



## Discussion Group Administration

### CMS Discussion Groups

For information concerning (1) how CMS members may join groups and (2) how group members may participate in group discussion, please see the instructions for participants available on the CMS website. On the Groups page, you'll see a HELP tab in the upper left. The instructions are available via that tab. We suggest review of that document for a overview of the group software and details concerning how the group software works for individual members.

### Administration of CMS Discussion Groups

**Chairs of CMS committees and councils** are assigned the role of **Administrator** of the CMS discussion group(s) that reflect their initiatives and area(s) of CMS work. However, a Chair may assign this responsibility to a member of their committee or council. If so, please send a note to the [CMS webmaster](#) and we will work with that person concerning administration of the discussion group.

The **Administrator** of a group serves as the **moderator** of the group's discussion. Details concerning the role of the administrator, the administrator functions, and how to manage the software are described below.

### Establishing a New CMS Discussion Group

Each CMS committee or council has at least one discussion group, but the Chair may find it useful to create new groups from time to time. New groups may be formed at any time. To form a new group, simply send a request to the [CMS webmaster](#). The Chair will serve as the Administrator unless the Chair assigns the task to another CMS member.

### Details of Group Administration

The software used for CMS discussion groups is quite flexible and offers several possibilities for enhanced dialogue by group members. Details are as follows. We will use the [Community Engagement Discussion Group](#) to illustrate the group features and how to use them.

## Community Engagement

All Groups | My Groups | My Group Updates | Pending Invitations | Search

Category: Engagement and Outreach  
Created: Wednesday, 02 May 2012  
Group Admins: Beth Mast, Suzanne Burton

**A** Recent activities | **B** Description | **C** Announcements | Discussions

SHARE | Message | Photos | Videos

Say what is on your mind... [Share]

Suzanne Burton  
Dear Sy,  
I am pleased to welcome you to our group! Please watch for our activities at the upcoming CMS conference in Boston and beyond. I hope to meet you there and learn more of your musical outreach and engagement into the community.

**Group Administration Options**

- Edit
- Send e-mail to members **1**
- Create Announcement **2**
- Unpublish Group
- Delete Group

**Group Options**

- Create Discussion **3**
- Create Album **4**
- Add Video **5**
- Invite friends **6**
- View Group File **7**
- Leave Group

### Administrator Options

When the group **Administrator** logs in, they see the **yellow menu (top, right)** that a regular group member does not see. Of most interest to administrators are these functions:

- 1. Send e-mail to members.** By clicking this link (1), you can send a message to all members of the group.
- 2. Create a group announcement.** By clicking this link (2), you can send an announcement to all members of the group. Announcements sent to the group will be published under the tab 'Announcements' (labeled **B** on the diagram above). Depending on each user's personal settings, they may also choose to receive announcements by email.
- 3.** Unpublishing the group will maintain the group and its members on the CMS system's backend, but it will no longer be viewable or accessible on the CMS website. Deleting the group will remove the group entirely from the CMS system. *Please be sure this is what you intend if you select either of these items!*

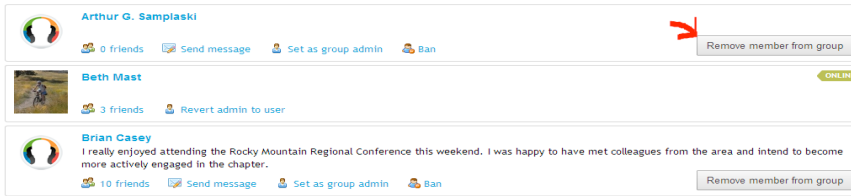
### Administrator Member Management — *Who's in the Group?*

In the lower right column, there is the link "**View All.**" Click this to view all members of your group:

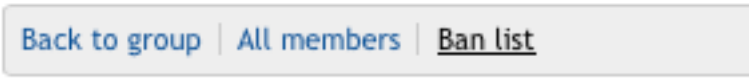
Members

View all (19) ▶

Clicking on the link will result in a complete listing of participants:

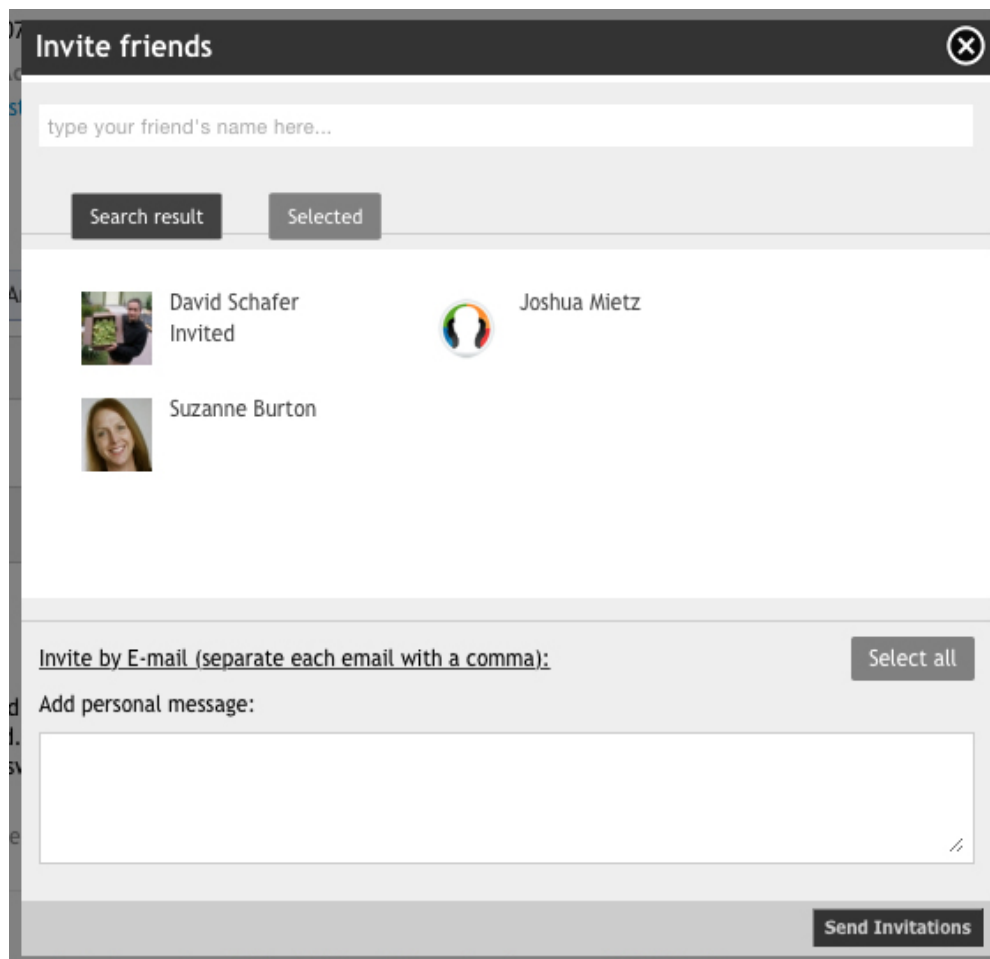


From this listing, you may **remove members** from the group if necessary. If removed, their names are added to the Ban List found at the top of the list of members.



## Inviting Friends

If you click the **Invite Friends** option in the right column, you will get this screen:

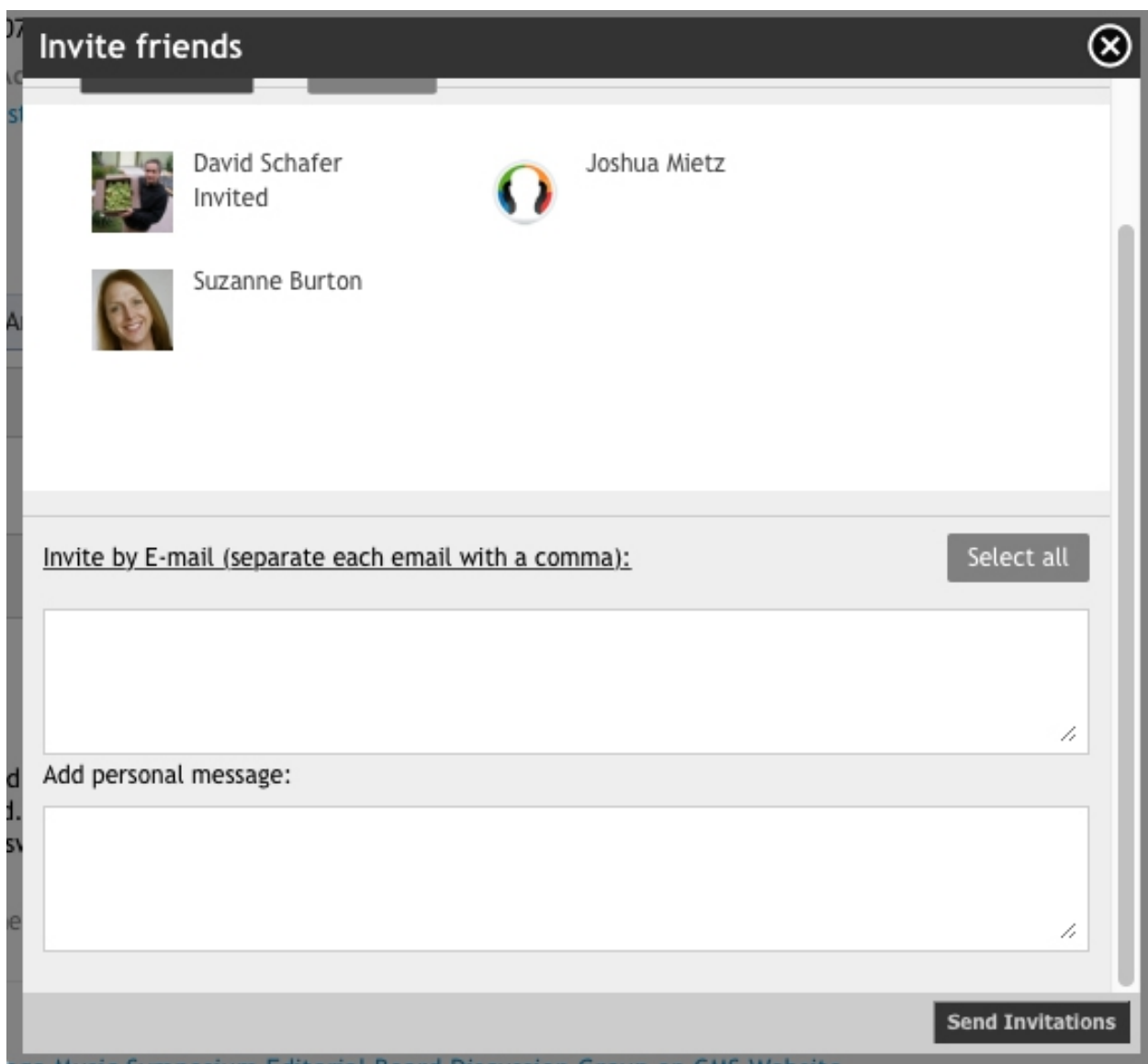


Unfortunately, "Invite Friends" is somewhat confusing. The "friends" (if any) that appear in the top box are those CMS members that you have previously invited, and who have agreed to be, your official "Friends." "Friending" someone in the world of social media has a formal meaning and it applies in the software system CMS is currently using for Groups. In this "Invite Friends" box, any formal "Friends" that one has previously established can be invited to join the Group.

That said, it is possible to invite someone to take part in the Group regardless to their status as an official Friend. To do this, click this link in the box shown above:

[Invite by E-mail \(separate each email with a comma\):](#)

... and a box will open below this line so that it now looks like this:



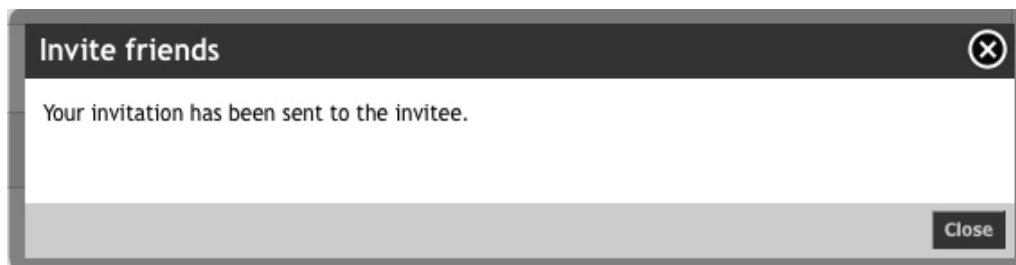
The screenshot shows a dialog box titled "Invite friends" with a close button in the top right corner. The dialog is divided into several sections:

- Invited Friends:** A list of three people: David Schafer (with a photo and the word "Invited" below it), Joshua Mietz (with a profile icon), and Suzanne Burton (with a photo).
- Invite by E-mail (separate each email with a comma):** A text input field with a "Select all" button to its right.
- Add personal message:** A text input field with a "Send Invitations" button below it.

We regret that the software won't allow the "Invite by E-mail" box to be open by default and that the extra click is required. We'll see about filing a request with the software developer to add this feature.

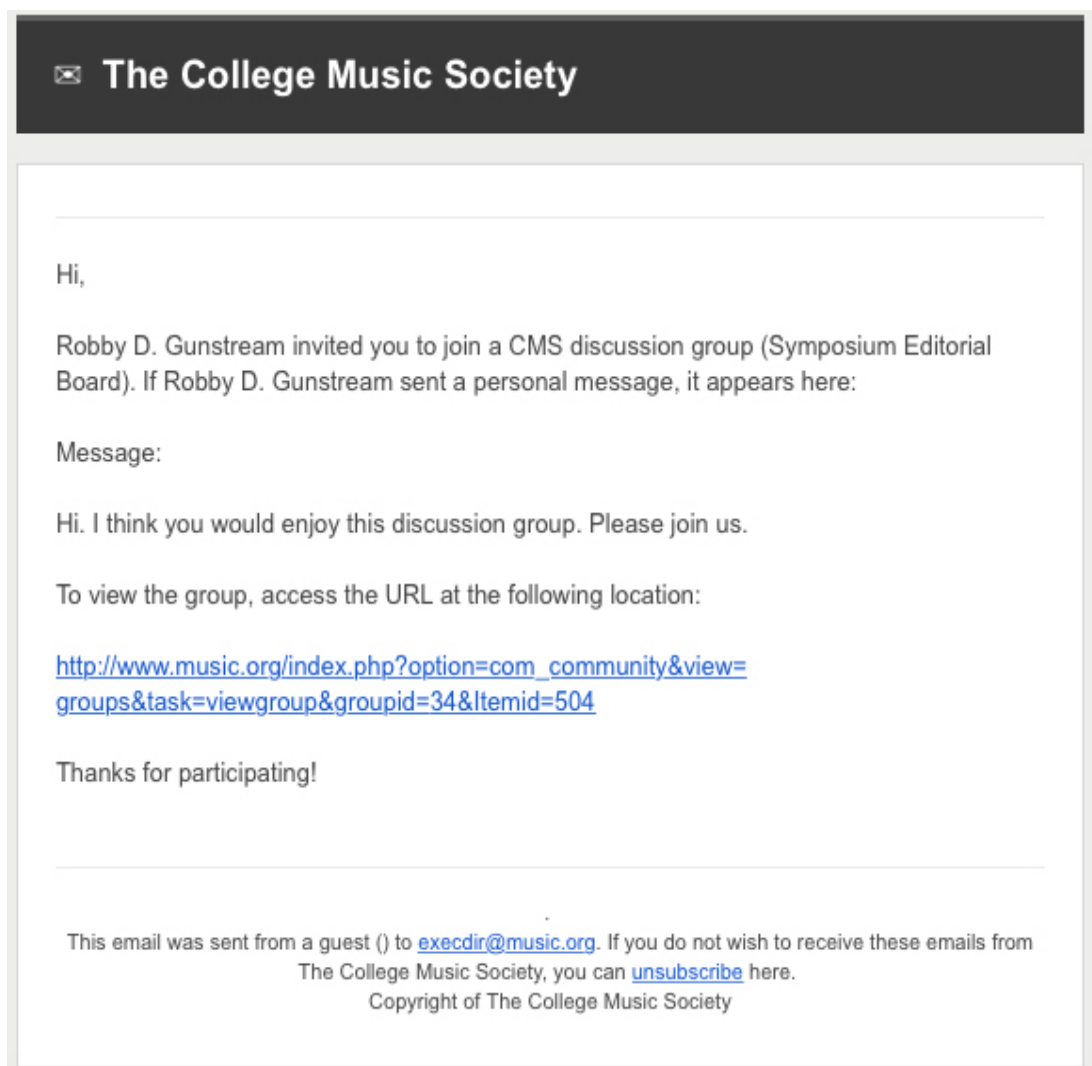
In any case, email addresses may be placed in the box, a message added in the box "Add personal message:" box, and invitations sent by clicking "Send Invitations."

That accomplished, you will then see this box:



...which confirms that the invitations have been sent.

The invitee then receives a message such as the following:



This message is a little awkward, especially in the footer, and we will continue to try to work with the software to improve this. The invitee can, however, click on the link and join the group.

We hope this will work for the purposes of inviting members to join your discussion group.

***Questions?***

If you have questions concerning the administration of CMS groups, please be in touch with Beth Mast, [CMS webmaster](#), and we will be happy to provide assistance.