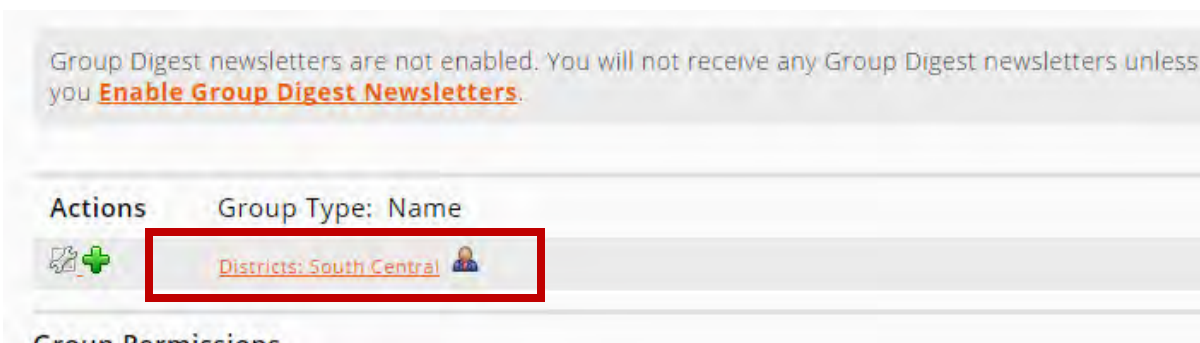


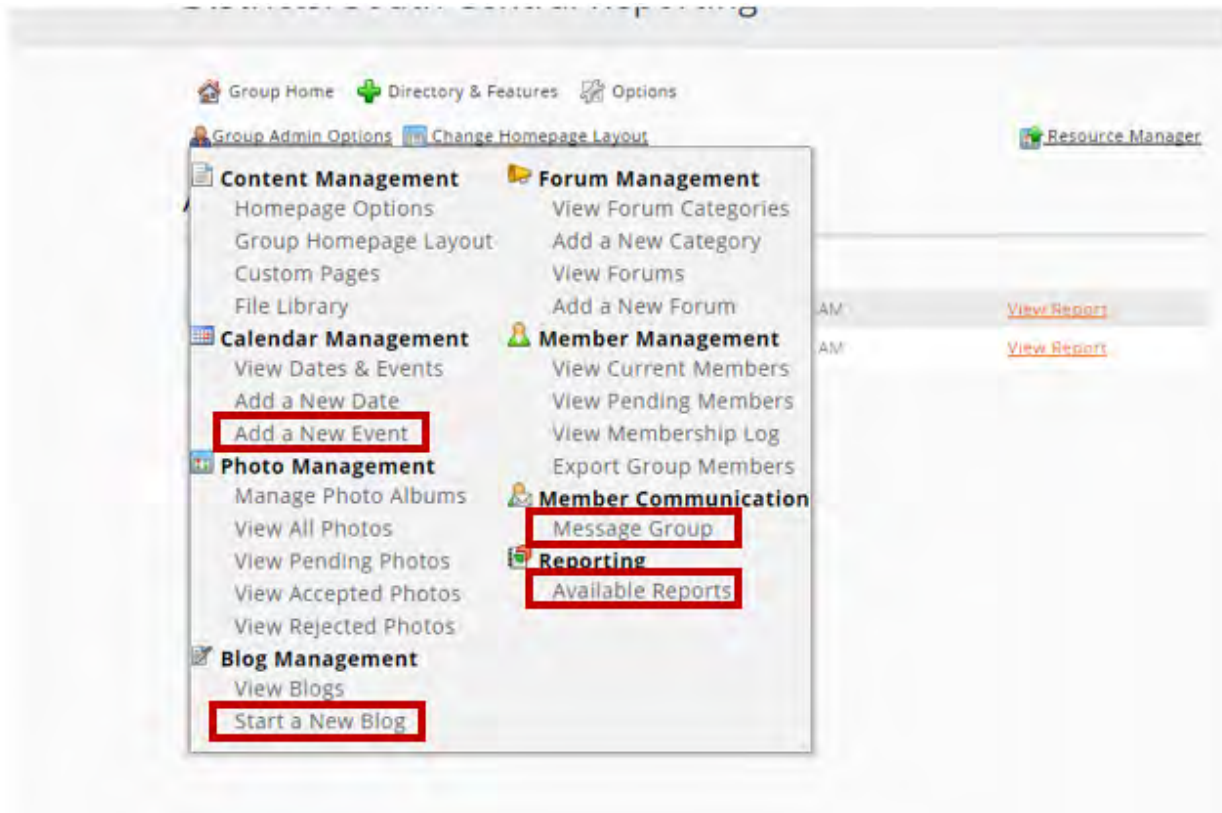
- Once logged into your profile, select “Groups”
- Then select the district group



- You now are on the group home page and, as administrator, you have several options.



- Select “Group Admin Options” to complete the functions as seen below
 - You can add calendar events such as district meetings, this can include documents for the meeting or specific instructions. You can also request an RSVP.
 - You can upload photos from meetings
 - Blogs are to upload content
 - Blogs are to distribute information to the group, such as a message or notification.
 - You can directly message all district members
 - “Reporting” will pull a list of all district members that can be exported



[Group Home](#) [+ Directory & Features](#) [Options](#)

[Group Admin Options](#) [Change Homepage Layout](#)

[Resource Manager](#)

- Select “options” for the ability to email the group