

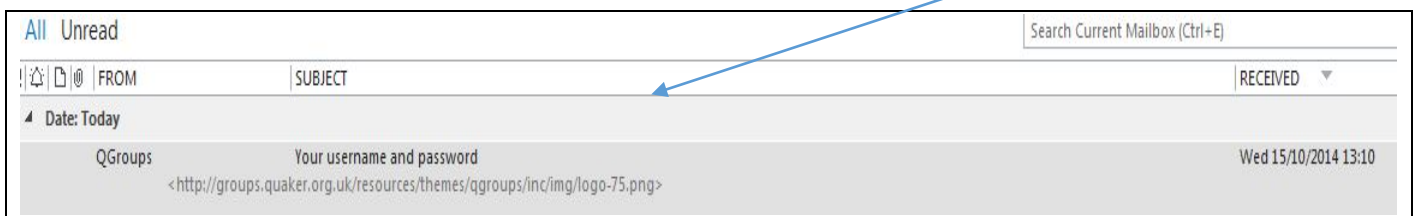


QGroups

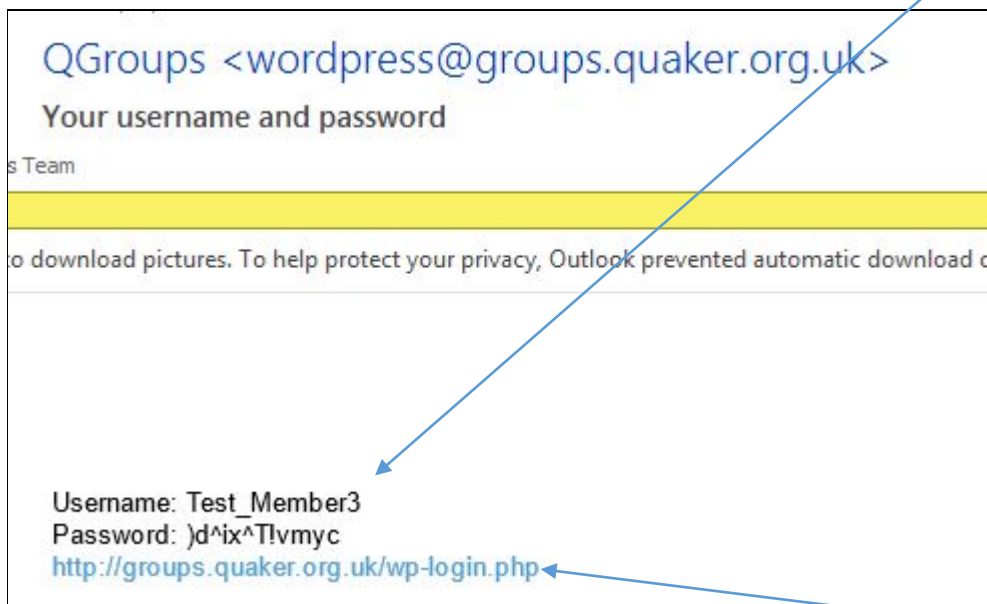
Committees & Groups of Quakers in Britain

This is the website address for QGroups – <http://groups.quaker.org.uk> – this can be ‘copy and pasted’ into your browser.

You will be sent an email from Qgroups which will look like this in your in-box.....



Open the email – your own username and password will be listed.



Firstly, highlight your password, right-click your mouse & select ‘copy’. Then click on this link to take you to the log in screen.

You are advised to bookmark or add the website to your favourites, according to your particular browser instructions. The website is <https://groups.quake.org.uk>

This log-in page will then appear - click on Log in





Welcome to the committee site for Quakers in Britain

Is this site for you?

This site is for Quakers who are either serving on committees or thinking about it.

If you are trying to find out about Quakers you are welcome to explore the public pages but you'd probably be better visiting our [main website](#).

New to Quaker committees?

If you are here to find out more about serving on a Britain Yearly Meeting committee, you are especially welcome. Our

Enter your details to log in. To paste in your password, right click your mouse and select 'paste'. Once you have logged the following page will appear. From here you can change your password, upload a photo of yourself and join the QGroups site users groups.



Welcome to QGroups Monty!

We hope you'll enjoy our new platform for discussion for the groups of Britain Yearly Meeting. Below is a quick guide to getting started on QGroups, including changing the random password you were assigned when you were registered.

✗ Step 1: Change your password

You have the default password that was generated for you when your account was created. Click the button below to be taken to the page where you can change your password.

Change your password

✗ Step 2: Upload a profile picture

Your profile picture is used on your profile and throughout the site. We recommend uploading an profile picture as it helps Friends put a name to a face. You can crop the picture on the website, so no need to do it beforehand.

Upload a profile picture

✗ Step 3: Join the QGroups Site Users group

The QGroups Site Users group contains information on how QGroups works, and its contains a forum for any general discussion.

Go to the QGroups Site Users

So, Step 1 to change your password click the red 'Change your password' button.

The password that you copied from the QGroups email can be pasted in the password box, (right-click your mouse & select 'paste').

Getting Started You currently have 3 steps remaining! Click on this banner to see what's next.

My Account

- Profile
- Notifications
- Messages
- Groups
- Forums

Settings

- » General
- » Email
- » Message Privacy
- » Delete Account

Members

General Settings

Current Password

Your current password is required to update your email address or change your password

password [Lost your password?](#)

General Settings

Email address

Change Password (leave blank if you don't want to change)

..... New Password

..... Repeat New Password

[Save Changes](#)

You then need to type your email address in 'Email address' box.

And then you can create your new password, repeat it in the box below.

NB: Passwords are case sensitive. We recommend a combination of about 8 alphanumeric characters and symbols, no sequences."

Once complete click on the blue button 'Save Changes'.

The screen below tells you that you have 2 steps to complete, now click on the blue box.

Getting Started You currently have 2 steps remaining! Click on this banner to see what's next.

My Account

- Profile
- Notifications
- Messages

General Settings

Current Password

Your current password is required to update your email address or change your password

password [Lost your password?](#)

This page will appear next.

Click on Step 2 to upload your profile picture (please use a photograph of yourself)

Getting Started

You currently have 2 steps remaining until your account is fully setup!

✓ **Step 1: Change your password**

You've successfully changed your password!

✗ **Step 2: Upload a profile picture**

Your profile picture is used on your profile and throughout the site. We recommend uploading a profile picture as it helps Friends put a name to a face. You can crop the picture on the website, so no need to do it beforehand.

[Upload a profile picture](#)

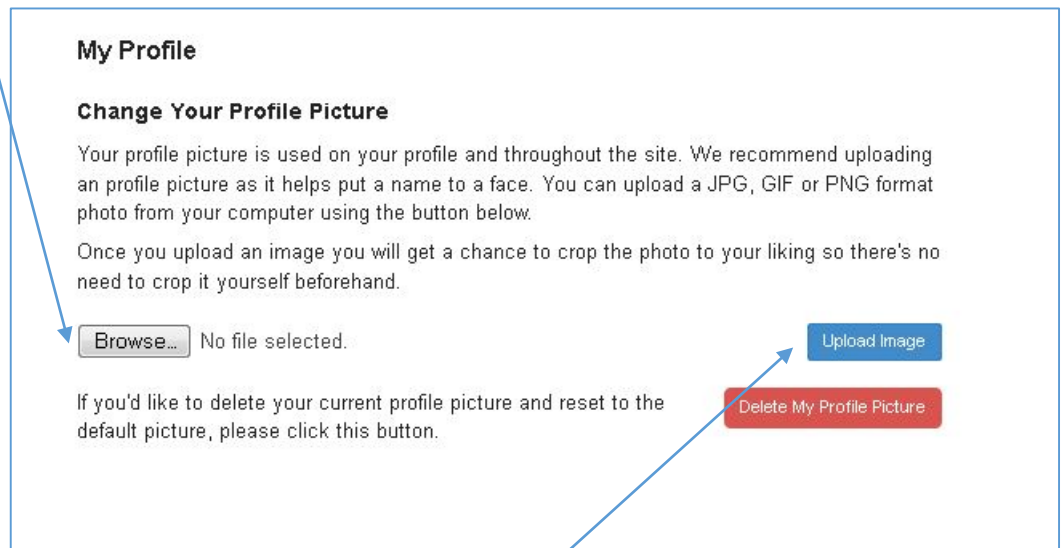
✗ **Step 3: Join the QGroups Site Users group**

The QGroups Site Users group contains information on how QGroups works, and it contains a forum for any general discussion.

[Go to the QGroups Site Users](#)

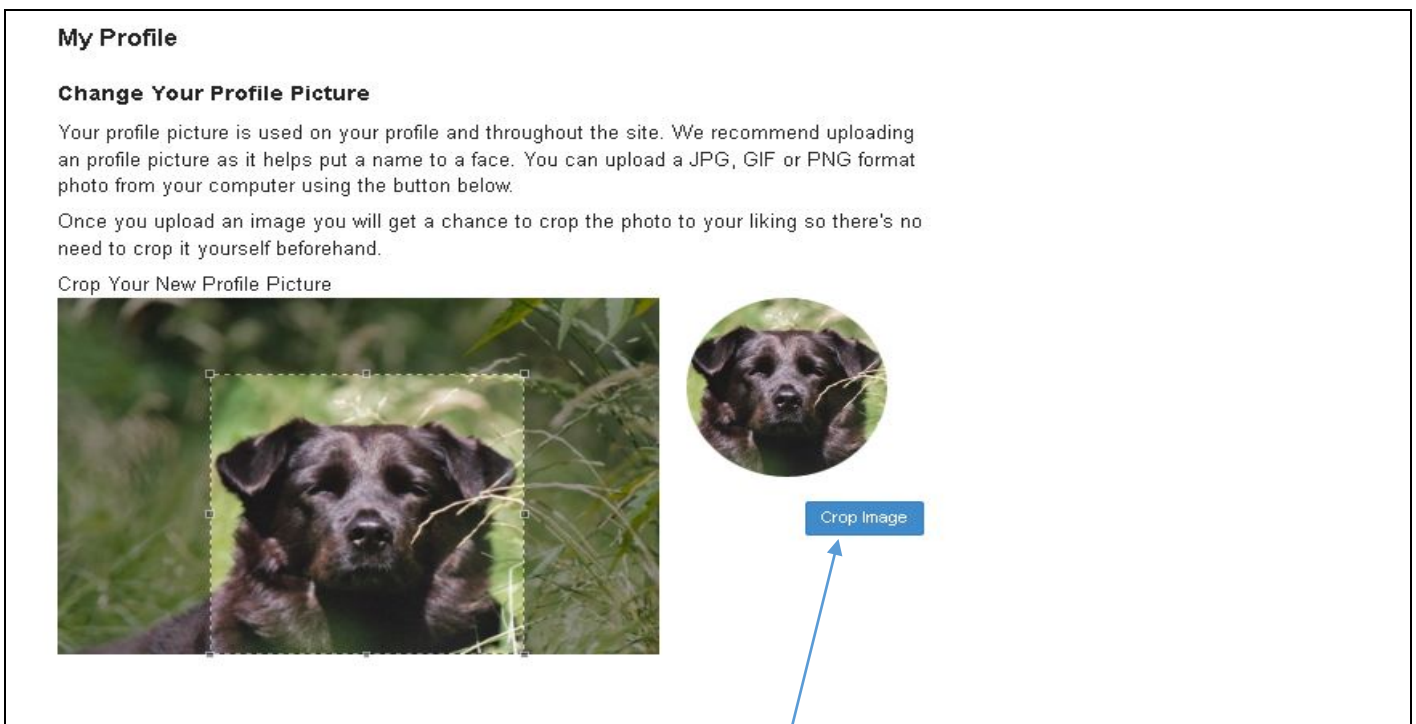
The next screen will look like this.....

By clicking on Browse you will be able to choose a photograph of yourself from your computer (Please note that the photos we have chosen of our pets are just to use as 'test members' and it would be really helpful to all users of QGroups to have photographs of you).



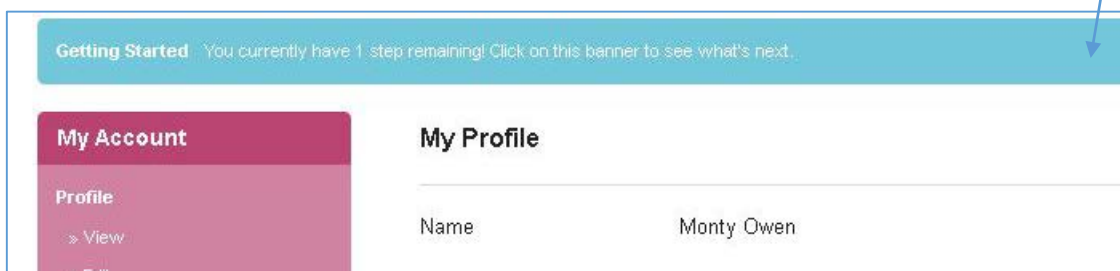
Once chosen and selected your photograph click on Upload image button.

The next screen will show your image so that you can crop the image as required.

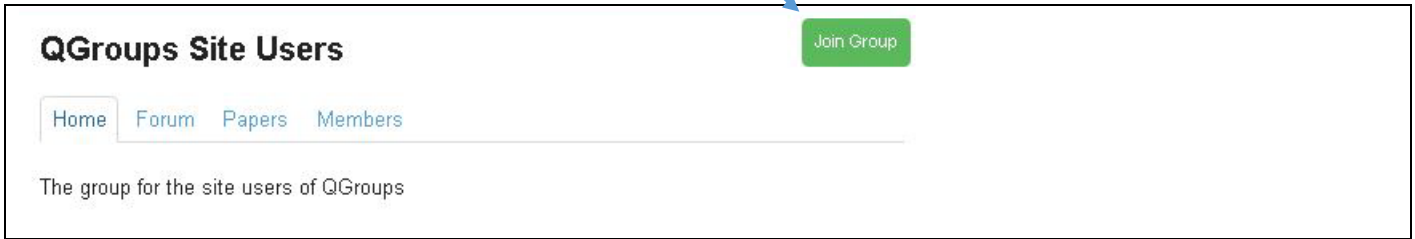


Once you are happy with your photo click on Crop image

Almost there! Click the blue box to go to go to the final step. – click on the blue box.



Step 3 – Qgroups Site Users. Click on Join Group



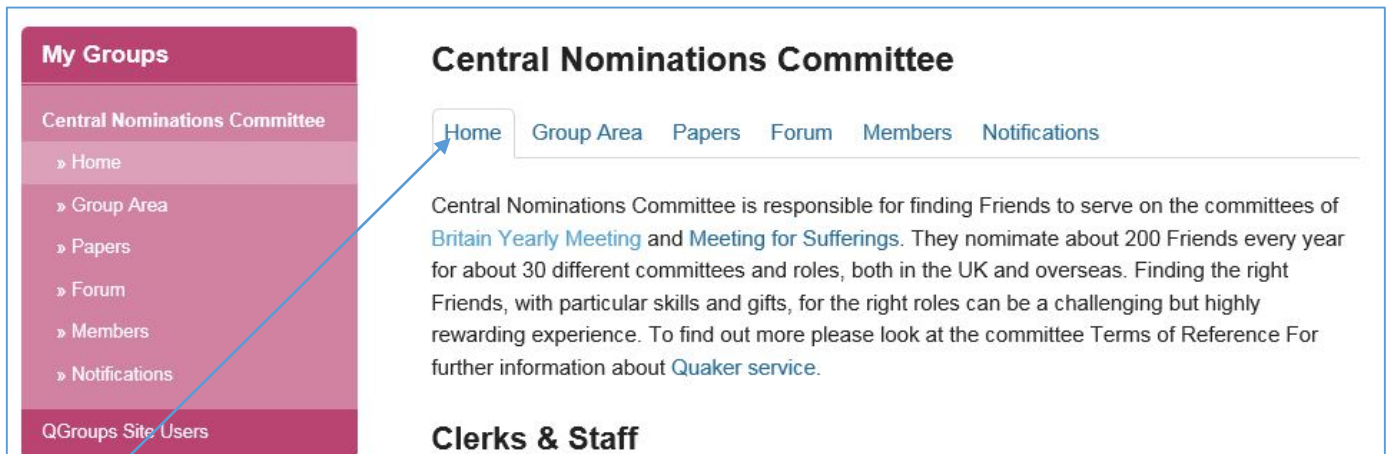
You are ready to begin!

Click on My Groups and then click on the group to view, eg Central Nominations Committee



...and then select 'Home'.

From here you will have 6 tabs to choose from – Home, Forum, Group Area, Papers, Members, and Notifications. Some groups may also have a tab for 'Wikis' as a shared working area.



Home - will give you some general information about your committee and will include some brief info about the clerks and staff.

Group Area – is a private group area with papers and background information, *only accessible* by your committee/group. Click on the headings to see more information in each group. Click on the links in each group to take you to further information.

Your group may be structured differently, with more or less options that those shown here.

Papers – you will be able to access committee papers and minutes, contact lists, templates and lots more....all sorts of useful information. Click on each item in the list to open.

If there is no information, you will be redirected to the main papers page.

Date	Papers	Tabled Papers	Minutes
January 2014	Papers	Tabled Papers	Minutes
April 2014	Papers	Tabled Papers	Minutes
May 2014	Papers	Tabled Papers	Minutes
June 2014	Papers	Tabled Papers	Minutes
September 2014	Papers	Tabled Papers	Minutes
October 2014	Papers	Tabled Papers	Minutes
December 2014	Papers	Tabled Papers	Minutes

Forum – from here you will be able to share information privately with members of your committee or group. Please remember not to use this to contact Friends House staff as this will not be monitored. Please use email or give us a call.

It is important not to use this area in place of a committee meeting.

You will automatically receive all *new* forum topics. To receive replies, you will need to go to the forum topic and click on the subscribe button.

Forum & Discussion [Subscribe to this forum](#)

Viewing 2 topics - 1 through 2 (of 2 total)

Topic	Voices	Posts	Last updated
Guidance notes on the forum Started by: Suze Lidbury	1	1	2 months, 4 weeks ago by Suze Lidbury
New dog on the block Started by: Test_Member CNC	1	1	4 days ago by Test_Member CNC

Viewing 2 topics - 1 through 2 (of 2 total)

Create New Topic

Topic Title 80 characters max

b **i** [link](#) **b-quote** **del** **img** **ul** **ol** **li** **code** **close tags**

Topic Tags:

Notify me of follow-up replies via email

Maximum file size allowed is 512 KB.

Attachments: No file selected.
[Add another file](#)

Members – will show you all the members in your committee or group.

Home Forum Papers **Members** Notifications

Peter Bevan Margaret Bryan Test_Member CNC Jane Chattell Penelope Cummins Simon Ewart

Terry Faulf Christine Habgood-Cootes Margaret Heathfield Sharon Langridge Suze Lidbury Val Major

Personal options - click on My Account

My Groups YM MfS QL QPSW Trustees Resources Staff

My Groups

- Central Nominations Committee
- QGroups Site Users
- YMG Team

My Account

Members

Welcome to the committee site for Quakers in Britain

Is this site for you?

This site is for Quakers who are either serving on committees or thinking about it. If you are trying to find out about Quakers you are welcome to explore the public pages but you'd probably be better visiting our [main website](#).

New to Quaker committees?

If you are here to find out more about serving on a Britain Yearly Meeting committee, you are especially welcome. Our national Quaker community relies on Quakers from across Britain offering their skills and talents in all sorts of ways. We are pleased to be able to say that most of those who offer service find the experience rewarding for their own spiritual life.

These options will appear

When clicking on -

Profile – you can view/edit/change your profile picture

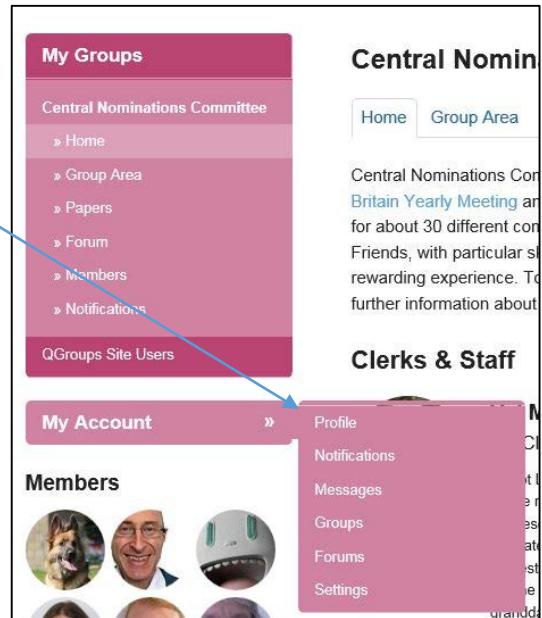
Notifications – this will tell you what notifications you have, eg messages sent or changes to your pages.

Messages – this will show you any messages that have been sent to you so you have your - in-box - sent – compose – so much like your own email set up. This is individual to you and not connected to the Forum.

Groups will tell you which groups you are a member of.

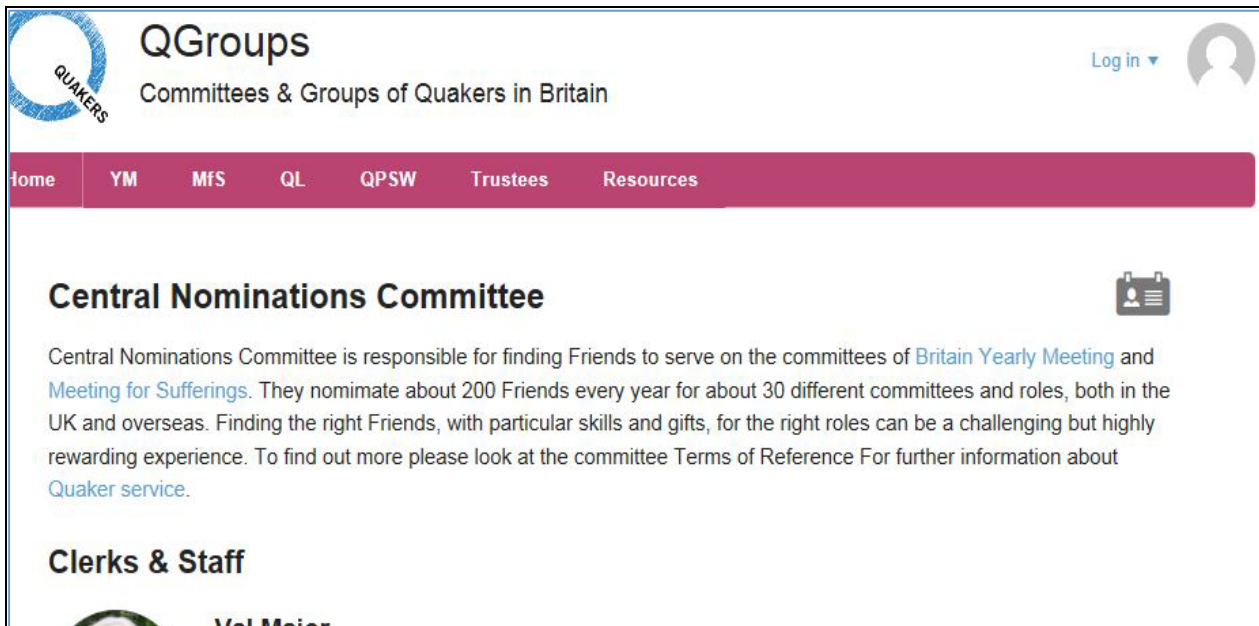
Forums – this will show information previously share between the group. Please remember not to use this to contact Friends House staff as this will not be monitored. Please contact staff in the usual way – by email and/or by telephone.

Settings – in General you can change your password, in Email you can change your Email settings and in Message Privacy



Public committee page

The main page for your committee such as that shown below is public to anyone, without logging in. To access any of the above you will need to log in. Only members of your group will have access to the pages detailed above.



For help or further information, please contact the Events & Committee Services Team on 020 7663 1115 / 1121 or email nominations@quaker.org.uk.