

Frontend User Experience & Group Administrators

Summary: Groups are smaller sets of members that you can create and allow to interact with one another on their own social interactive area within your site.

Group Administrators

Group admins can moderate and approve member actions within your groups.

Frontend User Experience

- Sign in as a member and visit a group homepage
- Icons across the top of the group homepage

Directory & Features

- Calendar – You can create group specific events and display them on the group calendar
- Blogs – This link will direct users to the group blogs
- Forums – This link will direct users to the group forums
- Photo Gallery – This link will direct users to the group photo gallery

NOTE: You can configure it such that a group admin will need to approve any photos uploaded to the group gallery

- Options – Communication options for group members

Recent Activities

- Group Feed – Users can post updates to the group wall (like a wall on Facebook). The system will automatically add posts when group members add new photos to the group gallery, or post to a group blog or forum.
- Upcoming Events – This section will show any upcoming group events.
- Blog posts – The section will show any new group blog posts.
- Forum Activity – This section will show any new forum activity.

Group Admin Options

Content Management

Homepage Options

- Edit the group's short description
- Edit the features shown on the "Directory & Features" menu
- Edit Group Homepage Welcome Text

- Group Homepage Layout – The Group Admin can select the template, features and zones that will be displayed in the group along with the number of items to display in each zone.
- Custom Pages – Group Admins can create custom pages within their group.
- File Libraries – Group Admins can create file libraries for their groups.

NOTE: A file library must be attached to a group custom page to be accessible to group members.

Calendar Management

- View Dates & Events – You can view all the group's current and past event details.
- Add a New Date – A Group Admin can add a new date entry to the group's calendar.
- Add a New Event – A Group Admin can add a new event to the group's calendar.

NOTE: a group admin cannot add tickets to a group event. This must be done by a site administrator through the backend.

Photo Management

- Manage Photo Albums – A Group Admin can create new albums for the group photo gallery.
- View All Photos – Group Admins can edit settings for existing photos and delete photos.
- View Pending Photos – Group Admins can view any pending photo that approval.
- View Accepted Photos – This will list all photos that have been approved.
- View Rejected Photos – This will list all photos that have not been approved.

Blog Management

- View Blogs – Group Admins can view, edit and manage existing blogs.
- Start a New Blog – Group Admins can click on this link to start a new group blog.

Forum Management

- View Forum Categories – Group Admins can view and edit existing categories. They can also add new categories.
- Add a New Category – Group Admins can easily add a new forum category for the group.
- View Forums – Group Admins can add new group forums and edit existing group forums.
- Add a New Forum – Group Admins can easily add a new forum to the group.

Member Management

- View Current Members – Group Admins can view current group members, approve any pending members and remove group members. They can also add new members to the group in this section.
- View Pending Members – Group Admins can view a list of pending group members that need approval.
- View Membership Log – This log will display different actions taken by the members of the group. For example, it will track the date a member joins the group, or the date a member was removed from the group. It will track the date a member subscribes to the group newsletter and unsubscribes from the group newsletter.
- Export Group Members – If this permission has been given to the Group Administrators through the group configuration settings, then a Group Admin will have the ability to export the group member data into a .csv file.
- Member Communication
 - Message Group – Allows the Group Admin to send an internal site message to the group members.
 - Email All Group Members – Allows the Group Admin to send an email to the group members.
- Change Homepage Layout
 - The Group Admin can select the template, features and zones that will be displayed in the group along with the number of items to display in each zone.