

Adding a Group

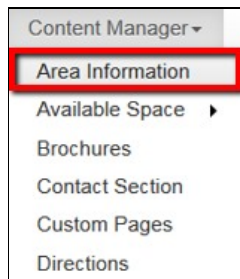
[Content Manager](#) > [Area Information](#) > [Groups Tab](#)

Adding a Group:

Note:

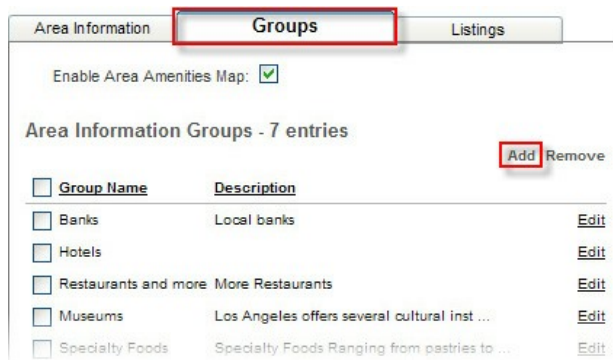
- It is necessary to first create **Groups** (i.e. Restaurants, Hotels, Transportation, Shopping, etc.) before listings can be added.

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

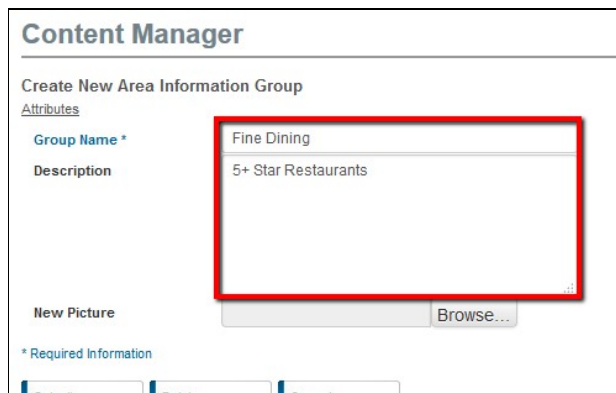


2. Click on the **Groups** tab.

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. The form has two main input fields: 'Group Name' and 'Description'. Both fields are highlighted with a red rectangular box. The 'Group Name' field contains the text 'Fine Dining' and the 'Description' field contains '5+ Star Restaurants'. Below the form, there are buttons for 'Submit', 'Cancel', and 'Browse...'.

Content Manager

Create New Area Information Group

Attributes

Group Name *

Description

New Picture

* Required Information

Submit

Create

Cancel

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 *

Fine Dining

Description

5+ Star Restaurants

New Picture

Browse...

* Required Information

Submit

Delete

Cancel