



Communicating with Groups that You're In

When you are in one of your groups you will see the methods of communication below (please note that every group is set up based on its needs so not all groups will have all of these options):

- **Start a Post**

- This will be sent to and shared on the newsfeed for all members in the group

The screenshot shows a 'Post' creation modal. At the top, it says 'Post' with a pencil icon and a close button. Below that, it indicates 'Create in Bible Study' with a group icon and a 'Change group' link. There is a 'Title' field. Below the title, there are formatting options: Bold (B), Italic (I), Underline (U), Bulleted List (≡), and Link (↻). A text input field contains 'Say something...'. Below the text field, there is an 'Attach files' option with a paperclip icon. There is also a toggle for 'Allow Comments' which is currently turned on. At the bottom, there are 'Post' and 'Cancel' buttons.

- **Start a Photo Post**

- This will be sent to and shared on the newsfeed for all members in the group

The screenshot shows a 'Photo' creation modal. At the top, it says 'Photo' with a camera icon and a close button. Below that, it indicates 'Create in All Parish Life Leaders' with a group icon and a 'Change group' link. There are formatting options: Bold (B), Italic (I), Underline (U), Bulleted List (≡), and Link (↻). A text input field contains 'Say something about your photo(s)...'. Below the text field, there is a note: 'The optimal dimensions for photos with text is 16:9.' Below the note, there is a large button with a camera icon and the text 'Add more photos'. There are two toggles: 'Allow Comments' (turned on) and 'Send Notifications' (turned on). At the bottom, there is a 'Post' button and a notification that '62 people will see this'.

- **Start an Event** (this event is only for those in the group)
 - This will be sent to and shared on the newsfeed for all members in the group

The screenshot shows a 'Event' creation form. At the top, there's a blue header with 'Event' and a close button. Below it, there's a text area for the event description with a placeholder 'Say something about your event...'. There are icons for bold (B), italic (I), underline (U), list (☰), and link (🔗). Below the text area is an 'Attach files' button. The event details section includes:

- Start:** Tue, Nov 28th, 2:00 PM
- End:** Tue, Nov 28th, 3:00 PM
- Location:** Radio buttons for 'In-Person' (selected), 'Virtual', and 'In-Person & Virtual'.
- Allow Comments:** A toggle switch that is turned on.
- Send Notifications:** A toggle switch that is turned on.

 At the bottom, there is a blue 'Post' button and a notification that '62 people will see this'.

- **Send Communication**

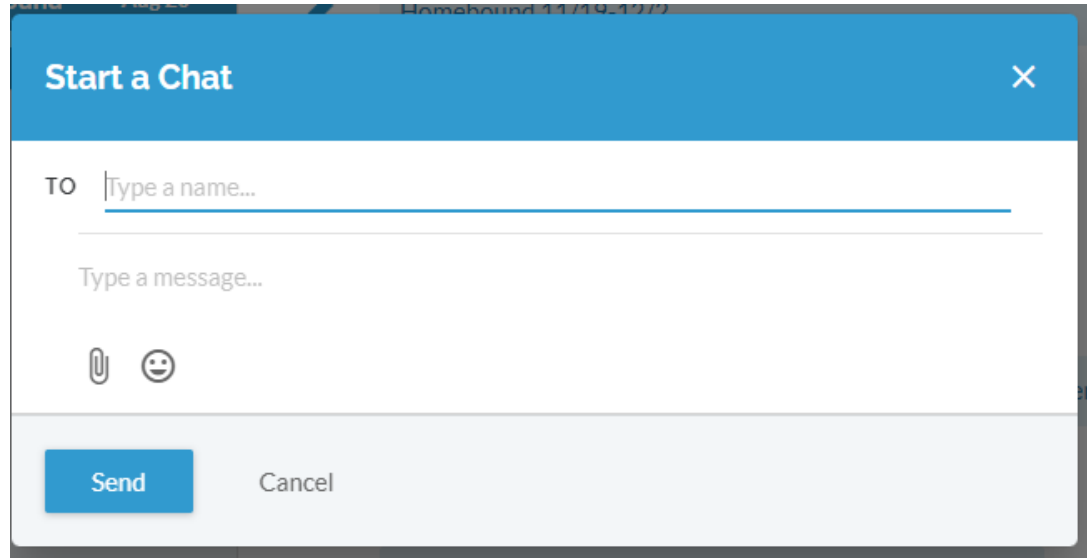
- Send a Message (you can send to some or all members of your group)
 - This is like sending an email

The screenshot shows an email client interface with a 'New message' form open. The background shows an 'Inbox' with a list of recent messages. The 'New message' form has a blue header with 'New message' and a close button. It includes:

- TO:** A dropdown menu labeled 'Choose a group'.
- Subject:** A text input field.
- Body:** A text area with a placeholder 'Start writing...' and icons for bold (B), italic (I), underline (U), list (☰), and link (🔗).
- Attach files:** A button with a paperclip icon.
- REPLY OPTIONS:** A dropdown menu set to 'Sender Only' with an information icon.
- Buttons:** 'Send' and 'Cancel' buttons at the bottom.

 The background interface includes a sidebar with 'Main Menu', 'Communications', 'Inbox' (with a notification badge), 'Chat', and 'History'. The top of the background shows 'St. Francis Of Assisi Connect' and 'Inbox'.

- **Start a Chat Session** (you can send to some or all members of your group)
 - This is similar to sending and having a text conversation



You can communicate with a specific person in the Group. Click on the “Participants” tab and a list of the Group members will display. If you click on a member, their information will be displayed, based on their individual privacy and notification settings. Again, **Chat must be enabled by staff or the Group Leader to allow Group members to Chat.**

