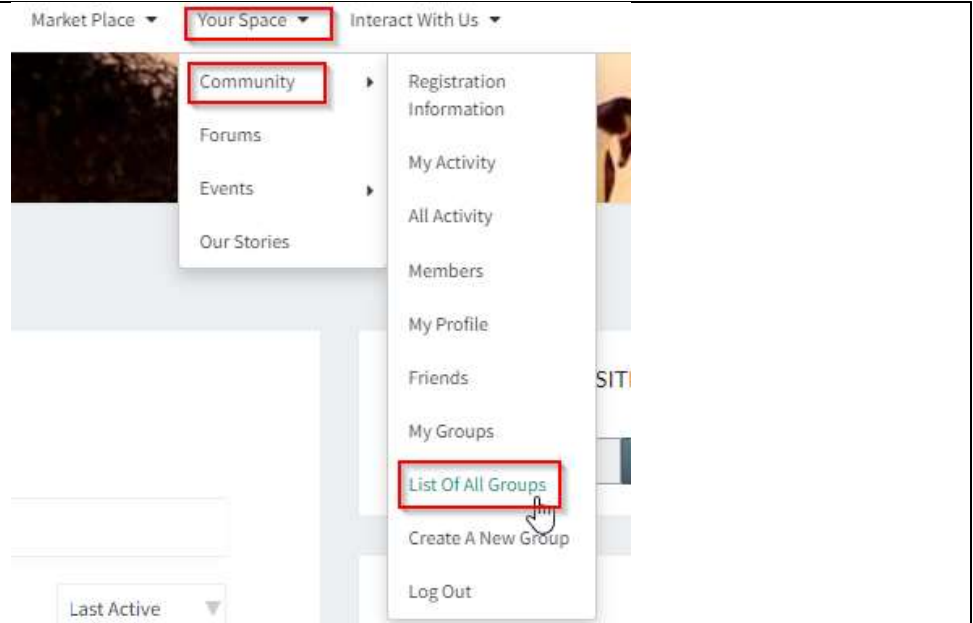


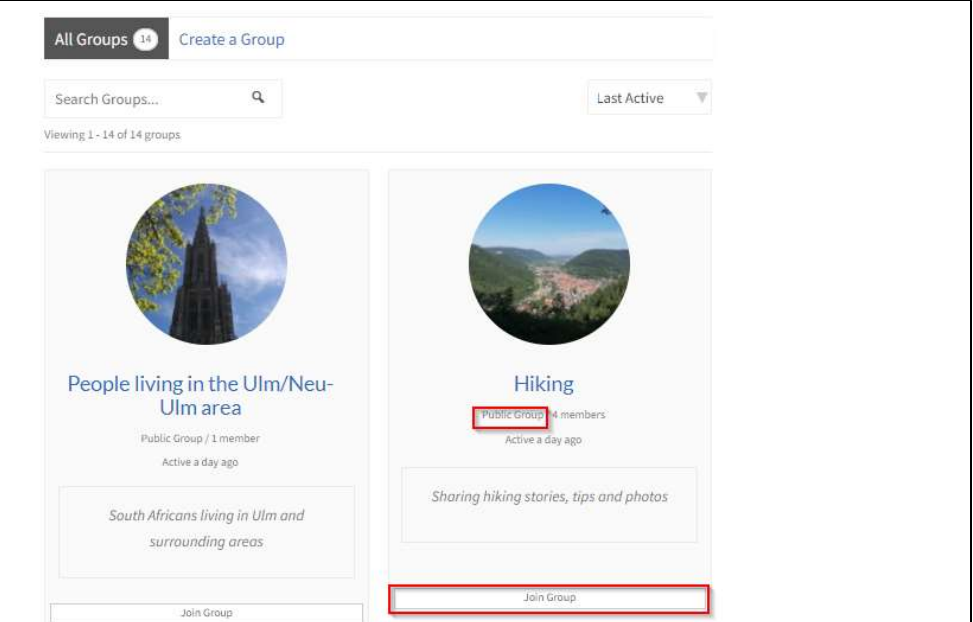
1. To join a public group

Go to the "Your Space" menu item and select "Community"
Select List of all Groups

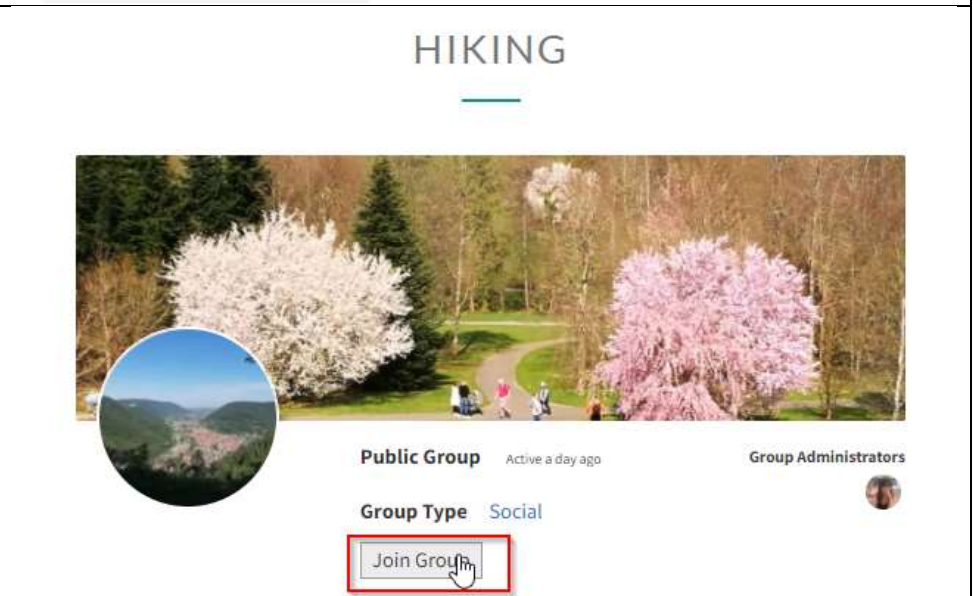


Make sure it is a public group
Choose the group you would like to join by clicking on the name.
This will open the group and show more details

Alternatively, just click on Join Group

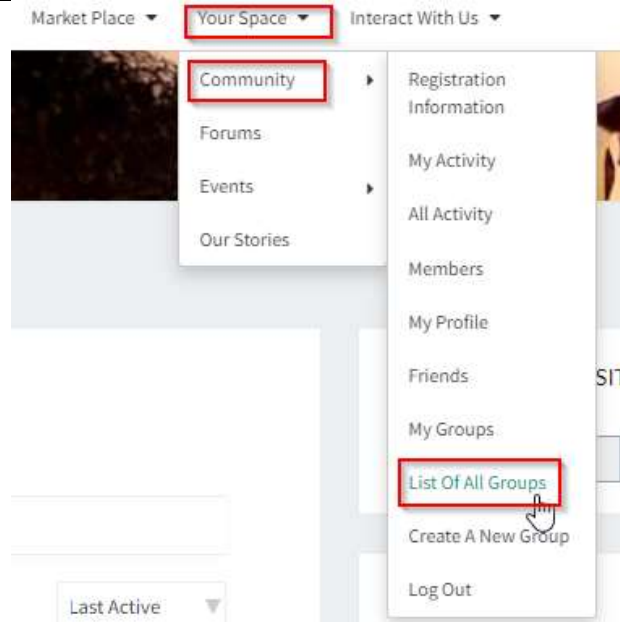


Click on Join Group



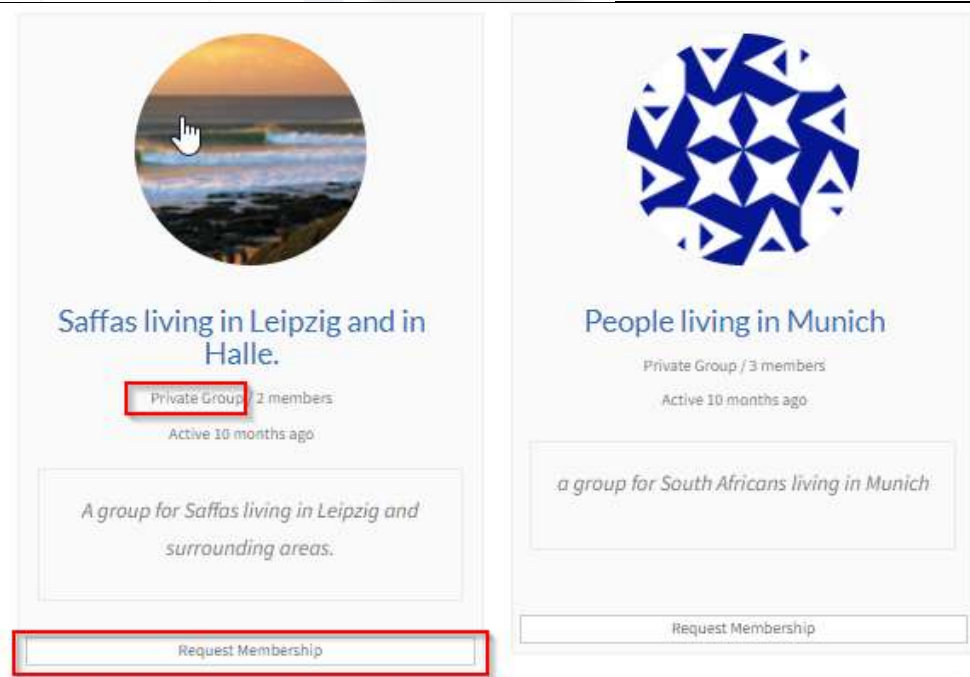
2. To join a private group

Go to the “Your Space” menu item and select “Community”
Select List of all Groups



Make sure it is a private group
Choose the group you would like to join by clicking on the name.
This will open the group and show more details

Alternatively, just click on Request Membership



Click on Request Membership

SAFFAS LIVING IN LEIPZIG AND IN HALLE.



Private Group Active 10 months ago

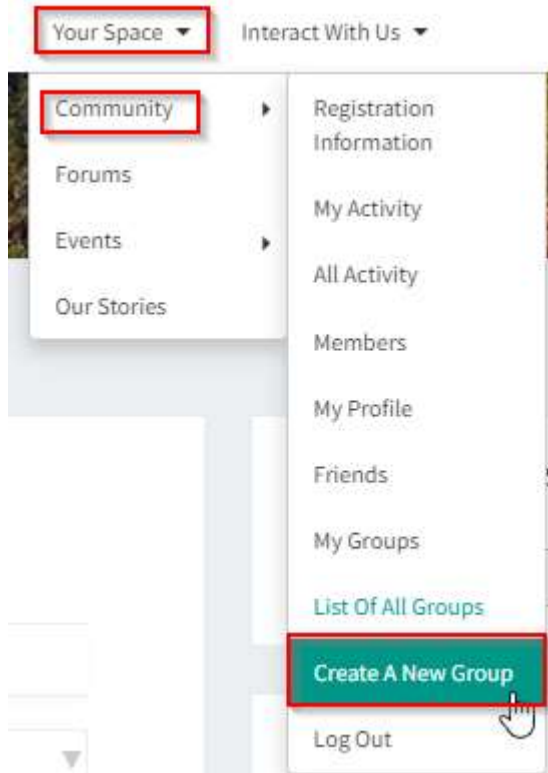
Group Types Business, Social

Request Membership

A group for Saffas living in Leipzig and surrounding areas.

3. Create a group

Go to the "Your Space" menu item and select "Community". Select "Create a new Groups"



Add a group name
Add a group description
Click on Create Group and continue

GROUPS

Create A New Group

1. Details

2. Settings

3. Forum

4. Photo

5. Cover Image

6. Invite

Enter Group Name & Description

Group Name (required)

1

Under 30's group

Group Description (required)

2

A group for young people to organise meetups and share their thoughts

3

Create Group and Continue

Select the privacy settings

Create A New Group

1. Details

2. Settings

3. Forum

4. Photo

5. Cover Image

6. Invite

Select Group Settings

Privacy Options

This is a public group

- 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.

This is a private group

- Only people 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.

This is a hidden group

- Only people 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.

Select the Group type
Select the invitation options and the email options
Click on next step

Group Types

Select the types this group should be a part of.

- Business
- Location
- Social **1**
- Support Group

Group Invitations

Which members of this group are allowed to invite others?

- All group members
- Group admins and mods only **2**
- Group admins only

Email Subscription Defaults

When new users join this group, their default email notification settings will be:

- No Email (users will read this group on the web - good for any group)
- Weekly Summary Email (the week's topics - good for large groups)
- Daily Digest Email (all daily activity bundles in one email - good for medium-size groups)
- New Topics Email (new topics are sent as they arrive, but not replies - good for small groups)
- All Email (send emails about everything - recommended only for working groups)

[Back to Previous Step](#) [Next Step](#) **3**

Specify if you want it to have a forum or not
Click on next step

Create A New Group

1. Details 2. Settings 3. Forum 4. Photo 5. Cover Image 6. Invite

Group Forum

Create a discussion forum to allow members of this group to communicate in a structured, bulletin-board style fashion.

Yes. I want this group to have a forum. **1**

[Back to Previous Step](#) [Next Step](#) **2**

By default, Buddypress allows thumb size to be 50x50 (pixels) and full size to be 150px X 150 px.

Create A New Group

1. Details 2. Settings 3. Forum 4. Photo 5. Cover Image 6. Invite

Upload group profile photo



Upload an image to use as a profile photo for this group. The image will be shown on the main group page, and in search results.

To skip the group profile photo upload process, hit the "Next Step" button.

Upload Delete

The group profile photo was uploaded successfully.

Back to Previous Step

Next Step

1. Details 2. Settings 3. Forum 4. Photo 5. Cover Image 6. Invite

Upload Cover Image



The Cover Image will be used to customise the header of your group.

Drop your file here

Select your file

The group cover image was uploaded successfully.

For better results, make sure to upload an image that is larger than 1300px wide, and 225px tall.

If you'd like to remove the existing group cover image but not upload a new one, please use the delete group cover image button.

Delete Group Cover Image

Back to Previous Step

Next Step

Invite members if you like and click on Send Invites, add a message and click on send Click on Finish

Create A New Group

1. Details
2. Settings
3. Forum
4. Photo
5. Cover Image
6. Invite

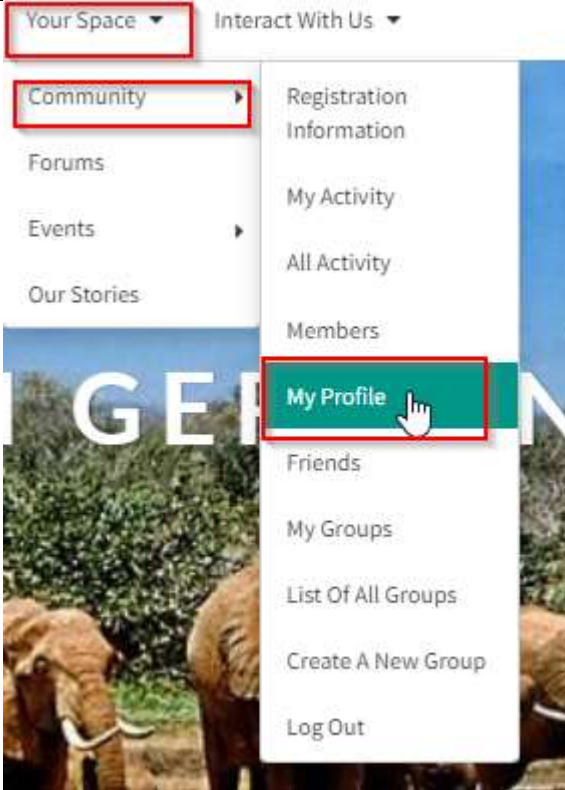
Invite Members

My Friends All Members

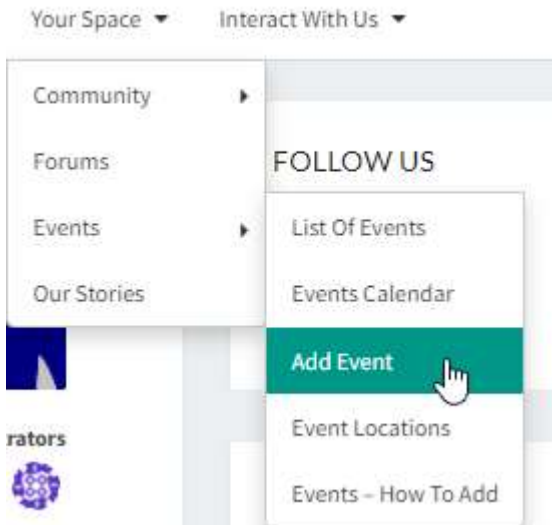

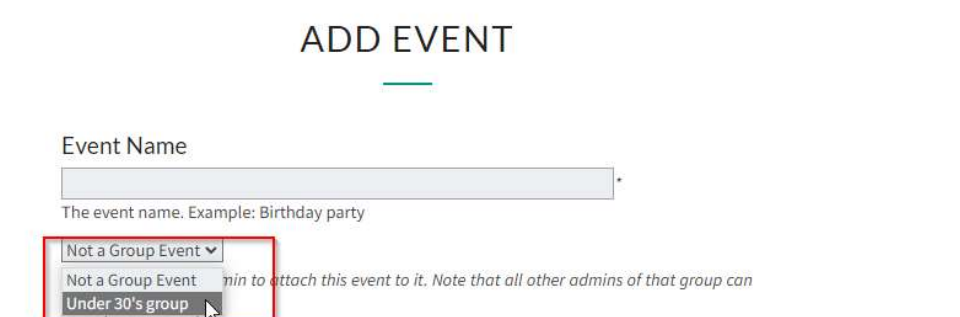
Search



4. How to change your personal settings


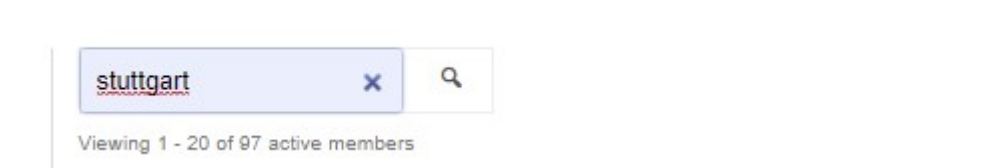
<p>Go to the “Your Space” menu item and select “Community” Select My profile</p>	 <p>The screenshot shows a navigation menu with two main sections: 'Your Space' and 'Interact With Us'. Under 'Your Space', there are options for 'Community', 'Forums', 'Events', and 'Our Stories'. Under 'Interact With Us', there are options for 'Registration Information', 'My Activity', 'All Activity', 'Members', 'My Profile', 'Friends', 'My Groups', 'List Of All Groups', 'Create A New Group', and 'Log Out'. The 'My Profile' option is highlighted with a green background and a hand cursor icon. Red boxes highlight the 'Your Space' and 'Community' items, and another red box highlights the 'My Profile' item.</p>
<p>You can manage your profile, Notification settings, groups and Events</p>	

5. How to add a group event

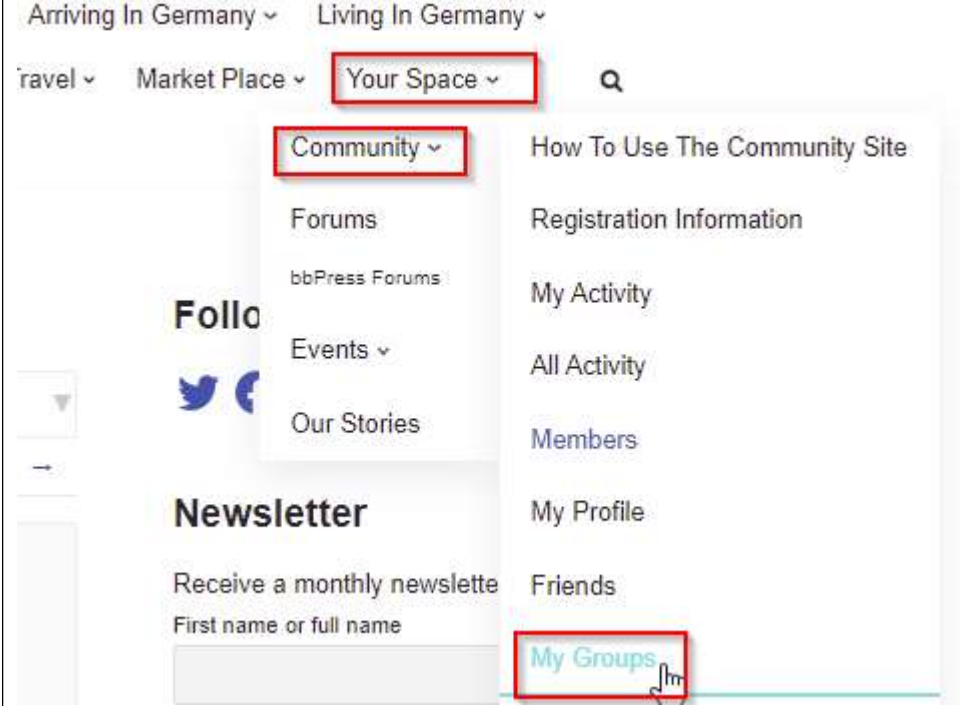
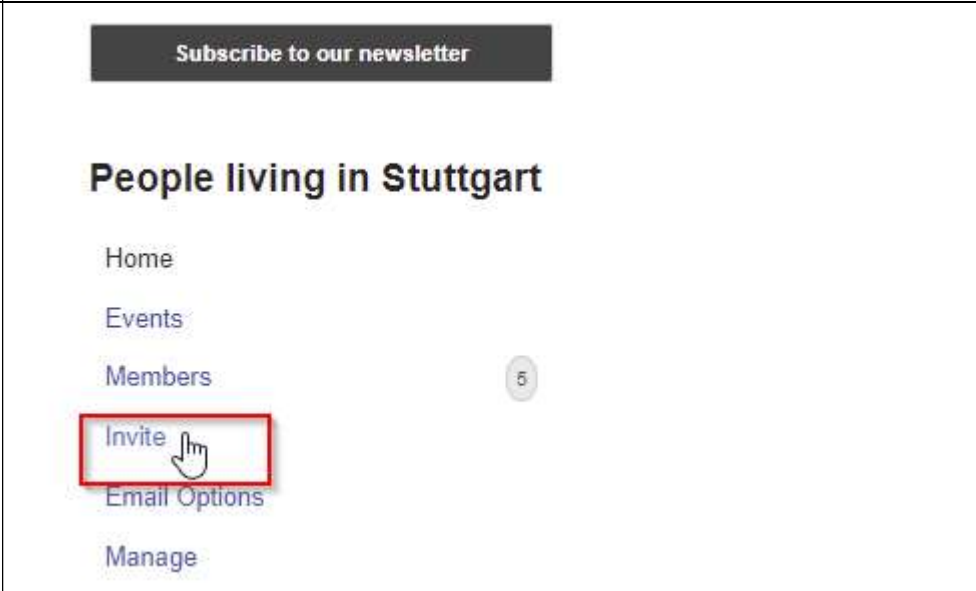
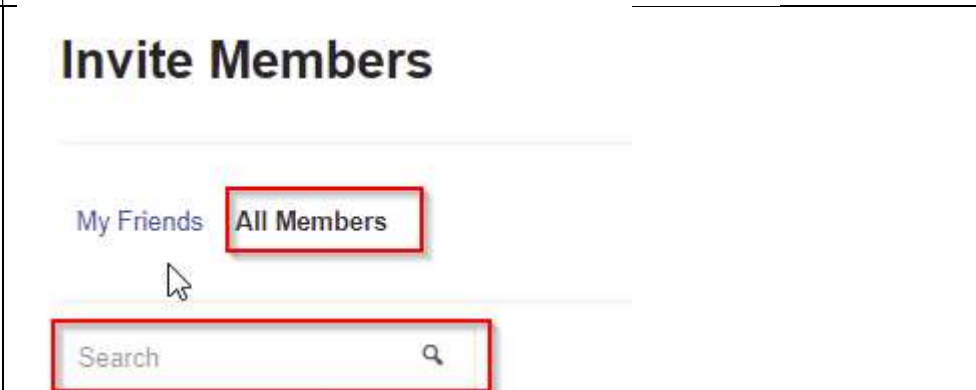
<p>Go to the “Your Space” menu item and select “Events” Select Add Event</p>	 <p>The screenshot shows the 'Your Space' navigation menu. The 'Events' item is selected, opening a sub-menu. In this sub-menu, the 'Add Event' option is highlighted in green, and a mouse cursor is pointing at it. Other options in the sub-menu include 'List Of Events', 'Events Calendar', 'Event Locations', and 'Events - How To Add'. The top navigation bar shows 'Your Space' and 'Interact With Us'.</p>
<p>Click on Add New</p>	 <p>The screenshot shows the 'ADD EVENT' page. At the top, it says 'ADD EVENT'. Below that, there are two tabs: 'Upcoming (0)' and 'Past Events (0)'. A search bar with the text 'Search Events' is present. On the right side, there is a button labeled 'Add New' which is highlighted with a red box and a mouse cursor.</p>
<p>Select the group and add the other fields</p>	 <p>The screenshot shows the 'ADD EVENT' form. The 'Event Name' field is empty, with a placeholder text 'The event name. Example: Birthday party'. Below the name field is a dropdown menu for selecting a group. The dropdown is open, showing two options: 'Not a Group Event' and 'Under 30's group'. The 'Under 30's group' option is highlighted with a red box and a mouse cursor. To the right of the dropdown, there is a note: 'Note that all other admins of that group can attach this event to it.'</p>

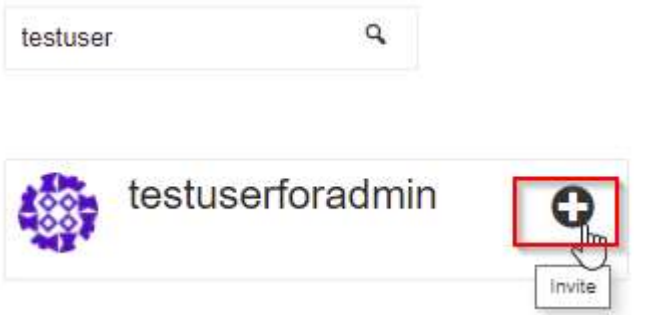

6. Searching for other members

To search for other members by location or interest

<p>Go to the “Your Space” menu item and select “Community” Select Members</p>	
<p>Add a search term like a city or interest like hiking, rugby or wine</p>	
<p>You will see a list of people with the specified location or interest</p>	<p>You can invite members to your groups</p>

7. Invite members to your group

<p>Go to the "Your Space" menu item and select "Community" Select My Groups</p>	 <p>The screenshot shows the top navigation bar with 'Your Space' highlighted. A dropdown menu is open, showing 'Community' as the selected option. Other options include 'Forums', 'Events', and 'Our Stories'. On the right side, there is a list of links: 'How To Use The Community Site', 'Registration Information', 'My Activity', 'All Activity', 'Members', 'My Profile', and 'Friends'. At the bottom of the dropdown, 'My Groups' is highlighted with a red box.</p>
<p>Open one of your groups/ or a public group On the sidebar the menu will change to show the following options. Click on Invite</p>	 <p>The screenshot shows a group page titled 'People living in Stuttgart'. The sidebar menu includes 'Home', 'Events', 'Members', 'Invite', 'Email Options', and 'Manage'. The 'Invite' button is highlighted with a red box and a mouse cursor.</p>
<p>Search for friends or other members you want to invite to your group</p>	 <p>The screenshot shows the 'Invite Members' page. There are two tabs: 'My Friends' and 'All Members', with 'All Members' selected. Below the tabs is a search bar with the text 'Search' and a magnifying glass icon. The search bar is highlighted with a red box.</p>

<p>Click on the plus sign You can add multiple members and invite them all at once</p>	
<p>Click on Send invites</p>	
<p>Add an optional message and click on send</p>	