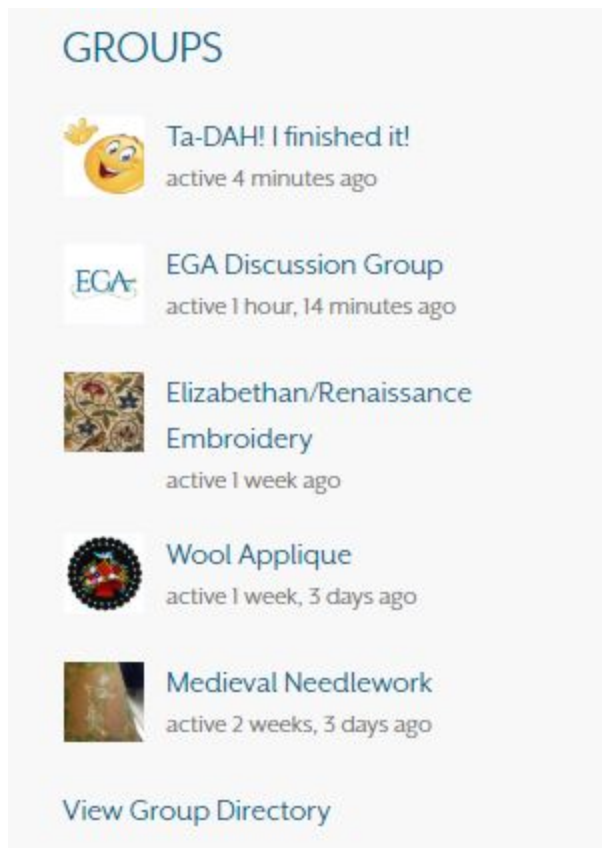## What are Groups?

While your *Profile* is where all your personal information lives, **Groups** are the place in our website where stitchers can come together and interact, share their work and communicate with others about a wide variety of embroidery-related topics.

Groups are a great option for chapter and regions to keep their members informed as they allow for members to receive emails of any activity posted.

Where are Groups located?

The five Groups with the most recent activity will show on the left sidebar of your profile, below your profile picture and the *Who's Online* Section. To see all groups, click the **Group Directory** link below the groups..

Joining a group on the EGA Website

Who can join a group on the EGA website?

All EGA members can join public groups on the EGA website. In order to join a group, members will need to be logged in. Members will be able to join private and hidden groups based on the requirements of groups with those privacy settings.

How do I join a group?

There are several ways to join a group:

- You can join a group by clicking on its name from your Profile's sidebar and then clicking the **Join Group** link that appears below the group's "profile photo."

- You can also join groups from the **Group Directory** by clicking the **Join Group** link that appears on the right of each Group. This is also how you can leave a group.

Viewing 1 - 18 of 18 groups

EGA **EGA Discussion Group**
a few seconds ago

Leave Group

No Email (Get email updates)

This is the main EGA discussion group. Everyone is welcome!

Public Group / 1,127 members

Ta-DAH! I finished it!
25 minutes ago

Join Group

Public Group / 7 members

A place to crow and share! Come and post your pictures and share your experience when you finish a piece of embroidery! We want to SEE!

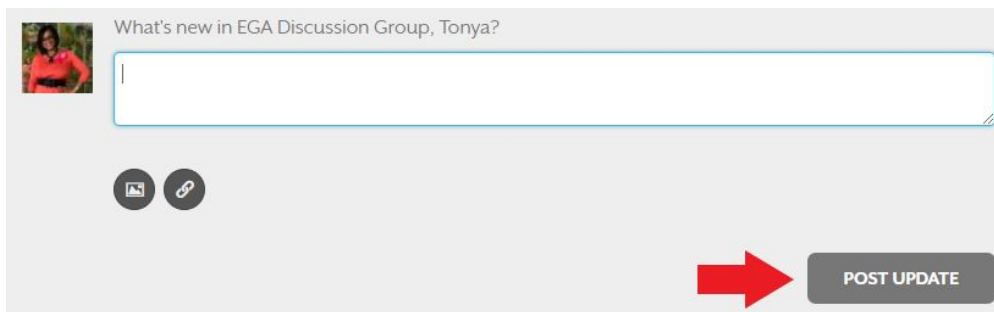## What can we do in a group?

Group members can do all of the following in a group:

● **Post updates, questions, comments:** Simply enter text in the box, and click **Post Update**.
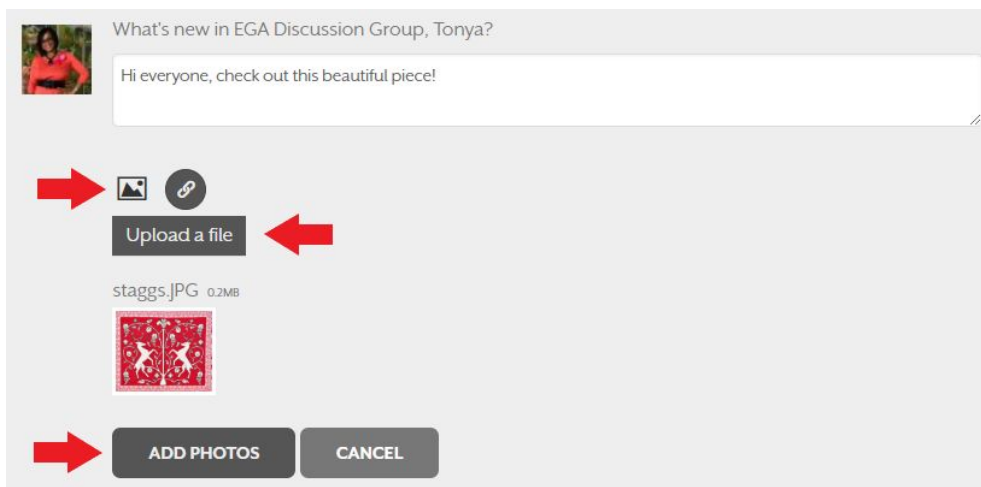
What's new in EGA Discussion Group, Tonya?

POST UPDATE

● **Post pictures:** Including a picture with your text is a great way to share your work, ask for feedback or get answers to questions you may have. To do this enter some text in the text box, then click the first circle below the box and you will see options to upload your picture appear.

What's new in EGA Discussion Group, Tonya?

Hi everyone, check out this beautiful piece!

Upload a file

staggs.JPG 0.2MB

ADD PHOTOS   CANCEL

After clicking **Upload a file**, you will be able to select a picture from your computer to upload. Once your picture is selected, you will see it upload and appear in your screen. Click **Add Photos** to finish your post!

● **Post links:** If you want to share a link with your group, click the second small circle below the textbox. This will open the options to allow you to share a link along with your text. To do this, paste a link into the field that says *Paste link here*, click preview, then click **Add Link**. Don't forget to add text to give others some context about your link.
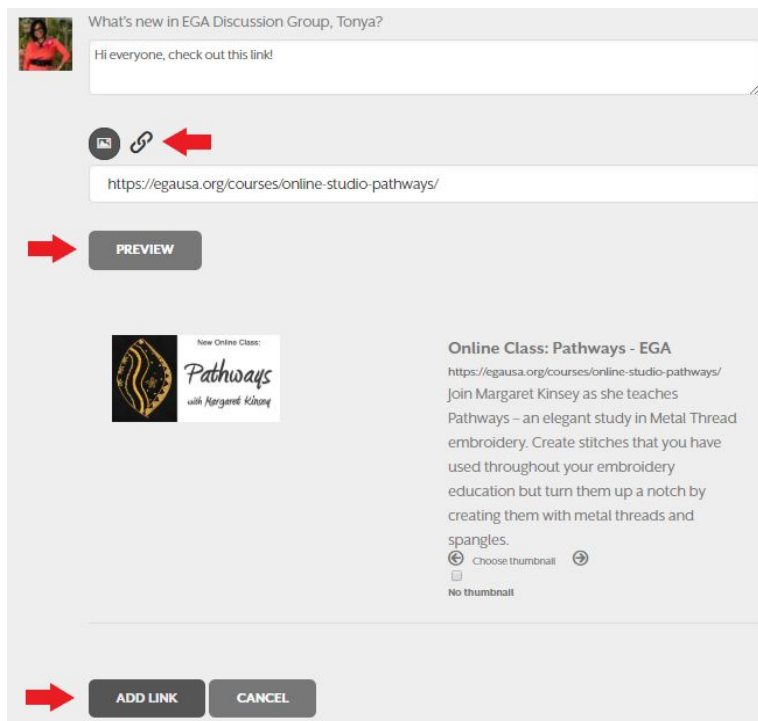
● **Mention others:** If you are directing a comment or question to someone else and want to make sure it's not missed, you can mention others in your comment by typing @ followed by their name, you should see the name pop up as you start typing, letting you click on it as in the image below.
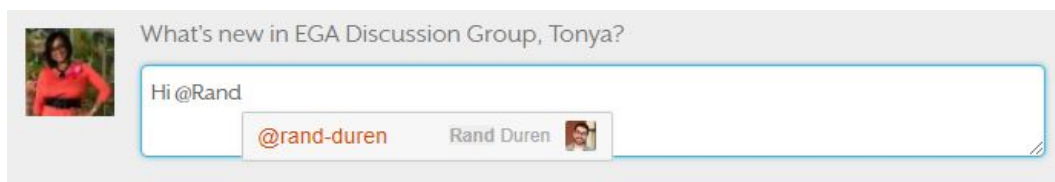
- **Reply to others:** To reply to someone's post click on the Comment button below their post. You can also mention others on your replies.
- **Favorite posts:** Let's say you see someone's update or picture and would like to save it to see it later, or for any other reason, you can do this by clicking **Favorite** below that specific post. This will save the post to the Favorites section on your profile where you can easily access them at any time.
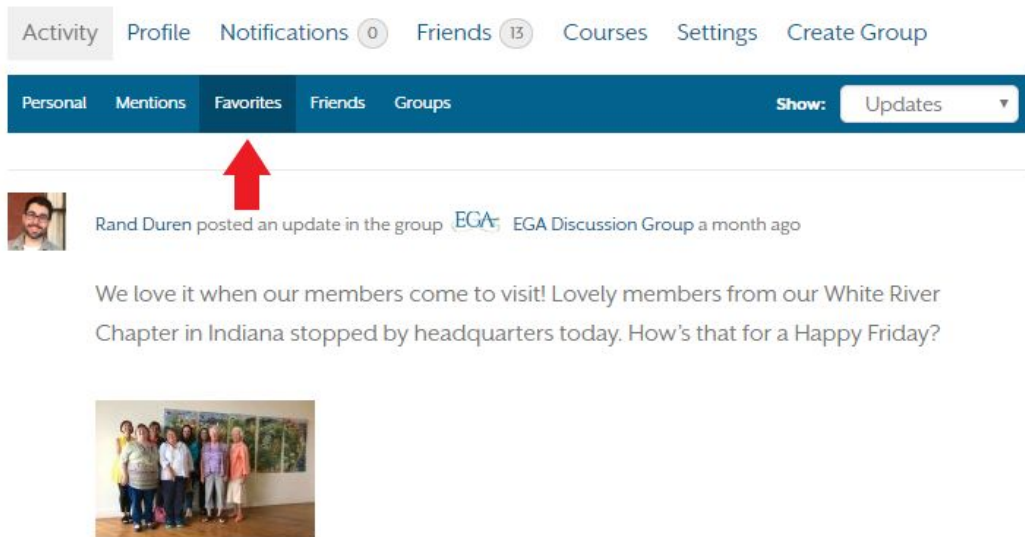
- **Stay informed:** Every group has several email and notification options that allow you to stay informed and up-to-date the latest activity in the group. A default email setting is established by the group creator and assigned to every member who joins the group. Group members have the ability to update the frequency in which they receive emails from a group at any time.

  To update your email settings from inside any group click **Email Options**.

  This will open an *Email Subscription Options* page where you will be able to choose from the following email options:
    - **No Email**: I will read this group on the web
    - **Weekly Summary Email**: Get a summary of new topics each week
    - **Daily Digest Email**: Get all the day's activity bundled into a single email

○ **All Email**: Send all group activity as it arrives

When someone mentions you directly or comments on one of your updates a **notification** will appear in your Profile.
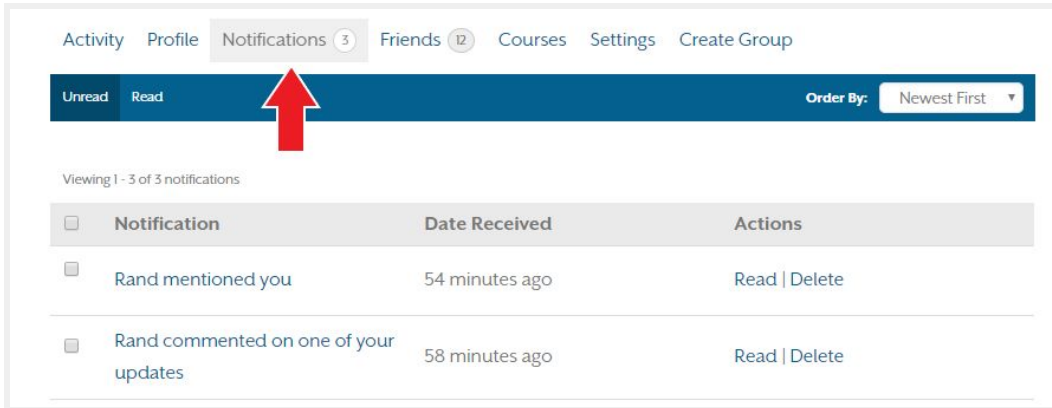
To see the notification click on the notification name. (e.g. Rand mentioned you). The actions Read and Delete are to 'mark as read' and 'delete' the notification respectively.

You will be **notified by email** when you receive a notification. If you would like to stop receiving notifications or change the type of notifications you are receiving, click on **Settings** at the top of your profile, then click on **Email**.
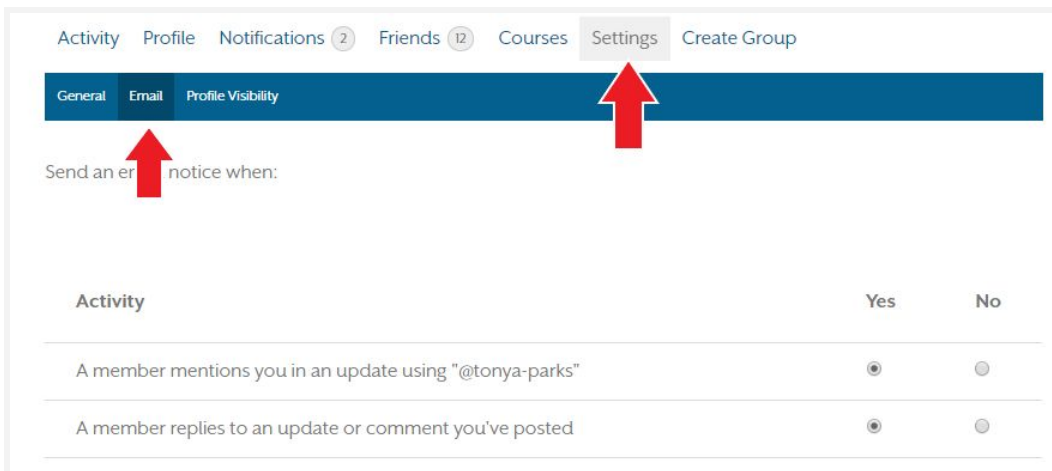
● **Invite friends:** When in a group, clicking on **Send Invites** at the top will allow you to invite others, who you have already added as friends, to your group. *Learn more about adding friends on the All About Profiles instructions.*

Home   Course   Members ⑫   Send Invites   Email Options   Manage

☐ Armida L
Taylor
☐ Barbara

Select friends to invite.

Creating a Group on the EGA website

Who can create a group?

Any EGA member can create a group on our website as long as the group is connected in some way to needle work. Members are encouraged to see the [Group Directory](#) before creating a new group in order to avoid duplicating groups on specific topics or techniques. If a group already exists in the technique of interest, members are encouraged to join that group instead of creating a new one.

All groups and activity on the EGA website are subject to review by the Electronic Media Coordinator and EGA leadership.

Official chapter and region groups will need to be created by chapter/region representatives or someone assigned by to do so. Please notify the Electronic Media Coordinator when your group is created so a link to it can be added on your chapter listing in the [Find a Chapter](#) page.

How do I create a group?

You can create a group by clicking **Create Group** on the top bar of your profile.

You will be prompted to provide the following information when creating the group:
- **Group Name:** Make sure the name of your group states the main topic that will be discussed in this group and try to keep it to around 20-25 characters. Examples: [Wool Applique](#). [Medieval Needlework](#). [Ta-DAH! I finished it!](#)
- **Group Description:** Give visitors a quick description of your group so they will know what they can expect to see in this group, or the main topics that will be discussed. If this is the official group for a chapter, region, class, etc. please make sure to note it in this area.
- **Privacy Options:** Here you will choose from three privacy options based on the needs or purpose of the group
  - **Public group:** Ideal for topics that will interest a wide range of members.
    - Any site member can join this group.
    - This group will be listed in the groups directory and in search results.
    - Group content and activity will be visible to any site member.
  - **Private group:** Ideal for chapters and regions to communicate with their members.

- Only users who request membership and are accepted can join the group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will only be visible to members of the group.
    - **Hidden group:** Ideal for more specific topics where a user has to be invited to participate (Online Classes, Certifications, Master Craftsman, ESPs, Fiber Forum).
        - Only users who are invited can join the group.
        - This group will not be listed in the groups directory or search results.
        - Group content and activity will only be visible to members of the group.
- **Group invitations:** This will allow you to select which members of the group can invite others: All group members, Admins and Moderators only and Admins only.
- **Email subscription defaults:** This setting will allow you to set a default on the type of emails that members of this group will receive. Members will always have the option to update their email settings for any group they are part of. You will be able to choose one of the following options:
    - **No Email:** Members will need to visit this group to read what is posted.
    - **Weekly Summary Email:** Members will receive only one email summarizing the group's activity for the week.
    - **Daily Digest Email:** Members will receive only one email summarizing the group's activity for the week.
    - **All Email:** Members will receive an email every time something is posted to the group.
- **Main Photo and Cover Image:** Every group should have a profile photo that is directly related to the group's main topic. Your main profile photo that will show everywhere your group is displayed and a cover image that will show inside your group.
- **Invites:** When creating your group, the last section will allow you to invite people to the group. However, the only people you can invite in this step will be those that are already your friends. Other ways of inviting members to your group can be found below.

Ways of inviting others to my group

Once your group is created you can start inviting other EGA members.
- If your group is a **Public group** you can share your link virtually everywhere, even in emails and social media. When people click on it they will be able to see the posts on the group, but will only be able to participate and post if they join the group. To share your public group just grab the web address to your group from your browser and share it.
- If your group is a **Private group**, you will still be able to share your link everywhere but in order to see the group's activity and participate people will have to request to join. Private groups will still show on the group directory and everywhere groups show, so members will be able to request to join from everywhere they can access the group.
- If your group is a **Hidden group** you will have to manually invite others to the group. In order to do this, you will need to first have those members as friends on your profile. The

easiest way to add other members as friends is clicking on the **Member Directory** on the left sidebar of your profile. This will show you a list of everyone who is an active member of the website and a search bar you can use to find people by name. To add someone as friends just click **Add Friend** to the right of their name. Now that you have added the members you want as friends, you will be be able to see them in the S*end Invites* section of your group.
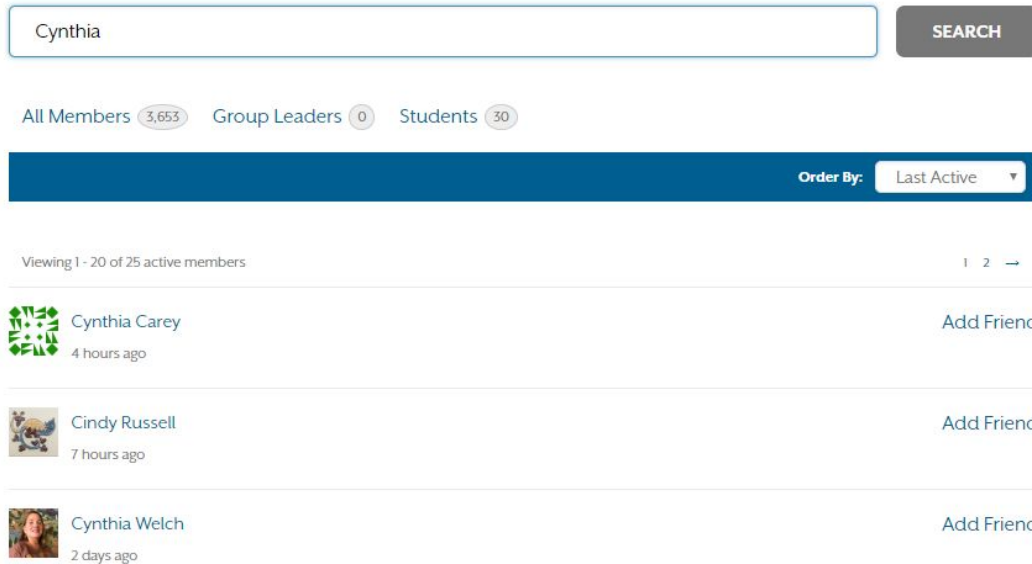
Managing my group

You can update your group's name, description, profile and cover photo, and email options by clicking **Manage** on your group's top bar. After clicking Manage, the blue bar will be populated with sections you can manage.

After clicking on Manage, clicking the **Members** link in the blue bar will allow you to manage members of your group, allowing you to remove people from the group, or promote them to admin or moderator.

Assistance

If you need any assistance creating or managing a group, and for other web related questions please contact our Electronic Media Coordinator Rand Duren at rduren@egausa.org