


# Group Contacts

## To create a group

1. Go to [Google Contacts](#).
2. On the left under "Labels," click **Create label**.
3. Type a name, then click **OK**.



## Add contacts to a group label

1. Use your parent/player information list and enter each
2. In the top right, click Label .
3. Choose the groups you want to add the contacts to. You'll see a checkmark appear next to the groups you chose.

## Email a group

1. Open [Gmail](#).
2. In the top left, click **Compose**.
3. In the "To" field, start typing the group name, then select the group from the list that appears.
4. You'll see a list of contacts in the "To" field.

## Remove contacts from a group

1. Go to [Google Contacts](#).
2. On the left, click a group name.
3. Select contacts to remove by checking the boxes that show up next to their names.
4. In the top right, click Label . (If you don't see Label , go to [group contacts in old Contacts](#).)
5. Uncheck the group name.

## Edit or delete a group

1. Go to [Google Contacts](#).
2. On the left under "Labels," point to the group you want to rename. (If you don't see "Labels," go to [group contacts in old Contacts](#).)
3. Follow the instructions on the screen to edit or delete a group.