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How to Use Groups - Member

From the homepage, there are a few ways to access the Groups feature:

- Select the My Groups link.
- Or, select My Profile, then click Groups.

The tab sub-options under Groups are:

- **My Groups** - The default tab, this contains a listing of the Groups a member belongs to. This is viewable by other members, except for Secret Groups which are only viewable by the member themselves.
- **Suggested Groups** – The list of Suggested Groups for a member, viewable only by the owning member, with any associated Groups tags being clickable links.
- **Search** – Use the search option to find Groups.

Click on the name of a Group to get more information. Click on the name of a Member to view the Member's profile.

Create a group

The member who creates a group will be the Group Owner by default. Group Owners can add additional owners from the members who join the group.

1. Click **Create a group** to add a new group based on your interests.
2. Enter Group Name, Description and Tags. (Tags are keywords or descriptors that help other members find the group.) Select the Privacy Type and add a photo if you wish.
3. Click **Finish** to create the group.

NOTE: Member-created groups start with no members. Other Members will see the group in their Suggested Groups if they have data that matches the tags associated with the group and can then choose to join.

Join Group / Leave Group - Allows you to join or remove yourself from a group.

1. Click **Join Group / Leave Group**.
2. Click **Yes** in the confirmation box to confirm.


Subscribe to Emails / Unsubscribe From Emails.

- Click **Subscribe to Emails** to receive group emails.
- Click **Unsubscribe from Emails** to discontinue receiving group emails.

Invite Friends

Enter a friend's name and email address in the pre-populated form to send an invitation to join the group. Senders can also edit the message as needed.

1. Edit the **Subject** line as needed.
2. Enter First Name, Last Name and Friend's Email address.

3. Click  to send the message to another friend as well.
4. Edit the **Message** text as needed.
5. Click **Preview**.
6. Click **Send**.
7. Click **Close**.

Group Features

Members may see all or only some of these Group Features depending upon how the group is configured by community administrators.

Events

Groups have their own, separate Events system. Depending on the configuration by the group administrator / owner, any member of the Group can create an event for the Group, with a simple RSVP, Guests and Attendees List capability. Click View All to see all the group events.

Add an Event

1. Click **Add**.
2. Enter Name, Description, Start Date and End Date for the Event. Start Time and End Time are optional depending on the event.
3. Click **Finish**.

NOTE: *The Groups Events system integrates with Facebook Connect, providing members the option to publish their RSVP information to their Facebook news feed.*

Posts



There is a quick and easy ability for content posting of text, links, and embeds (video, widgets, etc.) for sharing with the Group, with capability for comments so that members can talk about a particular post in a message board format.


1. Click **Add**.
2. Click the **Text, Link** or **Video/Embed** tab.
3. Enter the required information.
4. Click **Finish** to post.

Photos

The Groups photo system has multi-photo upload, auto-resizing, and image tagging capabilities. Multiple large images can be uploaded at once, and will be automatically resized to the maximum width of the site configuration. Tags can be added to any areas on the image, with the tags appearing to group members that mouse over that section of the image. Click View All to see all the group photos.

Add Images

1. Click **Add**.
2. Click **Browse** to choose image(s) to upload.
3. Click  to add a tag or a caption to the image.
 - Enter a caption in the text box.
 - Use your mouse to click on a certain area of the image and highlight it to add a tag.
4. Click  to view a larger version of your image.

5. Click  to delete the image.
6. Click **Update**.
7. Click **Save**.

NOTE: *Group Photos are displayed in a randomized order, with a link to view all. They are not organized into albums. These photos are only associated with the Group, not with the member Profile as with the current Member Photo Albums.*

Whiteboard

Similar to a Facebook wall status updates, this is a place for Group members to post a simple statement, shout out or whatever to other members of the Group.

Add Whiteboard post

1. Click **Add**.
2. Enter a comment in the text box provided.
3. Click **Finish**.

Class Notes

Groups are integrated with the community Class Notes system, so that a Group member's Class Notes are displayed within the Group.

Chat

This is a real time Chat capability allowing you to communicate with other members who are online. Simply enter a message and click Chat to begin.

Member Map

The system automatically maps all members of the Group by zip code to a Google Map. Clicking on the map takes the user to a larger display of the Google Map that shows a relative weighting of zip codes containing the least-to-most members.

Clicking on one of the weighted red circles brings up a listing of all members of the group that are in that zip code. You can then click through to the member's Profile Page.

