Creating/managing a Group on Alexandra Park Neighbours

Note this document does not cover everything that you can do with Groups!

To create a new group:

Click on **Local Groups** on the menu bar

Click on the **plus sign** at top right of the page (below the menu bar – if it is not there, you are not signed in!)

The **Create Group** dialog box will be displayed – type a **name** for your group in the Group Name box, and a **description** of its purpose in the About this Group box

If you have an **image** for your group to upload, click on Group Image (the 'Cover Photo' is a sort of banner that can go across the top of your group homepage)

If you want to restrict who can join the group, click on the **Who can join?** box, at lower right.

Click on the black **Create** button at bottom left – your Group has been created! And you are the Group Administrator.

Managing your group:

Here is an example of a group homepage:

The Group name is *Palace Gates Food Co-op*, and the picture is the Group Image (this will be superimposed on the Cover Photo, if you have one).

Below is a mini-menu bar, with the names of this Group's pages – in this instance, these are *Home* (this is blue in the illustration, indicating that it is currently displayed), *Members*, *Forum*, *Recipes*, and *Photos*. Clicking on another of these (e.g. **Forum**) will display that page. NB this is a mini-Forum for this Group – do not confuse it with the main Forum for the whole website (older versions of the software, used e.g. by Bowes and Bounds, do not have these Group pages, only the Group Home page).

On the right is an **Options** button – click on this to manage your Group (it is only visible to Group Adminstrators). The following drop-down list will be displayed:
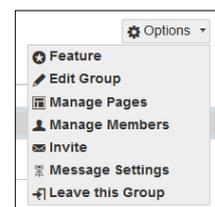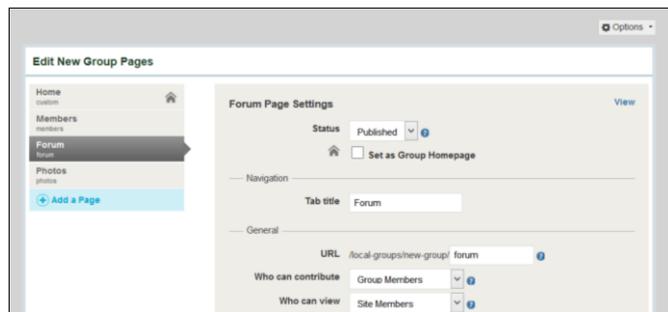
Note that when you click on any of these options to 'manage' your group, an additional item – 'Group Home' – will appear at the top of the Options mini-menu. Click on it when you want to return to the **Home** page.

Options

1. **Edit Group** takes you to a page that is identical to the **Create Group** dialog box (see above), except that it is now headed **Edit [name of your group]**! You can change, or add to, the text of the Group description here. You can also delete the whole Group – click on **Delete this Group** (in red, next to a red rubbish bin, at bottom right), and then on **OK**.

2. **Manage Pages** – click on this and you will get the following displayed (with 'New Group' replaced by the name of your group):

The existing Group pages are listed down the left sidebar. In this illustration, I have clicked on the **Forum** page, because you can do something particularly useful with it – prevent ordinary members of the site, as well of course as non-members, from even seeing the forum posts – let alone contributing anything.

To do this, click on **Who can view** (box at bottom of illustration). The default is for all site members to be able to view the Forum. If you set this to Group-members only, non-members of the Group will not even see the Forum, where the members of your Group can discuss private, Group-related matters! All site members can, however, contribute to the Comment Wall (on the Home page).

You can also add pages of various types, and subdivide the pages in various ways – but this is perhaps a bit too detailed to describe here – ask Admin!

3. **Invite** – to invite new members to your Group (essential if people join the Group by invitation only, but also useful if anyone can join)

4. **Leave this Group** – only click on this if you want to leave the Group for good.