Connect 6: Notification Groups

Notification Groups

Notification Groups allow you to create specific groups to which individuals can then register and subscribe to receive 'at-will' notifications. You are also able to edit a created group, set enrollment options, add members to a group, and assign their Access Level within this area.

To create a new Notification Group:

- Select the Create button

  To the right, you will then:

- Enter the Name of your group.

- Make the selection to allow open enrollment to the group or not. (Note: Allow Open Enrollment is selected by default.)
  - Yes option: Allows anyone to register and subscribe to receive notificaitons from the group.
  - No option: A Site Admin or group member with Full Access has to assign the group to a registered user.

- Select the Save button.

A Site Admin has permissions to add members to a group and can grant permissions to individual users to send notifications out to certain groups. It is also where individuals that are already listed as users on the website can be given permissions to receive notifications from a group without having to register for them.

To add members to a group:

- Select the Members tab

- Select the Add button

- User: Select the User drop-down menu. You will then select your user from the list of users who have been added to the website.

- Access Level: You will then select the Access Level drop-down menu and choose the level of access you wish for the user to have for that group. The options are:
  - Full Access: Allows the user full access to the group. This includes ability to send notifications out to that group, select other users to add to the group, set their access level and messaging options.
  - Contributor: Allows the user to send Notifications out for that group.
  - Audience: Allows the user to receive Notifications sent to that group.

- Select the Save button.

Details   ⟶   Members

💾Save

➕Add

Add Member to Group:

User:	Select a user ▼
Access Level:	Audience ▼
Allow Email Messaging:	⦿ Yes ○ No
Allow SMS Messaging:	⦿ Yes ○ No

💾Save

Once you have added members to a group, their Username and Access Level will display accordingly when the Members tab is selected for a group.

To remove a member from a group:

- Select the member.

- Select the Remove button.

- In the resulting modal window, you will select the OK button to remove the user.

To edit a member's Access Level or messaging options:

- Select the member.

- Select the Edit button.
- Edit the Access Level or messaging options accordingly.

- Select the Save button.