

Members' How To Guide' for the Area Networking Groups.io Platform

The new Area Networking online platforms have been created to share information about future Area Networking meetings, meeting notes, activities and events you are delivering and the community are hosting and general updates from group members. Instructions on how to use the platform can be found below.

Joining the platform

All existing Area Networking members have already been added to the platform (please unsubscribe to remove your membership), and asked to add the northareanetworking@groups.io, eastareanetworking@groups.io, centralareanetworking@groups.io email addresses to your Safe Senders list for the ones you're a member of to ensure future emails reach your inbox from the group you've subscribed to.

New members are welcome to join at any time, by sending a blank email to any of the group accounts northareanetworking+subscribe@groups.io, eastareanetworking+subscribe@groups.io, centralareanetworking+subscribe@groups.io. This will add them automatically, once they click the follow-on confirmation request (sent via email). Please add the email to your Safe Senders list to ensure future emails reach your inbox.

Functionality

The platform includes the following features which are hoped to be useful for this group:

The home page has the function buttons listed on the left as in pic 1 below

Pic 1.

<ul style="list-style-type: none"> Home Subscription Messages # Hashtags New Topic New Poll Chats Members Directory Calendar Photos Files Databases Wiki 	Messages	<p>Members can post new messages by emailing the group email account from your regular email account. You do not need to log in to the platform to do it.</p>
	# Hashtags	<p>Members can start hashtag trends so things are easier to find amongst the messages.</p>
	New Poll	<p>Members can create polls to ask the membership questions and gather a snapshot opinion.</p>
	Directory	<p>Members please update your own profile on your account by pressing the directory button. You can change your own privacy for it in this. Do add a pic and details about your role.</p>
	Calendar	<p>Members can add all meetings open to all, any community events open to all, share important dates and things going on in the city.</p>
	Photos	<p>Members can upload photos for us to see what's been going on and also to share posters too.</p>
	Files	<p>We will add the minutes of the sessions.</p> <p>Members can also upload any important shareable documents that you'd like to.</p>

This contains the key information about the group, details of current permissions for members, and contact details for administrators.

To manage your own subscription and frequency of email alerts (please see below for more information)

New publications and messages (including meeting notes, event posters and leaflets from all members, and question threads from individuals)

Contact details for all members on the platform

Members Details of future events. These can be added by all group members.

Permission settings can be viewed by all group members at the bottom of the Home Page and are also shown below.

Notifications

You can choose the frequency of the notification emails you receive from the platform via the button in the left-hand menu. Once you have chosen (see below), you must scroll to the end of the subscription page and click to set your preferences.

The recommended preferences for your notification settings are either: 1. 2., which will send summarised “new publications and updates” emails; or, if you would prefer to only receive Networking meeting notes and introduction emails for new sharing threads for activity details.

Please note this may mean you miss out on other useful information.

Meeting notes

Meeting notes will be published after each meeting under the page. Notes can be viewed by clicking on the heading text shown in blue. Meeting notes meetings are “locked” (shown as a), and you will not be able to reply.

Calendar and future meetings/events

The calendar currently includes details of the 2022/23 Area Networking sessions, which can be found on the [TDC website](#).

All members can upload their own events and activities into the calendar for other members to see. You are encouraged to do this.

To add an event or activity, click the hand menu and follow the steps below: button in the left:

1. Use the buttons at the top of the page to navigate to the right month.
2. Click the date of your event/activity (for repeat events/activities, choose the start date).
3. Type your in the textbox
4. Choose the anddates by clicking the adjacent icon
5. Untick the box (unless this applies to your event) and then
6. Choose the andtimes from the drop-down menus
7. Where applicable, if your event repeats (e.g. a weekly activity), tick and select the correct responses from the new drop-down menus that will have appeared:
8. Please note: the button is not in use, as the platform’s ability to directly access Zoom accounts to set up online meetings is currently disabled (by the platform itself). Online meeting links can be added to the event description text as required (please see below). This button will disappear if you are making a repeat event.
9. Type in the event or activity’s and the applicable contact details (i.e. the , and)
10. You can also choose an by clicking on theand selecting a colour from the menu. This is optional, but adding all of your organisation or group’s activities in one colour will help other members see which events belong to you (e.g. future West Area Networking Meetings are coloured as)
11. Add an event applicable).
12. If you would like people to in the textbox (including online meeting links, where , click the box. Use the new menu to request additional information from attendees and share further details as needed:

13. You can also and then select when the reminder is received, by typing a number into the textbox and choosing a time from the drop-down menu (below) Select show as
14. Click from the final drop-down menu (this will initially) to ensure everyone is notified. .

Sharing leaflets and posters

TDC will create regular sharing threads for all members to promote their latest activities and marketing materials. You will be notified of the new thread via email, and invited to share your own posters and leaflets by:

1. Clicking the button at the bottom of the thread
2. Writing any relevant text in the textbox
3. Attaching relevant documents by clicking the paperclip in the textbox menu (see below)
4. From the new pop-up menu, click you would like to upload then search for and select the document(s)
5. Click from the pop-up menu. Once the file has been added, the document name will be shown under a new menu that will appear under the text box, like this:
6. Repeating steps 3-5 as many times as needed to attach all documents.
7. Clicking

Messaging between sessions

Members can send messages and queries to the group emails northareanetworking@groups.io, eastareanetworking@groups.io, centralareanetworking@groups.io

Emails sent to these addresses will appear under from the subject header of the email. All members can start a new thread, with the title taken directly to messages via the platform, and the person who posted the topic will get notified via email of any replies.

Polls

Polls can be used to ask the members short surveys about your work or vote quickly on something.

You can start a poll by pressing polls listed on the menu on the left side of the screen.

Unsubscribing

To unsubscribe, members can send a blank email (from their subscribed email address) to westareanetworking+unsubscribe@groups.io This will unsubscribe you automatically once you have replied to the follow-on confirmation request (sent via email). Questions/future help The platform has a box in the top right-hand corner which can be used by all members. Please send any questions/issues to westareanetworking+owner@groups.io