

Adding a Group

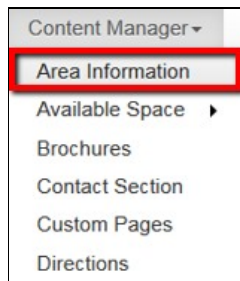
[Content Manager](#) > [Area Information](#) > [Groups Tab](#)

Adding a Group:

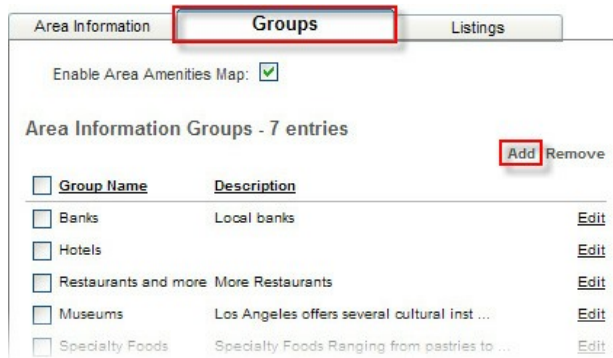
Note:

- It is necessary to first create **Groups** (i.e. Restaurants, Hotels, Transportation, Shopping, etc.) before listings can be added.

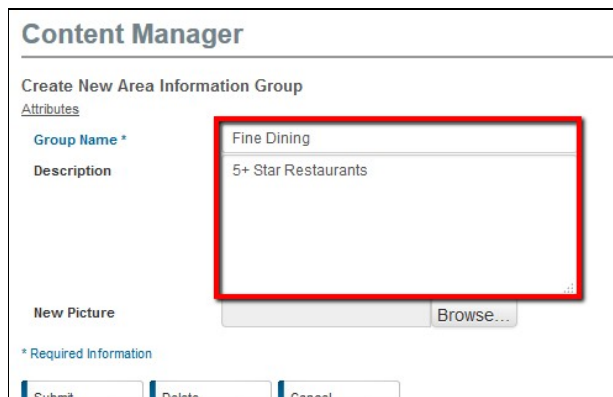
1. Go to **Content Manager** > **Area Information**.



2. Click on the **Groups** tab.
3. To create a new group, click on **Add**.



4. Fill out the required information.



A screenshot of the 'Create New Area Information Group' form in the Content Manager interface. The form has a title 'Create New Area Information Group' and a sub-section 'Attributes'. The 'Group Name' field is filled with 'Fine Dining' and the 'Description' field is filled with '5+ Star Restaurants'. Both fields are highlighted with a red rectangular box. Below the form, there is a 'New Picture' section with a 'Browse...' button. At the bottom, there are 'Submit', 'Delete', and 'Cancel' buttons.



5. Once finished, click on the **Submit** button. A confirmation will appear on the next screen and the newly created group will appear on the list of **Area Information Groups**.

Content Manager

Create New Area Information Group

Attributes

Group Name *

Description

New Picture

* Required Information