

# Accessing Group Administration



## Security Note

To use 25Live Group Administration, a user's security group must have sufficient [permission](#). Ensure that a group has **Tools Access: 1.0 Access to Group Administration Tool**

Some functionality requires additional permissions:

Setting	Permission
Security	Admin: 16.0 <i>Change Security Configurations</i>
Members	No additional permission required
Event Form Presentation	Admin: 17.0 <i>Update User Group Configurations and Preferences</i>
Default Security	Admin 18.0 <i>Set Default Object Security</i>
Assignment Policy	Admin: 10.5 <i>Set Location Assignment Policy</i> Admin: 11.4 <i>Set Resource Assignment Policy</i>

- 1. Sign in to 25Live Using Your Administrator Credentials
- 2. Select Group Administration From the Go To Tool Section of the More Menu



