you want to add to the new group.
6. Enter a **Group Name**, and then select **Save Group**.

The new **Attendee Group** is listed on the **Favorite Attendees** page.

7. Select the **Group Name** to view the list of attendees.

You can edit the attendees in the new group, send a copy of the list to another user, or delete the group.

Last updated: 06 July 2023

3