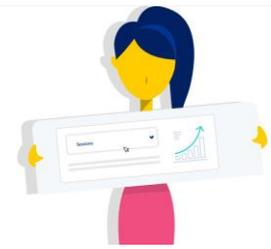


# District Membership Secretary

## What can you do?

1. Have an overview of current groups in the District to view membership - **coming soon**
2. Send District wide and individual communications
3. Can view adult membership contact info/ membership & DBS - **coming soon**
4. Reports



## 1. Overview

**This functionality is not yet available. Whilst we continue to develop the site with Groop we're asking groups not to add too many PARENT/CARERS, MEMBERS, OCCASIONAL HELPERS OR ADDITIONAL Adults will be added to the system as part of the membership phase. For the meantime to continue to use our old database to check both membership and DBS for adults and DF members.**

## 2. 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 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

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

### Send to specific person or people

- 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**'
- From the resulting list you can then choose an individual or add all
- Create your post and attach photos or documents if required
- 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.

- Click **Communications** on the left-hand side panel
- You can see an overview of all the emails you have sent on the main communications page
- To create a new email simply go to **Create new communication**
- 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.
- 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.
- You can save your email to send at a later date via the **Save Email** if required
- Once you're happy you can send the email
- 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>

**3. Can View Adult Membership contact information/Membership and DBS details – coming soon**

**4. Reports - coming soon**