“Groups Trial” - Membership Management in the Spill Control website

Introduction

It has long been a wish from the council/committee to have the ability for each country to have their own “page”.

This would allow members from that country to see what the resources were in that country and what other members were in that actual country.

Site membership

Each member has the ability to have a profile on the website. i.e. you have to register with the site and get a username and password.

Once a user has a registered account they will have far more freedom to work within the site as opposed to just looking at site pages.

Think Linkedin or Facebook. You can only use these sites if you are logged in.

With the SpillControl site there will be the ability to see the content as usual without being logged in and there will be the content that only logged in members can see.

This functionality is powered by special membership / “social media” type software (called JomSocial).

The main functionality of the membership software (JomSocial)

Groups

JomSocial allows logged in users to set up groups, which will be the main driving force. Any member can set up a group.

So it is envisaged that one member in each country will set up a group for that country. This will then allow members in that country to join that group.

Groups can be private or public. When we go through the instructions alter you will see that we have set up three groups “United States”, “United Kingdom” and “Management committee”.

“United States” and “United Kingdom” are public groups where anyone can join and “Management committee” is a private group where you have to be authorised to join.

Events

Another powerful part of the software is that any logged member can set up an event, this will allow them to promote and attract members to that event.
A practical example of use

If members can join specific country groups, then they can start connecting with other individuals or companies in that country. This will allow members to meet each other without having to do so at events.

When members travel to another country they can join that group and see who they could meet while they were in that country.

You do not have to live and work in a specific country in order to join any specific country group.

User accounts and passwords

Most members will already have been issued with a username and a password. If you already have a username and password, please use it when following these instructions.

If you do not have a username and password you will see instructions on my to get them later.
Guidance on how to join

When a user goes to the site they will just see the standard homepage.

Click on the “Groups Trial” button as above to get access to the Groups software.

The following screen will appear -
As you can see there are three groups already set up to begin with -

United States
United Kingdom
Management Committee

Click on either “United States” or “United Kingdom” just now.

**Note -**
*More groups will be set up to represent specific countries once local area reps have done so. We show you how to set up a new group later on in this guide.*

When you click on these groups you will see the screen below -
You will then be asked to log in.

If you have a username and password then log in here.

If you do not have a username and password then click the register prompt in the pop up as below.
If you are registering for the first time you will be taken through 3 or 4 screens while we gather some information about you.

Work your way through these till the end.

Here are the screenshots of the screens you will go through once you hit “Register now to get connected” -
Register New User

User Information

Fields marked with an asterisk (*) are required.

Name *
Username *
Email *
Password *
Verify Password *

Next

Newsletter Registration

Name
Email

Subscribe

Latest Newsletters

- ISCO 496 Newsletter
- ISCO 485 Newsletter
- ISCO 484 Newsletter
- ISCO 483 Newsletter
- ISCO 482 Newsletter
Register New User

Basic Information

About me *

Contact Information

City / Town *

Country *
Select a Country

Website *
http://

Fields marked with an asterisk (*) are required.

Register

Newsletter Registration

Name

Email

Subscribe

Latest Newsletters
- ISCO 486 Newsletter
- ISCO 485 Newsletter
- ISCO 484 Newsletter
- ISCO 483 Newsletter
- ISCO 482 Newsletter
You will see that once you go through the registration process you account is still under "moderation" this is to allow the admin of the site to only allow members to join.

Your application will be cross references to make sure you are actually a member before you will actually get access.

You will receive an email soon telling you that you have been approved after it has been manually checked.

**After you have been approved**

Once you have been approved by admin and after you log in to join a group you will see this screen. Notice how the button has changed to “Invite Friends”

This means that you have been logged in and can then see who else is a member of the group as below -
On the same page below the “Invite friends” button (which you probably won’t use because you won’t want to REALLY invite friends, it’s just an out of the box feature) you will see who else is a member of this group as below -
You can then connect with this person the same way as you would on LinkedIn or Facebook.

Simply click on their image (their name will appear if you hover over the image) and their profile will appear with a couple of buttons that will allow you to interact with them i.e. “Add as Friend” or “Send message” as per the image below.
How to set up a new country specific group

It is easy for any member to set up their own country group. I believe it is the plan of the ISCO council to have a representative from each country managing each country page.

You need to click on the “Group Trials” button the main navigation to get back to the groups home page.

When you do you will see this page again.

Highlighted is the “Create” button. When you click this you will be led through the create a new group process.

Once you click this button you will see this page, which is all the information you need to set up a new group.
Enter the county name in the “Group Name” field.

This is the only thing you need to do on this page. All the other fields are standards that are preset.
What else is on this group homepage?

A button called “My Groups” to see all the groups you are a member of (after you have joined them)

A summary of all groups that have been set up.

A summary of each group outlining the number of members (people who have joined), the number of discussions within that group (discussion forum functionality). The summary of the United States group has been highlighted above.

What happens once you click on a group title?

If you are NOT a member of that group then you will be offered the option to join. If you ARE a member of that group then you will be given several options including the option of creating a discussion in that group as shown in the image below.
As a member you can now interact with the group and the members of the group such as

- Creating discussions
- Inviting other people you think should be a member of this group
- Post a document that you think is appropriate

The best way to see this in action is to log in and play around with it, setting up new groups and joining them.
Events Management using the same software

Events management is managed through the same software.

Members can now create and manage events from the frontend after they have logged in.

Click on the “events” button on the main navigation and you will see the following screen.

The above screen will show what a logged in or non logged in member will see. The difference is that a logged in member can “create event” in the top right as shown below.
To create an event simple hit the “create event” button as highlighted above and go through the process as instructed.

The screen you will see is shown below -
Its simply a matter of completing the fields and saving the event.

When the "Events" button on the top navigation is pressed the summary of event page as below appears.
Summary

I feel this is going to add a tremendous amount of value to the site and allow members much more freedom to manage groups and interact with each other.

It allows the administrator to delegate responsibility to Country specific country ISCO council members.

The only way we are going to see how this works is allow members access to set up the groups and set up events. Some members may see it as slightly complicated, but it is really not. Just because something is different from the usual, just means it takes a little getting used to.