The new site offers many possibilities to create, configure and manage groups.

This page will not describe all these options, but will list the minimum to do to create and launch a group

1/ Administrative part

- identify 10 paying members who support the creation of the group
- download the text of the agreement between the group and the Association (here), and fill it out
- send to the Bureau of the Association the convention signed by the future head of the group and the list of co-founders, specifying who will be the head / president and who will be the administrator (it can be the same person). There can be several administrators for a group (it is advisable to have 2).
- if the Bureau accepts the creation, the group will be opened on the site with its administrator (s).

2/ Initialization

- the administrator, in addition to the normal display called Front Office (FO), will have access to site management pages for his group, called Back Office (BO)

- when he connects to the site, he now has a black banner at the top of the pages of the site

- to access the Back Office, he can either click on "Administration" at the bottom of the home page, or, in the black banner, click on the left on "Back to administration"

- the menu offered to him (on the left of the screen) has 5 chapters:

  - Home, which offers alerts, statistics, training
  - Publications, which allows the creation of News or Events (Agenda), or uploading of files
  - Mail, which allows the creation of mailings or newsletters
  - WEB Admin, which allows, in Menu management / Tree structure, the configuration of the tabs of the group page. Identical to the Menus tab of the group page
  - Groups, which allows the management of members, the presentation page, and sub-groups

- first, go to the Groups chapter and open the section of the desired group by clicking on its name. The menu at the top of the page offers several tabs:
  - Information
  - Menus
  - Statistics
  - Members
  - Mails

- o Sub-groups

- the **Information** tab is usually opened first. There, it is necessary to:
  - o check that the parent Group is empty. It will be filled in on the page of a sub-group, if you create one.

  - o confirm the Type of registration. It is initialized semi-open (Association members request registration, which is validated by the group administrator).
    You can set it to Closed (only the administrator may register new members of the group)

  - o select an image file to illustrate the group thumbnail on the menu pages

- in the Menus tab, you can modify / add / delete the tabs that appear in FO on the group's main page
  The menu is initialized with 4 tabs: Presentation, News, Events, Media. Beyond 5 tabs, they will be presented on 2 lines. You can change a title by clicking it, modifying it, AND clicking the green check mark to the right. ALWAYS validate at the bottom of the page.
  In the box after the title, you can select what this menu page will point to
  - o Sans lien (No link) : clicking on the title in the menu will not change the display
  - o Lien vers une page externe (Link to an external site): you will have to enter the URL
  - o Page statique (Static page), which you will have previously created and filled in
  - o Page dynamique (Dynamic page), which will refer you to one of the site's functionalities. For the Presentation page, you can choose a static page, which you will have to write, or the dynamic page "Details group" which allows you to display several pieces of information.

For the dynamic pages News, Events and Media pages, you will first have to import the elements you want to display by using the Publication chapter in the left menu.

It is the "cogwheel" at the end of the line that will allow you to enter your configuration choices in the dynamic pages.

You can then configure the display of these tabs.

The first icon is used to authorize the display either to everyone including outsiders, or to members of the Association, or only to members of the group.

The second allows the display to be restricted to paying members only (of the Association or of the group, depending on the previous choice).

Note that the Association wants groups to reduce the display, for non-contributors, to the group's presentation page only, and to allow the other features of the site only to contributors .

You can, by unchecking the green button, make a tab invisible, for example until it is ready to be displayed. You can enter an introductory text for each tab by clicking on the "little pencil" icon.

ALWAYS ALWAYS validate at the bottom of the page. Do not forget, for example, before changing the page in the Back Office

- in the **Members** tab, you can, thanks to the sub-tabs, list the members of the group (and possibly assign them roles), the members of the management team, the former members, validate the requests for registration, or add new members (in the present or in the past, to build historical membership)

Small summary in pictures with: [2 minutes pour ... créer un groupe](#)

3/ Group Management

- Registrations:
  - For semi-open Registration Type groups, Association members can register by clicking on the button in the group page or in the group thumbnail on a menu page.
    On the home page of the BO, the alert "Registration for groups to be validated" is incremented.
    The administrator can also define, in the Mails tab of the group page, how often he wants to receive an email notification of new registrations.
    The administrator can then go to the Members tab of the group page, Pending Members sub-tab, to validate the registration by clicking on the role that the new member will have in the group (from president to simple member).
  - For groups with a Closed registration type, the administrator goes to the Additions / Deletions sub-tab and searches for the member he wants to register using the search module. He can assign the role before validating by clicking on the green tick.
- Mails:

To send an email to all the members of his group, the administrator can create and name a distribution list in the Mails tab of the group page.

For a more specific distribution, he will use the Mail / Targeted mailing / Personalized mail page in the left menu: the first part allows you to define the criteria for selecting recipients, the second allows you to enter the text.

- News and Events:

They will be created and managed in the Publication / News or Publication / Agenda chapter.
It will be necessary to define what visibility is desired (eg visible by everyone, including outsiders visiting the site, or only members of the Association connected, or only paying members).
For events, in the Registration details sub-tab, in the Prices area, the registration conditions will also be specified (group member and contributor, up to the general public).
The Association wishes that, in the case of paying registration, reduced rates be offered to students, and that non-contributors or outsiders pay a higher rate than contributing members of the Association.

A little help (in French) here after: [2 minutes pour .... gérer les inscriptions à un événement](#)

Once you have familiarized yourself with its basic functions, to improve your knowledge of the other options available, you can consult this [document](#).

And in case of problem, do not hesitate to send us your questions by clicking on "Contact us", at the top or at the bottom of the pages of the site.