



As I mentioned in the last training document/video the groups are really the heart of the Denver Therapists Network. There is the main group, the **Denver Therapists Network Primary Group**, that you all belong to, but you might find that an additional group would help you communicate with a portion of the therapist community.

This document will cover if you should create a new group, and how to go about doing so.

Please use the following Forum to post any questions you might have and to look for answers - [Training & Support Forum – Questions and Answers](#)

Should You Create a New Group?

1. There are several questions you can ask to help determine whether a new group should be created, but the best way to help identify the need is to explain one example.
 - a. Prior to the launch of the network there were a bunch of emails exchanged about therapists getting together for separate network meetings based on geographic location. This was for many reasons, but a primary driver was the fact that referrals tend to be most useful if you can refer someone nearby and they are someone you actually know from a face to face interaction. In this case would a new group on the site make sense? Ask some of these questions.
 - i. Would you only need to communicate with a portion of the group, even less than half? **Yes**
 - ii. Would it benefit to have a separate calendar to manage any meetings? **Yes**
 - iii. Would there be any need to have other people outside the group to participate in any “conversations” within this group? **Probably not**



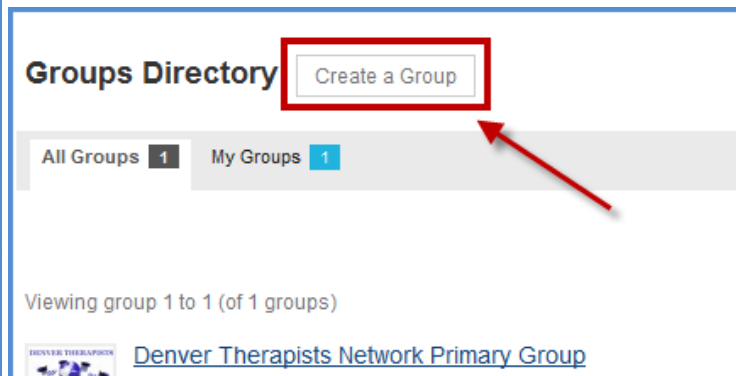
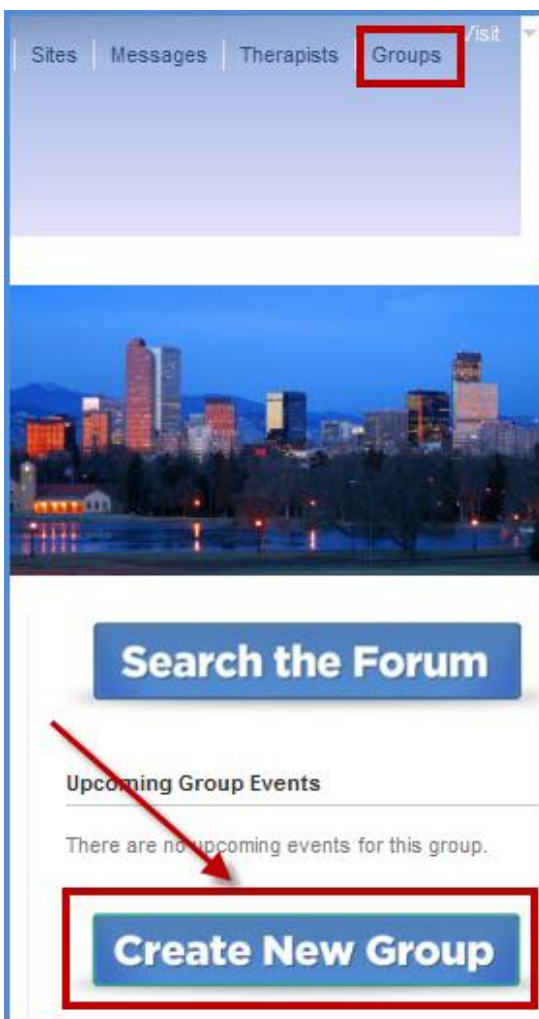


- iv. Would it be useful, and logical, to keep all the communication from this sub group in a separate location/forum? **Most likely yes**
 - b. In this scenario to me it would make perfect sense to create a new group, so I would move forward with that.
2. Here are some other examples where a new group might make perfect sense. Different groups to discuss specific treatments, resources and ideas for specialties, whether it is ADD, Substance Abuse or Depression. A group to strategize on marketing ideas for private practice. This could actually be a forum post in the main group, but if you were starting one that was more serious about it a separate group would make more sense to dedicate. These are just a couple ideas, but the list could go on and on.
3. Here are a few examples of groups that would not make sense. Office rentals, groups and workshops, referrals – most likely all of these all or most therapists would be interested in (at some point or another). They would also not require separate meetings or a ton of content. So this would make sense to have as topics in the main group. The biggest delineation is if there is going to be a requirement for a subset of therapists to interact frequently and share a lot of content and posts that are not going to be of interest to a majority of the rest of the members. If that is the case a separate group probably makes sense.

How to Create a New Group

- 1) Ok, I spent more than enough time covering IF to create a group, so the next step is how to create a group. Really it is pretty easy. Click on **Groups** in the Dashboard (along the top of the browser). Then click on the **Create New Group** on the right side of the browser. Then on the next screen click on **Create a Group**.





- 2) Fill out the **Group Name** and **Group Description** then click on **Create Group** and **Continue**. Be sure to make the name and description clear enough so therapists can identify if they want to belong or not, and so it comes up in relevant group searches.





1. Details 2. Settings 3. Photo 4. Invites

Group Name (required)

Group Description (required)

Create Group and Continue

- 3) Next you need to determine the group settings. The default is to have a forum with the group. There isn't many circumstances where I would not leave this enabled since it is such a key piece to any group. Then you can choose between **Public**, **Private** and **Hidden**. Most likely Public will be the right fit. The nice thing about public is anyone can join and you do not have to approve – this is how the Denver Therapists Network Primary Group is configured. But if you want to keep the content and membership to the group private, and you want to be responsible for approving, you can make it a private group. Last, you can make it hidden, which means no one will ever know it exists unless you invite them or they hear about it. For a community like this I don't expect this to be used, but it is an option.





Create a Group Groups Directory

1. Details **2. Settings** 3. Photo 4. Invites

Enable discussion forum

Privacy Options

This is a public group

- Any site therapist can join this group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will be visible to any site therapist.

This is a private group

- Only users who request membership and are accepted can join the group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will only be visible to therapists of the group.

This is a hidden group

- Only users who are invited can join the group.
- This group will not be listed in the groups directory or search results.
- Group content and activity will only be visible to therapists of the group.

- 4) The settings below the screenshot are straight forward. There are basically 3 levels in any group. The admin, which is the creator. Moderators, which is anyone you define. And then members. You can choose who can invite. And then you can choose what these levels can do with regard to the calendar/events. Last you can choose what the default email notifications will be – but users will be able to change this based on their needs.





Group Invitations
Which therapists in this group are allowed to invite others?

All group therapists
 Group admins and mods only
 Group admins only

Group Calendar Settings

Moderator Capabilities
Create events / Edit all events ▼

Member Capabilities
Create events / Edit own events ▼

Enable Email Notification of New Events
Individual users can disable notifications

Yes
 No

- 5) Then you set the default email notification based on your need. Most likely you will want to start with **Daily Digest**, **New Topics Email** or **All Email**.

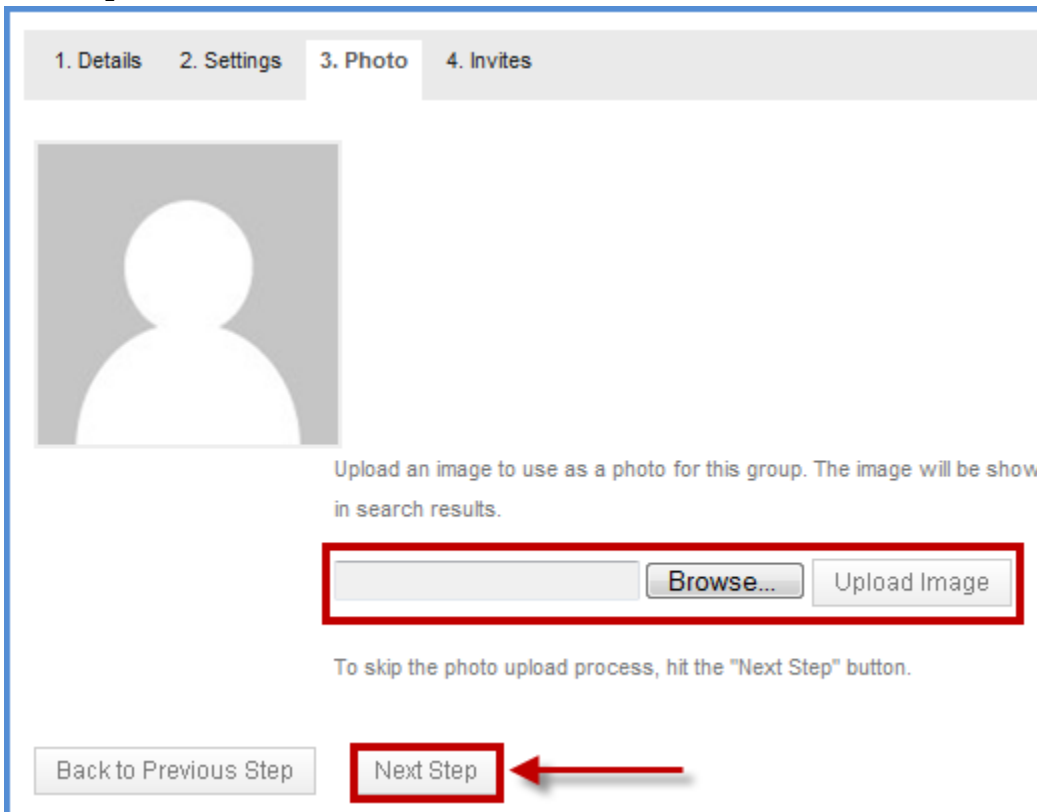
Email Subscription Defaults
When new users join this group, their default email notification settings will be:

No Email (users will read this group on the web - good for any group - the default)
 Weekly Summary Email (the week's topics - good for large groups)
 Daily Digest Email (all daily activity bundles in one email - good for medium-size groups)
 New Topics Email (new topics are sent as they arrive, but not replies - good for small groups)
 All Email (send emails about everything - recommended only for working groups)

Back to Previous Step **Next Step** ←



- 6) Then just like you did with your profile you can select and crop a photo. I would recommend you do this to make the group stand out. You can skip this step if you don't want a photo, or want to do it later.



- 7) Next select the users that you want to send invites to. You can skip this step as well.





1. Details 2. Settings 3. Photo 4. Invites

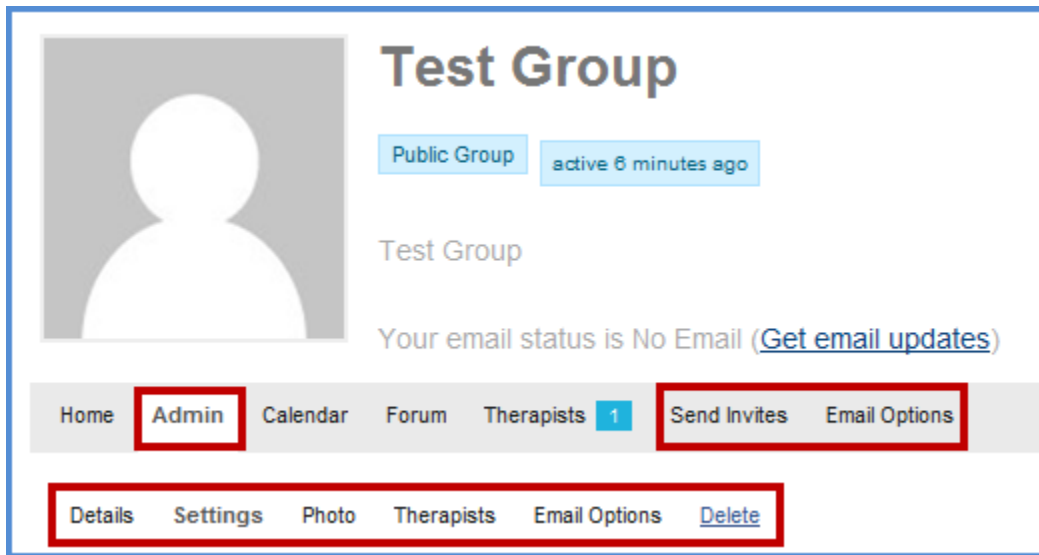
- Beth S. Patterson, MA, LPC
- Chris Kalamon, LCSW
- Larry Cappel, Psychotherapy and Consulting
- Michael E. Holtby, LCSW, BCD
- nancy
- Peder Furuseth, MA, LPC, Jungian Psychotherapist
- Site Admin - David

Select people to invite from your list of therapist connections.

Back to Previous Step Finish

- 8) Last once you have created it you can go back to groups and select your group. You will notice some extra options you didn't have as a member of other groups. See screenshot. Under Admin you can edit the settings, the photo, invite others, and delete the group.





That covers the basics of creating a new group. If you have any questions feel free to use the forum. Please refer to the following thread to find or post any questions.

[Training & Support Forum – Questions and Answers](#)

