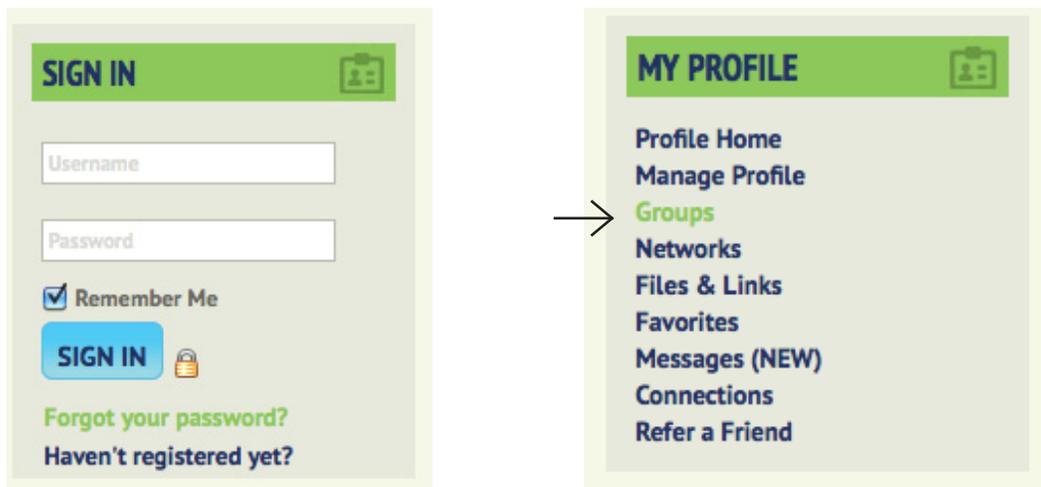


Accessing Group Pages

Are you part of a Group and looking to access the group page on the WAND website? Follow these simple instructions.

1. Find the Sign In box on the right hand side of every page of the WAND website.
2. Log into your online account
3. Once you are logged in, you'll see a list of links below the text "My Profile". Click on "Groups".
2. This will bring you to "My Groups" page. You will see all of the groups that you are a member of. Click on the name of the group to visit the group page.



MY GROUPS

Group Digest newsletters are not enabled. You will not receive any Group Digest newsletters unless you **Enable Group Digest Newsletters**.

ACTIONS

Group Type: Name



Leadership: Board of Directors

GROUP PERMISSIONS

Leadership You may join groups of this type.

Regions/Districts You may join groups of this type.

**Wisconsin Academy of
Nutrition and Dietetics**



Using Group Pages

Once you are on your group page you will be able to connect with others within that group. You have the ability to share documents, send messages and emails to other group members.

Navigating within your Group:

Your main page will have basic features such as a welcome message, news, other group info. If you would like to access other pages within your group, look for “Group Pages” near the top of your page. This will provide a list of additional pages within your group. Click on the page you would like to visit. Whenever you want to go back, just go to Group Home.



Uploading and Sharing files:

To upload files to share with other members of the group find the “Add a File” icon. It will be on the right hand side of the page. You can upload files to any file library and others within that group can open and view these documents. This is a great way to share information related specifically to your committee or group.



Sending out Group Messages

You can send out group messages/emails to all group members as well. This is a great way to ask simple questions or get feedback on anything group related. Also, a great way to let someone know you've uploaded a new file that can be viewed on the Group page. To message all group members, simply navigate to the top bar and click on “Options”, under that you will see Group Messaging as an option. This will automatically pull all email addresses for every member of your group.

