# Instructions for Groups.io

Braidsandbands is a forum on the groups.io platform for exchanging ideas, loading photos and participating in workshops when they are run. Joining and using braidsandbands is straightforward.

Website <a href="https://groups.io/g/braidsandbands">https://groups.io/g/braidsandbands</a>

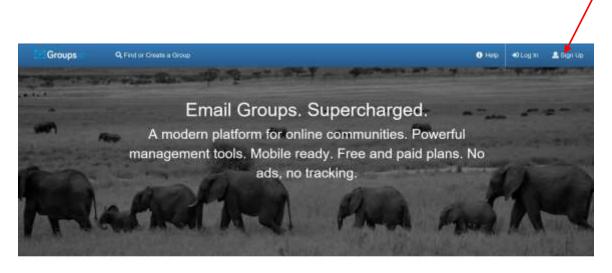
Post <u>braidsandbands@groups.io</u>

#### Introduction

This is an active site that is available from different devices. It works on mobiles, tablets and PCs and may look slightly different on these devices. The screenshots shown here are made from a PC.

### 1.1 Joining the group

To join the group, please got to <a href="https://groups.io">https://groups.io</a> and select the option Sign Up



Why You'll Love Groups.io Powerful features that make groups more useful.

# 1.1.1 You can then enter your email and a password to sign up to groups.io

Create and run	email groups. Subscribe to others' groups.
Create Your Accor	int
Email address	
admin@braidsociety.	som
Password	
*******	
Pasawords must be all	mmt 6 charactern long.
Receive Updates	
Be subscribed to update	siggroups in and receive updates about us.
information will be proci services, and to keep yo	In account <sup>6</sup> below, you are agreeing to the Terms of Service and the Privacy Policy. Your personal isseed by Droups to in accordance our <del>Privacy Policy</del> for the purpose of offering or providing you our au informed on our news in connection with our services. You may request to access, correct, or delet in, and you have a right to data portability, in the conditions set out in our <del>Privacy Policy.</del>

#### 1.1.2 Once you have created an account, search for braidsandbands to join the group

Click on g	roup								Sea	arch fo	r group	<u>&gt;</u>
Groups	alla Your Groups -	Q. Find or Create	a Group							🛛 Help	a sentre	(511 (300 (301 ) com
tost Popular Iost Active	Puplic Gro	ups (by Name)								braid	and bands	Q Sape
lawest.	The Party Sector Sector											
y Norme + Creats A Group	the education and Created: Jon 25	was founded in 196 pics, Public Archive		then to in	iclude mer	nbèrs from	across t	he UK ar	id many d	other countrie		
y Norm	The Braid Society the education and Created: Jan 25			then to ir	nclude mer	nbers from	across t	he UK ar	nd many d	other countrie		y aims to promote

1.1.3 Click on braidsandbands found in the search and it will take you to the join page.

Click on Join the group

1

braidsandbands@groups.io	
Group Description	
education and practice of the art and craft of making const	ip is open to everyone. Members include professional craftsmen, teachers, collectors, researchers, authors
Group Information	Group Settings
A& 45 Members	<ul> <li>All subscribers can post to the group.</li> <li>Posts to this group do not require approval from the moderators.</li> <li>Posts from new users require approval from the moderators.</li> <li>Messages are set to reply to group.</li> <li>Subscriptions to this group do not require approval from the moderators.</li> <li>Activice are vasitis to anyone.</li> <li>While is vable to activity only.</li> <li>Members can edit their posts.</li> <li>Members can set their subscriptions to no email.</li> </ul>
Integrations	
No integrations.	
Top Hashtags [See Al]	

1.2 Receiving messages

By default, you will receive an email from the group every time someone posts a message. If you click on Subscription on the home page, you will have a choice of how you wish to receive messages.

Groups	alle Your Gesups + Q. Find or Cristia a Brings	🖸 Hulp	admini@braideociety.com +
🙀 Home	Your changes have been assest		
🖋 Subscription			
Mossages	😤 braitsandsands@groups.io 📝 Edit Subscription 🛛 🚨 admin@braidsosrety.com		
# Hashiaga	L Mensennen Comp Puelle at Mercher Integration Enablishing History		
Rew Topic	Group Address brainsentbands@groups.io		
💭 Chala	Joined 4:35pm		
ALA Directory	Email Delivery		
Calendar	(i) Individual Messages		
Photos	You will receive each measage in an individual email.		
C Flice	<ul> <li>Put Featured Digest</li> <li>Ornup: up to 12 messages together as one amail instead of being sent individually (rich formatting)</li> </ul>		
E Databases	O Plan Diget Group up to 12 messages together as one errual instead of being sont individually (plain formutting).		
E wai	Daily Summary     A daily summary, debiened in the morning, of the group's messages from the previous day     Security functions (but		

Many members choose to use a Daily Summary which delivers one email each day with links to the messages so you can choose the ones that are of interest to you. Alternatively, you can choose not to receive any emails and access the messages directly from the website. Each email or daily summary includes a link to your subscription should you wish to change the way you receive the messages.

# **1.3 Features available**

1.3.1 In addition to posting messages/conversations, it is possible to load Files. There is an archive of all Files including previous workshops.

You will find the contents of the Files section by clicking on the Files link which you will find on the left of the home screen. You can reorder the sequence in which you see the files. The content of Files section will change with time.

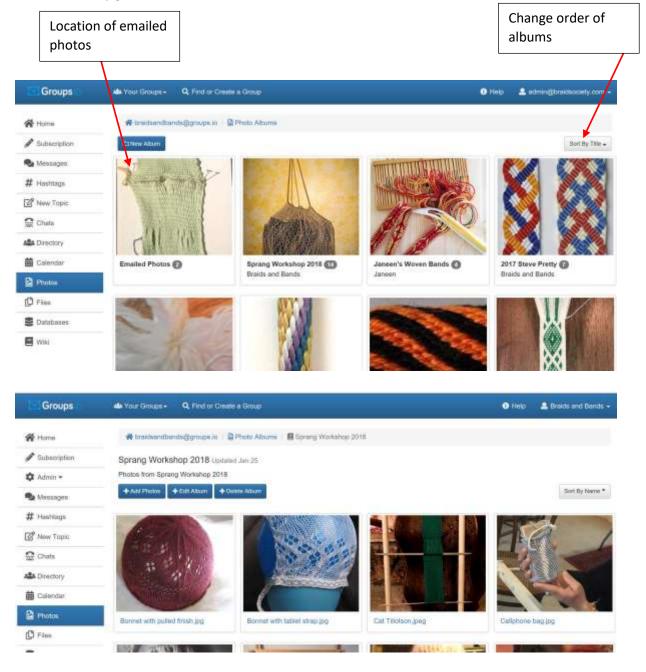
Groups	New Your Broups - Q, Find or Create a Group		0	Help 🔰 🚨 od	min@braidsockety.com
🔗 Home	R traidsandbands@groups.io 7 @Piles 1		Dearch		9,5emh
Subscription	California Talan				
Messages	Narra -	Туре	Uploaded By	Sizu	Uploaded
# Hashtaga	🗅 Andean Wearing on a 4 shaft form 🔞 🏓	Folder		÷	Jul 13
New Topic	🗅 Angle Saxon Plat 🔕 🎽	Folder		8	Jul 13
Chats	🗅 Band Weaving 2017 👩 📁	Folder		30	Jul 13
A Directory	🗅 Kumthano Dink 🚯 🏓	Folder		(a)	Jul 13
di Calundar	🗅 Laap Braiding 🔕 🏓	Folder		7	Jul 13
Photos	🗆 Other files 👩 📜	Folder		(7)	Jul 13
	🗅 Sans Bands 2012 🔞 🎽	Folder		-	Jul 13
() Files	🗅 Sanii Banda 2014 🔕 🎽	Folder		45	Jul 13
Databases	🗀 Sani waxing 🚳 🎽	Folder		27	Jul 13
E WAI	🗅 Sprung 2013 🚱 📜	Folder		13	Jul 13
	🗅 Spring Workuhap 2018 🚳 📜	Eolder		90	Jun 25

Click on the folder you are interested in to see the files within that folder.

All members can create new folders or upload files into a folder.

#### 1.3.2 Photos

Photos are held in albums and have a year date at the beginning. It is possible to change the order to show the most recent photos first. Photos may also be emailed as an attachment to messages. In this case they go into the 'emailed' folder.



#### 1.3.3 Messages

On the home page you will see Messages on the menu on the left hand side. If you click on this heading you will see the messages are grouped by Topics and the number of messages in each topic. Click on the topic to see all the messages. You can also search for a message using a text string or it you click on a hashtag you see a list of related topics.

Groups	Ma Your Groups - Q, Find or Create & Group	D Help	admin@braidsectarty.com +
🙀 Home	💏 traidsandbands@groups.it ( 👒 Topics		
🖋 Subscription	California - Q Bearth T		Date - 1-3 of 3 4 5
Messages	Testing how topics work 🔘 🖉		
# Hashtagi	This is the first topic I have created to see how we might be able to run this. By Braids and Bands - Jul 15		
2 New Topic	will The files and online class data be moved?		
🗟 Chats	By harmieD68 Jul 15		
ABA Directory	Spring Workshop () & The sprang workshop is running through January 2018 and will make it easier to see if we can make this work separately		
🛗 Calendar	By Braida and Banda - Jan 28		
Photos			
D Film			1-3 of 3 5 1 >
E Databases			
e wax			

#### 1.3.4 How to reply to a message email or the Daily Summary email

If you receive messages as individual emails you may reply direct from your email program or you have the option to reply to the group or the sender.

Alternatively, if you click 'view and reply online' it will take you straight to the website.

DO NOT reply to the email you receive, you need to reply to the message not the email you receive.

	Reply options
This is a digest for braidsandbands@g	roups io, Change Your Subscription
Do not reply to this email. To reply to a message,	click the Reply ink under the message.
TOPICS IN THIS DIGEST:	
1. Re: Sprang Workshop (2)	
MESSAGES:	
MESSAGES.	
ta. Re: Sprang Workshop From: Debbie original	
Date: Sun, 28 Jan 2018 00:11:25 PST	
The sprang workshop is really interesting and I am	earning a lot with it.

1.3.5 Sending a personal email to a group member

You are requested to send emails of a personal nature off list. Emails sent to the list should have content relating to braids and bands.

If you wish to send an email to a specific member, you will find their email address by clicking on Members on the home page.

# 1.4 List rules

I would like to have an email list without rules, but unfortunately, this is not realistic.

- 1. Do not write anything which may upset or be misconstrued by a group member. The moderator handles all problems behind the scene. If you want to bring something to her attention please email her privately at <a href="mailto:admin@braidsociety.com">admin@braidsociety.com</a>
- 2. The information and images supplied in workshops, messages or gallery are for personal and inspirational use only and must not be used for commercial gain without the written permission of the author.
- 3. Emails sent to the list should not be forward to people not on the list without the permission of the author and moderator.
- 4. No advertising of any kind is allowed without the permission of the moderator. If you are a supplier or course provider the place for your listing what you have available is on the Braid Society website, braidsociety.com under resources
- 5. Try and include some reference to braids and bands in your posting. Stay on topic as much as possible and, if the subject changes, change the subject of the message.
- 6. Please use a meaningful subject line in your posting.
- 7. When replying to a post via the Reply link on the Groups.io website, you have the option to quote text from the post you are replying to. To do this, click on the speech bubble symbol in the toolbar at the top of your reply box. Please edit your replies to delete unnecessary quoted text. Keep only enough to identify the specific point(s) you are replying to.

## 1.5 Acknowledgements

I would like to thank members of the Online Guild of Weavers, Spinners and Dyers for their assistance with this manual and for all their help on using groups and with the move. Their ongoing support is invaluable.