



The Groups in many ways is the heart of the Denver Therapists Network. And the primary group for the Denver Therapists Network is called the “**Denver Therapists Network Primary Group**”.

This group contains the calendar for the network group as well as the master forum for the site. In this forum there are threads containing everything from referral requests, to office space availability to advice, resources and recommendations for running a private practice. This is the central hub of the Denver Therapists Network.

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

Joining the Denver Therapists Network Primary Group

1. The first thing you should do is join the Denver Therapists Network Primary Group. To do this simply click on **Therapists Resources → Groups**.



2. Find the group and simply click on **Join**. Because it is configured as a **Public Group** you can join it without needing approval. Note, just because it is public all information shared in the group is not accessible by anyone that is not a member of the site, including search engines.





Groups Directory

All Groups **1**

Order By: Last Active

Viewing group 1 to 1 (of 1 groups)

 [Denver Therapists Network Primary Group](#)
active 2 minutes ago

This is the main group for the Denver Therapists Network. All Therapists on the site should belong to this group. This group contains the master forum which houses all the key data for this network group.

Public Group / 8 therapists

3. You also might see other groups you are interested in joining and you can feel free to join them as well. Some will require approval and others you can join right away like this one. But my recommendation is you don't start dabbling in other groups until you are used to using the primary group, otherwise you are likely to get a bit confused.

Now That You Belong to the Primary Group

1. Now it is time to get inside the group and take a look around. Since you belong to it if you go to the dashboard and click on **Groups** you will see that group will now show up. Click on the group.

Activity Profile Sites **0** Messages **0** Therapists **7** **Groups **1**** Forums

Memberships Invitations

Viewing group 1 to 1 (of 1 groups)

 [Denver Therapists Network Primary Group](#)
active 19 minutes ago

Your email status

This is the main group for the Denver Therapists Network. All





- The first setting you want to manage is “**Your Email Status**”. Click on the Change button. This is where you can change your notification settings for the forum. Recall that the forum is going to contain virtually all the key communication for the site. By default you get “**All Email**”. This means every post and thread in the forum you will be emailed right away on. Some people prefer this, some do not. One setting many like is the “**Daily Digest**”. With this setting every day at 5 PM you get a list of all the messages posted in the forum for this group for the last 24 hours. The only downside to this is if you want to get email right away on certain topics. I would recommend at first you leave it set to “**All Email**” and after a few days or weeks come back and adjust if necessary. You will note when you get to the Forum you can make more granular adjustments by “muting” notifications on certain threads. Last, note there is another way to adjust these settings – you will see along the bar under the group there is the “**Email Options**” link.



- The next thing to view is the **Calendar**. Here you can see all events scheduled, as well as post new events.





Home **Calendar** Forum Therapists **9** Email Options

Month View: November 2011 [← Previous](#) | [Year](#) | [Next →](#)

Nov 2011						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Events For November 2011:
[November 4, 2011 12:00 pm: Denver Therapists Network Group Meeting](#) | [Edit »](#)

Upcoming Events
[November 4, 2011 12:00 pm: Denver Therapists Network Group Meeting](#) | [Edit »](#)

4. Before we cover the forum I want to review the **Therapists** link. From this link you can quickly browse the members of the group and add connections.
5. The most important part of every Group is the Forum. Recall that there is only one forum per group, and forums only exist in groups. To view the Forum simply click on **Forum** when in the group. REMEMBER, you will not see any forums if you click from the dashboard if you haven't started any forum topics or replied to any.



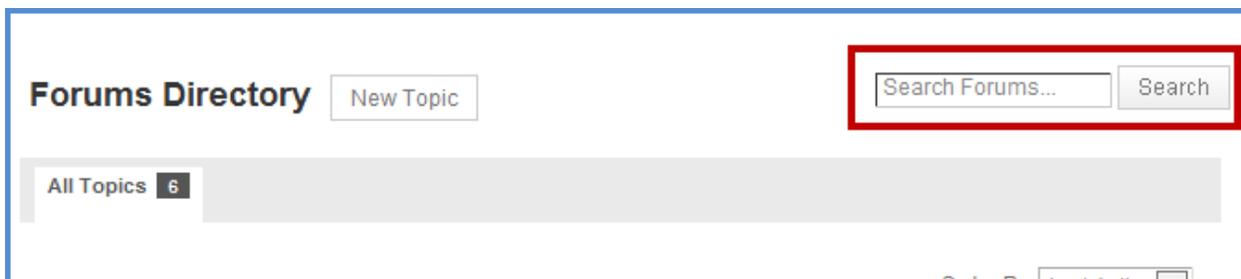
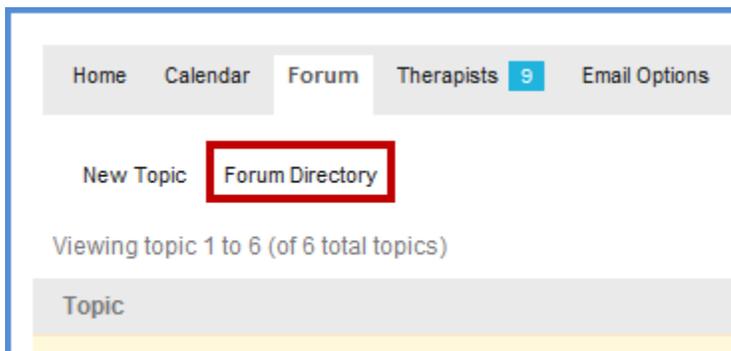


6. The best advice I can give with forums is to just click around and starting “playing” in this area. The forum is going to be an invaluable resource. The reason is this is where all the historical data will be stored and maintained. Personally I have seen so much thought and time put into responses to various important questions related to private practice. The problem is this data was eventually lost. When using a forum like this it will be one quick search away. So take a look at the screen above, but live on the site. You will notice some key areas.
- Topics** – On the left are the Topics. Some are what is called “sticky”, so they are highlighted like above and stay at the top of the forums. The reason is they are the most commonly viewed ones, or we want to bring attention to them.
 - Posts** – You see next to the Topic is Posts. This shows how many people have responded to that topic (also often referred to as a thread, or new forum post).
 - Freshness** – This shows how recently it has been responded to and by whom. This can be very valuable if it is a common thread you like to review – you can easily notice if it has been updated lately.
 - Email** – This is a VERY valuable section. Note that this account is set to “**Daily Digest**”. So on this account you don’t get emailed on every post, rather you get a list of all of them at 5 PM every day. You might decide that one of these threads are very important to you, like referrals, and you want to know the moment someone posts in one. You simply click “**Follow**”. On the flip side let’s say you are set for “**All Email**”. In that case you will see a “**Mute**” option next to the thread. These are very powerful and useful options. You may decide by default you want the daily digest, but that there are 4-5 threads you always want to get emailed on right away – you can easily do this.

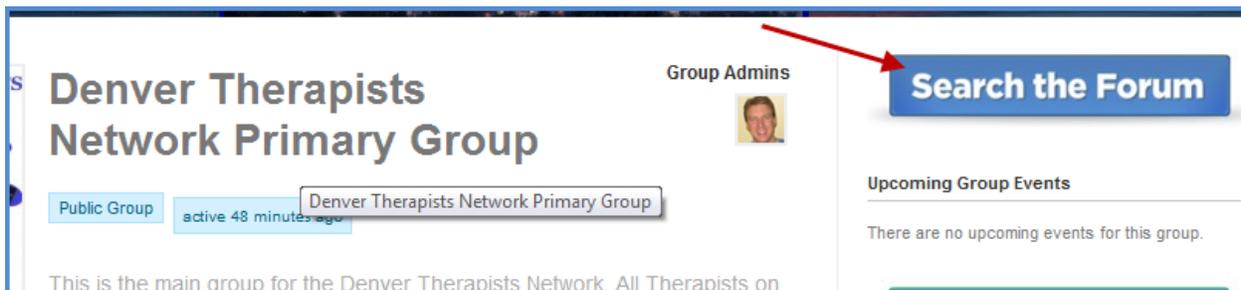




7. Before we go into a thread/topic let's say you first want to search them. There are a couple ways to do this. First, just click on **Forum Directory**. Then you will see on the next screen an option to "**Search Forums**". Simply put in your search terms and click on "**Search**". Over time as the content builds on the site using search is going to be key.

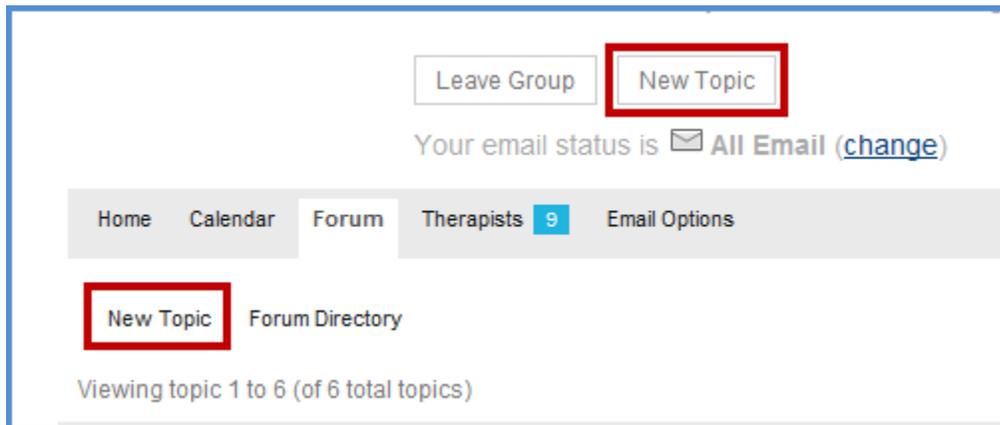


8. The other way to get to search is to click on the "**Search the Forum**" button on the right side of the screen. This takes you to the same location as above, but this button is always to the right when inside the group so it might be quicker to access.



9. Next you need to know how to start a **New Topic**. A new topic is what you see when you first went to Forums. All of those are topics. To do so you can do it from the Search screen you were just on, as you probably noticed the **New Topic** option, or there are two places on the Forum page – see below. Then just scroll down to enter the information.





10. Before posting a new topic you should consider whether or not it belongs in an existing forum thread. To figure this out it is often a good idea to search the existing forum first to see if the content already exists in a thread. Even though the answer might not be there, if all the related information is contained in the same thread that makes it easier for others to follow along and use as resource later. When you decide a new thread makes sense follow a few basic guidelines. **First**, put in a descriptive title so others can really identify if they are interested or can help. **Second**, fill in detailed content. **Third**, consider using tags. When people search any term that is in the post will show up in that search, but tags can be really useful if it might not make sense to put a keyword in the title or description, but someone might search for that word. For example, if your post was about “substance abuse” you might want to add in the tags the word “addiction”. Don’t get too concerned about this and using it, but it can be useful at times.





Post a New Topic:

Title:
Looking for Legal Advice on Lawsuit Regarding Abuse

Content:
Fill in detailed content

Tags (comma separated):
Lawyers, Laws on patient confidentiality, |

Post Topic

11. Next let's take a look inside the topics. When you find a topic you want to read and/or respond to simply click on the **Topic Title**. If you click on the author you will go to their profile. Once you click on it you simply review the thread and at the bottom you can enter a reply. You will see on the right of each post you can do two things. If you posted the message you can edit it. If you didn't you can click on the # and that will make the URL above the "active" one. Then you can simply copy the URL above and send that out, if you wanted to give an exact link to a post in a thread. But really most of the time you will simply be reviewing and posting.





Site Admin – David said 1 week, 4 days ago: #
Use this topic to post available office space as well as requests for office space.

Test Account 2 said 1 week, 4 days ago: #
Office space available downtown Denver...

Anya Beebe said 1 week, 4 days ago: [Edit](#) | [Delete](#) #

That covers the primary training for Groups and Forums. Be sure to check out the next training on Creating Groups if you think you might want to own/manage your own specific 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](#)

