**Email All Members of Group**

Actor: Owner and Admin  
Goal: To allow administrators and owners to send out group email.  
Precondition: Must be logged in as Admin or Owner.  
Summary: Will send out an email to everyone in the group, including the administrators and owners.

Steps:

1. Select View Group Members from the main page.
2. Click Email Group.
3. Write the email.
4. Click Send.

**Create SubGroup**

Actor: Owner and Admin  
Goal: To allow a group to organize their members into groups.  
Precondition: Must be logged in as admin or owner.  
Summary: Will create a new group, with the owner being the same as the Super Group.

Steps:

1. Enter Admin Mode by clicking the Admin link.
2. Go to the Group Management tab.
3. Click Create SubGroup.
4. Fill out the information required.
5. Click Submit.

**Remove SubGroup**

Actor: Owner and Admin  
Goal: To allow owners and administrators to remove un-needed SubGroups.  
Precondition: Logged in as admin or owner, and the given SubGroup must be a SubGroup of their group.  
Summary: Will remove the given SubGroup.

Steps:

1. Enter Admin Mode by clicking the Admin link.
2. Go to the Group Management tab.
3. Click Delete next to the desired SubGroup.
4. Click Submit.

**Set Leader of SubGroup**

Actor: Owner and Admin  
Goal: To allow owners and administrators to set a different Owner of the SubGroups.  
Precondition: Logged in as Admin or Owner, and the given SubGroup must be a SubGroup of their group.  
Summary: Will make the owner of the desired SubGroup a different user.

Steps:

1. Enter Admin Mode by clicking the Admin link.
2. Go to the Group Management tab.
3. Click Change Owner next to the desired group.
4. Fill out the required information.
5. Click Submit.

**Transfer Ownership of Group**

Actor: Owner  
Goal: Allow an Owner to give ownership of a group to a different user.  
Precondition: Must be logged in as Owner, and there must be at least 1 other member in the group.  
Summary: Will make the owner of the current group a different user.

Steps:

1. Enter Admin Mode by clicking the Admin link.
2. Go to the Group Management tab.
3. Click Change Owner of this Group.
4. Fill out the required information.
5. Click Submit.

**Add Member to Group**

Actor: Owner and Admin  
Goal: To allow the addition of new members to a group.  
Precondition: Must be logged in as admin or owner, and new member must not already be a member.  
Summary: Will add a new member to the group.

Steps:

1. Enter Admin Mode by clicking the Admin link.
2. Go to the Group Management tab.
3. Click Add Member to this Group.
4. Fill out the required information.
5. Click Submit.

**Remove member from Group**

Actor: Owner and Admin  
Goal: To allow owners and admin to remove unwanted, or absent members of a group.  
Precondition: Must be logged in as admin or owner, and desired member must be a member of the group.  
Summary: Will remove the desired member, taking away any permissions they had.

Steps:

1. Enter Admin Mode by clicking the Admin link.
2. Go to the Group Management tab.
3. Select Manage Members.
4. Select the Member to manage.
5. Click the Remove From Group button.
6. Click Submit.

**Import Group Data**

Actor: Owner and Admin  
Goal: To allow owners and administrators to import GUS group data from an external source such as excel.  
Precondition: Must be logged in as owner or admin.  
Summary: Will first check the list of users against the current list of users in the group, then it will add all of the non-members.

Steps:

1. Enter Admin Mode by clicking the Admin link.
2. Go to the Group Management tab.
3. Select Import Group Data.
4. Brows for the file on the local machine.
5. Click add.

**Set Admin Permissions**

Actor: Owner  
Goal: To allow owners to delegate most of the tasks of administering a group.  
Precondition: Must be logged in as owner, and desired members must be members of current group.  
Summary: Will set varying levels of permissions to different members of the group.

Steps:

1. Enter Admin Mode by clicking the Admin link.
2. Go to the Group Management tab.
3. Select Manage Members.
4. Select the Member to manage.
5. Select Change Permissions.
6. Fill out the required information.
7. Click Submit.