

Group Administrators:

Welcome to the new group page functionality! Our new website provides flexibility of group pages, access to member information, and the ability of the chapter to reach out to its members at their convenience. The following document provides a guide to the options available and how to perform tasks. The format is very user friendly and often explains categories and questions it asks of Admins. Confused by a certain category? Click on the 📌 icon to get an explanation. Exploring the chapter page and the options available to you is the best way to learn how to administer your chapter page; we encourage Admins to look through the options before populating your chapter page and learn what is available.

If you have any questions, please don't hesitate to contact Munir Sayegh (munir@fulbright.org).

Getting Started

Those designated as group administrators will have access to group page functionality not seen by normal members. To access these options, login in with your username and password. If your chapter has not designated a chapter administrator yet, contact Lisa Bochey. Chapters are responsible for maintaining their chapter group page. We encourage chapters to make this page as robust as possible as this is often a members first and lasting impression of the chapter.

Once you are logged in, you will be able to see the top tool bar (see example below) that says Group Admin Options, Change Homepage Layout, and Resource Manager.

 [Group Admin Options](#)  [Change Homepage Layout](#)  [Resource Manager](#)

These options will only be available to chapter administrators (two individuals per chapter). Click on Group Admin Options.

Group Admin Options

Content Management

This section allows you to manage the content of your group page. You can add a short description of your chapter, change the look of your homepage, and determine what features you want our members to see. You can also add custom pages as needed. The File Library allows you to create collections of files that can be used on your custom pages; for example, you could create an event page and then place flyers on that particular page.

Calendar Management

Perhaps one of the most important features is the calendar. It will allow your members to see what is happening at any given time in your chapter. You have the option to add dates and events to your calendar. A date would be for such things as a regular or reoccurring chapter

meeting that is merely informative, and no registration required. Adding an event allows even more information such as giving members the option to register, add a picture or logo, and provide detailed descriptions. This would be ideal for speaker events, an annual gala, or other large event.

Photo Management

Pictures are a great way to publicize your events and activities. Photo Management allows you to create photo albums for specific events and post to your chapter page. Any member can submit photos, but group administrators will need to approve or decline pictures that have been submitted for upload. This helps manage the image of the chapter as well as preventing viewers from having to shuffle through many shots of the same thing. Administrators can view pictures based on their status as well, just select the option you want from the menu (pending, accepted, rejected).

Blog Management

If you would like to create an ongoing blog for your chapter, you can do so through blog management. On the View Blogs page you can determine in what order your blogs appear, view pending entries, and configure blog entries. Configuring the blog allows you to determine who can submit blog entries (anyone or just admins), whether entries are auto-approved or not, who can comment, and whether or not blog entries can be scored.

Each chapter already has a default blog with the chapter name. You can change this name in options or choose to add even more blogs. Think of blogs like a regular newspaper column; it is intended to convey news or opinions. To have a “conversation” with your members on a topic or solicit opinions, consider using the Forum feature.

Forum Management

Forums allow members to start conversations with one another on a particular topic, solicit help or opinions, or to bring information to chapter members’ attention. Examples of Forum categories would be “Travel Advice,” “Presenting Research,” or “Misc,” where everything from “Can anyone recommend a good art exhibit to see?” to “I would like to apply for another Fulbright, does anyone have advice on where to start?” can be discussed. Over time, chapters can add forum categories that work best for their members. Just be sure you note in your discussion rules that offensive language and harassment of other members will not be tolerated and you reserve the right to delete a post deemed offensive. Like blogs, Admins can determine the order in which the forums appear, whether or not they can be scored, and whether or not they can be locked.

Member Management

Perhaps the most popular feature for Admins will be Member Management. Admins will be able to view their members in real time (the member database feeds this information and provides the most current member status), search for members within the chapter, and view member contact information. Although Admins can technically remove a member from the group, we urge you not to use this feature. Members self-select their chapters and while you

might not think a member belongs in your chapter, there may be a very good reason they are there. If you have any questions about a member's status, contact the national office. Although you are given the option to search for pending members, members are automatically approved into chapters and therefore, you should not see anyone in this category. You can also download a spreadsheet of your members and their contact information. In order to download contact information, you must have signed the list usage guide. If unsure of this, contact Lisa Bochey at chapters@fulbright.org.

Member Communication

Admins can contact all their current members through messaging or emailing (please note that members who are lapsed will not be contacted this way as it is considered a member benefit). Messaging sends a message to that person's online profile. Emailing sends the message directly to the email that person has on file. Emailing is the most direct way to communicate, but please be aware that not all members have an email on file (or an email address at all); consider how you reach out to those members. Also be careful not to overwhelm your members with emails; the number one complaint from a member is "too many emails."

Change Homepage Layout

Want to change the look and feel of your homepage? You can do quite a lot to customize your chapter page(s). Click on the Change Homepage Layout icon in the top rail ( Change Homepage Layout) to view your options such as right or left rail, header, and welcome message. This is a great place to start as you build your chapter presence.

Resource Manager

The Resource Manager allows you to upload pictures, documents, and other files that you can then insert into your chapter page(s). Before any picture or document can be inserted into your page, you must first upload it to the Resource Manager and then selected from there.