GROUP OFFICER OVERVIEW

Here is an introduction to the main features available to group officers.

1. ACCESS YOUR MANAGEMENT TOOLS

The *Groups* drop-down gives you access to all the groups you have joined and allows you to manage the ones for which you are an officer.

2. MANAGE YOUR TEAM OF OFFICERS

Add, retrieve, and set up all the group officers under the settings menu. From there, you can administer their permissions and notifications.

You can appoint group officers *(Tip: Information entered in the "Role" and "Bio" fields will be displayed on the "Officers" webpage of your club website)*

You can also organize an online survey to manage elections

3. MANAGE YOUR MEMBERS

Retrieve all your members within the *Members* menu. Feel free to use our search and filter features to quickly find a particular member.

Members can sign up for your group from the *Groups* page. You can also add them to your group one by one or several at the same time.

How to add new members to your group

How to import members into your group

Tip: Pending members cannot access your group until they are validated. Approve their registration in the "Members pending validation" box.

4. CREATE EVENTS

Click on the *Create Event* button in the *Events* menu to create an event where you can charge a fee and/or offer a free event. Various options are available, including creation of multiple tickets, time slots, and waiting list.

How to create an event

5. COMMUNICATE WITH YOUR MEMBERS

Communicate easily with your members by selecting the *Emails* option. You can compose new emails using mailing lists or email templates and check delivery status.

How to send a group email

You can also interact and share with all your members by posting on the group feed and adding photos, documents, links, and polls to your posts.

6. CREATE A FORM OR A SURVEY

Create and share forms or surveys within *Surveys & Forms.*

Identify differences between surveys and forms

Tip: Receive an email notification when an answer has been submitted using the "Send notification" tag.

7. MANAGE YOUR WEBSITE

Administer, edit, and customize the club website under the *Website* menu. You can also create news posts and discussion boards.

Getting started with the new website builder

8. MANAGE YOUR MEDIA

Store and share documents and photos under the *Media* menu.

How to upload and share a document

9. CHANGE YOUR GROUP SETTINGS

At any time, you can change the various settings for your group including the name, contact information, membership fees, access and privacy, and group sign-up options by clicking on *Settings*.

How to update my group settings

AND MORE

- Manage your group's Inventory
- Create custom Checklists and Tracks
- Create custom Badges
- Set up Connection Programs
- Manage Service Hours
- Create custom Event app