**Hemovigilance Module: Create a group**

1. From the **Facility** view, a user with **Administrator rights** can select ‘Group’ from the left navigation tab and then ‘Nominate’.

2. Complete the **Nominate Group form** and select submit.

3. The **Group Administrator** must complete steps in the ‘NHSN Group Nominated’ email sent by NHSN.

4. The **Group Administrator** must set the joining password in the **Group view**.

5. The **Group Administrator** create the Define Rights Template in the **Group view**.

**Note:** Facilities must complete the ‘**Joining a Group**’ Quick Reference Guide steps to start data sharing via NHSN.