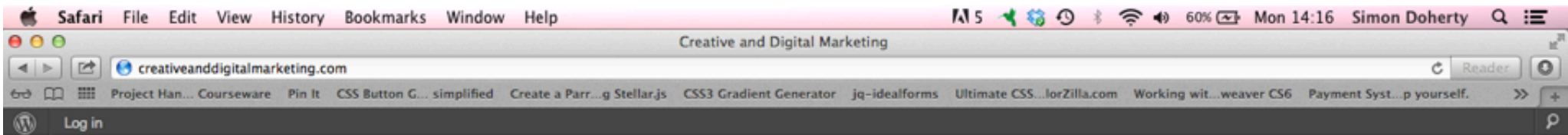


# **Group Forum Tutorial**

Go to  
<http://creativeanddigitalmarketing.com>



Creative and Digital Marketing



Members Search

Home Faqs Blog Forums Members Groups Activity Calendar

## Home

Welcome to the Creative and Digital Marketing Online Forum!



Creative and Digital Marketing

Username

Password

Remember Me

Log In

### Categories

- [Contact Forms](#)
- [Image Editing](#)
- [Login to Dashboard](#)
- [Permalinks](#)
- [Plugins](#)
- [Profile Settings](#)
- [Themes](#)
- [Uncategorized](#)
- [Upload Images](#)
- [Weaver 2 Admin](#)

Comments are closed, but [trackbacks](#) and pingbacks are open.


# Login to your dashboard

<http://creativeanddigitalmarketing.com/wp-admin>

Creative and Digital Marketing > Log In

creativeanddigitalmarketing.com/wp-login.php?redirect\_to=http%3A%2F%2Fcreativeanddigitalmarketing.com%2Fwp-admin%2F&reauth=1

Project Han... Courseware Pin It CSS Button G... simplified Create a Parr...g Stellar.js CSS3 Gradient Generator jq-idealforms Ultimate CSS...lorZilla.com Working wit...weaver CS6 Paymer

 **WORDPRESS**

Username

Password

Remember Me

[Lost your password?](#)

[← Back to Creative and Digital Marketing](#)

# Switch tabs to view the Home page

Creative and Digital Marketing + New Edit Page Howdy, testuser

## Creative and Digital Marketing

CREATIVE AND DIGITAL MARKETING UNIVERSITY COLLEGE COBK

Members Search

Home Faqs Blog Forums Members Groups Activity Calendar

### Home

## Welcome to the Creative and Digital Marketing Online Forum!



Creative and Digital Marketing

[Edit this page.](#)

Comments are closed, but [trackbacks](#) and pingbacks are open.

**Simon Testuser**  
Log Out

#### Categories

- [Contact Forms](#)
- [Image Editing](#)
- [Login to Dashboard](#)
- [Permalinks](#)
- [Plugins](#)
- [Profile Settings](#)
- [Themes](#)
- [Uncategorized](#)
- [Upload Images](#)
- [Weaver 2 Admin](#)

#### Topics

- [Creating Posts](#)
- [Setting up WordPress](#)

#### Recent Posts

- [Weaver 2 Fonts and Widgets](#)
- [Weaver 2 Sidebars](#)
- [Weaver 2 Admin](#)

Announcements

# Select the Groups menu tab and select Create a Group

The screenshot shows a WordPress website for 'Creative and Digital Marketing' at University College Cork. The top navigation bar includes 'Home', 'Faq's', 'Blog', 'Forums', 'Members', 'Groups', 'Activity', and 'Calendar'. The 'Groups' tab is circled in red. Below the navigation, the 'Groups Directory' section features a 'Create a Group' button, also circled in red. The directory lists two groups: 'CCDM Students' (active 1 minute ago) and 'Wordpress' (active 2 days, 14 hours ago). The right sidebar contains a user profile for 'Simon Testuser' and a 'Categories' list with links like 'Contact Forms', 'Image Editing', and 'Login to Dashboard'. The bottom of the page shows an 'Announcements' section.

# In the 1. Details tab, enter a name and description for your group

The screenshot shows the WordPress 'Create a Group' interface. At the top, there's a navigation bar with 'Creative and Digital Marketing' and a user profile for 'Simon Testuser'. Below this is a blue header with the site name and a search bar. The main content area is titled 'Create a Group' and includes a 'Groups Directory' button. The '1. Details' tab is selected and highlighted with a red circle. Below the tabs, there are two text input fields: 'Group Name (required)' and 'Group Description (required)'. Both fields are enclosed in a red rounded rectangle. At the bottom of the form is a 'Create Group and Continue' button. On the right side, there's a sidebar with 'Categories' and 'Topics' sections, each containing a list of links to various WordPress features.

Creative and Digital Marketing

Howdy, testuser

Home Faqs Blog Forums Members Groups Activity Calendar

Create a Group Groups Directory

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

Group Name (required)

Group Description (required)

Create Group and Continue

Simon Testuser Log Out

Categories

- Contact Forms
- Image Editing
- Login to Dashboard
- Permalinks
- Plugins
- Profile Settings
- Themes
- Uncategorized
- Upload Images
- Weaver 2 Admin

Topics

- Creating Posts
- Setting up WordPress

Recent Posts

- Weaver 2 Fonts and Widgets
- Weaver 2 Sidebars

Announcements

# Select Create Group and Continue

The screenshot shows the 'Create a Group' page in a WordPress installation. The page title is 'Creative and Digital Marketing' and the user is logged in as 'Simon Testuser'. The page is divided into several sections:

- Header:** Includes the site name 'Creative and Digital Marketing', a search bar, and a navigation menu with links for Home, Faqs, Blog, Forums, Members, Groups, Activity, and Calendar.
- Group Creation Progress:** Shows steps 1. Details, 2. Settings, 3. Avatar, and 4. Invites.
- Form Fields:**
  - Group Name (required):** A text input field containing 'Test Group', which is circled in red.
  - Group Description (required):** A large text area containing the text 'This is a test group for a tutorial on how to make groups', which is also circled in red.
- Buttons:** A 'Create Group and Continue' button is located at the bottom of the form, circled in red.
- Right Sidebar:** Contains the user profile for 'Simon Testuser' with a 'Log Out' button, a 'Categories' list with links like 'Contact Forms', 'Image Editing', and 'Login to Dashboard', a 'Topics' list with links like 'Creating Posts' and 'Setting up WordPress', and a 'Recent Posts' list with links like 'Weaver 2 Fonts and Widgets' and 'Weaver 2 Sidebars'.

# In the 2. Settings tab select This is a hidden group Only users invited can join the group

Creative and Digital Marketing + New Edit Page Howdy, testuser

## Creative and Digital Marketing

Members Search

Home Faqs Blog Forums Members Groups Activity Calendar

### Create a Group Groups Directory

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

#### Privacy Options

- This is a public group
  - Any site member 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 member.
- 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 members 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 members of the group.

#### Group Invitations

Announcements

Categories

- [Contact Forms](#)
- [Image Editing](#)
- [Login to Dashboard](#)
- [Permalinks](#)
- [Plugins](#)
- [Profile Settings](#)
- [Themes](#)
- [Uncategorized](#)
- [Upload Images](#)
- [Weaver 2 Admin](#)

Topics

- [Creating Posts](#)
- [Setting up WordPress](#)

Recent Posts

- [Weaver 2 Fonts and Widgets](#)
- [Weaver 2 Sidebars](#)
- [Weaver 2 Admin](#)



# In the Group Invitations section, Select All group members, Enable discussion forum, and All Email (send emails about everything)

Creative and Digital Marketing + New Edit Page

- 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 members of the group.

### Group Invitations

Which members of this group are allowed to invite others?

All group members

Group admins and mods only

Group admins only

### Group Forums

Should this group have a forum?

Enable discussion forum

### 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](#)

- Select All group members to allow any group member to invite others to join the group
- Select Enable discussion forum to allow discussions
- Select All Email (send emails about everything - recommended only for working groups)
- Select Next Step

# In the 3. Avatar tab select Choose File to select an Avatar image for your group

The screenshot displays the WordPress 'Create a Group' process. At the top, the site name 'Creative and Digital Marketing' is visible, along with navigation links for Home, Faqs, Blog, Forums, Members, Groups, Activity, and Calendar. The 'Create a Group' section is active, showing a progress bar with four steps: 1. Details, 2. Settings, 3. Avatar (highlighted with a red circle), and 4. Invites. Below the progress bar, there is a placeholder for the group's avatar. To the right of the placeholder, the text reads: 'Upload an image to use as an avatar for this group. The image will be shown on the main group page, and in search results.' Below this text, there is a 'Choose File' button (circled in red) and an 'Upload Image' button. The text 'no file selected' is visible next to the 'Choose File' button. At the bottom of the section, there are two buttons: 'Back to Previous Step' and 'Next Step'. On the right side of the page, there is a user profile for 'Simon Testuser' with a 'Log Out' button, and a 'Categories' section with links to various site features like Contact Forms, Image Editing, Login to Dashboard, Permalinks, Plugins, Profile Settings, Themes, Uncategorized, Upload Images, and Weaver 2 Admin. Below that is a 'Topics' section with links to Creating Posts and Setting up WordPress, and a 'Recent Posts' section with a link to Weaver 2 Fonts and Widgets.

# Find an image on your computer and select Choose

The screenshot shows a web browser window with the address bar displaying `creativeanddigitalmarketing.com/groups/create/step/group-avatar/`. The browser tabs include "Project Han...", "Courseware", "Pin It", "CSS Button G...", "simplified", "Create a Parr...", "Stellar.js", "CSS3 Gradient Generator", "jq-idealforms", "Ultimate CSS...lorZilla.com", "Working wit...weaver CS6", and "Payment Syst...p yourself".

A file selection dialog box is open, titled "mobile icons". The left sidebar shows "FAVORITES" (Dropbox, All My Files, roisinmcardle, Applications, Documents, Desktop) and "MEDIA" (Music, Photos, Movies). The main area shows a list of files and folders, with "dsipadicon.png" selected and highlighted by a red circle. The file details on the right are:

Name	dsipadicon.png
Kind	Portable Network Graphics image
Size	6 KB
Created	Tuesday 28 February 2012 12:19
Modified	Tuesday 28 February 2012 12:41
Last opened	Tuesday 28 February 2012 12:41
Dimensions	114 x 114

At the bottom of the dialog box, the "Choose" button is circled in red. Below the dialog box, the text "To skip the avatar upload process, hit the 'Next Step' button." is visible. The background web page shows a search bar and navigation buttons like "Back to Previous Step" and "Next Step".

# Select Upload Image to add the image as your Avatar image

ive and Digital Marketing + New Edit Page Howdy, tes

## Creative and Digital Marketing

CREATIVE AND DIGITAL MARKETING UNIVERSITY COLLEGE COOK

Members Search

Home Faqs Blog Forums Members Groups Activity Calendar

### Create a Group

Groups Directory

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

Please upload only JPG, GIF or PNG photos.

Upload an image to use as an avatar for this group. The image will be shown on the main group page, and in search results.

Choose File dsipadicon.png **Upload Image**

dsipadicon.png  
To skip the avatar upload process, hit the "Next Step" button.

Back to Previous Step Next Step

**Simon Testuser**  
Log Out

#### Categories

- [Contact Forms](#)
- [Image Editing](#)
- [Login to Dashboard](#)
- [Permalinks](#)
- [Plugins](#)
- [Profile Settings](#)
- [Themes](#)
- [Uncategorized](#)
- [Upload Images](#)
- [Weaver 2 Admin](#)

#### Topics


- [Creating Posts](#)
- [Setting up WordPress](#)

#### Recent Posts

- [Master 3 Posts and Media](#)

# Drag and resize the image to fit the Avatar window, then Select Crop Image

Creative and Digital Marketing + New Edit Page 1 Howdy, testuser DS

Creative and Digital Marketing   Members Search


[Home](#) [Faqs](#) [Blog](#) [Forums](#) [Members](#) [Groups](#) [Activity](#) [Calendar](#)


**Create a Group** Groups Directory

[1. Details](#) [2. Settings](#) **[3. Avatar](#)** [4. Invites](#)

Please upload only JPG, GIF or PNG photos.

**Crop Group Avatar**



 [Simon Testuser](#)

**Categories**


- [Contact Forms](#)
- [Image Editing](#)
- [Login to Dashboard](#)
- [Permalinks](#)
- [Plugins](#)
- [Profile Settings](#)
- [Themes](#)
- [Uncategorized](#)
- [Upload Images](#)
- [Weaver 2 Admin](#)

**Topics**

- [Creating Posts](#)
- [Setting up WordPress](#)

**Recent Posts**

- [Weaver 2 Fonts and Widgets](#)
- [Weaver 2 Sidebars](#)
- [Weaver 2 Admin](#)

 Announcements

# Select Next Step

Creative and Digital Marketing + New Edit Page

## Creative and Digital Marketing

CREATIVE AND DIGITAL MARKETING  
UNIVERSITY COLLEGE CORK

Home Faqs Blog Forums Members **Groups** Activity

### Create a Group

Groups Directory

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

The group avatar was uploaded successfully!

Upload an image to use as an avatar for this group. The image will be shown on the main group page, and in search results.

no file selected

To skip the avatar upload process, hit the "Next Step" button.

DS Sim Log

Categories

- [Contact Forms](#)
- [Image Editing](#)
- [Login to Dashb](#)
- [Permalinks](#)
- [Plugins](#)
- [Profile Settings](#)
- [Themes](#)
- [Uncategorized](#)
- [Upload Images](#)
- [Weaver 2 Admin](#)

Topics

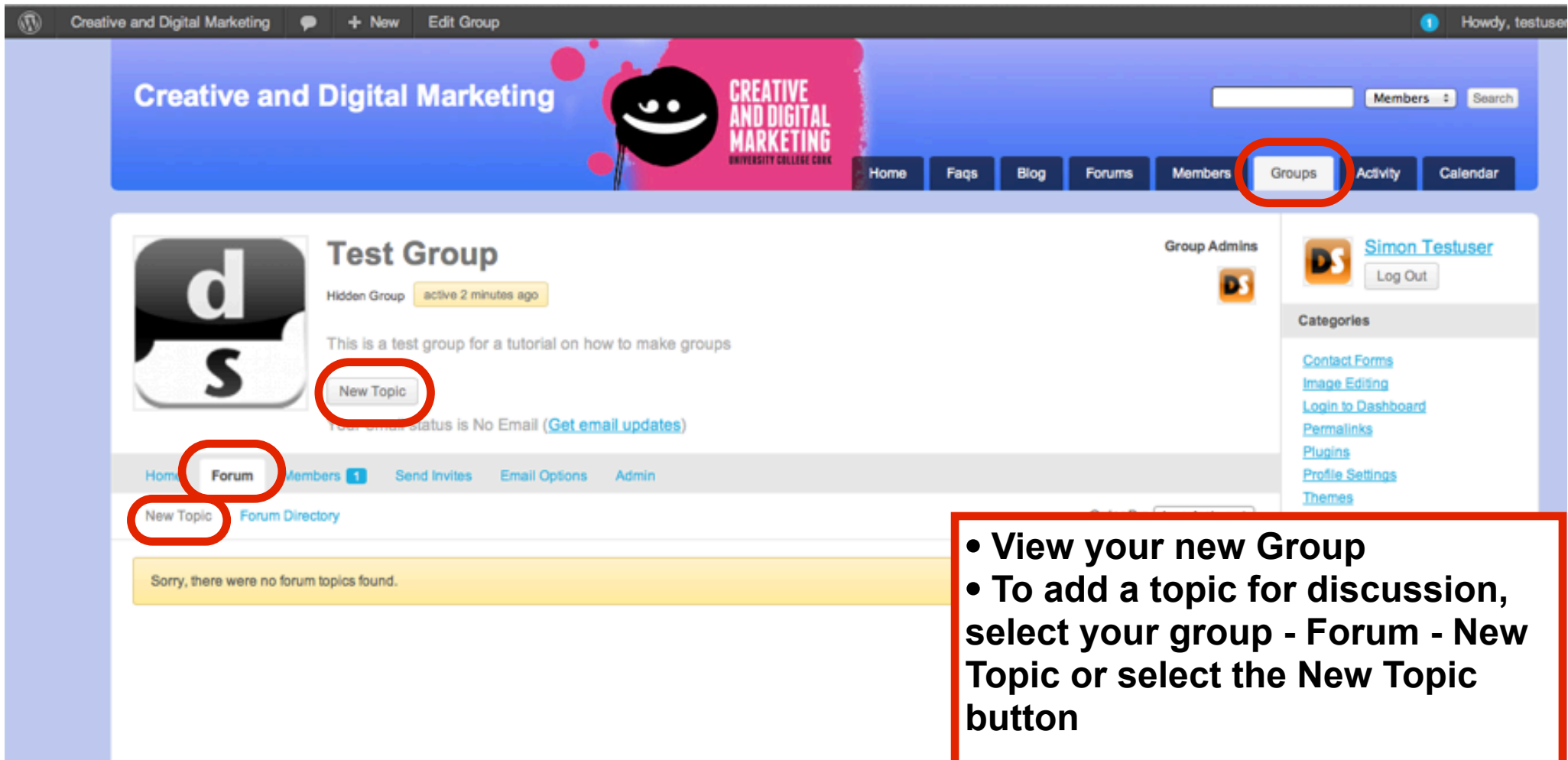
- [Creating Posts](#)
- [Setting up Word](#)

**In the 4. Invites tab, select friends you want to invite from the left side list and select Send Invite. Select Finish**

The screenshot displays the 'Create a Group' interface, specifically the '4. Invites' tab. The interface is divided into several sections:

- Header:** 'Create a Group' with a 'Groups Directory' button.
- Navigation:** A horizontal menu with tabs for '1. Details', '2. Settings', '3. Avatar', and '4. Invites'.
- User List:** A vertical list on the left containing one user, 'admincnc2012', which is circled in red.
- User Profile:** A profile card for 'admincnc2012' showing a 'DS' avatar and 'active 57 minutes ago'. A 'Send Invite' button is circled in red to the right of the profile.
- Footer:** A 'Back to Previous Step' button and a 'Finish' button, both circled in red.
- Right Sidebar:** A sidebar with sections for 'Categories' (including Contact Forms, Image Editing, Login to Dashboard, Permalinks, Plugins, Profile Settings, Themes, Uncategorized, Upload Images, Weaver 2 Admin), 'Topics' (including Creating Posts, Setting up WordPress), and 'Recent Posts' (including Weaver 2 Fonts and Widgets, Weaver 2 Sidebars, Weaver 2 Admin, Contact Forms, Market Research Tuesdays).

# Switch tabs to view the Home page, select the Groups menu tab, select your group and select New Topic



The screenshot shows a forum interface for 'Creative and Digital Marketing'. The top navigation bar includes 'Home', 'Faq's', 'Blog', 'Forums', 'Members', 'Groups', 'Activity', and 'Calendar'. The 'Groups' tab is highlighted with a red circle. Below the navigation bar, the 'Test Group' page is displayed. The group name 'Test Group' is shown, along with a description: 'This is a test group for a tutorial on how to make groups'. A 'New Topic' button is highlighted with a red circle. The 'Forum' tab is also highlighted with a red circle. The 'New Topic' button is highlighted with a red circle. The 'Forum Directory' link is also highlighted with a red circle. A yellow message box at the bottom states: 'Sorry, there were no forum topics found.'

- View your new Group
- To add a topic for discussion, select your group - Forum - New Topic or select the New Topic button



# Enter Title, Content and Tags for the New Topic

Creative and Digital Marketing + New Edit Group

Your email status is No Email ([Get email updates](#))

Home **Forum** Members 1 Send Invites Email Options Admin

New Topic Forum Directory Order By: Last Active

Sorry, there were no forum topics found.

**Post a New Topic:**

Title:  
Test Topic

Content:  
This is a test topic for the tutorial on how to create groups

Tags (comma separated):  
test, topic, tutorial, groups

Post Topic

- In the Post a New Topic section enter
- Title
- Content
- Tags for your new topic
- Select Post Topic

# Select the Groups menu tab to view all the groups

The screenshot shows a WordPress dashboard for a site titled "Creative and Digital Marketing". The top navigation bar includes "Home", "Faqs", "Blog", "Forums", "Members", "Groups", "Activity", and "Calendar". The "Groups" tab is highlighted with a red circle. Below the navigation bar, the "Groups Directory" section is visible, featuring a search bar and a "Create a Group" button. The "All Groups" tab is also highlighted with a red circle. The main content area displays two groups: "CCDM Students" and "Wordpress". The right sidebar contains a user profile for "Simon Testuser" and a "Categories" section with links to various site features.

Creative and Digital Marketing

Home Faqs Blog Forums Members **Groups** Activity Calendar

Groups Directory Create a Group

All Groups 2 My Groups 3

Order By: Last Active

Viewing group 1 to 2 (of 2 groups)

**CCDM Students**  
active 8 minutes ago  
Student related issues and ramblings...  
Public Group / 2 members

**Wordpress**  
active 2 days, 14 hours ago  
This group deals with all discussions relating to Wordpress  
Public Group / 11 members

Viewing group 1 to 2 (of 2 groups)

Simon Testuser  
Log Out

Categories

- Contact Forms
- Image Editing
- Login to Dashboard
- Permalinks
- Plugins
- Profile Settings
- Themes
- Uncategorized
- Upload Images
- Weaver 2 Admin

Topics

- Creating Posts
- Setting up WordPress

Recent Posts

- Weaver 2 Fonts and Widgets
- Weaver 2 Sidebars

Announcements

# Select My Groups and the title of your group

Creative and Digital Marketing

Home Faqs Blog Forums Members Groups Activity Calendar





## Groups Directory

Create a Group

All Groups 2 **My Groups 3**

Order By: Last Active

Viewing group 1 to 3 (of 3 groups)

	<a href="#">Test Group</a> active 8 minutes ago	No Email ( <a href="#">Get email updates</a> )	Hidden Group / 1 member
	<a href="#">CCDM Students</a> active 8 minutes ago	No Email ( <a href="#">Get email updates</a> )	Public Group / 2 members
	<a href="#">Wordpress</a> active 2 days, 14 hours ago	 <a href="#">New Topics (change)</a>	Public Group / 11 members

Viewing group 1 to 3 (of 3 groups)

Announcements

Simon Testuser  
Log Out

Categories

- [Contact Forms](#)
- [Image Editing](#)
- [Login to Dashboard](#)
- [Permalinks](#)
- [Plugins](#)
- [Profile Settings](#)
- [Themes](#)
- [Uncategorized](#)
- [Upload Images](#)
- [Weaver 2 Admin](#)

Topics

- [Creating Posts](#)
- [Setting up WordPress](#)

Recent Posts

- [Weaver 2 Fonts and Widgets](#)
- [Weaver 2 Sidebars](#)
- [Weaver 2 Admin](#)

# In the Home tab of your group, add new posts relating to the Group Topic



## Test Group

Hidden Group active 1 minute ago

This is a test group for a tutorial on how to make groups

Your email status is No Email ([Get email updates](#))

Group Admins



Simon

Log Out

### Categories

[Contact Forms](#)  
[Image Editing](#)  
[Login to Dashboard](#)  
[Permalinks](#)  
[Plugins](#)  
[Profile Settings](#)  
[Themes](#)  
[Uncategorized](#)  
[Upload Images](#)  
[Weaver 2 Admin](#)

### Topics

[Creating Posts](#)

Home Forum Members **1** Send Invites Email Options Admin



RSS

Show:




What's new in Test Group, Simon?



Simon Testuser started the forum topic: [Test Topic](#) in the group  Test Group 1 minute ago

This is a test topic for the tutorial on how to create groups



Simon Testuser created the group  Test Group 3 minutes ago

- Below each post are three buttons
- Select Comment to add a comment on a topic or post
- Select Favorite to favour a post
- Select Delete to delete a post

# To invite more Friends to your Group, select the Members menu tab

Creative and Digital Marketing + New Edit Page 1 Howdy, testus

## Creative and Digital Marketing

CREATIVE AND DIGITAL MARKETING UNIVERSITY COLLEGE COBK

Home Faqs Blog Forums **Members** Groups Activity Calendar





### Members Directory

Search Members... Search

All Members **30** My Friends **1**

Order By: Last Active

Viewing member 1 to 20 (of 30 active members) 1 2 →

-  [Simon Testuser](#)  
active 3 minutes ago
-  [Carol Anne Buckley](#)  
active 6 minutes ago Cancel Friendship Request
-  [Nicola-Marie O'Riordan](#)  
active 9 minutes ago Cancel Friendship Request
-  [Rossa Mullin](#)  
active 35 minutes ago Cancel Friendship Request

#### Categories



- [Contact Forms](#)
- [Image Editing](#)
- [Login to Dashboard](#)
- [Permalinks](#)
- [Plugins](#)
- [Profile Settings](#)
- [Themes](#)
- [Uncategorized](#)
- [Upload Images](#)
- [Weaver 2 Admin](#)

#### Topics









- [Creating Posts](#)
- [Setting up WordPress](#)

#### Recent Posts

# Find a friend and select Add Friend

Creative and Digital Marketing  New  Edit Page Howdy, testuser

Viewing member 1 to 20 (of 30 active members)

	<a href="#">Simon Testuser</a> active 3 minutes ago	
	<a href="#">Carol Anne Buckley</a> active 6 minutes ago	Cancel Friendship Request
	<a href="#">Nicola-Marie O'Riordan</a> active 9 minutes ago	Cancel Friendship Request
	<a href="#">Rossa Mullin</a> active 35 minutes ago	Cancel Friendship Request
	<a href="#">Rachel Cave</a> active 54 minutes ago	<b>Add Friend</b>
	<a href="#">admincnc2012</a> active 59 minutes ago	Cancel Friendship
	<a href="#">Nicola Cronin</a> - "TGIF!" <a href="#">View</a> active 1 hour, 8 minutes ago	Cancel Friendship Request
	<a href="#">John O'Connor</a> active 1 hour, 21 minutes ago	Cancel Friendship Request

**Right Sidebar:**

- [Login to Dashboard](#)
- [Permalinks](#)
- [Plugins](#)
- [Profile Settings](#)
- [Themes](#)
- [Uncategorized](#)
- [Upload Images](#)
- [Weaver 2 Admin](#)

**Topics**


- [Creating Posts](#)
- [Setting up WordPress](#)

**Recent Posts**

- [Weaver 2 Fonts and Widgets](#)
- [Weaver 2 Sidebars](#)
- [Weaver 2 Admin](#)
- [Contact Forms](#)
- [Market Research Tues 25th Sept ORB 255](#)

**Recent Comments**

**Who's Online**

- 

# Select My Friends from the Members menu tab to view your friends

Creative and Digital Marketing

Creative and Digital Marketing

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UNIVERSITY COLLEGE COBK

Home Faqs Blog Forums **Members** Groups Activity Calendar

Members Directory

Search Members... Search

All Members 30 My Friends 1

Order By: Last Active

Viewing member 1 to 1 (of 1 active members)

admincnc2012  
active 1 hour ago

Cancel Friendship

Viewing member 1 to 1 (of 1 active members)

Simon Testuser  
Log Out

Categories

- [Contact Forms](#)
- [Image Editing](#)
- [Login to Dashboard](#)
- [Permalinks](#)
- [Plugins](#)
- [Profile Settings](#)
- [Themes](#)
- [Uncategorized](#)
- [Upload Images](#)

- Invited Friends will receive an email to accept your friendship invitation
- Once invited you can select Groups - My Groups - Send Invites and invite them to join your group