

Senior Living Communities, LLC

Regroup – Mass Communication

Guide to Group Creation

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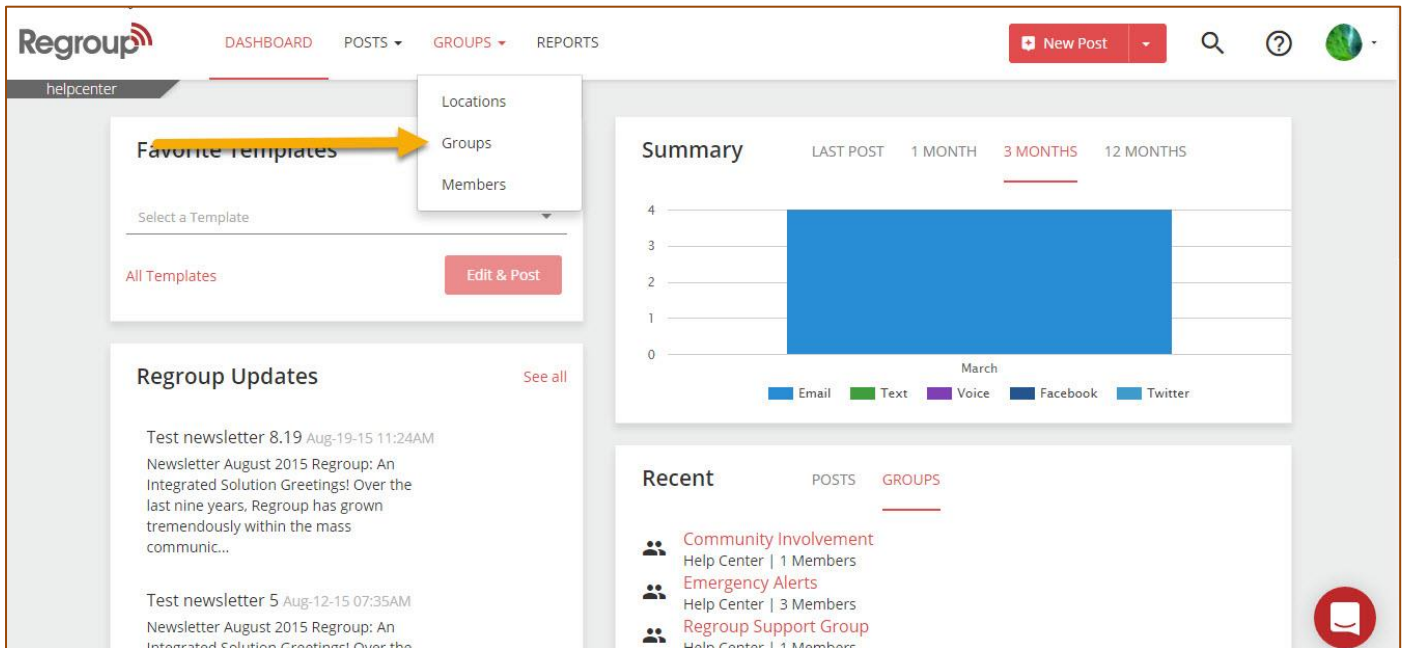


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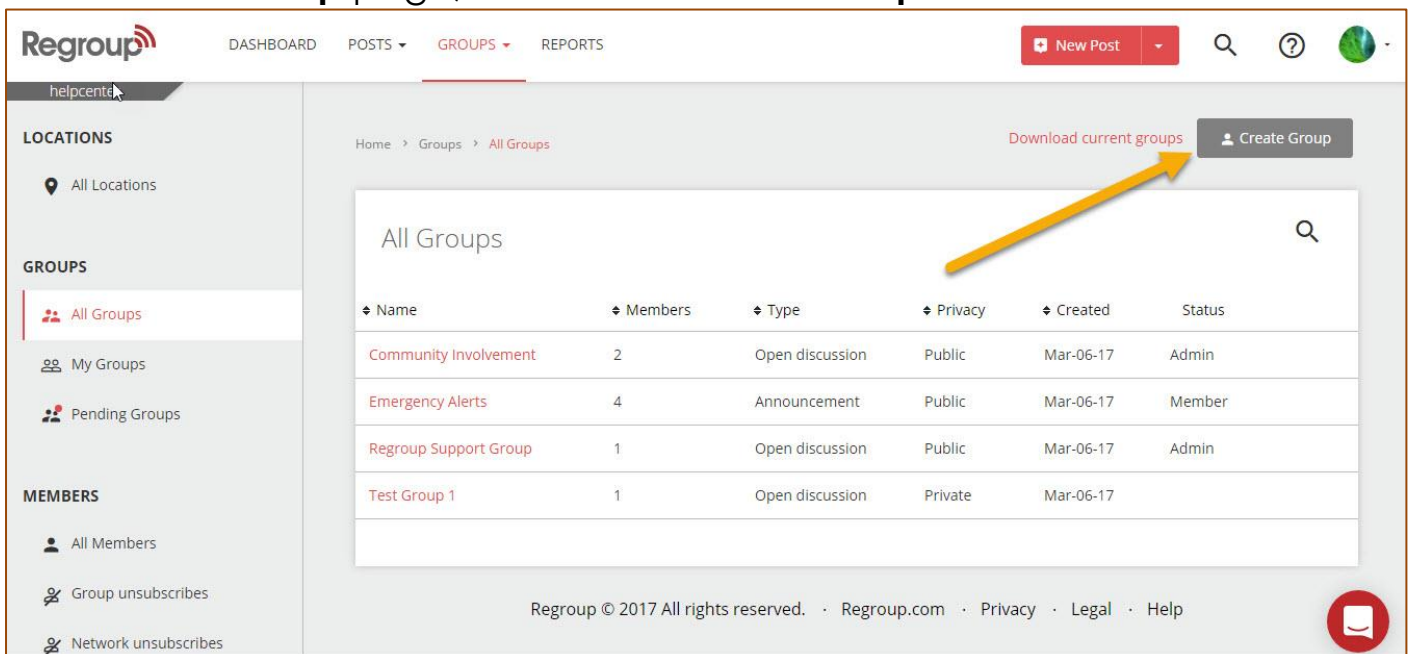
Create a Group (Web)

Regroup allows you to create an unlimited number of groups.

To start, click on **GROUPS** at the top of the page and select **Groups** from the dropdown menu.



From the **All Group** page, click the **Create a Group** tab.



Fill in each field as outlined:

The screenshot shows the 'Create Group' form in the Regroup system. The form is divided into two main sections: 'GROUP DETAILS' and 'GROUP SETTINGS'. In the 'GROUP DETAILS' section, there are three fields: 'Group Name*' (with a red circle 1), 'Category' (with a red circle 2), and 'Description*' (with a red circle 3). The 'GROUP SETTINGS' section includes 'Group Type' (with a red circle 4), 'Post Approval' (with a red circle 5), and 'Privacy' (with a red circle 6). A red circle 7 is placed over the 'Create Group' button. The form also includes a 'New Post' button in the top right corner and a 'helpcenter' link in the top left corner. The footer contains the text 'Regroup © 2017 All rights reserved. · Regroup.com · Privacy · Legal · Help' and a help icon.

1. **Group Name-** Type in the Group Name you would like with a limit of 50 characters. **Please select carefully once created you cannot change the group name, the system will automatically create an unique email address.**
2. **Category-** Use the drop-down arrow to choose a category for your group. **It is important that you understand how categories work on the Regroup system. If you choose "Emergency Alerts" the Regroup system will send out all Text/SMS messages to this group on our Emergency Alert shortcode 51664. Any other category will send text messages out over a different short code (i.e. 30890).**

3. **Description-** This area allows you to describe what this group is being used for and will appear on the groups home page.
4. **Group Type-** You have two choices for this area. **Announcements Only-** With this group type, **Only Group or Network Administrators** are able to post to this group type. **Open Discussion-** Any member of the group can post and respond to messages in the group.
5. **Post Approval-** This feature is available so that if you wish to have EVERY post approved by a Group Administrator before it is actually posted to the group members. With this box checked as soon as a new post is created, an email will be automatically sent to the designated Group Administrators that are authorized to approve the Pending Post. The Administrator will then need to approve the posting before it is sent to the members of the group.
6. **Privacy-** This area is with regards to whom can see the group as listed on the *All Group* page. **Public-** Anyone that has access to the Group page can see this group and Join it without any type of permission necessary. **Private-** The group's name is visible on the *All Group* page as well, BUT you must request permission to join the group. When permission is requested, an email goes to the designated Group Administrator for membership approval. **Secret-** This group is hidden on the *All Group* page, unless you are a group member of the secret group, a group administrator for the secret group or a network administrator.
7. **Create Group or Save Group-** If your network does not require approval by a network administrator to create groups you will see the **Create Group** tab. If approval is required you will see the **Save Group** tab. If you **Create a Group**, the system will create the group you have requested and bring you to the Groups new home page. If you **Save the Group**, an email notification is then sent to the designated Network Administrator(s) to approve the group. Once approved you will receive an email notifying you the group is now available.

Please note that once a group is created you have many other custom setting options. Simply go to the **settings** page for the Group and you will see these options.