How to create teams

In this article, learn how to create teams, add existing users to a team, and how to nest teams within other teams.

In this article

Creating a new team

Adding existing users to a new team

Nesting and unnesting a team

Who can use this?

Core
✓

Plus
✓

Creating a new team

Tip: Before modifying your team structure, download the current structure from the Teams page so you have it as a reference as you’re making your changes.

To create a new team:

1. Navigate to Settings.

2. Click Teams under User management.

3. Click Create team.

4. Enter a team name in the Create new team modal.
5. Upload a team image and team description, if desired.

6. Select a parent team if applicable.

7. Choose whether you want team members to see teammate’s metrics by default. Available options include:
   - **Inherit (default)**: The team inherits the parent team’s view rights. If no parent team is selected, the team inherits your organization’s default view rights.
   - **Yes**: The team has view rights.
   - **No**: The team doesn’t have view rights.

8. Click the **Save** button to create the team.

---

### Adding existing users to a new team

Add users to a new team on the team level or the user level. This section involves inviting existing users. If you want to add new users, see [invite new users to a team](#).

To add an existing user to a team:

1. Click the team in the team list.
2. Click **Add users** under the Users tab.
3. Use the search bar in the Add users to team modal to locate a user.
4. Click **Add Users** to add the user to the team.
Now that the user is a member of the team, adjust the user's team view rights and membership type. See which other teams the user belongs to and whether they’re excluded from metrics.

Adding existing users to a team at the user level

Once you create a team, add users to any team from the User detail page.

To add an existing user to a team at the user level:

1. Click Settings in Flow’s top navigation.
2. Click Users to locate your user list.
3. Locate and click the user you wish to view.
4. Click the Teams tab on the User detail page.
5. Click Add more teams.
6. Use the search bar to find the team you want the user to be added to.
7. Click Join team to add the user to the team.
Now that the user is the member of a team and the team is in the user's Teams list, adjust the user's team view rights and membership type as necessary.

Nesting and unnesting a team

Organize teams in Flow by nesting child teams under parent teams. Use a nested team structure to reflect your company's hierarchy and to manage teams more effectively.

Nest any existing team in your organization.

To nest or unnest a team:

1. Click **Settings** in Flow's top navigation.
2. Click **Teams** under User Management in the left navigation.
3. To nest a team, drag an existing team over another team until a dash-lined box appears, then drop the team into the box.
4. To unnest a team, drag a child team to the left until a dash-lined box appears, then drop the team into the box.

For example:

In the image below, Team A is moved under Team B. Team A is now a child team and Team B is the parent.
If you need help, please contact Pluralsight Support.