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.

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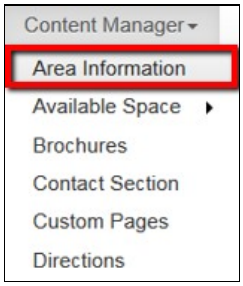
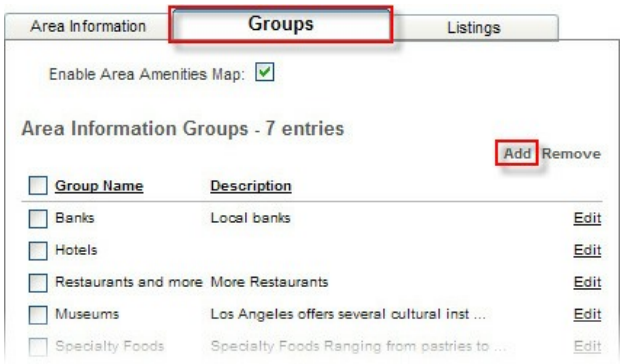
1. Go to **Content Manager** > **Area Information**.

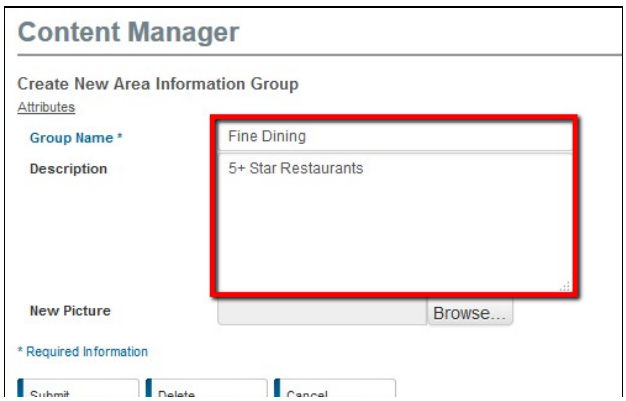
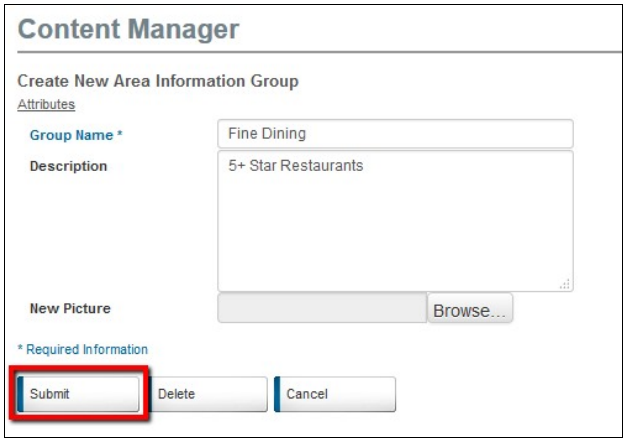


2. Click on the **Groups** tab.

3. To create a new group, click on **Add**.



4. Fill out the required information.



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**.