

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

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>