

### 3. 0 How to communicate with a group member or with the entire group.

#### 1.0 Background

Our web site provides the tools to promote and enhance interaction between members of a group. On this chapter we will discuss how to use the tools available through our web page which will help the group administrator communicate with group members, create and record activities with individuals and announce group events.

#### 2.0 Login

As always when you need to access your Group and use our interactive tools you will need to login into the system by clicking on the “Login/Register” on the left menu section of our web page ([www.aspira.org](http://www.aspira.org)). For this training session we have login as a staff member name “Joestaff”, which is the staff in charge of the “Test ASPIRA Club” group.



In the “Login/Register” window enter your user name and password on the “Log in” tab as shown below and click on the Login button.

Home

## User account

[Create new account](#) [Log in](#) [Request new password](#)

**Username: \***  
  
Enter your The ASPIRA Association username.

**Password: \***  
  
Enter the password that accompanies your username.

[Log in](#)

### 3.0 Accessing your Group

Once you login a window will be displayed presenting your profile information.

**joestaff**

[View](#) [Edit](#) [Track](#) [Personal files](#)

#### History

#### Blog

[View recent blog entries](#)

#### Member for

11 min 40 sec

#### Profile

<b>Individual Prefix</b>	
<b>First Name</b>	joestaff
<b>Middle Name</b>	
<b>Last Name</b>	staff

Scroll down on that window and you will see a link to access your group information and management site. To access your group click on the group name.

**Profile**

<b>Individual Prefix</b>	
<b>First Name</b>	joestaff
<b>Middle Name</b>	
<b>Last Name</b>	staff
<b>Individual Suffix</b>	
<b>Birth Date</b>	October 22nd, 1977
<b>Street Address (Home)</b>	123 Main Steert
<b>Supplemental Address 1 (Home)</b>	
<b>City (Home)</b>	Chicago
<b>State (Home)</b>	IL
<b>Postal Code (Home)</b>	60647
<b>Country (Home)</b>	United States
<b>Gender</b>	Male
<b>Ethnicity</b>	Hispanic/Latino
<b>National Origin</b>	Puerto Rico
<b>Number in Household</b>	3
<b>Household Income</b>	\$36,196-41,415

[» View Contact Record](#)  
[» View Contact Dashboard](#)

**Groups**

You may share these codes to enable others to easily join your groups

Group	Registration code
TEST Club	A3A47B-592

#### 4.0 Communicating with your entire group via e-mail

Once you click on the Test Club group link a new window will be displayed presenting the group information and group blocks or menus which are displayed on the left side of the screen.

As you recalled, when you registered your group members on our web site you were required to enter their e-mail address; we will now take advantage of the communication tools of our system to help you manage communications with your clients. To communicate through e-mail with all your group members click on the “E-mail” tab as highlighted on the following screen.

Home » Groups

**TEST Club**

- Create Blog entry
- Create Book page
- Create Forum topic
- Create Poll
- Create Chat room
- Create Event
- Create Page
- Create Story
- Group calendar
- Invite friend
- 7 members
- Manager: webmaster
- My membership

CAPTCHA

View Edit Outline Track **E-mail**

in Health Staff High Schools

**New Club Members Welcome Activity**

Start: 11/18/2008 - 10:18  
 End: 11/18/2008 - 11:18  
 Timezone: Etc/GMT-5  
 Today we will meet at the ASPIRA office to welcome new club members and introduce them to our organization.

[Add new comment](#) | [1 read](#) | [Calendar](#) | [Flag as Offensive](#) | [TEST Club calendar](#)  
[mark as spam](#) | [mark as not spam](#) | [report spam](#)

**Our Club**

Our Club is located on the Eugenio Maria de Hostos School in Bowling Green, NC. Our meetings are held Mondays at 4:00 PM EST.

[1 read](#) | [Flag as Offensive](#) | [not spam \( 40\)](#) | [mark as spam](#) | [report spam](#)

Group notifications

When you click on the “E-mail” tab the following window will become available.

Home » Content

**Send email to TEST Club**

View Edit Outline Track **E-mail**

Your email will be sent to all 7 members in this group. Please use this feature sparingly.

**Subject: \***

New Club Members Welcome Activity

Enter a subject for your email.

**Body: \***

**B I U** ABC Paragraph

Please join us next Monday to welcome all new club members. We will meet at the ASPIRA center.

Path: p

Enter a body for your email.

disable rich-text

CAPTCHA

Send email

As you remember, the “Test Club” has seven members. Notice the when you send this e-mail it will be sent to all members at once. To use this communication tool you will be required to enter a “Subject” and the e-mail message “Body”. Once you complete entering the required information click on the “Send email” button and the message will be send to all members at once.

## 5.0 Sending an e-mail to an individual member of your group

To communicate via e-mail with a single member of your group you must go back to the initial group window as shown on the following image.



Home » Groups

### TEST Club

[View](#) [Edit](#) [Outline](#) [E-mail](#)

in [Health](#) [Staff](#) [High Schools](#)

#### New Club Members Welcome Activity

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End: 11/18/2008 - 11:18  
Timezone: Etc/GMT-5  
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[Add new comment](#) [↑ read](#) [Calendar](#) [Flag as Offensive](#) [TEST Club calendar](#) [hot spam \( \)](#) [report spam](#)

To communicate via e-mail with a member of your group click on the highlighted menu item on the left side of the screen (“7 members”). Please remember that the “Test Club” has a membership of seven, your group might be different.



Home » Community

### Members

[Faces](#) [List](#) [Add members](#)

<a href="#">joestaff</a> <i>admin</i>	<a href="#">webmaster</a> <i>admin</i>	<a href="#">abdin</a>	<a href="#">conocido</a>	<a href="#">fulano</a>
<a href="#">jvillamil</a>	<a href="#">pepe</a>			

Once you click on the “7 members” menu item a new window will appear listing all club members. Notice that all member names are in blue, this means that more information is available for them. On this example we want to send an e-mail to the member with user name “conocido”. Click on “conocido” name to access his information.



On the above window you will be able to send an e-mail to “conocido” only. Please note the following”

- You can send yourself a copy of the e-mail by selecting this option; and
- You will be required to complete the “CAPTCHA” section to help prevent spam;

Once you complete the above click on the “Send email” button and the message will be send.