Add a Member, Mobile



Step 1 - There are 2 ways to add a member to your group. The first way is to go to my.coe22.com/find-a-group



Step 2 – Find your group pin on the map, click on it. Then click on the "Learn More" button



Step 3 - Click "Join Group"



Step 4 – Add the persons first and last name, phone number and email address. You do not need their home address

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Step 5 – Then scroll down and click "Register" and that will add them to your group

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Updated May 2025

If your group is full and no longer "Public" and your map pin does not show up on the coe22.com find a group page, you will need to use the second method on the following slides to add someone to your group.

IMPORTANT: Make sure the person you want to add to your group has a profile in the Rock. If they don't, we cannot add them to your group. If they don't have a profile, have them go to <u>www.coe22.com</u> and "Register for a New Account." Once they have a profile in the Rock we can add them to your group.

Add a Member, Mobile When Your Group is no longer Public

Step 1 - Make sure you are logged in at www.coe22.com. Click on the triple bar (hamburger menu) in the upper right and you will see "HELLO YOUR NAME." Click "My Account."



Step 2 – Scroll down and find the group you want to add someone to and click on it. Step 3 - Scroll down click the "+Add Member" button





Step 4 – Scroll down and add the person's first and last name, phone number and email address. You do not need their home address

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Step 5 – Scroll down and click "Submit." Then someone from our team will add them to your group, usually within 24-48 hours.

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Address Line 1	
Address Line 2	
City	
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Zip	
Zip Submit Cancel	

Updated May 2025