

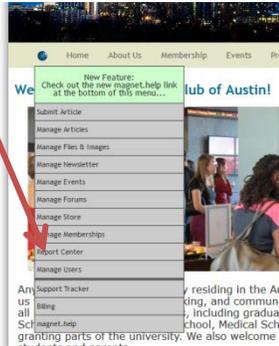


How to create a Group

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

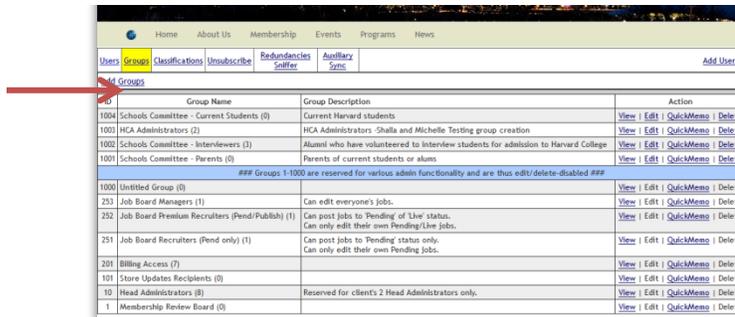
1. Go to MANAGE USERS



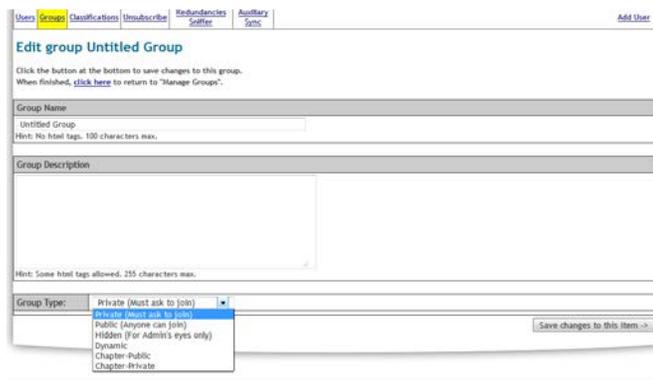
2. Click on GROUPS



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



4. Give your new group a name and description.



5. Choose the type of Group:

- Private (Must ask to join): Private Groups are visible on the group's page.
ex. <http://www.harvard-la.org/groups.html>. Your Alumni/Members can ask to join the group.
- Public (Anyone can join): Public Groups are also visible on the group's page.
ex. <http://www.harvard-la.org/groups.html>. 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".