Add a New Age Group in Events

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To add a new age group, access the **Age Group List on
the [Events System Maintenance page](#).**

 **Simply input whatever you want to call the group (ie
Children, Toddlers, Teens, Seniors, Adults, ect.)**

 **Then assign a weight to the name depending on
how high you want it to appear in a list.**

 **Weights are assigned in multiples of 10, with lower
numbers appearing higher in the list. A sample list
would look like this:**

Age Group	Weight
Toddlers	10

On the right hand side, you can delete a group or edit it by clicking on its name

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Custom Fields

- **Applicable To:** All Users
- **Attachments:** No
- **Summary:** create a new age group classification

Online URL: https://kb.demcosoftware.com/article.php?id=43