

# AssociCom

We put the "Association" in Associations

## Using AssociCom Groups, A Quick Introduction

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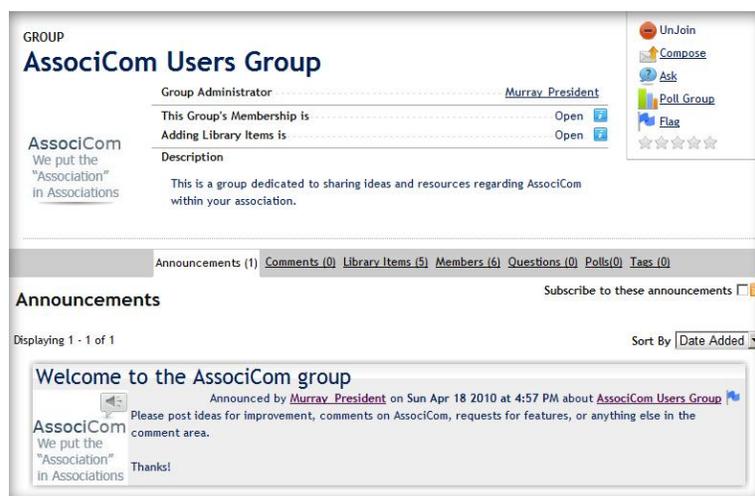
### Preface

This document provides a quick introduction to the use of AssociCom groups. This document is intended for site administrators.

### Groups

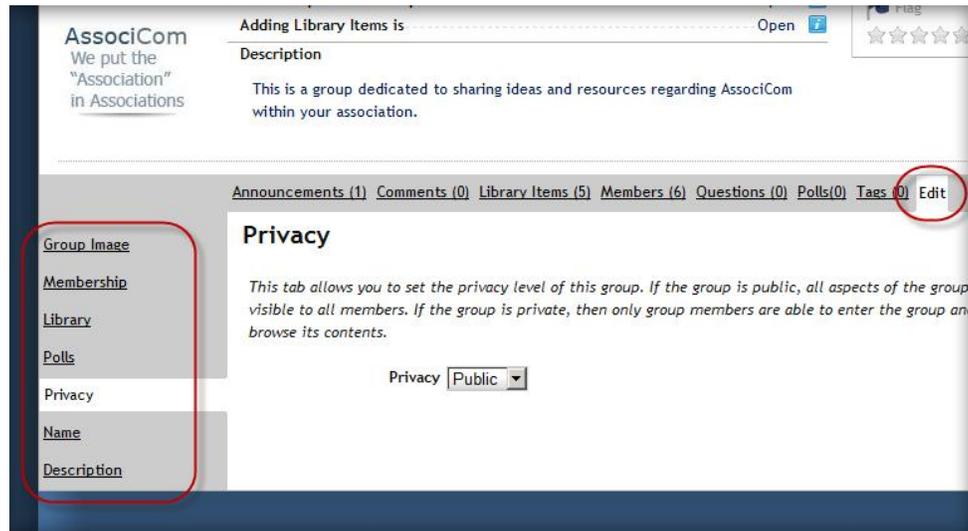
Groups exist in AssociCom to allow members and the association executive to gather, communicate, collaborate and share information along lines of common interest. Groups can be created by any member.

Each group has a name, a group owner/administrator (initially the member who created the group), a description, tags, a comment area where it can be discussed, a question area where people can ask questions about it, and a polling area where polls can be held regarding the group interests. In addition, each group has its own collection of library items.



Each group has a number of settings accessible by either site administrators or the group owner/administrator. These settings include the ability to set a group image, decide whether members wishing to join the group require approval, decide whether members can add library items to the group

collection (and if so whether approval is required), determine group privacy settings, and set the group name or description. All of these settings are accessible from the "edit" tab.



## Group Topics

Optionally, groups can be organized into a group topic hierarchy, much like the document library. This is recommended only if your association has a large number of groups and organizing them into topic areas facilitates topic browsing. The group topic hierarchy allows new or existing members to browse the existing groups according to group topic. This facilitates easy discovery of groups (as well as people and documents) of interest.

Each group topic has a name, a description, and settings which determine who is able to add groups there, and who is able to create subtopics of that topic. Like the groups themselves, group topics have comment, questions and polls.

You may wish to organize your group topic area into topics where "official" association groups are kept, and another set of topics where members are free to create groups.

When a group is created by a member, that group is available to all members under the "group" tab. The group is also available to the member who created or joined it when they click "my groups" in their sidebar. This way, members can have quick access to the groups they have joined, and all groups can be found in the main group tab.

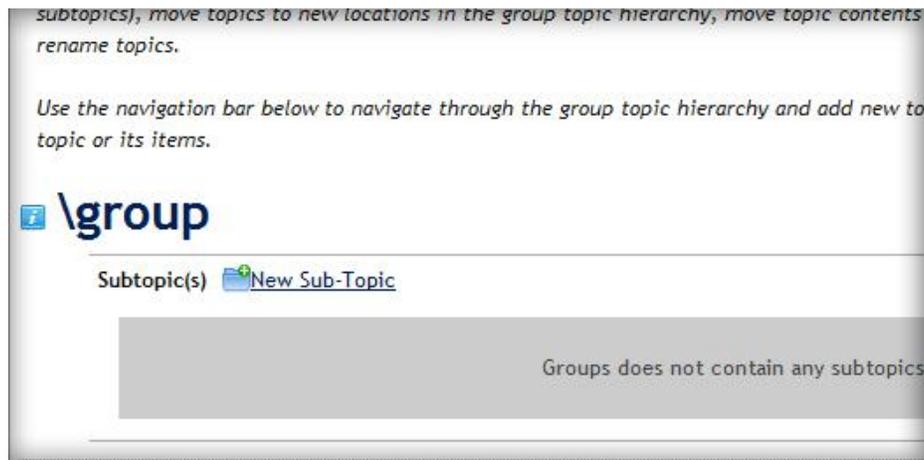
The list of members who have joined a group is available when viewing the group details. In this way, members can discover other members with common interests - which may lead them to other documents, groups or members of interest.

## Getting Started

Group topic administration settings can be accessed by first clicking the "Settings" top level tab, and then the "Group Topics" tab on the resulting page. You will then be presented with the option to enable and configure group topics.

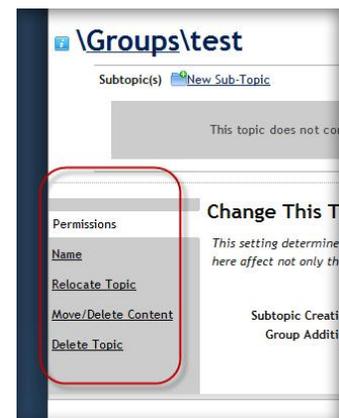


Initially (after enabling group topics), since there is only one (main) group topic, you will see the following (below):



To create new topics in the group area, simply click on "New Sub Topic", enter a topic name, and follow the instructions.

To administer the settings for a group topic, click on that topic name and you will be presented with a number of settings tabs. These include the ability to set permissions for sub-topic creation and group addition, the ability to change the topic name, to move the topic to a new location in the group topic hierarchy, to delete or move groups from the topic, or to delete the topic.



## Browsing the Groups

To browse the groups, simply click on the top-level "Groups" tab. There you will find groups and group subtopics (if any). To navigate subtopics, click on the subtopic name or choose from the available group tags to show only groups containing the chosen tag(s). To go to a parent topic, click the parent topic name in the topic title area.

