VNCC Women's GroupMe Chat Instructions and Use Guide

Why are we going over to using GroupMe as one of our tools for communications and planning State Days, Social Circle events and other communications?

Moving from Emails to GroupMe allows YOU to easily manage your interest in specific events (if you are attending or have to change your mind) such as State Day, Women's Social Circle, and Sat Ambassador participation, while also providing direct communication with organizers & others who are also interested in those events, without having to scroll through tons of emails.

For the volunteer organizers of these events, it provides REAL TIME updates about names and # of attendees without the need to keep reading through emails & updating spreadsheets- saving so much time while providing important communication with and among participants.

YOU AS A USER see to your current status for an event as well as seeing all participant list at any time!

YOU AS A USER gain ability to communicate easily with other participants in an event just like you were texting!

Yes.. change usually comes with a learning curve. But we know after a few minutes, you'll be comfortable with this new communication platform and learn to love it!

How do I sign up for GroupMe?

To set up GroupMe using the App   Look for this icon.

1. Download GroupMe and open the app.
2. Enter your Microsoft Account details, email address, Apple Account details, or Facebook details, then select **Continue**.

3. Enter your name, set an avatar (profile picture), and create a password.
4. Check the box to indicate that you agree to the Terms of Service.
5. Check the box if you want to sync your contacts to GroupMe (if prompted), then select **Continue** (no need to do this if you don't want to!)
6. Enter your phone number and then select **Get PIN.** GroupMe app will send you a text message containing a PIN. What do I do if I didn't receive my PIN?

> Notes:
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> 1. A phone number is required when creating a new account.
> 2. If you receive the error, **There is already an account with this phone number**, please contact Microsoft support.

7. Enter the PIN GroupMe sent to your phone into the app and select **Continue.** It will take you through a brief tutorial to get you started.

To set up GroupMe online:

Visit https://groupme.com to create an account online and/or to access your account through your computer at any time.

Contact Microsoft

For more help from Microsoft, contact support. here.

(I have had to contact Support after an update froze my account and they are very helpful. Takes patience but they did fix my problem. It is best to do this using a laptop computer rather than your phone.)

Once you have created a GroupMe account:

1. **Please contact Membership & Communication committee**:
   Sandy Young @ Sandra.young0721@gmail.com or
   Sandra Rendall @ Sandra.rendall@gmail.com
   with the phone # you used to sign up with and the GroupMe categories you wish to be added to (shown below).
2. Once you receive confirmation email that you have been added, please open the app and refresh to double check that those groups appear on your home screen.

3. At any time, you wish to be deleted from a GroupMe chat category or added to an additional chat category, please let the Membership & Communications committee know.

VNCC Women's State Day- If you are a member of Vermont State Women's Golf Association (VSWGA) this group chat will offer you a way to show your interest in joining other VNCC members at events around the state and join discussion & planning for each State Day.

VNCC Social Circle- this group will post details of upcoming Social Circle events (and opportunity to sign up if that is required) as well as social messages, such as Happy birthday announcements and other fun things to share with others!

VNCC Women's Golf Discussions - other general communications by members about golf such as:

"Anyone want to play Tuesday night? I've got a tee time."
"I lost my favorite head cover today. Let me know if you find a blue & white one!"
"I got a Hole in 1 on #8 today!"
"Shot below 100 for the 1st time!"

Saturday Ambassadors Prorgam – to join the discussion for this GroupMe chat, please contact Natalie Fleischmann who is running this program with your name and phone #. Natalie.fleischman@icloud.com or let Membership & Communication know and we'll get in touch with Natalie.

Navigating GroupMe Chat Pages

Main Landing Page:
When you open app or website you will be on the landing page- which shows a list of GroupMe chats you are a member of. *If you don't see the Chats you have asked to join, please contact either Membership & Communication or Natalie for Sat Ambassador program.* On this landing page, next to the chat group name to the right, you may also see notification similar to this if messages have been posted since you last opened the chat.

By selecting a GroupMe chat you are a member of, it will open to display either:

1. A **MAIN CHAT** discussion thread.
   You can scroll up to see past discussions and posts or simply start monitoring the conversation going forward.

To find additional information and settings for this type of chat and be directed to **another page** showing: Members, Gallery, Calendar, Polls, Highlights & Settings simply select the **BOLD GROUP CHAT NAME at the top** of the screen.

Once you are on the Information and Settings page (shown below) you can navigate to:
- ALL members of this group by clicking on **Members**
- Photos added by Members by clicking on **Gallery.**
- List of ALL upcoming events by clicking on **Calendar** where you can add yourself as interested in going or change from interested to not interested.

If you click a specific event name while in the Calendar page, it will open up an even larger page for that event with more detailed information about the event to assist you further! So helpful! **Please be aware: Not all events will have a calendar page.**

<mark>OR</mark>

2. A **MAIN CHAT with with Sub Topics of Conversation.**
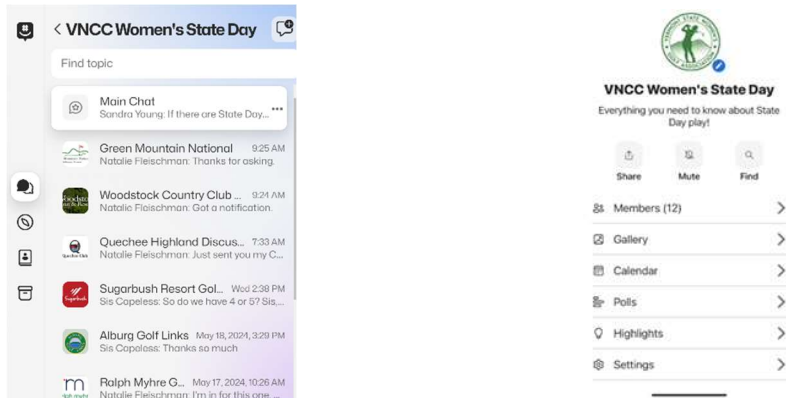This is the type of Chat **State Day** is organized as.
You can select to view the Main Chat page or choose a sub-Topic below the Main Chat.

Topics are utilized to separate discussions for specific events or themes.
To open a Topic, please select it to view ongoing discussion.

To be directed to the additional page offering more information and settings (as mentioned above) for a MAIN CHAT that has Sub-TOPICS you must FIRST navigate to the MAIN CHAT page and then select the BOLD GROUP CHAT NAME at the very top! Again, ensure you are on the Groups MAIN CHAT page before hitting the bold GroupMe Chat name when there are sub-TOPICs.

Below is an example of VNCC Women's State Day Main Chat page with Topics (on the LEFT) This shows the **MAIN CHAT page option. This is what you select.** Once on the Main Chat page, select the **BOLD NAME OF THE GROUP AT THE TOP** to navigate to the additional information & settings page showing all further options available (example on the RIGHT)

Once you are on the Information and Settings page you can navigate to:
- ALL members of this group by clicking on **Members**
- Photos added by Members by clicking on **Gallery.**
- List of ALL upcoming State Day events by clicking on **Calendar.** Opening this page for State Days, you will see a full list of upcoming events. This is the easiest way to view all the dates and reply to the ones you hope to participate in.

If you click a specific event name while in the Calendar page, it will open up an even larger page with more detailed information about the event to assist you further! So helpful!

You'll have the:
- Ability to see who is going
- Ability to add event to your personal calendar
- The Address of Golf Club (with interactive map)
- Phone # of the Golf Shop (just below Host's name)
- Deadline to show your interest in a specific state day is the Wednesday evening before the VSWGA opens Friday registration for that location.

GENERAL INFORMATION!!!

******For ANY EVENT*****(Social Circle, State Days, or Saturday Ambassador Days)

Please ONLY reply YES (or some variation of positive response depending on how it appears on iphone, Android, ipad or laptop) if you are going; you do NOT need to click NO if you aren't going.

If you have to change your selection, this will be when you choose the option NO or CAN'T GO.

If you'd like to adjust your notification settings, this is found in your phone's Notifications Settings and not under this menus settings. **However,** you do have the option to **Mute** (shown in pic above) the chat group alerts from this page.

We know this seems like a lot to learn.. but we promise a few minutes spent playing around navigating the app, you'll be a pro in no time and grow to like how easy it is to communicate with others to let them know you're interested in playing in a State Day, talk about carpools, sign up for Saturday Ambassador Play, Social Circle events, or simply keep in touch with all your VNCC friends!