Overview

This SmartBook shows members how to find and use Groups. Please note that not all features may be available to all groups.

Finding Groups

1. First you’ll need to login to the site.
2. From the top site navigation select the Community menu, choose “Find a Group or Committee”
3. Select a group category and browse, filter or enter a keyword to search for a group or committee.

Community Groups

Welcome to your online member community. Settle in and make yourself comfortable. Here, you can explore our conversation. Share your expertise. Learn from others... and feel free to stay awhile.

- **itSMF USA Committees**
  These are the official working committees of the itSMF USA. Click here to request to join the awards, social participation will propel itSMF USA’s success.

- **LIG Leadership Committees**

- **Local Interest Groups**
  These are our LIG and SIG Group sites. Visible to the public and selected by members upon registration

- **SIG Leadership Committees**

- **Special Interest Groups**
4. In each category you have the option to jump to other group categories using the “Filter by Type” dropdown menu. You can also search using the “Find a Group” option.

5. From there, select your group.
6. Once you’re at the selected group’s page, choose the “Join Group” option.

7. If the group is a LIG or SIG you will automatically be granted membership.

8. If this is a private group, select “Request Membership” and the group administrator will receive a notification of your request to join and will grant access.
9. Please note, if you are a LIG Guest you will not be able to join certain types of groups and committees.

Finding Your Groups

1. There are two ways to easily go to your groups. If the Manage Profile page come up on log in, scroll down and click on Groups.
2. If another page comes up upon login, click on **Groups** on the side bar menu.

3. Click on the name of a group that you’re a member of:

   - Men’s Origami Club
   - Women’s Roller Derby Team

Or you can click on the wrench and choose one of the options that pops up without going to the group homepage:
4. When you click on the group name, you’ll be taken to the group homepage. Here you can write something on the Group wall (Write something in the field where it says “Write something” then click Post):

5. You can post photos by clicking on Photo Gallery in the left or right hand side menu, or click on the green plus sign next to Directory & Features, then Photo Gallery:

6. Post to a blog or forum by clicking on Blogs or Forums in the left or right hand side menu, or click on the green plus sign next to Directory & Features, then Blogs or Forums:
7. Subscribe to Blog or Forum posts from the blog or forum by clicking Subscribe when viewing the blog. Change your subscriptions by clicking Manage Subscriptions.

Blog:

Forum (You can also create a signature to be used on Forum posts only by clicking on My Signature):

8. View the calendar or group directory by clicking on the appropriate words on the menu:
9. Click on Options to: email all group members, subscribe to the group newsletter, or leave the group.