

Groups.io HRA Foster

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What is Groups.io?

Groups.io is an application that allows groups to make listservs, similar to Google Groups or Yahoo groups.

It can be accessed either from the web

([REDACTED])

or by sending an email to

[REDACTED].



How does Groups.io work?

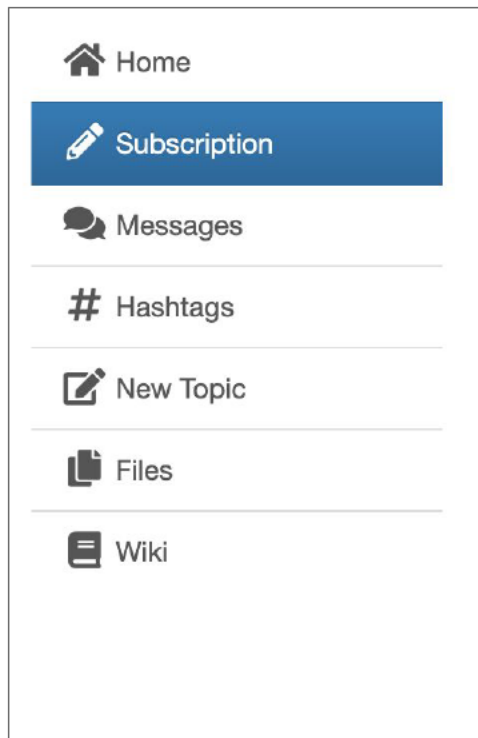
Groups.io offers many customizations.

For HRA Fosters, the group allows posting new topics, viewing files, and a Wiki.

The topics section is a message board HRA Foster parents can use similar to how the google group works now.

The Files are things HRA Foster Volunteers upload.

The Wiki is a live FAQs of Foster questions and knowledge, maintained by HRA Staff.



Terminology

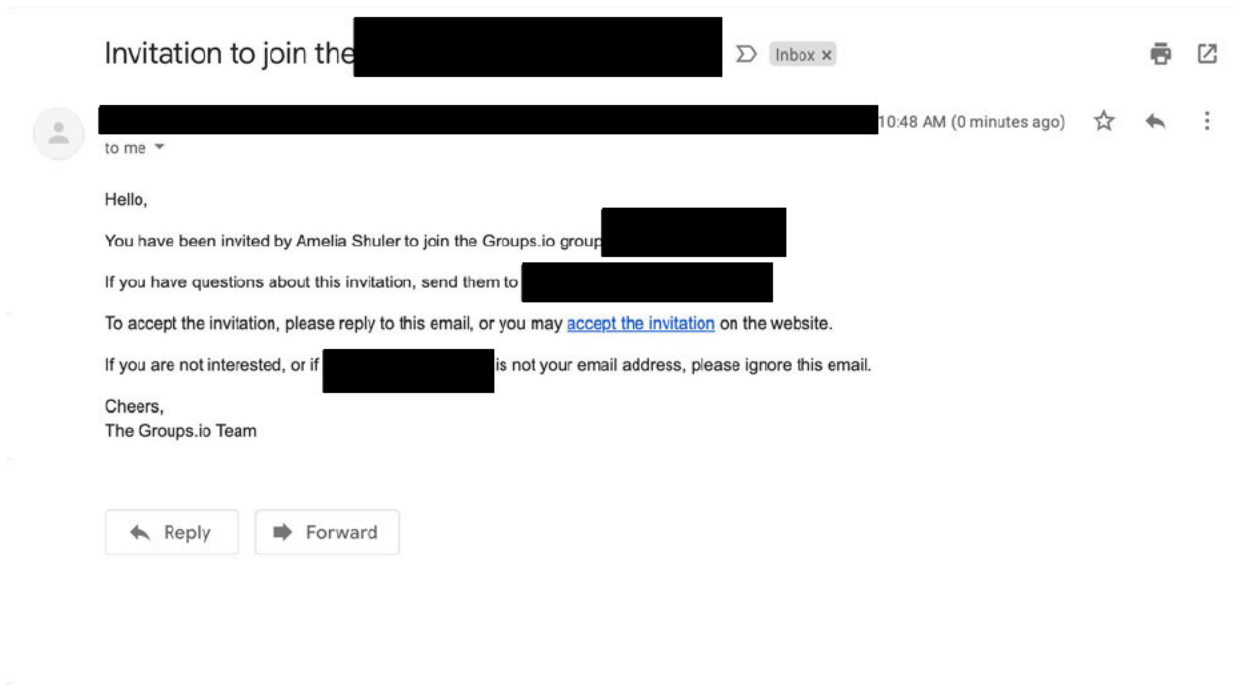
Topic – Topics are posts that users create.

Hashtag – Tags are categories that those topics, or posts, fall into.

First Time Joining



Users will need to be added by their email address. They will receive an email from

Click “accept the invitation”



First Time Joining (cont.)

Users will see the group description, subscription options, and a button at the bottom (join group).

 Groups 

Find or Create a Group

Help Log In Sign Up

Invitation to Humane Rescue Alliance Fosterers hrafosters@groups.io

You have been invited to join the **hrafosters@groups.io** group. Please review the group description. Then, if you are interested in joining, review the subscription options. You will not be added to the group until you click the 'Join This Group' button or reply to the invite email.

Group Description

Welcome!

This community is for HRA foster parents to connect, share their foster cuteness, and navigate questions they may have about the process.

How to use this group

View Posts: To see what people have posted, go to messages and filter by latest or related hashtags. By default, members get messages for EVERY single message sent to the group – so be careful with your posting!

Change Email Notifications: If you want to change your own settings, you can do so in subscription. However, no matter which option you choose you will always get HRA staff announcements.

Create a New Post: To add a post of your own, click on New Topic and add a post. Write a post just how you would in an email. You are required to have at least one hashtag, but can add as many apply. This is so our community can better find people offering supplies and those who need help!

Have a question? Feel free to reach out to HRA staff, but be sure to check out our wiki page in the tab on the left!

Important Links

[Online Adoption Questionnaire](#) | [On Deck Form](#) | [Updating Your On Deck Form](#) | [Foster Medical Appointments](#)

First Time Joining (cont.)

Users will see the group description, subscription options, and a button at the bottom (join group).

Subscription Options

Email Delivery

☒ Individual Messages
You will receive each message in an individual email.

☐ Full Featured Digest
Group up to 12 messages together as one email instead of being sent individually (rich formatting).

☐ Plain Digest
Group up to 12 messages together as one email instead of being sent individually (plain formatting).

☐ Daily Summary
You will receive a daily summary, delivered in the morning, of the group's messages from the previous day.

☐ Special Notices Only
You will only receive special notices from the moderators.

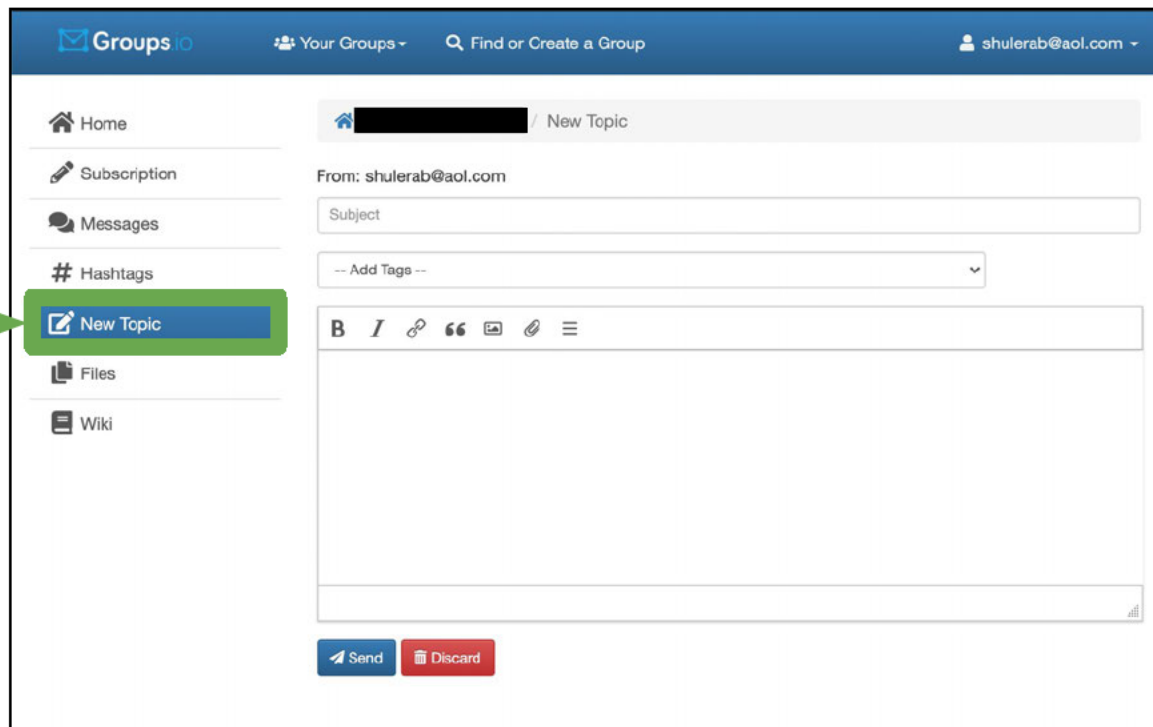
Advanced Preferences >

+ Join This Group



Web Instructions - Posting New Topic

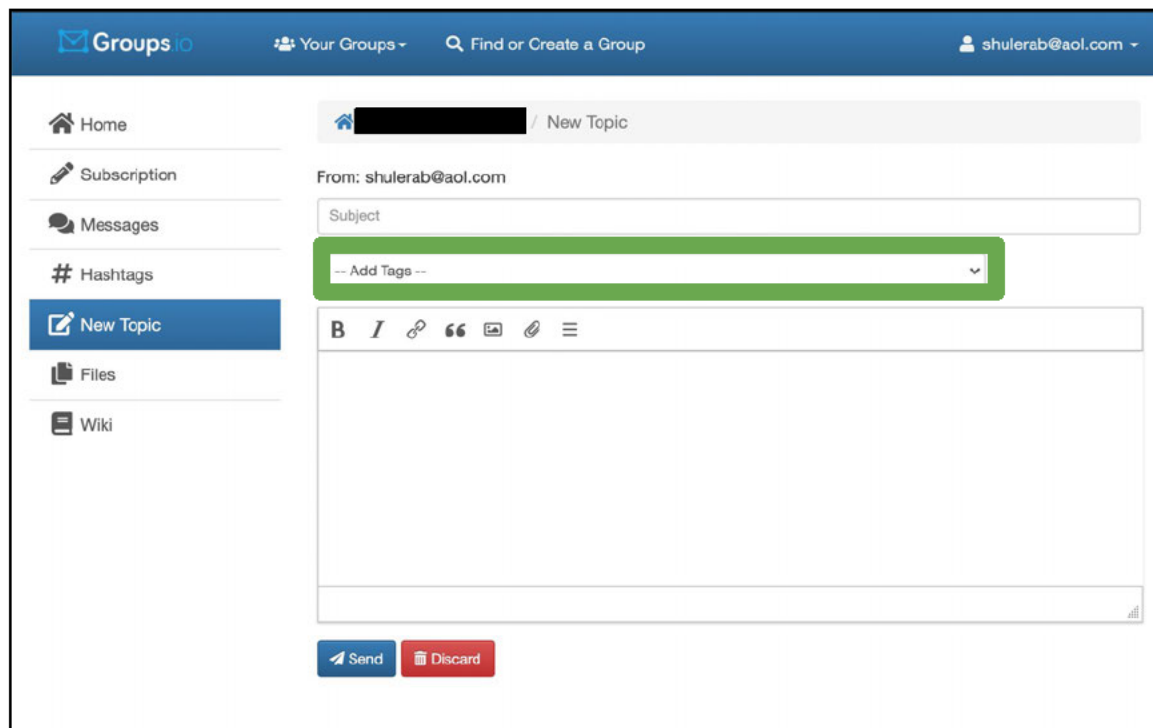
From the homepage, select “New Topic” from the left hand menu. This opens an email-like form.



The screenshot shows the Groups.io web interface. The top navigation bar includes the Groups.io logo, 'Your Groups', a search bar with 'Find or Create a Group', and a user profile for 'shulerab@aol.com'. The left sidebar contains a menu with icons and labels: Home, Subscription, Messages, Hashtags, New Topic (highlighted with a green box), Files, and Wiki. The main content area is titled 'New Topic' and features a form for creating a new message. The form includes a 'From' field with 'shulerab@aol.com', a 'Subject' field, and a 'Tags' dropdown menu. Below these is a rich text editor with formatting options (Bold, Italic, Link, Quote, Image, Attach, and a menu icon) and a large text area for the message body. At the bottom of the form are 'Send' and 'Discard' buttons.

Web Instructions - Posting New Topic (cont.)

IMPORTANT: The add tags section helps to filter your message into the right categories. You can tag multiple categories, and it will appear in both areas (i.e. #cats #supplies-needed).



The screenshot shows the Groups.io 'New Topic' interface. On the left is a sidebar with navigation links: Home, Subscription, Messages, Hashtags, New Topic (highlighted in blue), Files, and Wiki. The main content area is titled 'New Topic' and shows the email address 'shulerab@aol.com'. Below this is a 'Subject' input field, followed by a green-bordered dropdown menu labeled '-- Add Tags --'. Underneath the tags section is a rich text editor with formatting icons (Bold, Italic, Link, Quote, Image, Attach, and a menu icon). At the bottom of the form are two buttons: 'Send' (blue) and 'Discard' (red).

Web Instructions - Posting New Topic (cont.)

These are the
predetermined
tags:

#announcements

#cats

#dogs

#offering

#questions

#sitter

#so-cute

#supplies-needed

#urgent

#announcements

This is just for HRA staff to
use for announcements.

No Topics

🔊 Mute/Notify

#cats

anything relating to
fostering cats or kittens.

3 Topics

🔊 Mute/Notify

#dogs

anything relating to
fostering dogs or puppies.

1 Topic

🔊 Mute/Notify

#offering

Use this tag for any
offerings you have:...

No Topics

🔊 Mute/Notify

#questions

Ask your questions for the
community to answer.

No Topics

🔊 Mute/Notify

#sitter

Those searching for or
offering pet sitters.

1 Topic

🔊 Mute/Notify

#so-cute

Want to brag about how
cute your foster animal is?

1 Topic

🔊 Mute/Notify

#supplies-needed

Needing pet supplies for
your recent foster?

1 Topic

🔊 Mute/Notify

#urgent

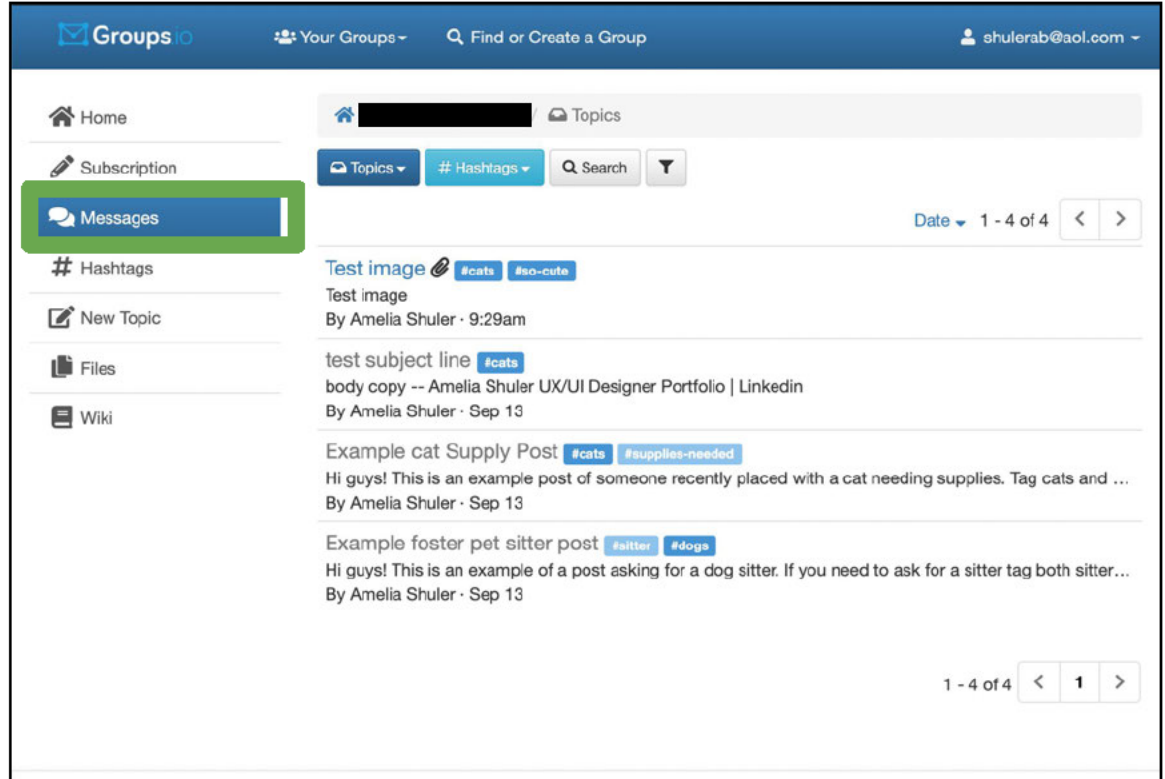
Is your foster having
serious medical problems...

No Topics

🔊 Mute/Notify

Web Instructions - Viewing Topics

Messages: You can view a running list of everything posted under “messages.” This is all messages posted in chronological order.



The screenshot displays the Groups.io web interface. The top navigation bar is blue and contains the Groups.io logo, a 'Your Groups' dropdown menu, a search bar with the text 'Find or Create a Group', and a user profile icon for 'shulerab@aol.com'. On the left sidebar, the 'Messages' option is highlighted with a green border. The main content area shows a list of messages. The first message is titled 'Test image' and includes a link to a test image. The second message is titled 'test subject line' and includes a link to a test subject line. The third message is titled 'Example cat Supply Post' and includes a link to an example cat supply post. The fourth message is titled 'Example foster pet sitter post' and includes a link to an example foster pet sitter post. The interface also features a search bar, a filter icon, and pagination controls at the bottom right.

Groups.io Your Groups Find or Create a Group shulerab@aol.com

Home Subscription Messages Hashtags New Topic Files Wiki

Topics # Hashtags Search Filter

Date 1 - 4 of 4

Test image #cats #so-cute
Test image
By Amelia Shuler · 9:29am

test subject line #cats
body copy -- Amelia Shuler UX/UI Designer Portfolio | LinkedIn
By Amelia Shuler · Sep 13

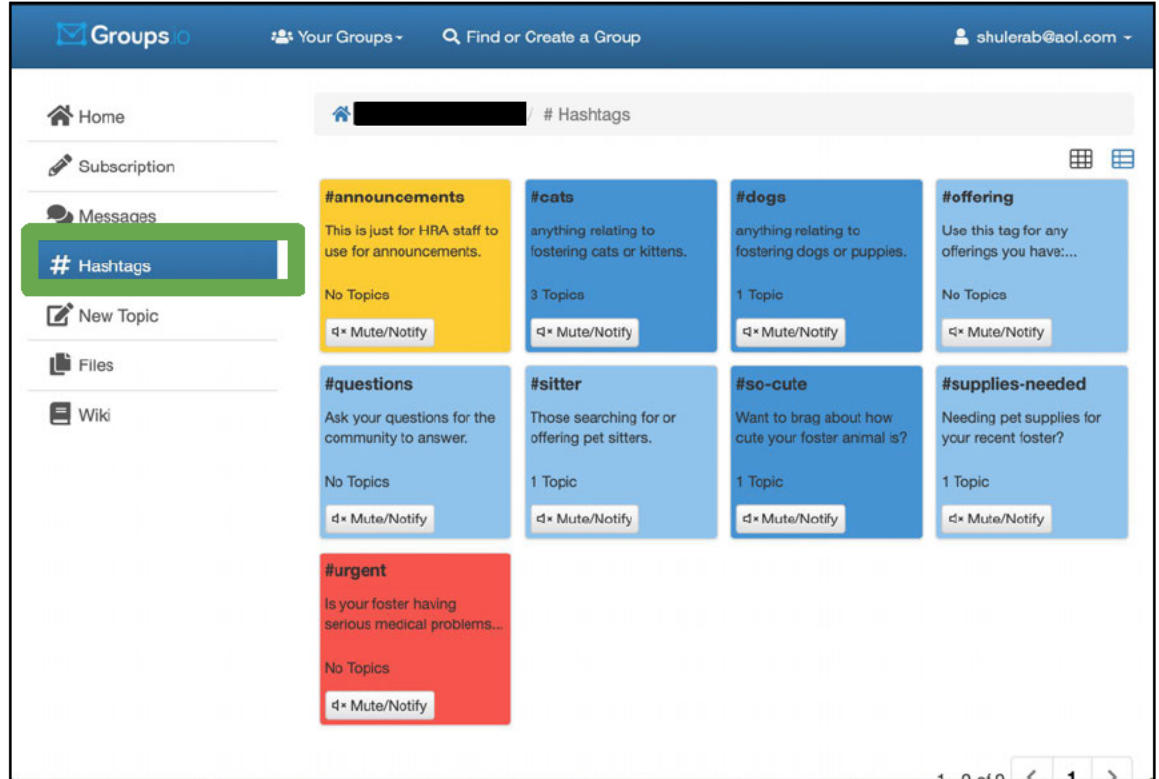
Example cat Supply Post #cats #supplies-needed
Hi guys! This is an example post of someone recently placed with a cat needing supplies. Tag cats and ...
By Amelia Shuler · Sep 13

Example foster pet sitter post #sitter #dogs
Hi guys! This is an example of a post asking for a dog sitter. If you need to ask for a sitter tag both sitter...
By Amelia Shuler · Sep 13

1 - 4 of 4

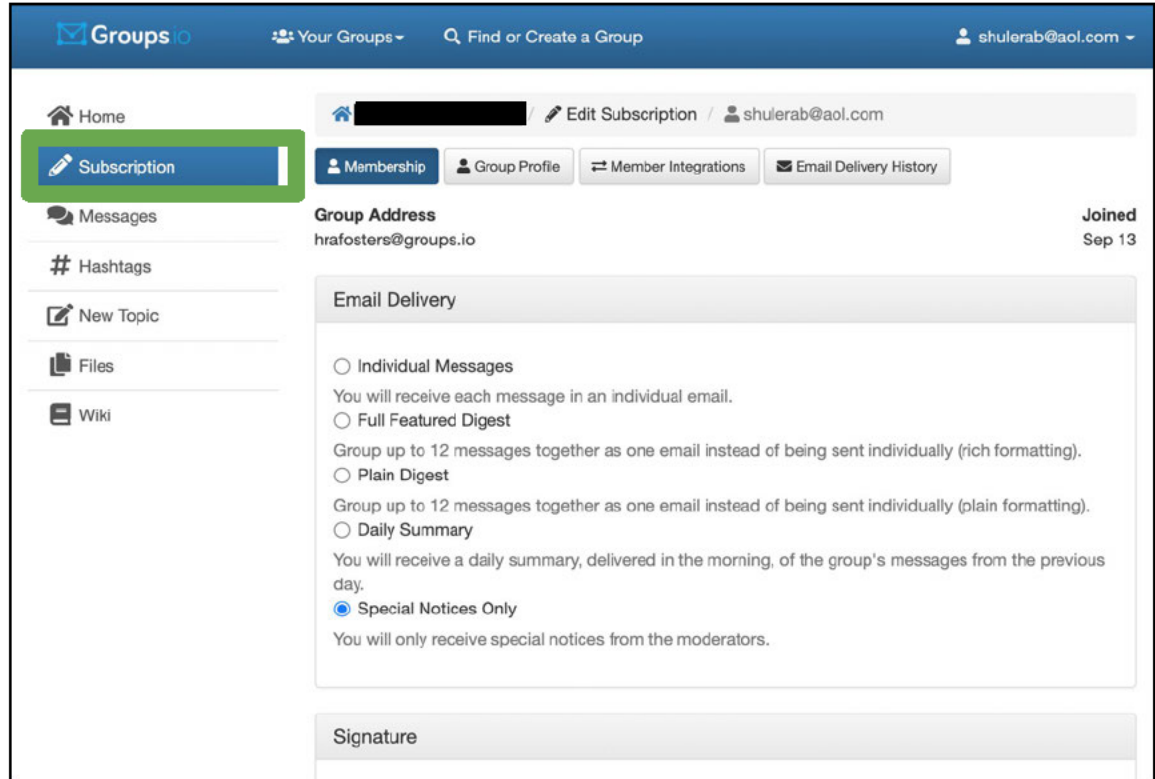
Web Instructions - Viewing Topics

Hashtags: You can also navigate to “hashtags” which will show you all things posted in the various categories. Clicking on an individual tag (i.e. #cats) will show you all posts that have been tagged with #cats.



Web Instructions - Subscription Options

Groups.io offers several subscription options:
You can receive every new topic as an email, groupings of 12 topics as one email, groupings of all new topics that day in an email, or special notices only. Change this under “subscription” tab.



The screenshot displays the Groups.io web interface. The top navigation bar includes the Groups.io logo, a 'Your Groups' dropdown, a search bar for finding or creating groups, and a user profile for 'shulerab@aol.com'. The left sidebar contains navigation links: Home, Subscription (highlighted with a green box), Messages, Hashtags, New Topic, Files, and Wiki. The main content area shows the 'Subscription' tab selected, with options for Membership, Group Profile, Member Integrations, and Email Delivery History. The 'Group Address' is listed as 'hrafosters@groups.io', and the user has been 'Joined Sep 13'. The 'Email Delivery' section offers four options: Individual Messages, Full Featured Digest, Plain Digest, and Daily Summary. The 'Special Notices Only' option is selected, indicating that the user will only receive special notices from moderators.

Groups.io

Your Groups

Find or Create a Group

shulerab@aol.com

Home

Subscription

Messages

Hashtags

New Topic

Files

Wiki

Membership

Group Profile

Member Integrations

Email Delivery History

Group Address

hrafosters@groups.io

Joined Sep 13

Email Delivery

☐ Individual Messages

You will receive each message in an individual email.

☐ Full Featured Digest

Group up to 12 messages together as one email instead of being sent individually (rich formatting).

☐ Plain Digest

Group up to 12 messages together as one email instead of being sent individually (plain formatting).

☐ Daily Summary

You will receive a daily summary, delivered in the morning, of the group's messages from the previous day.

☒ Special Notices Only

You will only receive special notices from the moderators.

Signature

Email Instructions - Posting New Topic

To post a new topic to groups.io, start a new email to

You can still use tags, just add #--- to your subject line.

New Message

Subject

Sans Serif

T

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I

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Send

A

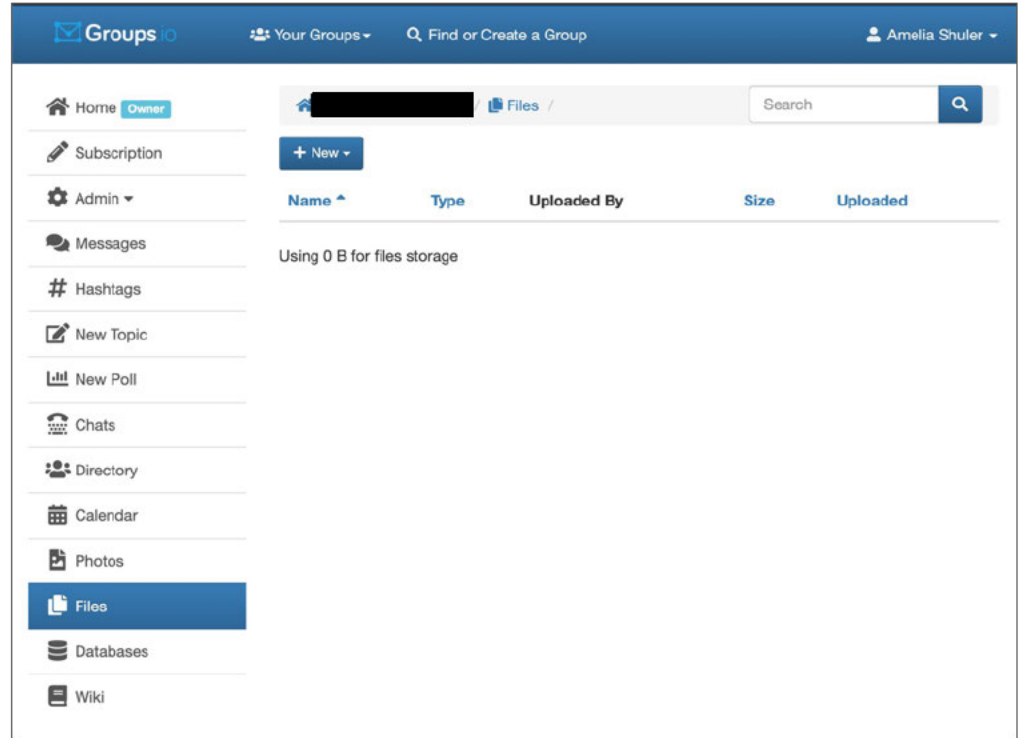
Email Instructions - Subscriptions

Email users are offered the same subscription options as those who subscribe from the web.

Instead of viewing on the web, you will view topics as emails, similar to how Google Groups works now.

Other Features - Files

This is an area HRA staff can upload files.



The screenshot displays the Groups.io interface for a specific group's file management section. The top navigation bar is dark blue, featuring the Groups.io logo, a 'Your Groups' dropdown, a search bar for finding or creating groups, and a user profile for Amelia Shuler. The left sidebar contains a list of navigation options: Home (marked as 'Owner'), Subscription, Admin, Messages, Hashtags, New Topic, New Poll, Chats, Directory, Calendar, Photos, Files (highlighted in blue), Databases, and Wiki. The main content area shows the breadcrumb path 'Home / [Redacted] / Files' with a search input. Below this is a '+ New' button and a table header with columns: Name, Type, Uploaded By, Size, and Uploaded. The table body currently displays the message 'Using 0 B for files storage'.

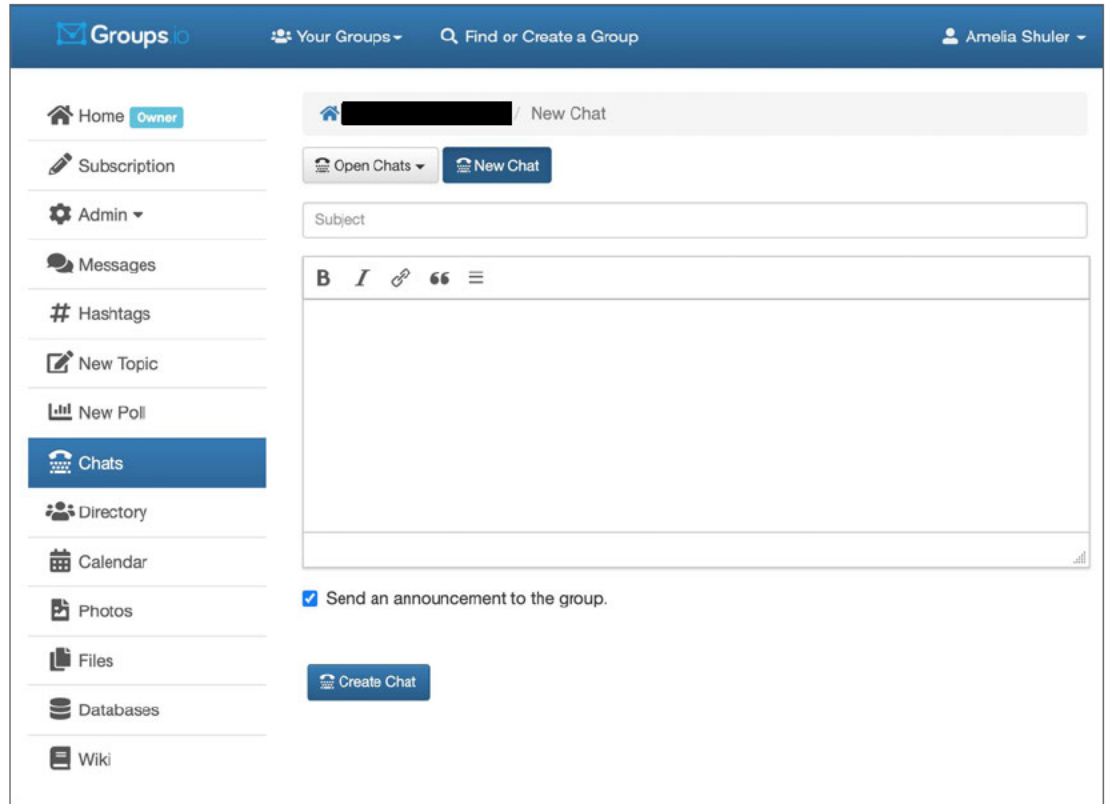
Other Features - Poll

Groups.io has the capability to allow moderators to poll users.

The screenshot shows the Groups.io web interface for creating a new poll. The top navigation bar is dark blue with the Groups.io logo, 'Your Groups' link, a search bar for finding or creating groups, and the user's name 'Amelia Shuler'. A left sidebar contains navigation links: Home (marked 'Owner'), Subscription, Admin, Messages, Hashtags, New Topic, New Poll (highlighted in blue), Chats, Directory, Calendar, Photos, Files, Databases, and Wiki. The main content area is titled 'New Poll' and includes a 'From' dropdown set to 'Amelia Shuler <amelia.b.shuler@gmail.com>', a 'Title' input field, and a 'Question' text area with rich text formatting options (Bold, Italic, Link, Quote, Menu). Below the question area is an 'Answers' section with three input fields, each followed by a delete button (X).

Other Features - Chats

This I can't really tell what the difference between this and topics is. So its turned off.



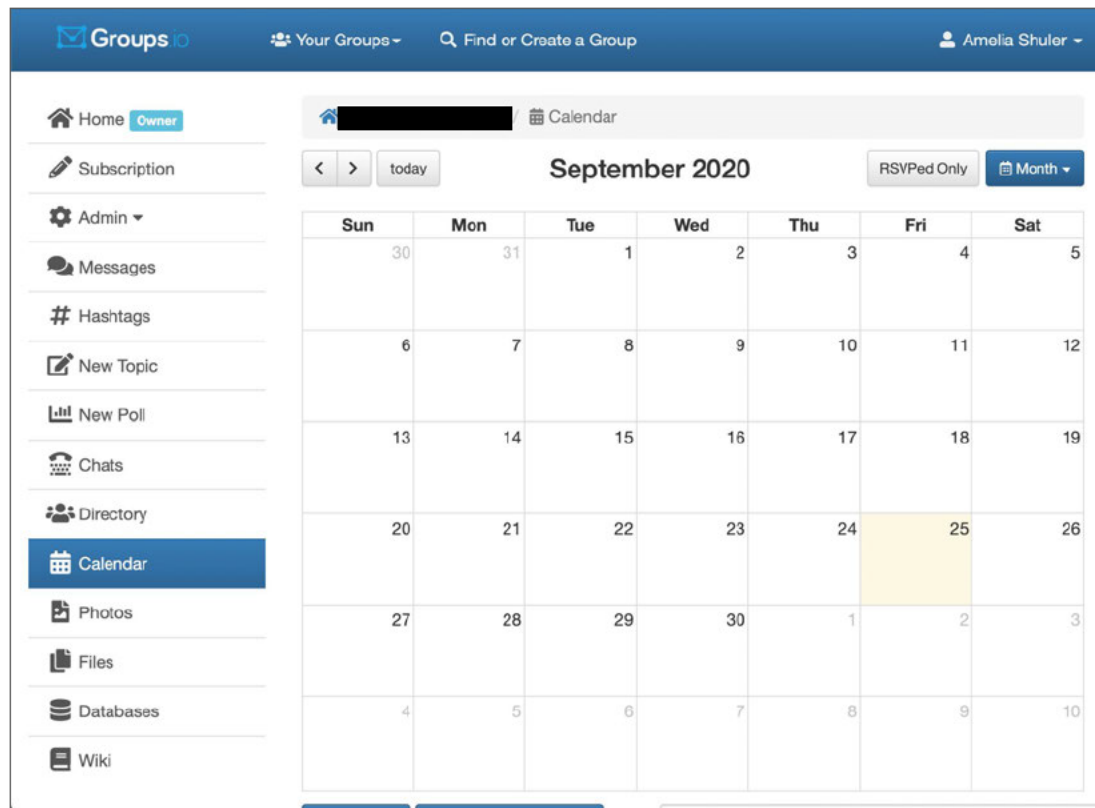
Other Features - Directory

This is a list of all users.

The screenshot displays the Groups.io Member Directory interface. The top navigation bar is dark blue with the Groups.io logo, a 'Your Groups' dropdown, a search bar for finding or creating groups, and a user profile for Amelia Shuler. The left sidebar contains a list of navigation options: Home (marked as 'Owner'), Subscription, Admin, Messages, Hashtags, New Topic, New Poll, Chats, Directory (highlighted in blue), Calendar, Photos, Files, Databases, and Wiki. The main content area is titled 'Member Directory' and shows 'Showing 3 of 3 Members'. It lists three members: Amelia Shuler, Jennah Billeter, and shulerab@... Each member entry includes a blue circular profile icon, the member's name, and an 'Email' button. A search bar is located at the top right of the member list. At the bottom right, a pagination control shows '1 - 3 of 3' with navigation arrows and the number '1'.

Other Features - Calendar

Groups.io has a calendar that can be configured to show all events, or just ones I've subscribed to (I would assume this means it sends out an invite).

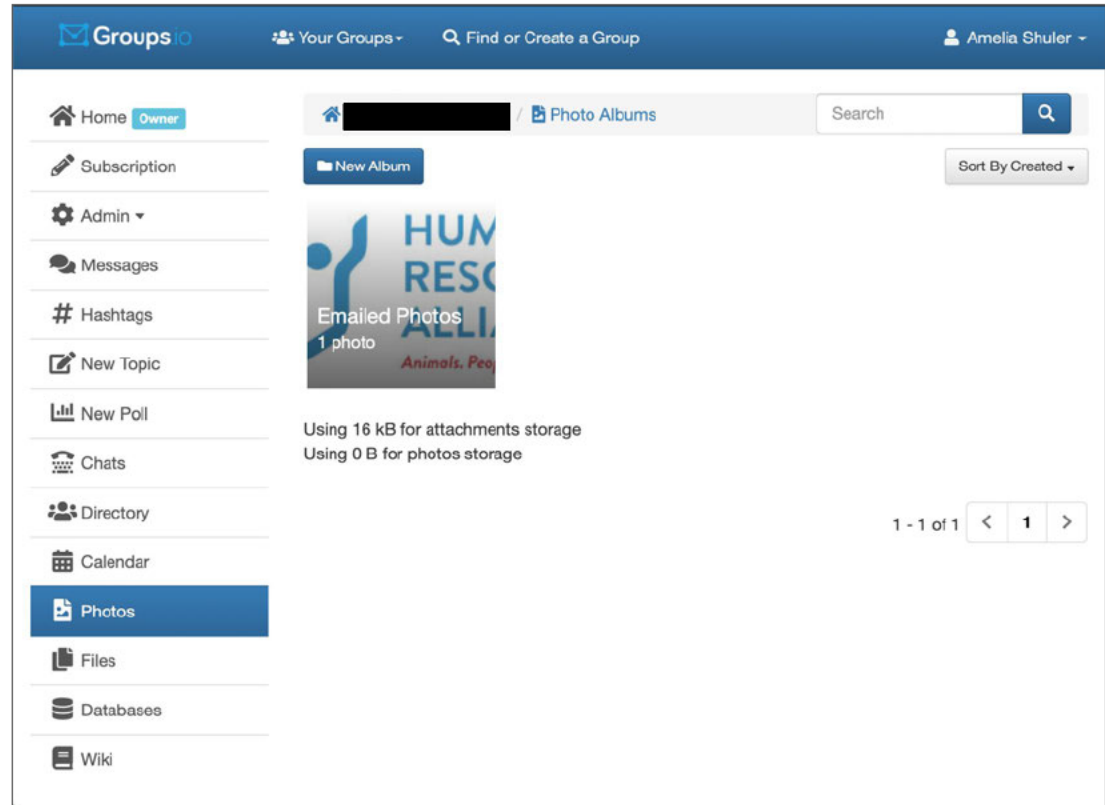


The screenshot displays the Groups.io web interface. The top navigation bar includes the Groups.io logo, a 'Your Groups' dropdown menu, a search bar for finding or creating groups, and a user profile for 'Amelia Shuler'. The left sidebar contains a list of navigation options: Home (marked as 'Owner'), Subscription, Admin, Messages, Hashtags, New Topic, New Poll, Chats, Directory, Calendar (highlighted in blue), Photos, Files, Databases, and Wiki. The main content area shows the 'Calendar' view for September 2020. It includes navigation arrows, a 'today' button, and a 'Month' dropdown. The calendar grid shows dates from 30th of August to 10th of October. The date 25th of September is highlighted in yellow. A 'RSVPed Only' filter button is visible in the top right of the calendar view.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Other Features - Photos

Shows all photos that have been posted.
Might be nice if we want to transition facebook to groups.



Other Features - Databases

This is basically a way to create and organize tables. This might be helpful for HRA staff, but not members.

