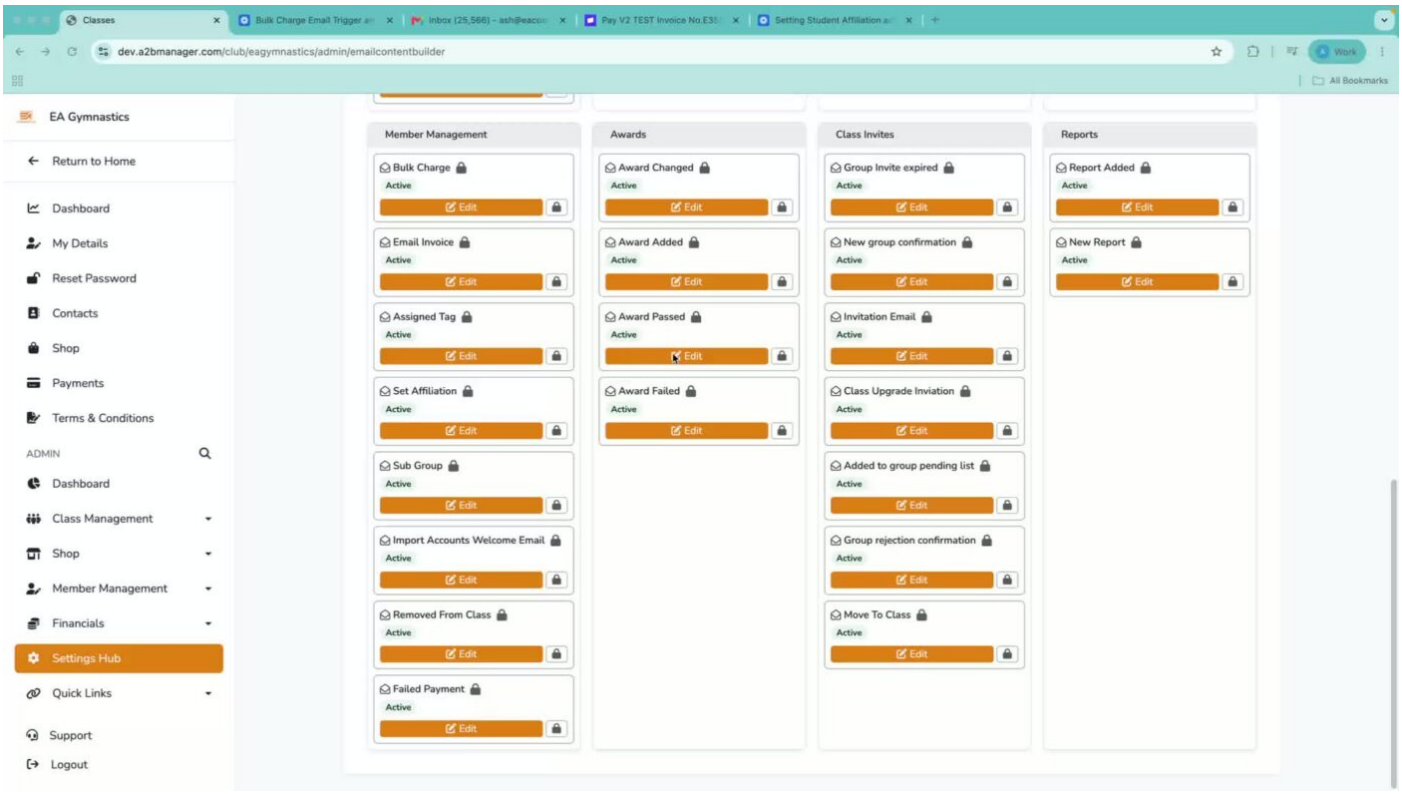
Sub Group

Emails · https://a2bmanager.com/docs/sub-group/

Embedded media: https://www.loom.com/embed/024164e123a147d296141bd1ebef472d

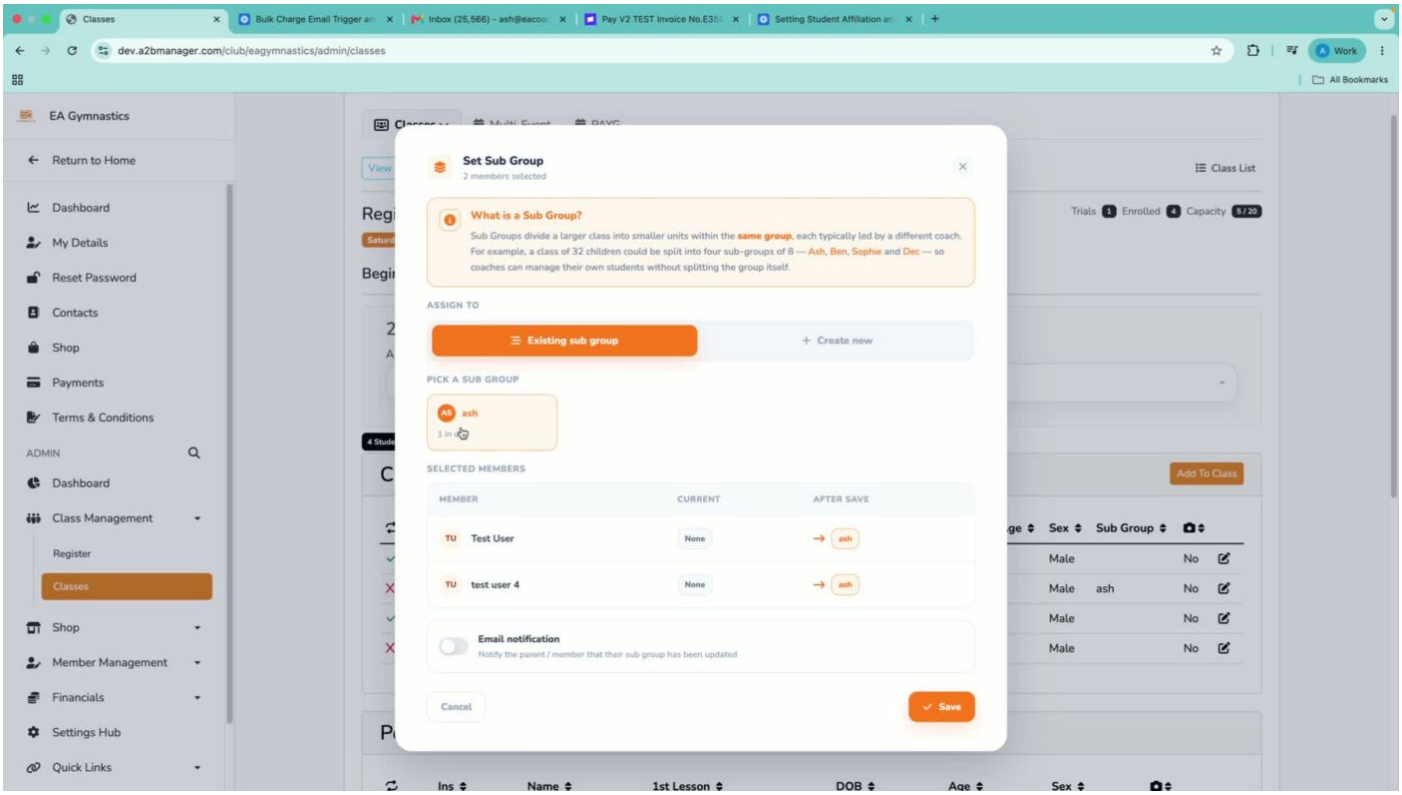
How to Trigger and Send a Subgroup Email to Parents

1. Select the members you want to move into a subgroup 0:00



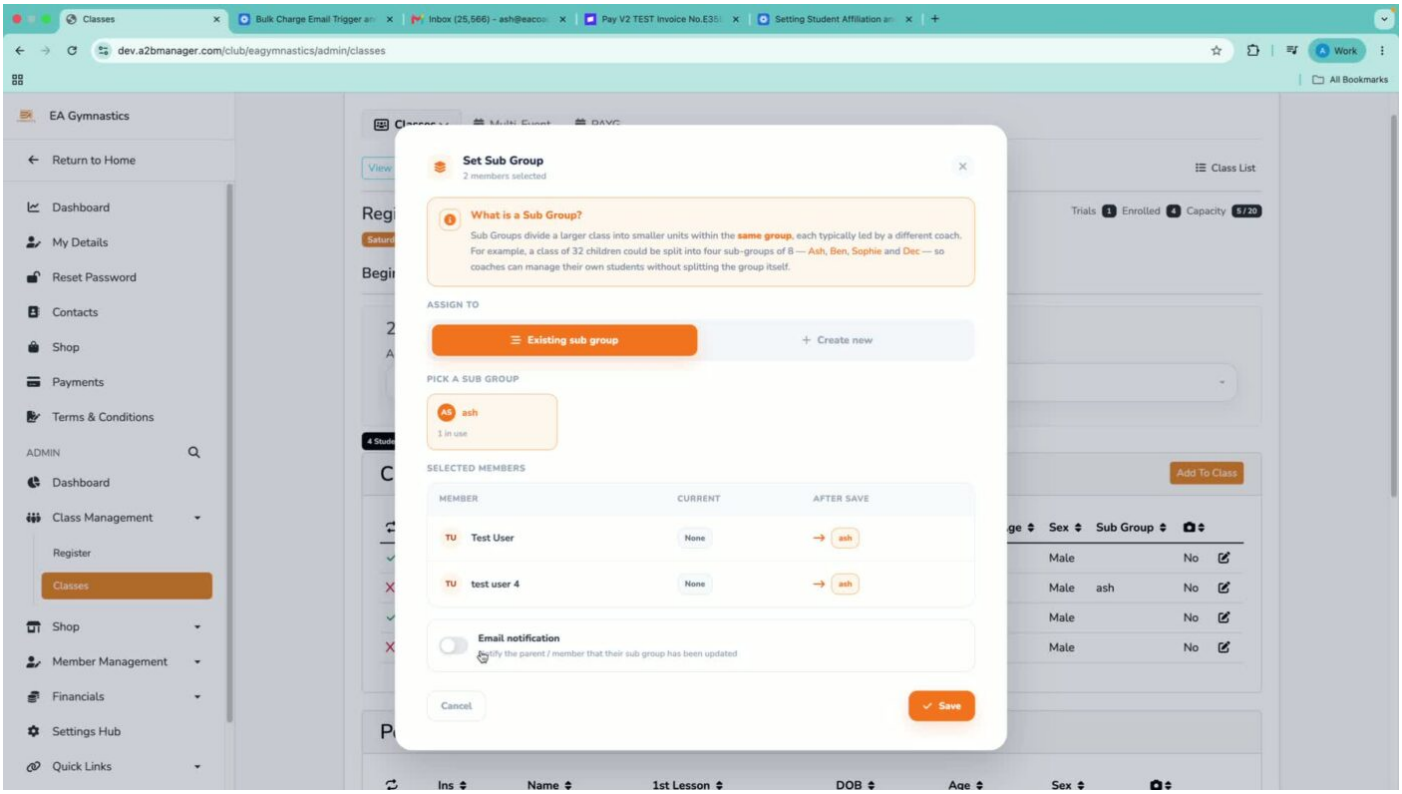
- Open the class and identify the members you want to reassign.
- Select the specific users you want to move.
- Choose the coach or subgroup you want to assign them to.

2. Assign the selected members to the coach's subgroup 0:21



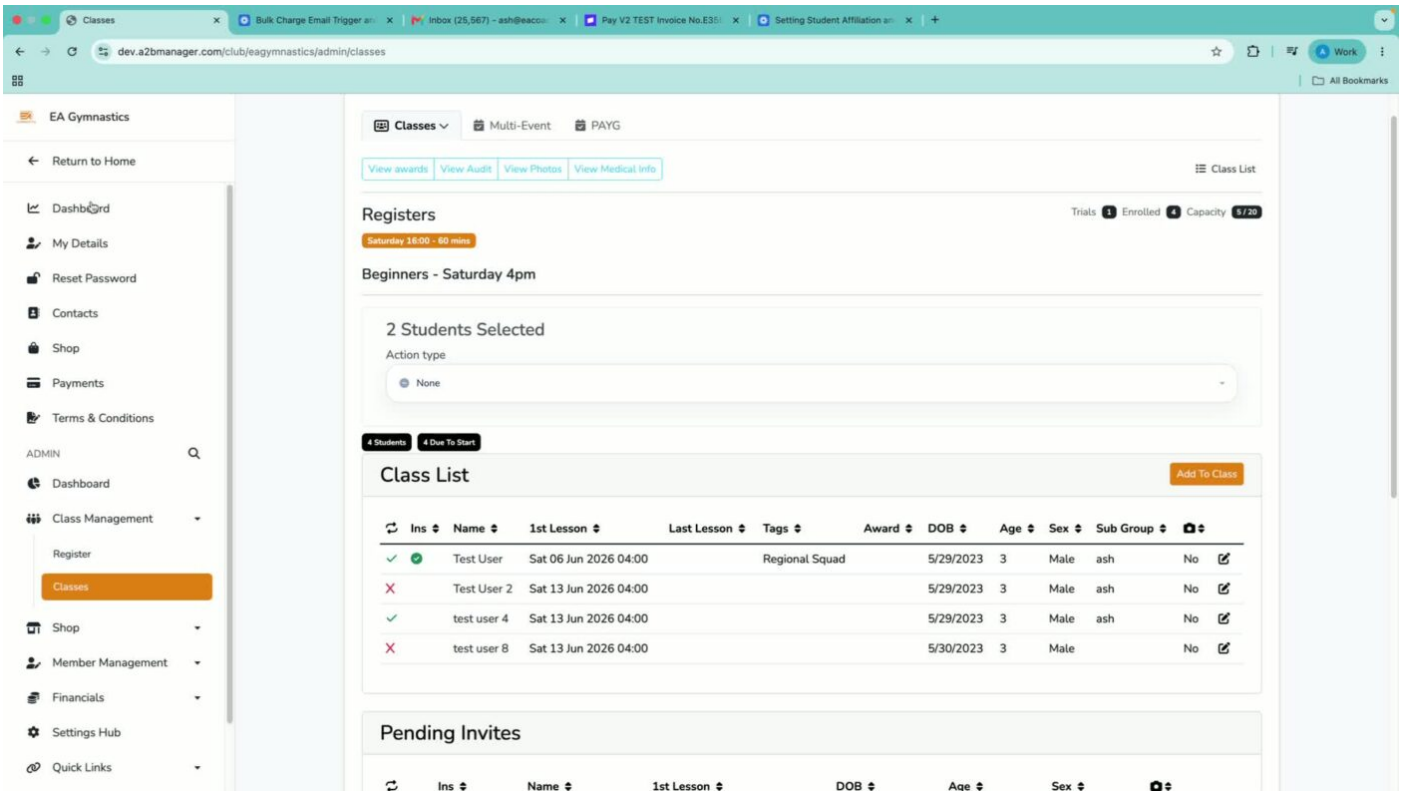
- In the example shown, the selected members are moved into **Ash's group**.
- This updates the subgroup assignment for those users.
- Confirm the move before saving.

3. Save the subgroup change and trigger the parent email 0:30



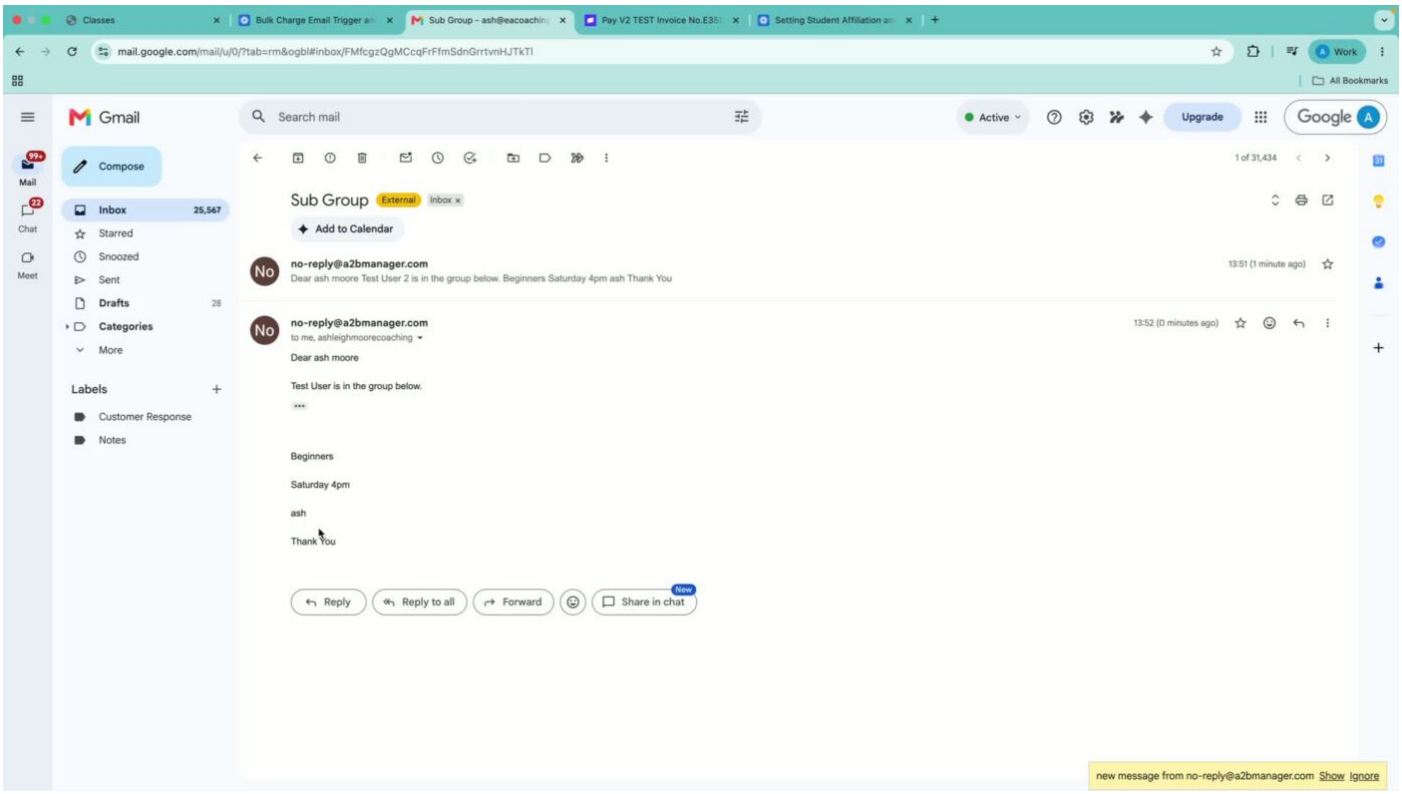
- Save the updated subgroup assignment.
- The system sends an email notification to the parents.
- This confirms that the subgroup change has been applied successfully.

4. Verify the subgroup update and email content 0:43



- Check that the subgroup now reflects the new assignment.
- Review the email sent to the parent.
- In the example, the email shows the user in:
  - **Beginners, Saturday at 4 o'clock**
  - **Ash's group**

5. Customize the email template if needed 0:54



- The default email templates are basic.
- You can edit them to say whatever you want.
- Adjust the wording to match your preferred communication style.
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