How to Use the Group Feature

Where do I find my groups?

First, to log in to your OACHC profile visit [www.ohiochc.org](http://www.ohiochc.org)

Next find the group box on the left hand side of your profile and click on the group you would like to access.

Where are the different group features?

You can find these different options in the Green Plus Sign next to the words “Directory & Features” or you can access the features on the right hand side of your group homepage.

The group directory

Here, you can see everyone who is in this group. You can sort the group members alphabetically A-Z or Z-A simply by clicking on the word “Name”

The calendar

You can view events, relevant to this group here. You can also view past events and also view these event in a month view. A snapshot of upcoming events is located on the group homepage.

Forums

Here you can view the different categories to choose from. When you click on a category you will see the topics that have been posted in that particular category. If you would like to read the forum post just click on the topic name.

How do I reply to a forum topic?

If you would like to reply to this topic simply type your response in the “Quick Reply” box or click on the “Reply” button to be able to attach videos and images in your response.

How do I create my own forum topic?

To create a new topic simply choose the category you would like it to be included in and then click the words “New Topic”. Here you can type your subject, and a description of your subject matter. You can attach files and images to your post as well. Hit “Submit Post” and now the group members have the ability to answer your question.

The photo gallery

This displays pictures people have posted to the group.

Thank you and have a great day!

[View the “How to Use OACHC’s Group Feature” Video Here](http://www.ohiochc.org)