

(Your Groupsite Name) Groupsite Powered by CollectiveX

Groupsites are websites for groups.

They make it easy for groups to share, communicate and network, by combining the best features of discussion forums, email lists, calendars and social networks.

Powered by the CollectiveX Group Engagement Network, Groupsites are FREE to set up and can be configured as public, semi-public, or private and secure.

Our new Groupsite, (YOUR GROUPSITE NAME), is private and can be joined by invitation only.

If this is your first time joining a Groupsite, you will need to set up a CollectiveX profile, including a username (your email address) and password. You only need to do this once.

If you are already a member of another Groupsite powered by CollectiveX, you can simply accept the invitation to our Groupsite (which you will receive by email) and you will immediately be added as a member.

If this is your first time, after accepting the email invitation, you will be asked to complete a brief 1-page profile. Once you are in the group, you can decide how much (or how little) of this information you actually want to share with the group (no one needs to see your birth year if you don't want them to).

Once in the Groupsite you will see 6 tabs that will help us communicate:

1. **Summary** - This is a snapshot of everything that is happening within the Groupsite
2. **Members** - Here you will see photos (if you choose) of all members and you can click to see a full profile including "Key Connections" and "Member Objectives".
3. **Calendar** - This shared calendar can easily synchs with your Outlook or iCal calendars.
4. **Discussions** - This is where we can create "Forums" which contain "Topics" that will allow us to share questions, ideas and discussions outside the clutter of inboxes full of spam.
5. **Files & Media** - This archive allows us to post and store documents and photos.
6. **My Settings** - This is where you decide how much you want to share about yourself (only with this group) as well as where you control the flow of information. You can decide how often you are notified by email about new activity within the group.

This is a private resource that will be as effective as we make it. Part of the power of this platform is its ease of use and straightforward interface. That being said, if you have any questions at all, please feel free to contact me or you can also contact my friend Shaun Callahan who is the CIO for CollectiveX (shaun@collectivex.com and 410-458-4638).