

# Using Groups.io

WestVARS Presentation

June 12, 2023

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# Why use Groups.io

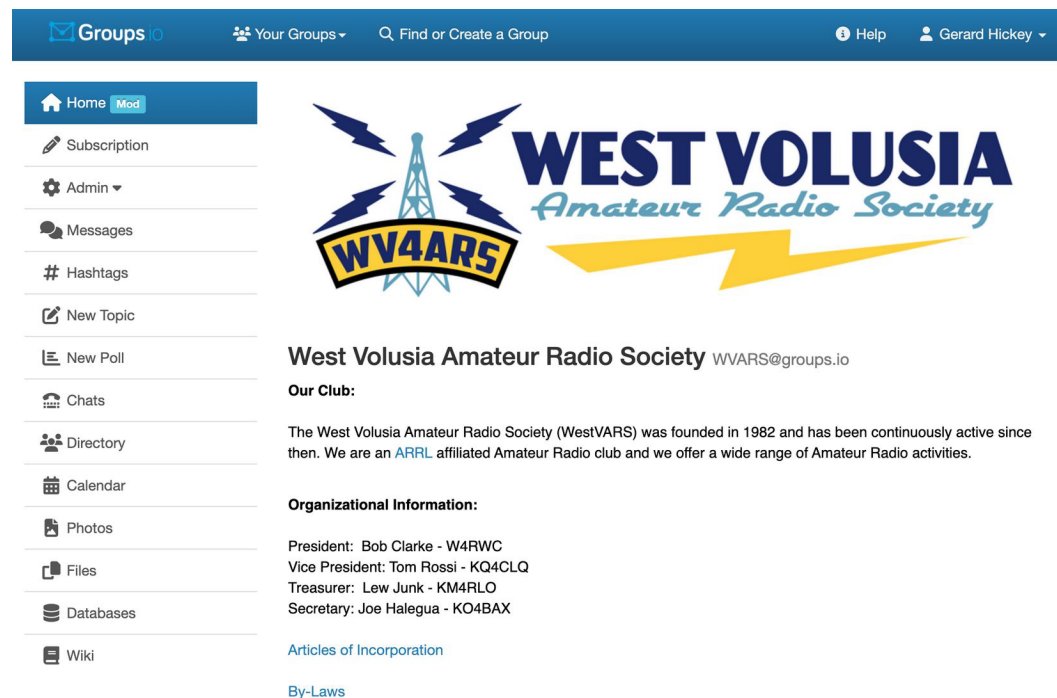
- Provides members a way to communicate according to their preferences
- It is a good way to distribute information that does not get lost in the “noise”
- Members can absorb information on their own terms and at their own rate

# How to access Groups.io

- Access is through the Groups.io website or email
  - Using the website is just like using a forum
  - Using email is just like a regular email mailing list
- Need to at least access the website once to accept the invitation to the group

# Website Interface

- This is the “Home” page to the WestVARS group
- More options than what you will have due to my moderator status
- Key items to be interested in on the sidebar menu
  - Subscription
  - Messages
  - New Topic
  - Files



The screenshot shows the website interface for the West Volusia Amateur Radio Society (WV4ARS). The top navigation bar includes "Groups", "Your Groups", "Find or Create a Group", "Help", and a user profile for "Gerard Hickey". The left sidebar menu lists various options: Home (Mod), Subscription, Admin, Messages, Hashtags, New Topic, New Poll, Chats, Directory, Calendar, Photos, Files, Databases, and Wiki. The main content area features the WV4ARS logo, which includes a radio tower and lightning bolts, with the text "WEST VOLUSIA Amateur Radio Society" and "WV4ARS". Below the logo, the text reads "West Volusia Amateur Radio Society WV4ARS@groups.io". Under the heading "Our Club:", it states: "The West Volusia Amateur Radio Society (WestVARS) was founded in 1982 and has been continuously active since then. We are an ARRL affiliated Amateur Radio club and we offer a wide range of Amateur Radio activities." Under the heading "Organizational Information:", it lists: "President: Bob Clarke - W4RWC", "Vice President: Tom Rossi - KQ4CLQ", "Treasurer: Lew Junk - KM4RLO", and "Secretary: Joe Halegua - KO4BAX". At the bottom, there are links for "Articles of Incorporation" and "By-Laws".

# Subscription

- Subscription is where you select how to receive email messages
- It is also where to customize how you are presented to the group

The screenshot shows a web interface for managing a subscription. At the top, there is a breadcrumb trail: [WVARS](#) / [Edit Subscription](#) / Gerard Hickey. Below this are four navigation buttons: **Membership** (highlighted), [Group Profile](#), [Member Integrations](#), and [Email Delivery History](#). On the right side, it says "Joined Apr 18". The main content area is titled "Email Delivery" and contains a list of radio button options:

- Individual Messages**  
Receive each message in an individual email.
- Full Featured Digest**  
Receive up to 12 messages grouped together in one email instead of receiving each message individually (rich text formatting).
- Plain Digest**  
Receive up to 12 messages grouped together in one email instead of receiving each message individually (plain text formatting).
- Daily Summary**  
Receive one email every morning that contains only a list of the topics posted to the group the previous day.
- Special Notices Only**  
Receive only special notices sent by the moderators. (Go to the group's website to view other messages.)
- No Email**  
Receive no group messages by email but remain subscribed so you can view content on the group's website.

# Access to Messages

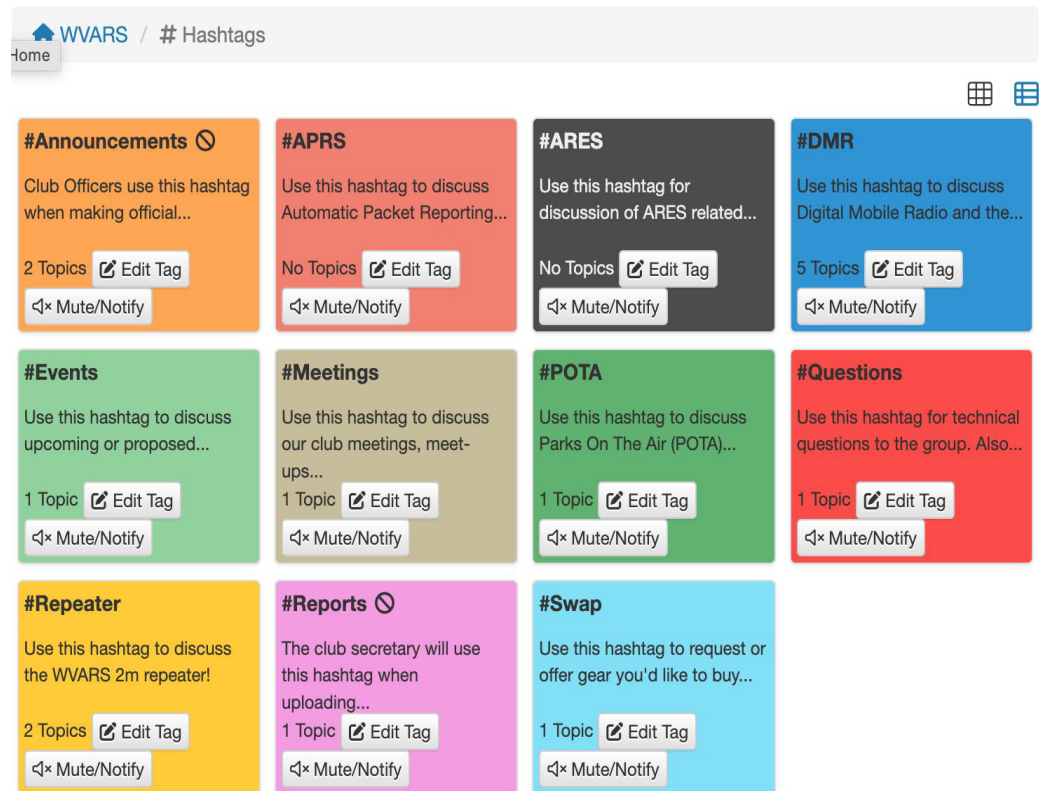
- Topics are listed in (mostly) the most recently sent
- Some topics can be pinned to the top
- Each topic shows the number of messages in the topic, if there are any attachments and if the topic has any Hashtags

The screenshot shows the 'WVARs / Topics' page. At the top, there is a search bar and navigation options for 'Topics', '# Hashtags', and 'Filter'. The page displays a list of messages:

- Net Control** (9 messages, #Repeater): Our club's weekly 2 meter net takes place every Wednesday at 8pm on WV4ARS (147.315). The good news is that our club participation in the net is more or less steady from week to week. The bad news is that are severely...  
By [KO4BAX \(Secretary\)](#) · May 25 ·
- An Introduction to Groups.io** (3 messages, #Announcements): Hi everyone, I'm Joe (KO4BAX) the current club secretary. I wanted to put together an email covering the What, Why and How of using Groups.io. Like many of you, I am new to the platform, so I am excited to learn more...  
By [KO4BAX \(Secretary\)](#) · May 10 ·
- WVARs #DMR Net** (5 messages, #DMR): Tom sent out a reminder about the DMR net this evening and I wanted to make sure that everyone on the groups...  
By [Gerard Hickey](#) · Jun 7 ·
- Posted to Groups.IO on 6-7-23, Two Cross-Mode Events Are Scheduled for Deland DMR Talkgroup 311679** (2 messages): Executive Summary: Adding to our weekly schedule there will be two planned cross-mode connection events (D...  
By [John Wimer KO4KVV](#) · Jun 7 ·
- Learned something about 9990 parrot test this morning**: ----- Forwarded message ----- From: John Wimer <jwimer@...> Date: Wed, May 31, 2023 at 12:28 PM Su...  
By [Ken Peck](#) · May 31 ·

# Group.io Hashtags

- Hashtags allow messages to be categorized
- This allows member to choose if they want to receive messages on the topic or not
- Use the Mute/Notify button to stop messages



# Muting a Hashtag

- This is the screen you will receive after clicking the **Mute/Notify** button
- Click the mute checkbox and then the **Update** button
- The Web/App Notify is only if you are using the Groups.io app on your phone

The screenshot shows the 'Mute/Notify #Swap' settings page. At the top, there is a breadcrumb trail: 'WVARS / # Mute/Notify #Swap'. Below this is a description: 'Swap Use this hashtag to request or offer gear you'd like to buy, sell or trade for!'. The 'Email' section contains a checkbox for 'Mute Topics' (unchecked), with the text 'Do not email topics with this hashtag.' below it. Underneath is a 'Mute Duration' dropdown menu set to 'Forever'. The 'Notifications' section contains a checkbox for 'Web/App Notify' (unchecked), with the text 'Send a notification when messages with this hashtag are sent.' below it. At the bottom, there are two buttons: a blue 'Update' button with a back arrow and a grey 'Cancel' button.



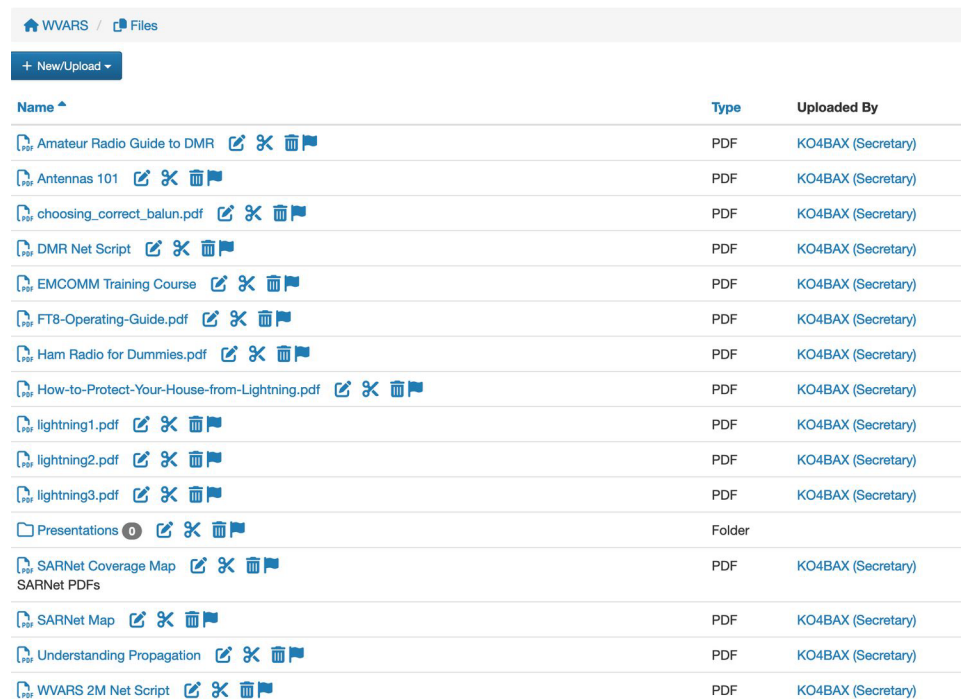
# New Topic

































































- New Topic allows one to create a new message thread
- Sending an email with a new subject line does the same thing

The screenshot shows a web form for creating a new topic. At the top, there is a breadcrumb navigation: a home icon followed by 'WVARS' and a document icon followed by 'New Topic'. Below this is a 'From' field containing 'Gerard Hickey <hickey@kinetic-compute.com>' with a dropdown arrow. A 'Subject' field is highlighted with a blue border. Below the subject field is a 'Tags' field with the placeholder text '-- Add Tags --' and a dropdown arrow. A checkbox labeled 'Send this message as a special notice.' is present. The main content area is a rich text editor with a toolbar containing icons for bold, italic, bulleted list, numbered list, link, quote, horizontal line, indent, image, link, and a menu icon. Below the editor is a checkbox labeled 'Lock Topic After Posting'. At the bottom right, there are two buttons: a blue 'Send' button with a paper plane icon and a red 'Discard' button with a trash can icon.

# Files

- The files section is sort of a simple file server
- It provides a convenient place to store reference material for other list members to find



Name	Type	Uploaded By
 Amateur Radio Guide to DMR   	PDF	KO4BAX (Secretary)
 Antennas 101   	PDF	KO4BAX (Secretary)
 choosing_correct_balun.pdf   	PDF	KO4BAX (Secretary)
 DMR Net Script   	PDF	KO4BAX (Secretary)
 EMCOMM Training Course   	PDF	KO4BAX (Secretary)
 FT8-Operating-Guide.pdf   	PDF	KO4BAX (Secretary)
 Ham Radio for Dummies.pdf   	PDF	KO4BAX (Secretary)
 How-to-Protect-Your-House-from-Lightning.pdf   	PDF	KO4BAX (Secretary)
 lightning1.pdf   	PDF	KO4BAX (Secretary)
 lightning2.pdf   	PDF	KO4BAX (Secretary)
 lightning3.pdf   	PDF	KO4BAX (Secretary)
 Presentations   	Folder	
 SARNet Coverage Map SARNet PDFs   	PDF	KO4BAX (Secretary)
 SARNet Map   	PDF	KO4BAX (Secretary)
 Understanding Propagation   	PDF	KO4BAX (Secretary)
 WVARs 2M Net Script   	PDF	KO4BAX (Secretary)