

# Your Committee's Group Page - Getting Started

The new SCAWWA/WEASC web site has a feature called *Group Pages*. This allows members of a group to have their own mini-site for collaboration.

## Accessing Your Group Page

Visit [www.scwaters.org](http://www.scwaters.org) and log in with your username and password.

Groups are only accessible to members, so you must sign in to view group pages. Once you log in, the red arrows show you how to access group pages.

The screenshot shows the homepage of the SCAWWA | WEASC website. At the top, the logo reads "SCAWWA | WEASC" with the tagline "South Carolina's Water Associations" below it. A red arrow points to the "Committees & Districts" link in the dark blue navigation bar, which also includes "Home", "About Us", "Events", "Journal", and "SCWARN".

The main content area features a large heading: "Welcome to our new web site!" followed by the text "Log in to check out the new features!". Below this are two logos: the "South Carolina Section" logo (a blue water drop with a white map of South Carolina) and the "Water Environment Association of South Carolina" logo (a circular emblem with a water drop and a mountain range).

At the bottom left, a section titled "We are South Carolina's water professionals." contains introductory text. A red arrow points from this text to the "My Profile" sidebar on the right. The sidebar lists the following options: Profile Home, Manage Profile, Groups, Networks, Files & Links, Favorites, Messages, Connections, and Refer a Friend.

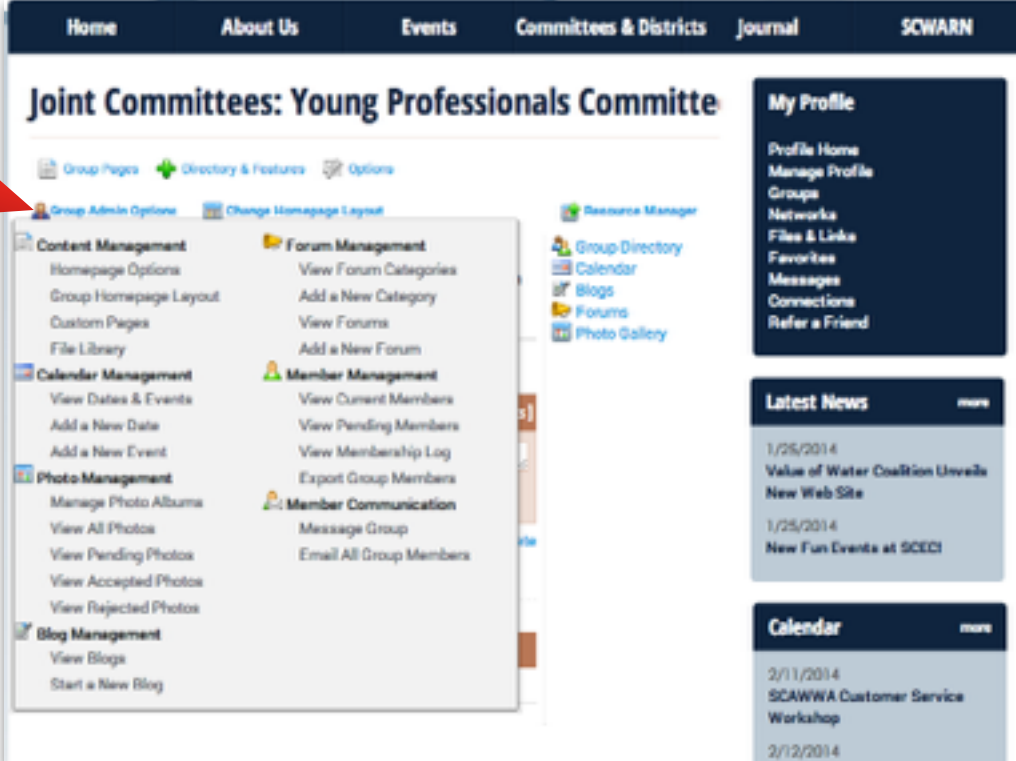
## Your Role as a Group Admin

A user who is given *Group Administrator* rights has full control of the group page. All committee chair are given Group Admin rights to their group page. If you want another committee member to have admin rights, send a request to the association staff.

Group Administrators can do the following:

- Add group members
- Customize the group homepage layout
- Add pages to the group site
- Add file libraries
- Add photo albums
- Send an email to all group members
- Add discussion forums and blogs

Click the *Group Admin Options* icon  *Group Admin Options* to access these features.



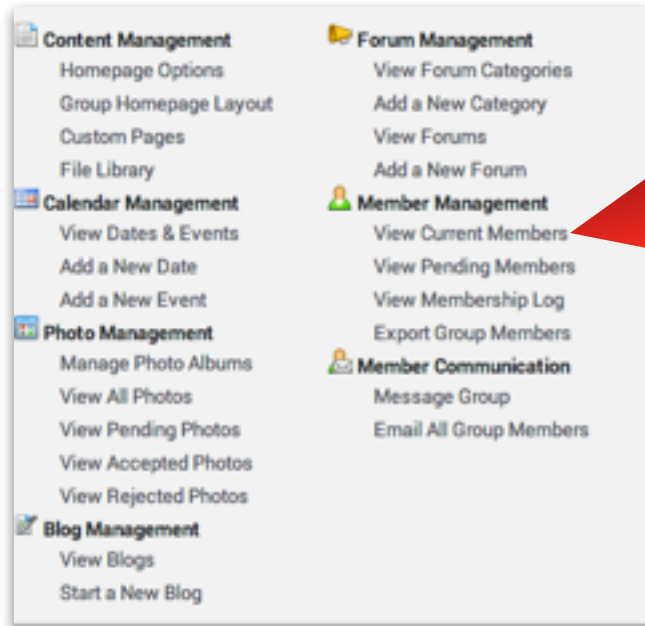
The screenshot displays a website interface for the 'Joint Committees: Young Professionals Committee'. The top navigation bar includes links for Home, About Us, Events, Committees & Districts, Journal, and SCARWA. Below the navigation bar, there are several menu items: 'Group Pages', 'Directory & Features', 'Options', 'Group Admin Options' (highlighted with a red arrow), and 'Change Homepage Layout'. A dropdown menu is open under 'Group Admin Options', listing various management tasks such as 'Content Management', 'Forum Management', 'Member Management', 'Member Communication', 'Photo Management', and 'Blog Management'. On the right side of the page, there are sections for 'My Profile', 'Latest News', and 'Calendar'.

## Adding Group Members

Click the *Group Admin Options* icon, then select View Current Members.

On the search screen, select *Entire Community* and enter the person's name.

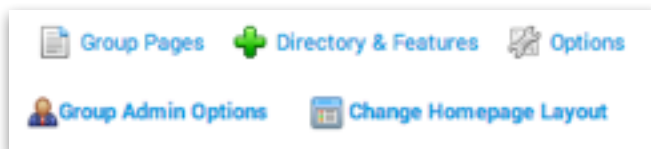
Click *Add to Group* next to the person's name.



## Navigating Your Group Site

Use this menu at the top of each page to access the content on your group site.

Click the *Group Pages* icon to access any custom pages you create for your group.

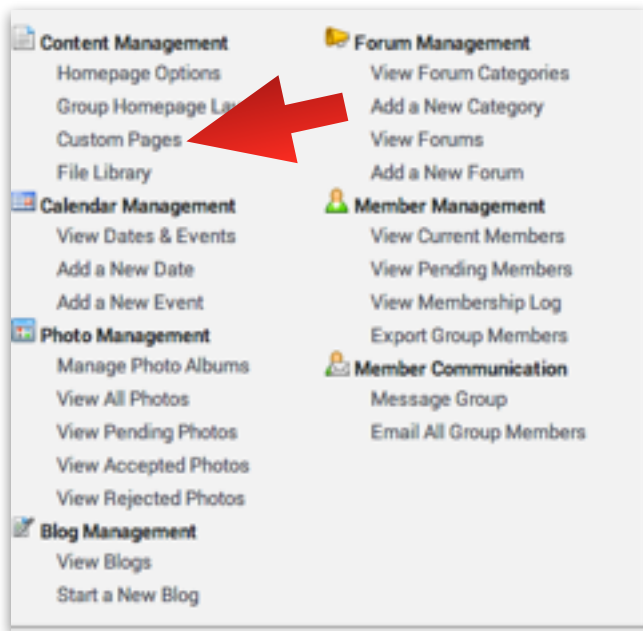


## Creating New Pages

You can create additional pages within your group site. From the *Group Admin Options* menu, click *Custom Pages*.

The next screen will show a list of all the custom pages associated with your group.

Click *Add New Custom Page* and follow the instructions to set it up.



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## Custom Page Configuration

Group **Joint Committees: Young Professionals Committee**

Page Title

Show in Group Menu?  Yes  No

Collaboration (Wiki) Mode  Enabled (editable by any group members viewing the page)  
 Disabled (editable only by group administrators)

Enable Bookmark Widget?  Yes, include bookmark widget at top of content  
 No

Redirection  Do Not Redirect  
 Redirect to the URL Below

Searchable?  Yes, include in your site's search index and sitemap  
 No

Enable Voting and Score?  Yes  No

RSS Feed URL

Enter page title

Select "No" so that only logged-in members can access the page.

## File Collections (check the collection(s) you would like associated with this page)

### Group File Collections

YP Committee Files


If you want a file library to appear on the page, select it. (You can always create one later and add it to the page.)

## Custom Page Content

[UPLOAD A FILE](#)

[Switch to Plain Text Editor](#)

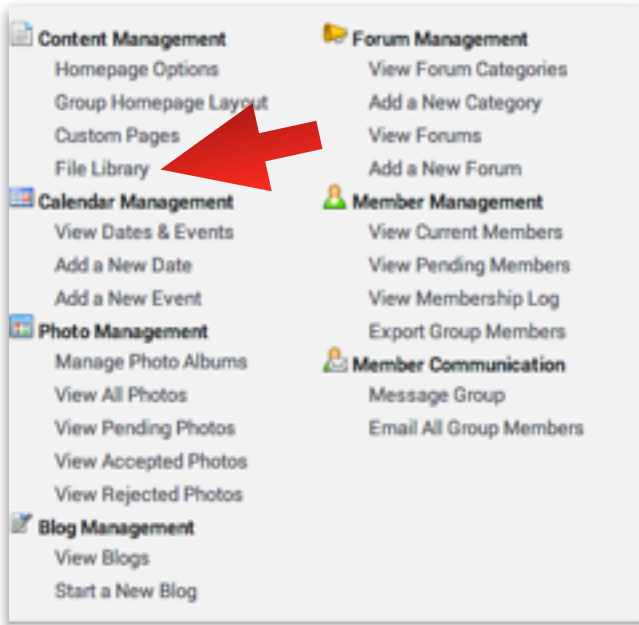
Home Insert Advanced



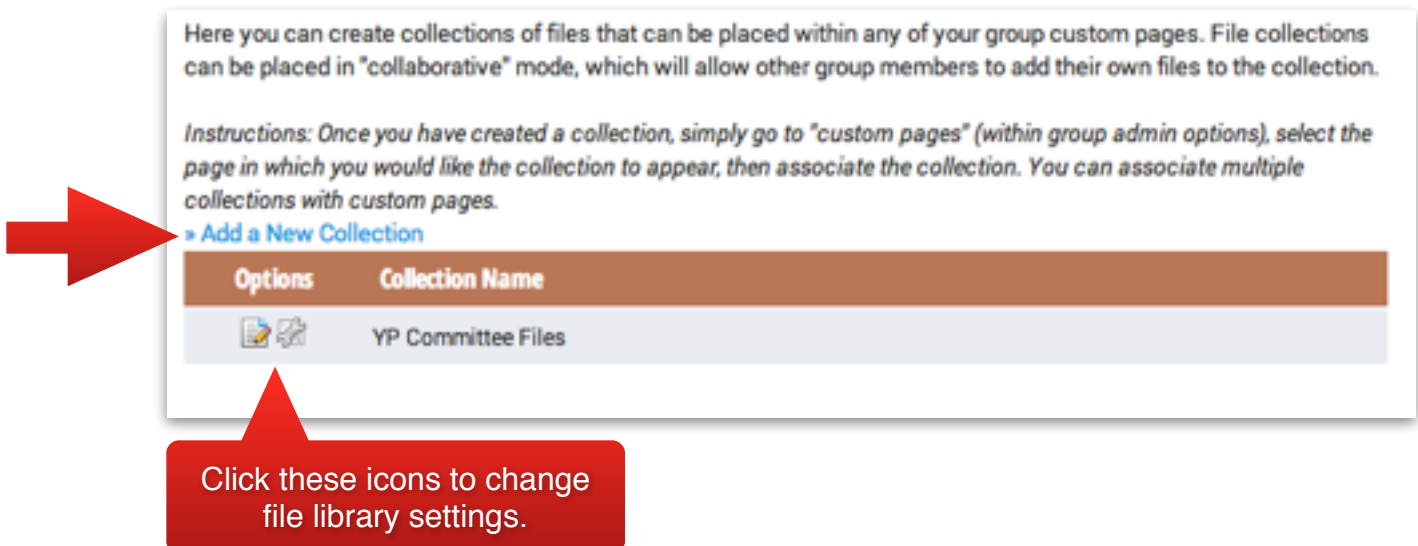
Enter page text here.

## Creating a File Library

File libraries store documents on your group site. From the *Group Admin Options* menu, click *File Library*.





The next screen shows you any existing file collections and allows you to change their settings. Click *Add a New Collection* to create a new one.

A screenshot of the file library management interface. It contains instructional text, a link to 'Add a New Collection', and a table of existing collections. A red arrow points to the 'Add a New Collection' link. A red callout box points to the icons in the 'Options' column of the table.

Here you can create collections of files that can be placed within any of your group custom pages. File collections can be placed in "collaborative" mode, which will allow other group members to add their own files to the collection.

*Instructions: Once you have created a collection, simply go to "custom pages" (within group admin options), select the page in which you would like the collection to appear, then associate the collection. You can associate multiple collections with custom pages.*

[Add a New Collection](#)

Options	Collection Name
 	YP Committee Files

Click these icons to change file library settings.

Once you create a file library, you'll need to associate it with a custom page so that members can access it. To do this, click on the *Group Admin Options* icon menu, then click *Custom Pages*. Select the custom page you want to add the library to, or create a new page.

## **FAQ's**

### **How do I know who can view my group site? Can I change who has access?**

Currently, most group pages are set up to be accessible by any association member who is logged in to the web site.

SCAWWA members can view SCAWWA committee group pages, and WEASC members can view WEASC committee and district group pages. Joint committee pages are accessible to members of both associations.

Access can be further restricted to members of your committee only, but this has to be done by staff. Contact the association office to request a change to who can view your group's site.

### **How do I add text to my group homepage?**

From the *Group Admin Options* icon menu, click *Homepage Options*. Near the bottom of the next screen you'll see an area called *Group Homepage Welcome Text*. Enter your text there and click submit.

### **When I try to add a member, I can't find the person's name.**

In the Search drop down menu, be sure to select *Entire Community*.

If you still can't find the person's name, it may be a permissions issue. The person must be an SCAWWA member to access SCAWWA committee group pages. The same goes for WEASC's committee and district group pages. Make sure the person you're trying to add is a member of the association your committee is associated with.

### **How do I make a file library appear on a page?**

Once you create a file library, you have to associate it with a custom page in order for it to appear on the page.

From the *Group Admin Options* icon menu, click *Custom Pages*. You'll see a list of your group site's pages (if any exist). Click the edit icon next to the page you want to place the file library

on, or select *Add a New Custom Page* to create a new one. The next screen will show the available file libraries. Select the one you want and click submit.

**Note:** You cannot add a file library to the default group homepage—you have to create a custom page and make it your homepage. This is because file libraries can only be added to custom pages.

Here's how to make a custom page your group's homepage: From the *Group Admin Options* icon menu, click *Homepage Options*. Near the middle of the screen you'll see a tab that says *Use Custom Page as Homepage*. Click it and select the custom page you want to serve as your homepage.

### **Can I upload files using the Resource Manager instead of creating a file library?**

No. When you use the *Resource Manager* icon, the files you upload are accessible to *anyone* via a Google search. To ensure that your group files are only accessible to logged in members, use the file library feature instead of the Resource Manager.

### **How do I send an email to everyone in my group?**

At the top of your page, click *Options* (the wrench icon) then *Email All Group Members*.

### **Need Help?**

Contact your liaison or the association office.