Mini-Forums/Groups/Campaigns

One of the more advanced options available to you on EMPOWERus.coop, is to create a Group.

Groups are a great way to connect and communicate with other people such as teammates, co-workers and business associates. They are a dedicated space where you can chat and share discussions and photos as well as post custom pages that are relevant to your business, community or project.

Creating a Group

Creating a group can involve a lot of configuration options but the first steps are very simple.

1. Click on (Groups)"Mini-Forum – View/Add".

   If you've not already then you may wish to quickly browse our other groups to see if any are relevant to you.

2. Click on "Create Group".

Group Name

Fairly straightforward: What's your group called?

Toolbar

All the standard text formatting tools are here; along with buttons to create links and add images or even videos.

Description Text

Describe your group.

Group Address

By default your group name (with hyphens in place of spaces) is used to create the Address (URL) to get directly to your groups page; if you want, you can change this default to an abbreviated form or acronym to make it easier to type and remember. Just remember you can only use letters numbers and dashes.

Create Group

Group Name

About this Group

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Group Address

group/

Members of this Group are called

Members

Member Title

This defaults to members but you can change it to whatever you'd like, from "Activists" to "Supporters"; you can always change it later.

Group Image

Drag and drop images from your computer or click to upload. The Group Image will be cropped square and the best size is 205x205px. The Cover Photo lets you customize your Group's pages. We'll resize uploaded photos to fit.

Cover Photo

☑ Show Group Name in header

☐ Show Group Image in header

Images

Group Image

There are two images that will be one of the first things new and existing members will see; the first is your Group Image; as the text next to the upload/preview area suggests its best that your base image is square as the automatic cropping can remove important details or information from the image. Also be wary of using large and detailed images as when the image is resized again detail can be lost or obscured.

This is the image that will be used on the "Mini-Forums – View/Add" page.

Cover Photo

The Cover Photo is used as part of the header in your "Mini-Forum". It's entirely optional, but can really lift your page out of the crowd.

As with the Group Image there are some size restrictions to consider: Your cover photo will generally be cropped down to 160pixels tall; it's best to start with an image this size: so that you don't lose anything important.

The last two options in this section are relatively simple:

Check "Show Group Name in Header" if you want your Group's Name in text at the top of your page. If your cover photo already contains your group name, or perhaps just a lot of detail that could be obscured by text you might want to consider un-checking the option; you can always change your mind later.

Check "Show Group Image in header" to have your Group Image appear overlaid on your Cover Photo; again this might obscure some of your Cover Photo; if it does then you can change it.

Who Can Join

You have three options here; the last one is self-explanatory the other two aren't much more complicated.

Anyone – If your group is set to Anyone, then there will be a button on your group's main page that says "Join Us" anyone who clicks this button will become a member of your group.

Only Invited People – If you've set it so that Only Invited People can join then you will have to send them an invite to join. If you check the "Group members can send invites" box then your members will be able to send invites; otherwise only Group Administrators will be able to (including yourself).

Group Admin Permissions

This section allows for a very granular customization of what your Groups Administrators can do with your pages; in general the default settings will serve for most purposes.

Create

Just click the button and your group is made!

Now it's time to start adding content.

Default Content

By default groups have four pages, which you can move between using the tabs at the top:

- **Home** – This is the first page you'll see when you go to the group (although you can change that). By default this page contains a brief About section and area for Comments; as well as areas for recent (mini-)Forum activity and Photos.
- **Members** – This page simply shows a list of members of your group.
- **Forum** – This is where your members can post Discussions; similar to the main Forum Discussions area, except that (by default) these discussions cannot be viewed/joined by people who aren't members of your group.
- **Photos** – It is possible to create an image gallery; simply click *+ Add Photo*, browse to the image and click *Open*.
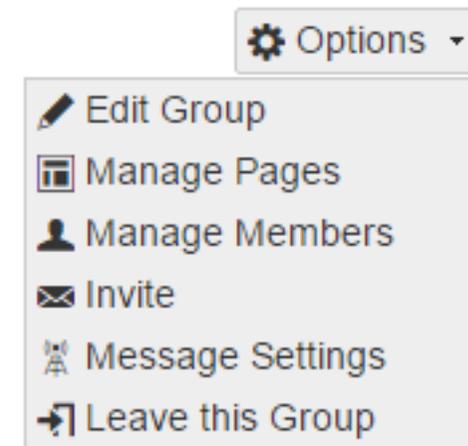
Any other pages you add will also get a Tab.

Editing the Group

Clicking on the Options menu at the top-right of the page will give you a list similar to the one on the right (You may not have exactly the same list of options; and your members without administration privileges will not see most of these options). To edit the group simply click Edit Group which will take you to a page almost identical to the original Create a Group form.

Manage Pages

Clicking this will take you into the Page Settings for your site. Here you can add or remove pages from your mini-forum/group area.

When you click on Manage pages it will automatically take you to the settings for your Home page, so you might need to click on the Title of the Page you want to Edit on the menu depicted above.

Most of the Page Settings options are fairly intuitive although it might seem a little intimidating at first.

Status: This has two options, Published and Draft; Draft will prevent the page from being viewed; it is mostly useful to hide an unfinished page or section.

Set as Group Homepage: Allows you to set a page as the initial "Landing Page": you can only have one, obviously.

Tab Title: The title of the page, also the text that will go in the link to it as part of your mini-forum navigation (next to Home, Members, Forum, etc).

URL: For most purposes the default will suffice.

Who can view: This allows you to set visibility on a page-by-page basis; the options should be fairly self-explanatory.

The options depicted above are for the Custom Page type. Other types of pages: Articles, Blog, Forum, Photos & Social Channels will all have their own unique configuration options. Generally these options will have a small ❓ symbol next to it, clicking on that symbol will explain the different options.