District Contact/ Coordinator

What can you do?

1. Have an overview of current groups in the District - <mark>coming soon</mark>
2. **Update and amend Officeholders/leaders attached to the District**
3. Set up District Events
4. Can view invoices generated by the District
5. Send District wide communications
6. Resources section

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1. Overview

Currently this function is not available. District Officeholders will eventually be able to select and view all groups in their Districts. This will include the following sections: *Communications, Events, GroopPay admin and Group settings.*

To see a list of the Groups currently registered as open in your district, click 'Groops' listed on the left-hand side panel.

2.   Amend, View or Add an Officeholder in the District

Amend
- Click **People** tab on the blue panel to the left-hand side of your screen
- Here you will find a list of all current officeholders registered to your District
- If you wish to amend a role of an officeholder already on your list, left click on the name and click **Edit**
- On this summary page go to the field labelled **Role** and from the drop down select/deselect one of the District Officeholder roles.
- Scroll to the bottom of the page and click the **Update User** button

Add
If an officeholder is stepping down and/or you need to add a new person to be listed, please follow instructions below:

- Click **People** tab on the blue panel to the left-hand side of your screen
- Click the **Create Person** button
- Select the role type i.e. District contact, District Treasurer etc.
- Enter the person's name in the first and last name fields
- Enter their email address
- Scroll to the bottom of the screen and slide the **Add Email to Invite User** button to right so it appears green
- Click the **Create User** button to save and send the new officeholder an invite to join the District

View
To view an Officeholders or adult members contact information, scroll to their name on the list, click their name and select **Edit**. This will take you to their summary page.

See Groop Knowledge base article - https://knowledge.groop.com/people

3. Set up District Events

You can set up regular group events, one-off trips, camps and meetings using the online events function.

These events will be bookable for your parents/children/leaders to attend and pay/donate for in advance. See instructions below to set up an event.

- Click **Events** (not 'My Events') tab on the blue panel to the left-hand side of your screen
- Click the **Create Event** button
- Enter your event information including date, time and event info, if applicable.
- To invite member's, click the **Invite** button at the top of the page and select the participants you wish to invite. We recommend sending invites to child and parent roles to ensure all email invites are received.
- *Filter your list by role to make it even easier to send invites to select members in your group.*
- When you have finished creating your event, click the **Create Event** button.
- You can repeat the event each week for up to 4 weeks, if applicable, so that it is available to book regularly. To do this, on the Events dashboard, left click the event – on the drop down which will appear, select how many times you want to repeat the event.
- To make any amendments to your event, left click on the event name and select **Edit.**

*All events will be listed in the participants **My Events** when they're available to book, if they have been invited to that event.

To view an event

To make any amendment or view your event, left click on the event name and select **Edit** from the drop down. Here you will find this task bar, which you can select.

Explanation of the above headers:

- **Details –** *information regarding the event, date, time, address etc*
- **Plan** *- Details about the activity to share with members (if applicable)*
- **Invited –** *Invite your members (adults and children)*
- **Registration** *- Can select who attended*
- *Evaluation* *- Can update event with details of an evaluation*
- **RSVP** *- Look at a list of registered participants and those who have declined*
- **Invoice** *- Invoice information for paid events*

To cancel an event, go to:
- Click **Events** (not My Events) tab on the blue panel to the left-hand side of your screen
- Click on the name of the event you wish to cancel
- Change event name from '**Event name' to 'CANCELLED - Event Name'**
- Add reason for cancellation in Event Description.
- Click **Update Event**
- Once you have changed the event name please use either Communications tab or GroopChat to contact all members regarding the cancellation of the event.

4. View generated invoices

As District contact when in GroopPay Admin you'll be able to have an overview of all invoices sent.

- Go to yellow box in the left-hand panel and from the drop down select the group name
- When in the correct group, click **GroopPay Admin** tab on the side bar to the left-hand side of your screen
- Here you will be able to view the invoices sent to all participants/carers and members etc.

5. Send District wide communications

My GroopChat

Parents and Leaders can receive messages and communicate with each other using the My GroopChat facility. This is a secure and private forum to share updates, post notifications, share good practice and fun ideas.

- Click on the **My GroopChat** on the left-hand side panel
- Create a new thread for everyone to see by typing a message in the **Write something** box at the top of the page
- To attach images or files, click the small **attachment** icon
- You can also **comment** on previous posts by clicking on the post and typing in the box below
- To like a comment, click the **Heart** button

Whenever a new post is created or one of your posts is commented on you will receive a notification.

Sending a message to all users in a specific Sub Groop

1. From within My GroopChat choose your specific Sub Groop from the **Post to** drop down
2. Create your post and attach photos or documents if required
3. When you're ready press the **Post Comment** button

Send to specific person or people

1. From within My GroopChat choose who you want to send the message to via an **Email, Name or Label** which you enter in the **Send Privately** field**.** e.g. everyone with a label '**Common Ground participants'**
2. From the resulting list you can then choose an individual or add all
3. Create your post and attach photos or documents if required
4. When you're ready press the **Post Comment** button

    Groop Knowledge Base article - **https://knowledge.groop.com/groopchat**

Communications

The Groop platform allows you to communicate in many ways with your users. One of which is through the communications area of the platform using Email.

1. Click **Communications** on the left-hand side panel
2. You can see an overview of all the emails you have sent on the main communications page
3. To create a new email simply go to **Create new communication**

4. You can now create your email with the **Subject and Content**. The **reply** email will be the email of your Groop account. You can change this by replacing it with an alternate address.
5. Once you're happy with the information that you have entered you can filter the users and select the recipients to receive the communications by moving the slider buttons next to each individual name.
6. You can save your email to send at a later date via the **Save Email** if required
7. Once you're happy you can send the email
8. When back in the main Communication page you can also **View** sent emails, **Clone** emails and also **Delete** any that are no longer needed.

Groop Knowledge Base article - https://knowledge.groop.com/communications

6. Resources

The resources section found on the left-hand panel is a library of all Woodcraft Folk policies, insurance info, programme ideas, publicity materials, resources and useful forms. This library is accessible to all parents to view.

Group Contacts and District Officeholders can easily upload their local policies, risk assessments, forms, adverts and notices for both parents and leaders to access.

Groop Knowledge Base article - https://knowledge.groop.com/resources