

Tutorial for Groups

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www.americaonthemove.org

Join a Group

Users can search for groups by name using AOM's search function in the white toolbar at the top of every page. You can then view the group's page and click join to create an online relationship with that group.

The ability to send invitations to potential group members is a feature only available to private paid groups. Free group admins and public group admins will have to give out the name and user's will search by name to locate the group's profile.

Note: private groups do not appear in searches. So no users will be able to find and join your group if it's private.



Join a Group

Once you've found the group through search, click the group name or view to be taken to the group's page.

Underneath the group's avatar, you will see a link to join the group. Click the link.



You will then see a confirmation that you have joined the group.



Leave a Group

On your user profile, click the groups tab in your snapshot. Underneath the images, click on view more groups.

Once on this page you will see a list of your groups and a link to remove yourself from the group.



Start a Group

Any registered AOM user can start a group. To do this, click the create a free group link under the groups tab of the snapshot section.



This will walk you through the free group set-up process.

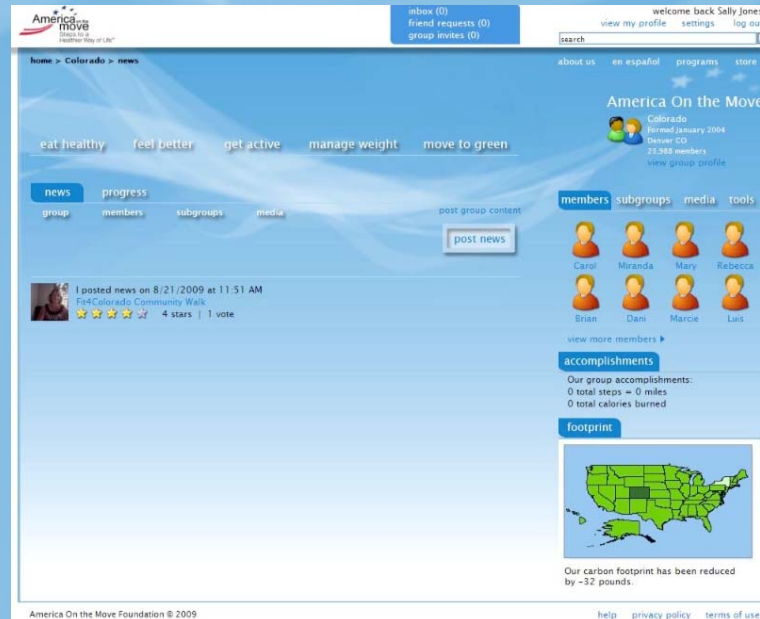
A screenshot of the 'Create a Free Group' form. The form has a title 'Create a Free Group' with a right-pointing arrow. Below the title are three input fields: 'Group Name' (a long text box), 'Zip Code' (a short text box), and 'Group Type' (a dropdown menu with 'Select...' and a downward arrow). At the bottom of the form is a 'Save' button with a right-pointing arrow.

If you are looking to start a paid group, please contact karen@americaonthemove.org after setting up your free group. AOM requires a signed contract and payment before your free group will be upgraded. Details on costs and features can be found throughout this tutorial.

Group Profile

The group page's template resembles the user profile page for ease of use. All public groups are visible to all AOM users. Private groups are not visible to all AOM users and cannot be found in searches. All family and school groups are private. Paid groups can elect to be either private or public.

Content of public groups can filter to other pages of the website based on date posted, rating, and tags. This means that content uploaded by a group's members to their page can appear on other pages too.



Note: the time stamp on all user-generated content is Eastern time zone. This is because AOM's servers are located in Eastern time zone. All content uploaded to the group page will be stamped Eastern time.

Group Profile - Kids

Kids' groups will have the same functionality as groups for older users.

Users under 13 can only join certain groups. These include kids, family, and school groups. For more information on how to add users to family and school groups, see the family and school groups tutorial. For more information on how AOM protects younger users, please review our Privacy Policy.

The screenshot shows the America On the Move website interface. At the top left is the logo with the tagline "Sleep to a Healthier Way of Life". The top navigation bar includes "inbox (0)", "friend requests (0)", "group invites (0)", and a search bar. On the right, it says "welcome back sally jones" with links for "view my profile", "settings", and "log out". The main content area features a large sun and clouds graphic. Below this is a green navigation bar with "JOURNAL", "PROGRESS", and "SETTINGS" tabs, and sub-tabs for "members", "subgroups", and "media". A "POST NEWS" button is visible. A news post from "sally" is shown with a "join my group" link and "0 stars | 0 votes". On the right sidebar, there are tabs for "MEMBERS", "SUBGROUPS", "MEDIA", and "TOOLS", a member profile for "sally", and a "Healthy Lifestyle Footprinting" section with a map of the US and a carbon footprint calculator showing "0 pounds" reduction. The footer contains "America On the Move Foundation © 2009" and links for "help", "privacy policy", and "terms of use".

Group Profile – News

Groups can easily view discussions, members, subgroups, and media by selecting these options under their news tab. However when you first go to a group's page, only news items will show.

Posts are listed in order of the date received, with 10 posts per page as the default setting.



Group Profile – Progress

You will find a snapshot of your group's level of participation and progress under the progress tab. It will also note the current challenge, if applicable.

For details on reports offered to groups, please see the reports tutorial.

Group members can tell if they've enrolled in a challenge through the challenge status column, including joining or leaving a challenge.

Members can also see who their group admins are on this page.

news progress settings

post group content

▶ My Group's Progress:

How is Colorado progressing since being formed on 1/1/2004?

Colorado currently has a total of 24,047 members enrolled.

Colorado has currently taken a total of 3,827,672,934 steps or walked approximately 1,913,836 miles since beginning their journey.
(Please note that the data above is updated daily at 4am Eastern.)

Colorado is not currently in a challenge.

▶ Group Challenges

Challenge Name	Start Date	End Date	Challenge Status
There are no challenges for this group.			

▶ Group Administrators

Name	Became Administrator On
Martha J. Tenney	9/9/2009
Karen @ AOM	8/17/2009

Group Profile – Settings

Group admins will be able to manage their group's details under the settings tab. The image to the right reflects a paid group's settings.

Paid groups can add additional admins, set challenges, create subgroups, send mass messages to all group members, and upload a logo all on this page.

Notes: only group admins have access to group settings. While the admin can set challenge start and end dates, the system caps challenges at 12 weeks. No challenge can exceed 12 weeks.

The screenshot shows the 'settings' tab of a group profile. The page is titled 'news progress settings' and includes a 'post group content' link. The main content is organized into several sections:

- Group Information:** Fields for Group Name (Colorado), City (Denver), State (CO), Zip Code (80220), and Group Type (Select...). A Save button is present.
- Add a Group Administrator:** Search Group Members field with First Name input and a Submit button.
- Group Administrators:** A table listing administrators:

Name	Became Administrator On	Remove Administrator
Martha J. Tenney	9/9/2009	Remove
Karen @ AOM	8/17/2009	Remove
- Add a New Group Challenge:** Fields for New Challenge Name, Start, and End dates, with a Save button.
- Group Challenges:** A table with columns for Challenge Name, Start Date, End Date, and Delete Challenge.
- Add a Subgroup:** Fields for Name, Zip Code, and Type, with a Save button.
- Subgroups:** A table with columns for Subgroup Name, Create On, Zip Code, and Delete Subgroup. Below the table, it states 'There are no Subgroup.'
- Contact Group Members:** A section with a message box for sending a message to all group members. It includes fields for Title and Message, and a Submit button.
- Group Logo:** A field for uploading a logo with a Browse... button and a Save button.
- Current Logo:** A section showing the current logo (a 'Fit 4 Colorado' logo) and a 'Remove this logo' link.

Group Profile – Settings

Group admins will be able to manage their group's details under the settings tab. This page refers to free groups.

Notes: only group admins have access to group settings. While the admin can set challenge start and end dates, the system caps challenges at 12 weeks. No challenge can exceed 12 weeks.

The screenshot shows the 'settings' tab of a group profile. The group name is 'Ledford Clan', located in Westminster, CO, with zip code 80031. The group type is 'Family'. There is a 'Save' button below the group information. The 'Add a Group Administrator' section has search fields for first and last names and a 'Submit' button. The 'Group Administrators' section shows a table with one administrator, 'karen ledford', who became an administrator on 8/31/2009. A note states that the user is the only administrator and must add a new one to remove themselves. The 'Add a New Group Challenge' section has fields for the challenge name, start date, and end date, with a 'Save' button. The 'Group Challenges' section shows a table with one challenge named 'September' starting on 9/1/2009 and ending on 9/30/2009, with a 'Delete' link.

news progress **settings** post group content

▶ Group Information

Group Name

City

State

Zip Code

Group Type

▶ Add a Group Administrator

Search Group Members First Name Last Name

▶ Group Administrators

Name	Became Administrator On	Remove Administrator
karen ledford	8/31/2009	

You are the only administrator for this group. To remove yourself from this list, you must first add a new administrator.

▶ Add a New Group Challenge

New Challenge Name Start End

▶ Group Challenges

Challenge Name	Start Date	End Date	Delete Challenge
September	9/1/2009	9/30/2009	Delete

Group Profile - Avatar

As with the user profile, a group profile has a place to upload an avatar to be the visual image representing the group.

Group information (including the group's name, primary coordinator's name, date formed, city, state, and number of members) will appear next to the image.

The group's avatar can be selected from available uploaded group media. Post an image and then select media from the snapshot section. You will then be able to set an image as your group's avatar.



Since groups have to pay for expanded options and reporting, AOM allows paid groups to recruit sponsorships to help offset the cost. Groups can upload a sponsor's logo to appear under the avatar. Group sponsors cannot violate any national AOM sponsorship contracts. If they do, AOM reserves the right to delete that information. The group coordinator should contact AOM if he/she has any concerns about violating an existing AOM contract.

Group Profile - Snapshot

This snapshot is similar to the ones found on the homepage and user profiles. It's a quick way to see relationships in the online community. For groups, this includes group members and subgroups. You can also check media and tools from this location.



Note: due to design constraints, only the first seven letters of every user and group name can appear in the snapshot section. However if you search for a user or group, the full name will appear. The full name also appears on user and group profile pages.

Groups Profile - Accomplishments

Challenges can be set at a group level allowing quick access to the combined accomplishments of the group's members.

A screenshot of a user interface element titled 'accomplishments'. The title is in a dark blue rounded rectangle. Below it, the text reads: 'Our group accomplishments:', '3,827,672,934 total steps = 1,913,836 miles', and '191,383,600 total calories burned'. A note at the bottom says '(Data updated daily at 4am Eastern.)'.

accomplishments

Our group accomplishments:
3,827,672,934 total steps = 1,913,836 miles
191,383,600 total calories burned
(Data updated daily at 4am Eastern.)

Details on specific challenges can be found under the progress tab.

Group Profile – Healthy Lifestyle Footprint

For more information on healthy lifestyle footprinting, see the general website tutorial. An initial description is provided there.

For groups, the carbon reduction of your participants is combined and displayed.

Note: certain user-selected goals can actually have a negative impact, such as fruits and vegetables. This is due to the carbon required to grow the plants and the energy required to transport them to stores and your home.



Group Features – All Groups

AOM offers the following features to all groups:

- Hosting on secure servers
- Reporting table refreshed at 4 AM ET daily
- Admin controls group page content
- Admin assigns replacement if necessary
- Admin sets challenges and start dates
- My Group Progress Report
- Participant Report
- Challenge Report
- Group Weight Report

Note: family and school groups have some additional functionality as described in the family and school groups tutorial. This added functionality exists to help these groups monitor activity and progress of their group members who are under the age of 13. For details on family and school groups, please see that tutorial.

Group Features – Paid Groups

In addition to the features previously mentioned, paid groups also receive the following:

- Option of making the group public or private
- Ability to post to the group resource center
- Coordinator can send mass messages to entire group
- Logo upload
- Ability to create subgroups
- Ability to create teams
- Multiple main group administrators
- Multiple subgroup coordinators
- Multiple team leads
- Aggregate reports
- Dashboard report
- Siloed *

* Siloed basically means to segregate your group's members from other groups and the online community. It affords a higher degree of privacy. All users under 13 are automatically siloed into AOM kids.

Group Features - Reports

AOM offers a variety of reporting options for groups.

All groups have the ability to run these basic reports:

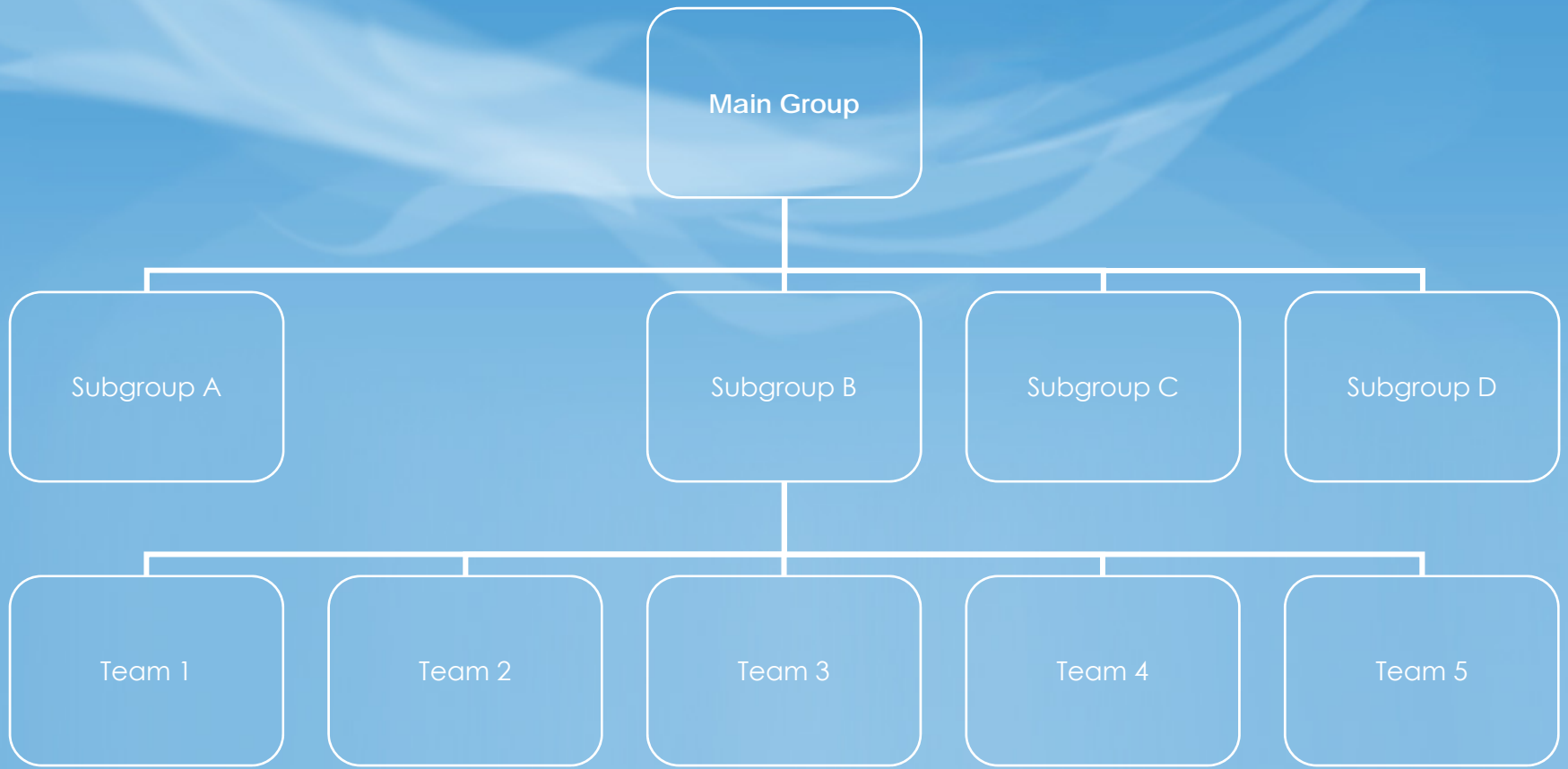
- My Group Progress
- Participant
- Challenge
- Group Weight

Paid groups can run additional reports:

- BMI & Behavior
- Demographics
- Group Coordinators
- Online Community Participation
- Program Offerings Participation
- Referral
- Step Activity
- Dashboard

For details on these reports, including how to run them, please see the reports tutorial.

Group Features – Example of a Paid Group Structure



Group Costs

	Groups with ≤ 50 Participants	Paid Group with $\leq 5,000$ Participants	Paid Group with $> 5,000$ Participants
Price per Participant per Year (from enrollment date)	Free	\$15	\$10
Maximum Participants	50	5,000	Unlimited

Additional Notes

As noted in AOM's Privacy Policy and/or Terms of Use:

Users are expected to abide by a code of conduct. As groups are comprised of individual users, this code also applies to groups. To ensure the site is being used properly, AOM has implemented a flagging policy where users can help watch content on the site. For details on the flagging system, please see the tutorials for individual users.

By joining a group, individual users understand that certain details will be shared with the group's admin(s). This will never include individual height and weight.