

## walkcabarrus.com

#1BillionSteps | #LaceUpCabarrus | #WalkCabarrus

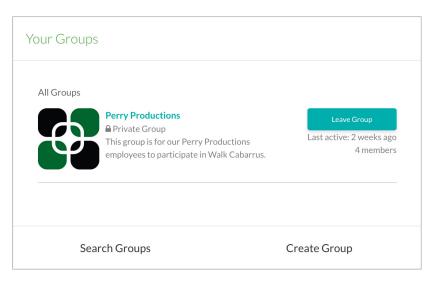




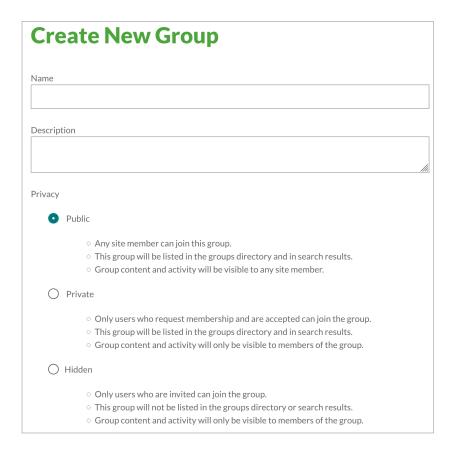
# How to Create and Manage Your Walk Cabarrus Group

#### **How to Create a Walk Cabarrus Group**

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



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





#### **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**

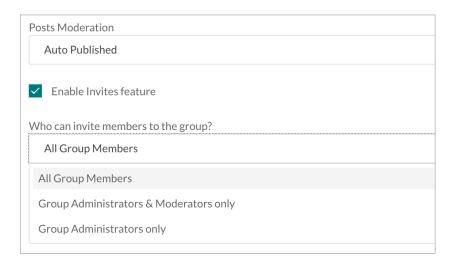
This group is searchable in the main directory. Choose this group type if you are a company, church or other member-based organization where the registered individual would have to request to join the group and be approved by a group administrator.

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**.

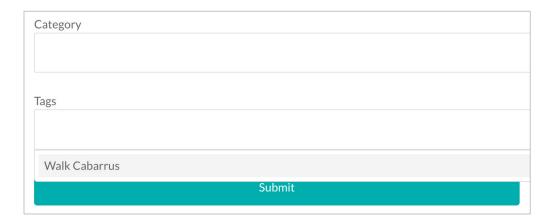




## How to Create and Manage Your Walk Cabarrus Group (cont.)

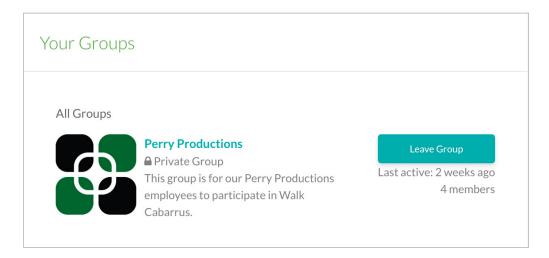
#### **Category and Tags**

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



#### **Manage Your Group**

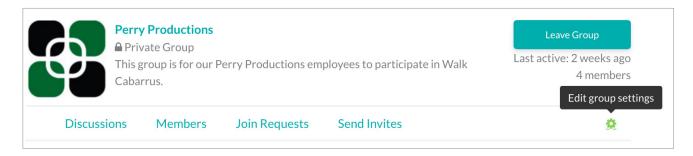
To manage your group, click on your group name.





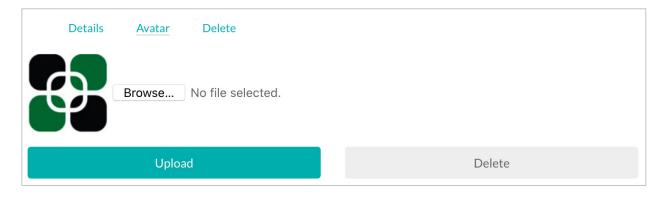


To edit your Group Settings, click on the **Edit Group Settings** gear icon.



#### 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







### 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.

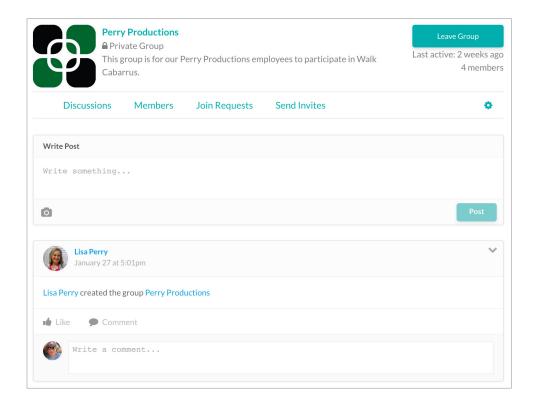




#### **Group Discussions**

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.



#### **Group Administration**

To make a member an adminstrator, 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.

