



2020 Walk Cabarrus Group Management



walkcabarrus.com

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How to Create and Manage Your Walk Cabarrus Group

How to Create a Walk Cabarrus Group

On your Dashboard, below **Your Groups**, select **Create Group**.

Your Groups

All Groups



Perry Productions
Private Group
This group is for our Perry Productions employees to participate in Walk Cabarrus.

Leave Group

Last active: 2 weeks ago
4 members

Search Groups

Create Group

Choose whether you want you group to be public, private or hidden (group are defined on the next page).

Create New Group

Name

Description

Privacy

☒ Public

- Any site member can join this group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will be visible to any site member.

☐ Private

- Only users who request membership and are accepted can join the group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will only be visible to members of the group.

☐ Hidden

- Only users who are invited can join the group.
- This group will not be listed in the groups directory or search results.
- Group content and activity will only be visible to members of the group.



Public Group

This group is searchable in the main directory. Any member can join a public group without requesting administrator approval.

Under the **Who can invite members to the group?** pulldown menu, leave the default at **All Group Members** (i.e., run clubs, walking groups, etc.).

Private Group

This group is searchable in the main directory. Choose this group type if you are a company, church or other member-based organization where the registered individual would have to request to join the group and be approved by a group administrator.

Under the **Who can invite members to the group?** pulldown menu, leave the default at **All Group Members**.

Hidden Group

This group is NOT searchable in the main directory. Choose this group if you would prefer not to have your group listed in the main group directory and you would prefer to have an administrator invite members rather than having them request to join. NOTE: Individuals must register for Walk Cabarrus before being invited to a hidden group.

Under the **Who can invite members to the group?** pulldown menu, change to **Group Administrators Only**.

Posts Moderation
Auto Published
<input checked="" type="checkbox"/> Enable Invites feature
Who can invite members to the group?
All Group Members
All Group Members
Group Administrators & Moderators only
Group Administrators only



How to Create and Manage Your Walk Cabarrus Group (cont.)

Category and Tags

You do not have to select a Category, but you do need to select **Walk Cabarrus** as the Tag. Then click **Submit**.

Category
<input type="text"/>
Tags
<input type="text"/>
Walk Cabarrus
Submit


Manage Your Group

To manage your group, click on your group name.

Your Groups	
All Groups	
	<div>Perry Productions</div> <div> Private Group</div> <div>This group is for our Perry Productions employees to participate in Walk Cabarrus.</div>
<div>Leave Group</div> <div>Last active: 2 weeks ago 4 members</div>	



To edit your Group Settings, click on the **Edit Group Settings** gear icon.



Perry Productions
Private Group
This group is for our Perry Productions employees to participate in Walk Cabarrus.


Leave Group
Last active: 2 weeks ago
4 members
Edit group settings

DiscussionsMembersJoin RequestsSend Invites

From here, you can change the following items:

- **Details** - change your original group settings
- **Avatar** - add a logo or photo for your group
- **Delete** - delete the group

DetailsAvatarDelete



Browse... No file selected.

UploadDelete







How to Create and Manage Your Walk Cabarrus Group (cont.)

Managing Join Requests

When someone requests to join your group, the administrator(s) will receive an email. Click on the link to approve/reject.

The link will take you into your Walk Cabarrus member dashboard where you can manage Join Requests. Click on the three dots next to the member's name to **Approve**, **Reject**, or **Block** the request.

The member will then receive an email letting them know of their approval or rejection for your group.


	John Doe	Invite		Theodore Cleaver	Invite
	Jane Doe	Invite		Herman Munster	Invite



Group Discussions

Your group has a discussion board, which you are welcome to use to communicate with your members.

You can also click on “Members” to see a list of all of your current members.




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Leave Group
Last active: 2 weeks ago
4 members

Discussions Members Join Requests Send Invites ⚙️

Write Post


Write something...


 Post




Lisa Perry
January 27 at 5:01pm

Lisa Perry created the group Perry Productions

 Like


 Comment



Write a comment...

Group Administration

To make a member an administrator, go to the **Member** tab and click on the three dots to the right of that person’s name. As an administrator, that member can also approve or remove members. Removing them from your group will not remove them as a Walk Cabarrus member.



Lisa Perry
Joined 2 w

...

Make Admin

Make Moderator

Remove From Group