




## Groups

Groups can form areas within the web site each with the following which are only viewable to members of that group:

As each group has its own membership list, Churches can specify which people are members of the different groups. An unlimited number of groups can be created and each member can be in multiple groups.

Groups can mirror those groups in your Church such as : leadership team, musicians, youth, mens/ladies or a group for every cell group. Groups allow information to be shared online with the relevant people and as only members of the group can access the content, it means that you can add group specific content knowing that only the relevant people will see it.

Each group can have its own content including

-  Forum
-  Web Pages
-  Photo Galleries.



### Creating a group

To create the group Site Managers should click on the 'Add a Group' button on the Group page within the Control Panel.

The New Group Form will be displayed requesting:

- *Group Name* – this should be the name of the group
- *Group Homepage* – this will be the main group page so this could have a description of the purpose of the group.
- *Group Summary* – a short summary of no more than 200 characters. This will be displayed as the forum description
- *Forum* – tick this box if the group is to have its own forum only accessible to group members.

Press 'Add' to create the group and start adding group members.

Once a group has been created the group membership editor will be displayed. This lists all the members of the site, each member having two columns next to their name – 1 for Member 1 for Manager.

A red plus signifies that the person can be added to the group

A blue minus means that the person is already a member. Clicking on the minus will remove the person from the group.

The **member** column is to make a person a member of the group.

The **manager** column is to give the member more privileges:

- moderating the group forum (they can delete forum posts).
- Adding events to the group calendar

In the example on the right :

- Kevin McDonald is a member of the group
- Liz and Ian Jones are not members of the group
- Gary Brown is a member and a manager

Key  
 + Add Member  
 - Remove Member

Username	Member	Manager	Username	Member	Manager
Kevin McDonald	-	+	Liz Jones	+	+
Ian Jones	+	+	Gary Brown	-	-

**Scenarios based on the previous example**

- Adding Ian Jones as a manager would automatically make him a member of the group (the two columns next to his name would change to show the blue minus)
- Removing Gary Brown as manager would not remove him as member (the blue minus would remain in the member column but the manager column would change to a red plus)
- Removing Gary Brown completely from the group would be done by pressing the blue minus next to his member column. This takes away his membership and manager statuses in one go.

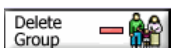


**Editing Group Membership**

To view a group Site Managers should click on 'View Groups' from the Group page and then click on the group from the list.

The group will then be displayed in a similar format to the image on the left of this page:

- To edit the group Homepage, Name, Summary or Forum access press 'Edit Group'
- To launch the group membership editor press 'Edit Group Members'.
- To remove an individual from a group or demote someone from manager, Site Managers can press the Cross next to the persons name as in the above example.



**Deleting a group**

To delete a group, Site Managers should open the group details and then press the 'Delete Group' button. They will be asked to confirm the group's deletion.

**Please Note: Deleting a group is permanent and cannot be undone. It will destroy the group homepage, group pages, group membership list, and group forum**




**Group Pages**

Multiple pages can be added to the site which are only available to members of the group. The web pages are created using the Web Editor and group members will be able to access them by going to the group homepage.


To open the Group Page Explorer press the 'Group Page' button.

The groups will then be listed. To view existing pages for the group press the group name and the folder will then expand (this requires Internet Explorer 5.5 or later).

- 📁 Tavers Cell
- 📁 Leadership Team
- 📁 Bravo's Cell
- 📁 Youth Group
- 📁 Men's Group
  - 📄 Men's Group options
  - 📄 Men's Breakfast
  - 📄 Weekend Away

In the above example the *Men's Group* contains two pages: 'Men's Breakfast' and 'Weekend Away'. To add another page to the group the Site Manager would need to press the 'Add Page Button' () next to the Men's Group options.

To edit an existing page the edit page image needs to be pressed ()

To delete an existing page the delete page image needs to be pressed ()

To view a page or to edit the page downloads press the page name (i.e. Weekend Away).

The web pages are created using the Web Editor. See the Web Editor tutorial for more information.