

How to create a Group

Groups can be used in a number of ways - targeted marketing, for email distribution lists, for mailing lists or to restrict access to parts the site.

To create a Group



3. To add GROUPS - click the Add Groups link on the top of the page.

	G Home About Us Membership	Events Programs News			
User	s Groups Classifications Unsubscribe Redundance	ies Auxiliary Sync	Add User		
 -14	Groups				
-0	Group Name	Group Description	Action		
1004	Schools Committee - Current Students (0)	Current Harvard students	View Edit QuickMemo Delete		
1003	HCA Administrators (2)	HCA Administrators -Shalla and Michelle Testing group creation	View Edit QuickMemo Delete		
1002	Schools Committee - Interviewers (3)	Alumni who have volunteered to interview students for admission to Harvard College	View Edit QuickMemo Delete		
1001	Schools Committee - Parents (0)	Parents of current students or alums	View Edit QuickMemo Delete		
### Groups 1-1000 are reserved for various admin functionality and are thus edit/delete-disabled ###					
1000	Untitled Group (0)		View Edit QuickMemo Delete		
253	Job Board Managers (1)	Can edit everyone's jobs.	View Edit QuickMemo Delete		
252	Job Board Premium Recruiters (Pend/Publish) (1)	Can post jobs to 'Pending' of 'Live' status. Can only edit their own Pending/Live jobs.	View Edit QuickMemo Delete		
251	Job Board Recruiters (Pend only) (1)	Can post jobs to 'Pending' status only. Can only edit their own Pending jobs.	View Edit QuickMemo Delete		
201	Billing Access (7)		View Edit QuickMemo Delete		
101	Store Updates Recipients (0)		View Edit QuickMemo Delete		
10	Head Administrators (8)	Reserved for client's 2 Head Administrators only.	View Edit QuickMemo Delete		
1	Membership Review Board (0)		View Edit QuickMemo Delete		

4. Give your new group a name and description.

	suffications Unsubscribe Shiffer	e Sons	Add Us
dit group	Untitled Group		
lick the button hen finished, g	at the bottom to save changes to thi lick here to return to "Manage Group	di group. ps°-	
roup Name			
Jotitied Group int: No html tag	. 100 characters max.		
roup Descript	on		
nt: Some html t	ags allowed. 255 characters max.		
int: Some html t roup Type;	ags allowed. 255 characters max. Private (Must ask to join)	14	

- **5.** Choose the type of Group:
 - Private (Must ask to join): Private Groups are visible on the group's page.
 ex. <u>http://www.harvard-la.org/groups.html</u>. Your Alumni/Members can ask to join the group.
 - Public (Anyone can join): Public Groups are also visible on the group's page.
 ex. <u>http://www.harvard-la.org/groups.html</u>. Any Alum or visitor to your site can join the group.
 - Hidden (For Admin's eyes only): Hidden Groups are not visible on the group's page. These groups are for your administrators to be able to segment your database for forums or emails.
 - Dynamic: Dynamic Groups are groups that are automatically generated based on information in an alum's profile. This is a great way to run the more complicated groups. For example if you want to run a list of all of your members who are HBS alums before 1995, use a dynamic group to avoid having to manual add people to the group. Dynamic groups are always hidden and will not appear on your site.
- 6. Click "Save changes to this item".