

Instructions for Group Administrators

Welcome to being a Group Administrator! The Groups capability in the new daffodilusa.org is like having a website within a website.

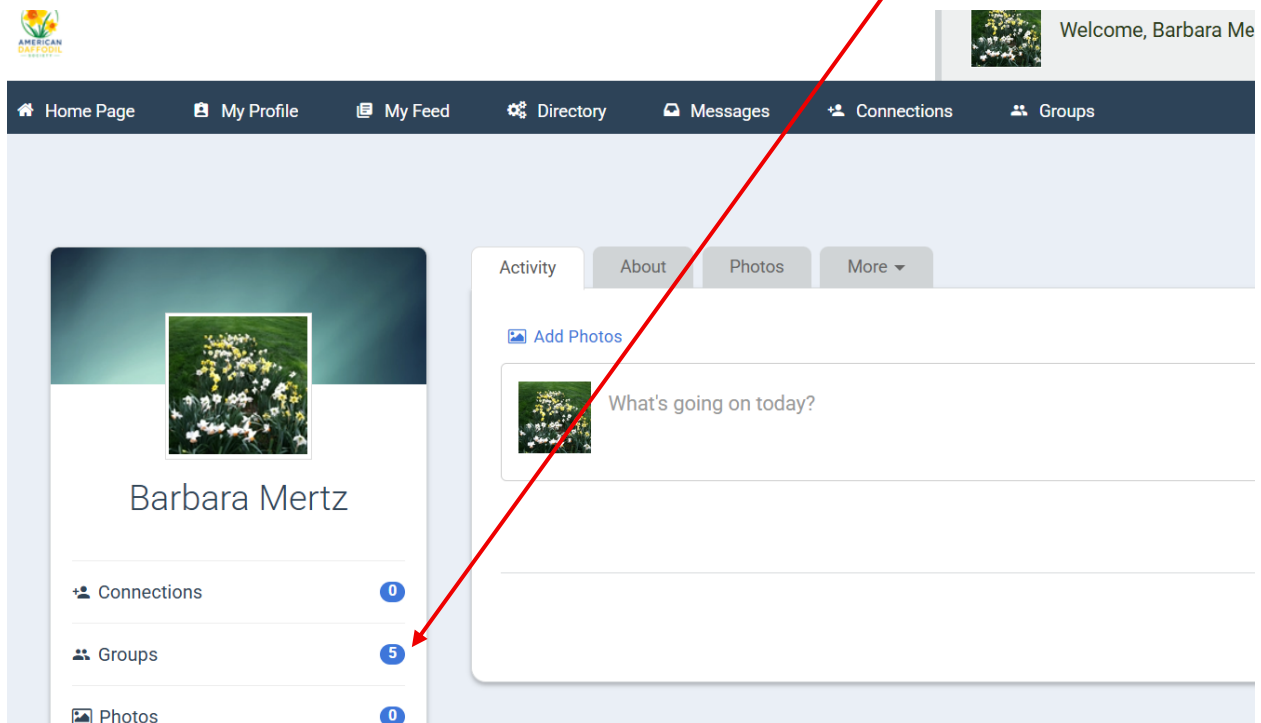
In your role as ADS Group Administrator, you will manage this space. You will play a huge part in making this group a fun, organized, and easy place for everyone to exchange ideas, just like in the old listservs, but with more features.

This guide will walk you through the basics of your new tools—how to approve members, share files, and keep the conversation going. A lot more features are available. Explore!

1. Accessing Your Group

Before you can manage your group, you need to navigate to its homepage.

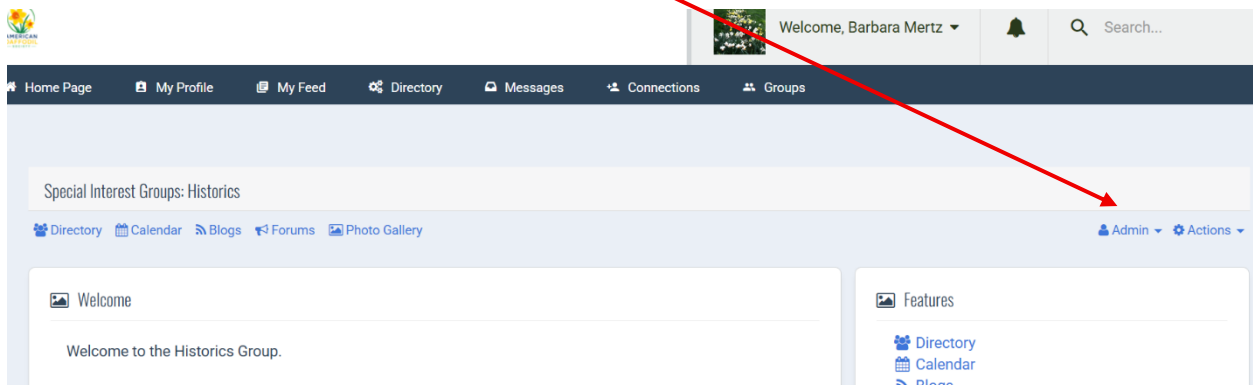
1. Log in to your account at **daffodilusa.org**.
2. From your main Member Profile dashboard, look for the **Groups** list.
3. Click on the name of your assigned group to open its main feed.



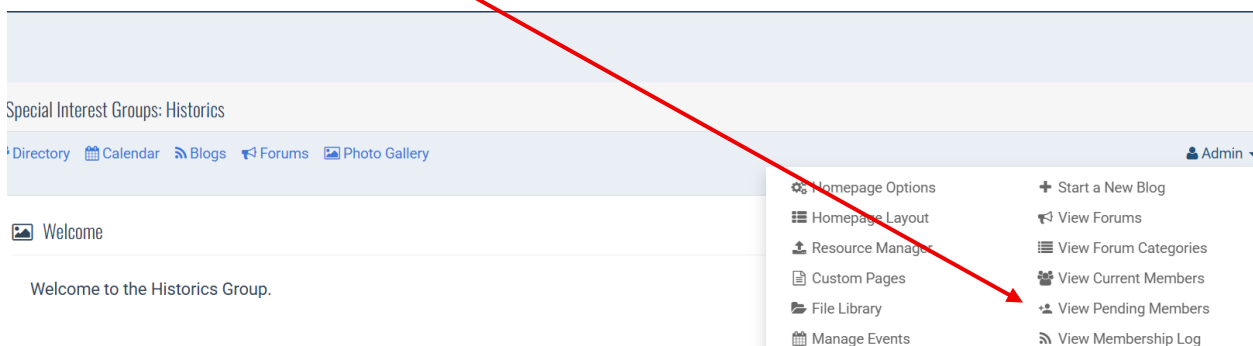
2. Approving Member Requests

If your group is "Closed," members cannot join automatically. They must request access. You will receive an email notification when someone requests to join, and you can approve them directly from the group page.

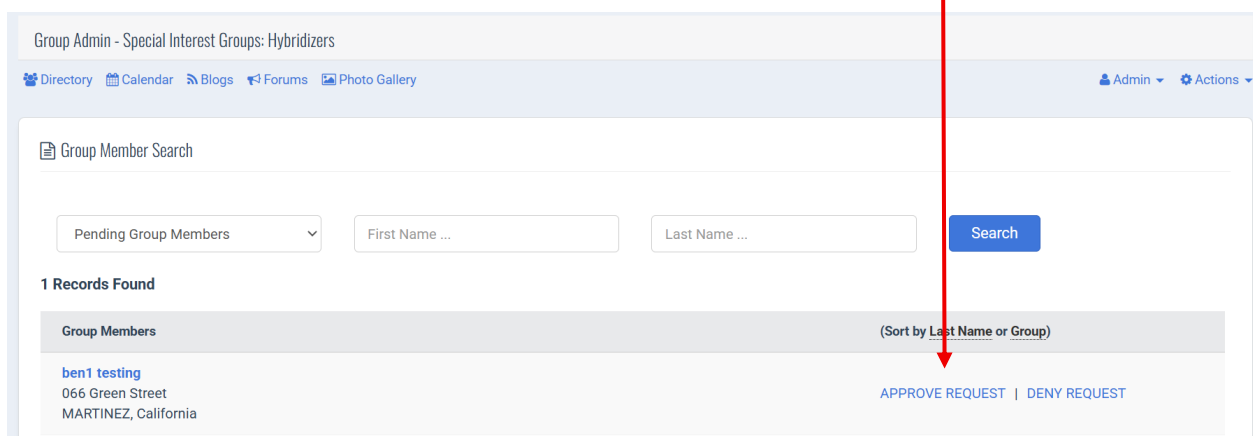
1. On your group's homepage, click the **Admin** drop down.



2. Select **View Pending Members** from the drop-down menu.



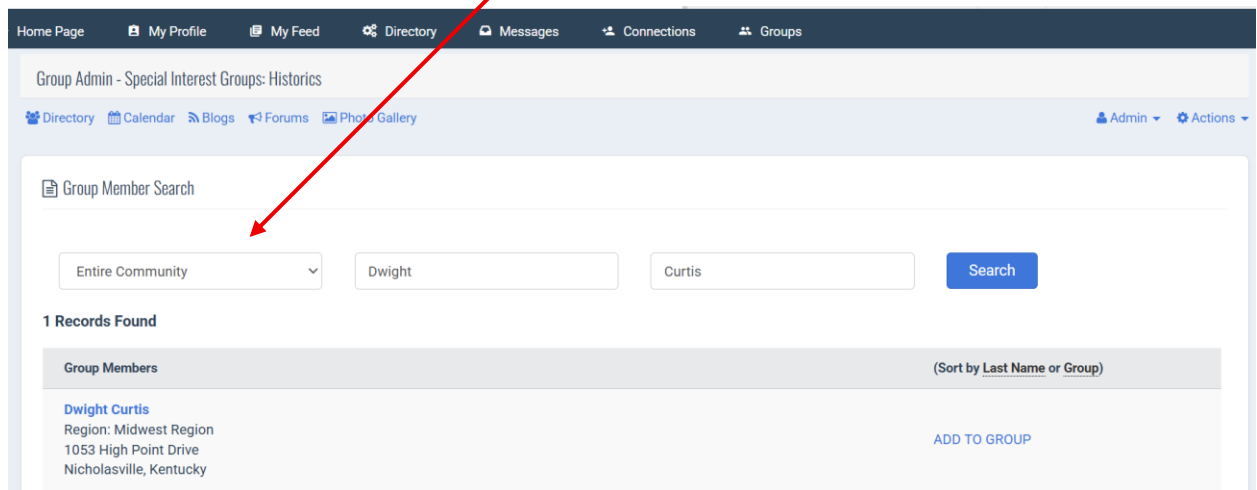
3. You will see a list of members waiting to join. Click **Approve Request** next to their name.



3. Adding a Member Manually

If you know someone needs to be in the group but they haven't requested to join yet, you can add them directly from the society's directory.

1. Click the **Admin drop down** on your group homepage as in the above.
2. Select **View Current Members**.
3. A search bar will appear. Select Entire Community. Enter First and/or Last Name. Then Search.



Home Page My Profile My Feed Directory Messages Connections Groups

Group Admin - Special Interest Groups: Histories

Directory Calendar Blogs Forums Photo Gallery Admin Actions

Group Member Search

Entire Community Dwight Curtis Search

1 Records Found

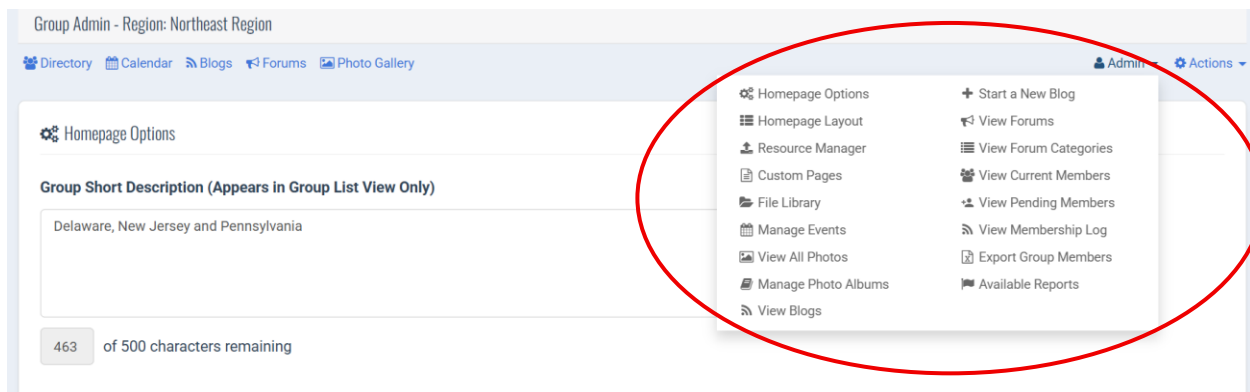
Group Members (Sort by Last Name or Group)

Dwight Curtis
Region: Midwest Region
1053 High Point Drive
Nicholasville, Kentucky
ADD TO GROUP

4. When their name shows in the search results, check the box next to their name and click **Add to Group**.

4. Administrator Features

Click on the Admin drop down arrow to see all of features of the Group Pages.



Group Admin - Region: Northeast Region

Directory Calendar Blogs Forums Photo Gallery Admin Actions

Homepage Options

Group Short Description (Appears in Group List View Only)

Delaware, New Jersey and Pennsylvania

463 of 500 characters remaining

Homepage Options
Start a New Blog
View Forums
View Forum Categories
View Current Members
View Pending Members
View Membership Log
Export Group Members
Available Reports
Homepage Layout
Resource Manager
Custom Pages
File Library
Manage Events
View All Photos
Manage Photo Albums
View Blogs

Some of the Admin features include creating custom pages, adding events, creating a blog post, or starting a forum where members can have conversations.

5. Starting a Conversation (The Feed)

This is where you can post questions, share daffodil photos, and make announcements. As an admin, starting conversations is a great way to keep the group active.

1. On the group homepage, locate the text box at the top of the feed that says "Write something..."
2. Type your message. You can use the formatting tools to bold text, add links, or insert images.
3. Click **Post** to share it with the group.

Note: Members will receive an email notification about your post based on their personal profile preferences.

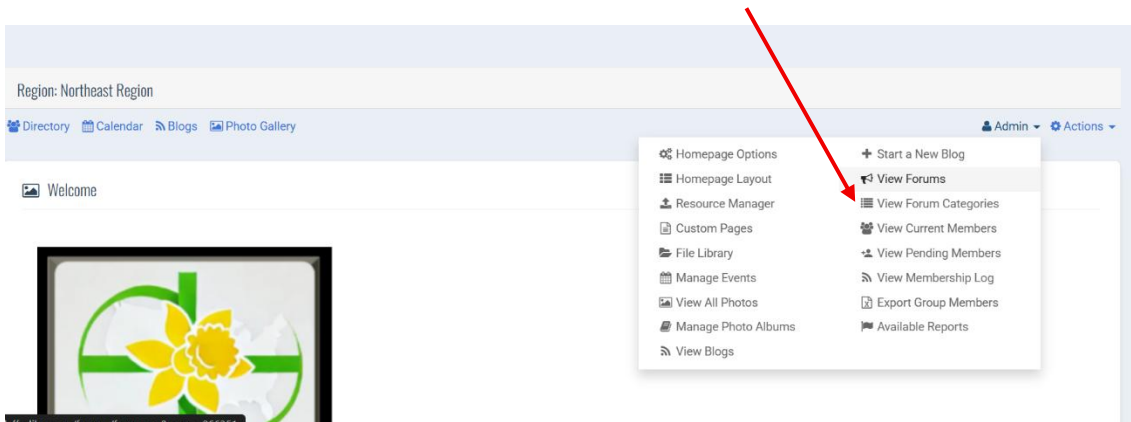
6. Uploading Files and Resources

Your group comes with its own secure file library—perfect for storing meeting minutes, exhibition rules, or reference photos without worrying about email attachment limits.

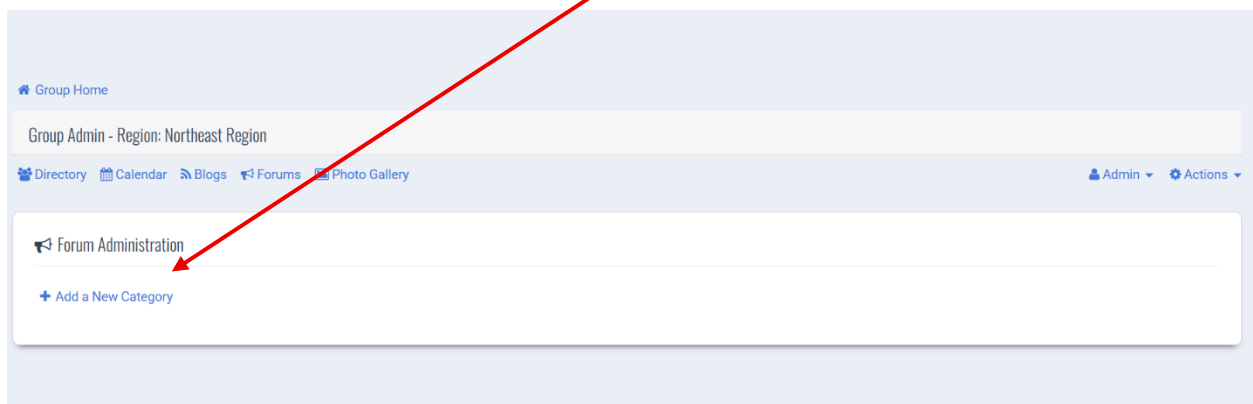
1. Click on the **File Library** link.
2. Click the **Add a New Collection** button.
3. Name the Collection and click on Collaboration Enabled, if wanted. Click **Save**.
4. Click View Files and Links or Add a New Item from your computer.
5. Give the file a clear title so members know what it is (e.g., "2026 Fall Board Meeting Agenda") and click **Save**.

7. Creating a Forum

Forums are made up of Categories, Forums and Topics. To create a Forum, you must first create the Categories. Click on Admin, View Forum Categories.



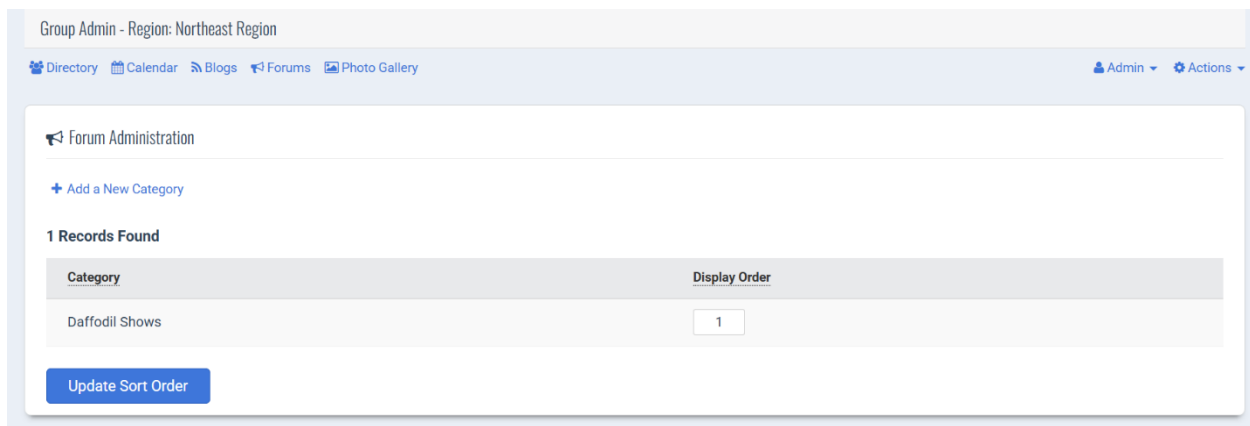
On the next screen, click on Add a New Category.



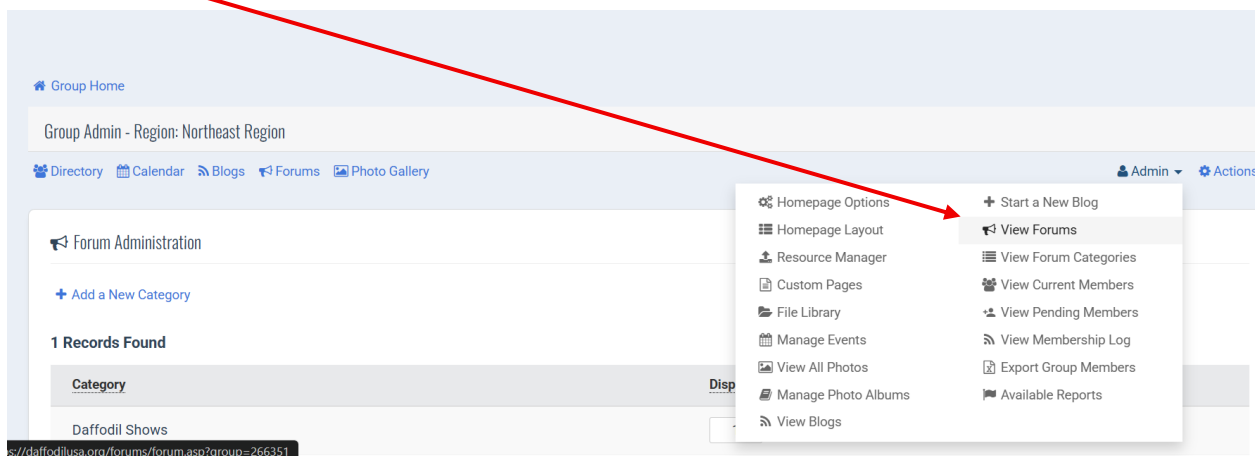
On the next screen, Add a new Category and Click Save. A Sort Order of the Category can be added also.

A screenshot of the 'Add a Forum Category' form. The form has a title 'Add a Forum Category' with a gear icon. Below the title, there's a red asterisk and the text '* Required Fields'. The form is divided into two sections: 'Category Information' and 'Sort Order'. Under 'Category Information', there's a label 'Category *' followed by a text input field. A red arrow points from the text 'Add a new Category' to this input field. Under 'Sort Order', there's a label 'Sort Order' followed by a text input field. A red arrow points from the text 'A Sort Order of the Category can be added also.' to this input field. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. A red arrow points from the text 'Click Save' to the 'Save' button.

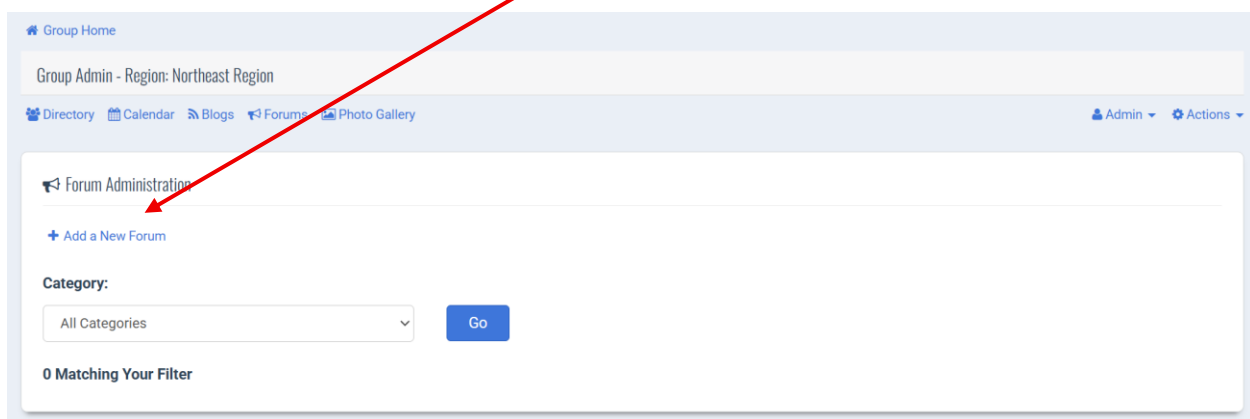
At this point, the categories will be shown in a list.



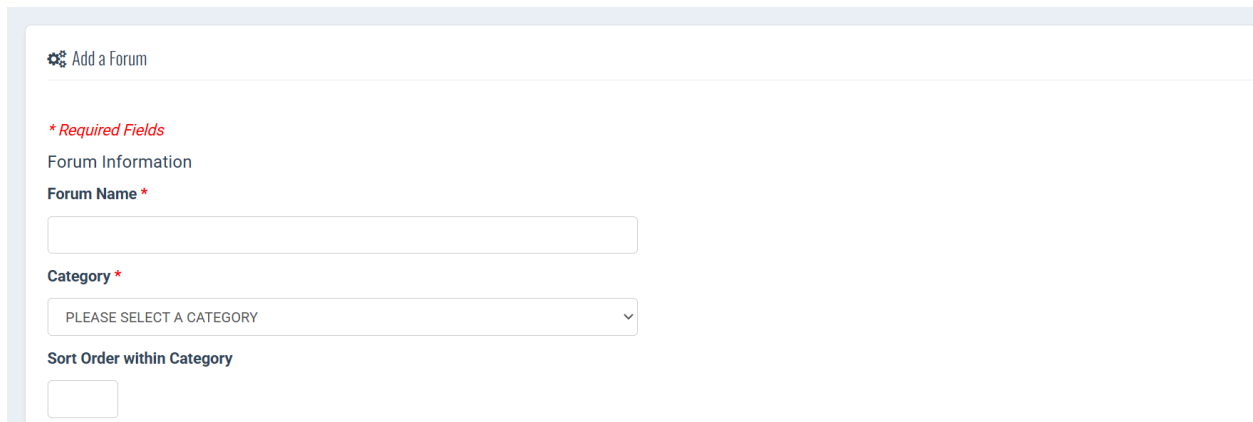
Once you have created the categories, you will be able to create the Forum. Click on Admin, View Forums.



On the next screen, Click on Add a New Forum.

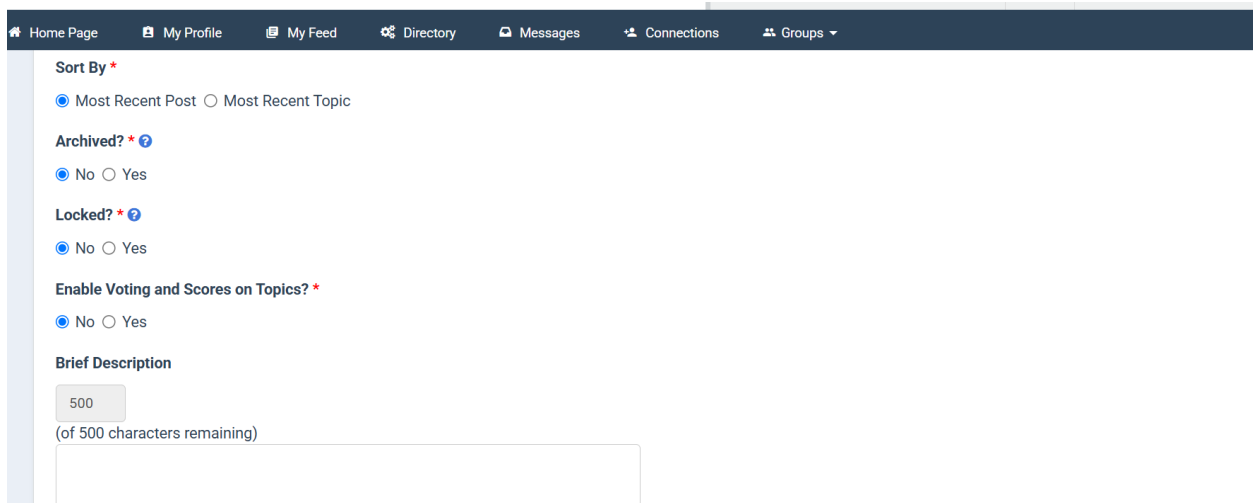


On the next screen, you will enter the Forum Name, the Category created earlier, and a sort order if wanted. Scroll down to keep completing the form.



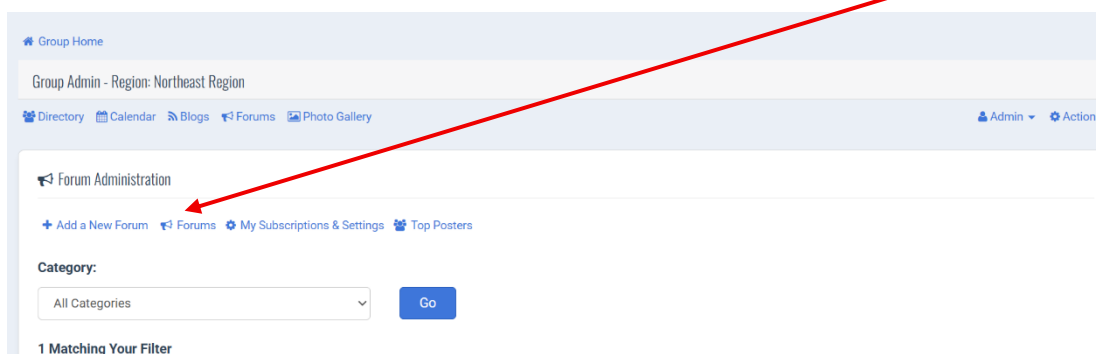
The screenshot shows a form titled "Add a Forum" with a gear icon. Below the title is a red asterisk and the text "* Required Fields". The form is divided into sections: "Forum Information", "Forum Name *" (with a text input field), "Category *" (with a dropdown menu showing "PLEASE SELECT A CATEGORY"), and "Sort Order within Category" (with a text input field).

Continuing, you will complete: to sort by most recent post or topic; whether to archive or lock or enable voting on the topics; and a brief description of the forum. Scroll down and click **Save**.



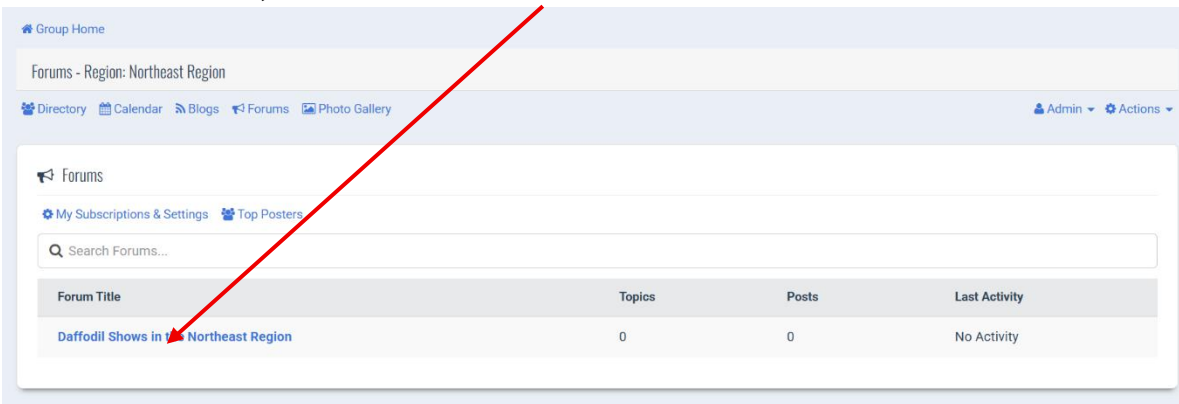
The screenshot shows a navigation bar with links: Home Page, My Profile, My Feed, Directory, Messages, Connections, and Groups. Below the navigation bar are several configuration options: "Sort By *" (with radio buttons for "Most Recent Post" and "Most Recent Topic"), "Archived? * ?" (with radio buttons for "No" and "Yes"), "Locked? * ?" (with radio buttons for "No" and "Yes"), "Enable Voting and Scores on Topics? *" (with radio buttons for "No" and "Yes"), and "Brief Description" (with a text area and a character count of 500).

After saving, you will be able to add a Topic to the Forum. Click on Forums.

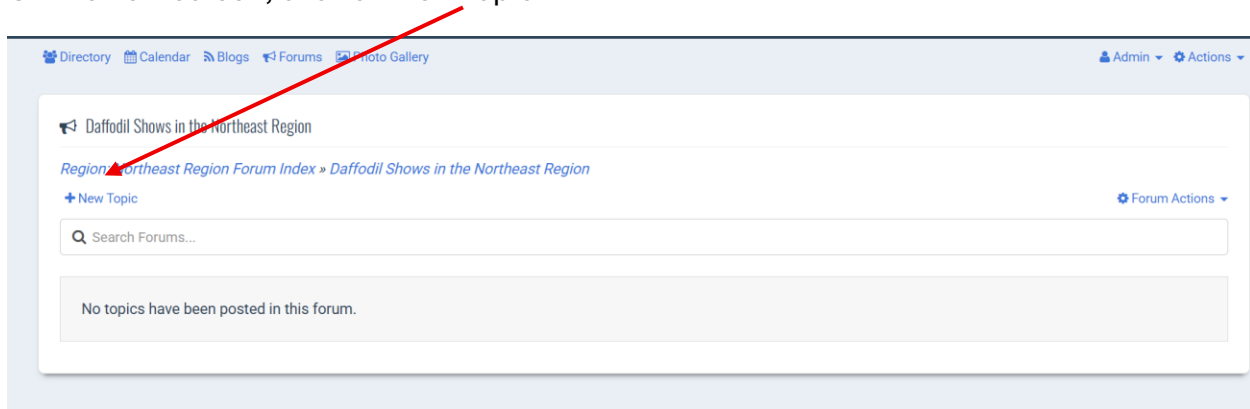


The screenshot shows the "Group Home" page with a navigation bar. Below the navigation bar is a section titled "Forum Administration" with a red arrow pointing to the "Forums" link. The "Forums" link is highlighted in blue. Below the "Forums" link are links for "Add a New Forum", "My Subscriptions & Settings", and "Top Posters". Below these links is a "Category:" dropdown menu with "All Categories" selected and a "Go" button. At the bottom, it says "1 Matching Your Filter".

On the next screen, click on the Forum Title.



On the next screen, click on New Topic.



On the next screen, you will enter the Subject and message.

This screenshot shows the 'New Topic' form. It includes a breadcrumb trail: Region: Northeast Region Forum Index » Daffodil Shows in the Northeast Region. The form has fields for Subject, Locked, and Type of Post. The Subject field is filled with 'Delaware Valley Daffodil Society 2027 Show Date Announced'. The Locked field has radio buttons for No (selected) and Yes. The Type of Post field has radio buttons for Post (selected), Sticky, and Announcement. Below these fields is a large text area for the message content, which contains the text: 'The 2027 DVDS Show will be held on April 10 & 11 at Jenkins Arboretum. Any volunteers?'.

Scroll down and an image or file can be added. Don't forget to **submit the post!**

Switch to Full Text Editor

Attach Image(s) and/or File(s)

 Drop photos here or click to upload

Note: Only 10 files can be uploaded at a time.

Submit Post

Cancel

The post is now available for people to reply to. It will also be available in the Search Forums search bar.

 **B. MERTZ**
8/20/2026 at 4:08:20 PM GMT
Posts: 8

Delaware Valley Daffodil Society 2027 Show Date Announced
The 2027 DVDS Show will be held on April 10 & 11 at Jenkins Arboretum. Any volunteers?

Type quick reply...

☒ Subscribe to Instant Updates?

Submit Quick Reply

Reply Using Full Editor

7. Using the Action Button To Create Emails or Messages

Click on the Action Button to create a message or email to all members of your Group,

Group Home

Group Admin - Judges Status: Accredited Judge

Directory

Calendar

Blogs

Forums

Photo Gallery

Admin

Actions

Message All Members

Email All Members

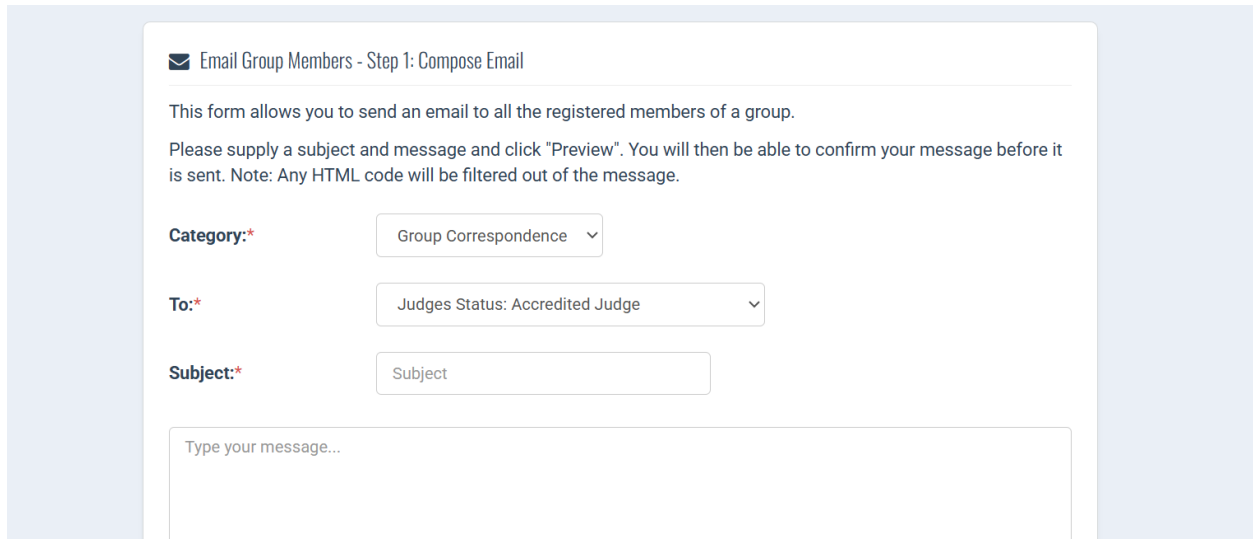
Homepage Options

Group Short Description (Appears in Group List View Only)

An Accredited Judge is one who has completed all work required by a Student Judge, has been approved by the Judges Chair, and is eligible to Judge any ADS approved show.

331 of 500 characters remaining

The system will walk you through the steps in completing the message or email.



The screenshot shows a web form titled "Email Group Members - Step 1: Compose Email". Below the title, there is a horizontal line. The text "This form allows you to send an email to all the registered members of a group." is displayed. Below this, a paragraph states: "Please supply a subject and message and click 'Preview'. You will then be able to confirm your message before it is sent. Note: Any HTML code will be filtered out of the message." The form contains three required fields: "Category:" with a dropdown menu showing "Group Correspondence", "To:" with a dropdown menu showing "Judges Status: Accredited Judge", and "Subject:" with a text input field containing the word "Subject". Below these fields is a large text area with the placeholder text "Type your message...".

Email Group Members - Step 1: Compose Email

This form allows you to send an email to all the registered members of a group.

Please supply a subject and message and click "Preview". You will then be able to confirm your message before it is sent. Note: Any HTML code will be filtered out of the message.

Category:* Group Correspondence ▼

To:* Judges Status: Accredited Judge ▼

Subject:* Subject

Type your message...

Need Help?

If you get stuck, encounter a technical error, or have questions about group management, please reach out! We are here to support you.