

Crossroads Charlotte Website Cheat Sheet

To Create A Group

Follow the steps below to Create a Group. *You must first have a Crossroads Charlotte member profile to do this. If you have not already created a profile, follow the instructions on the Build a Profile Cheat Sheet.* One thing you must decide is if your group will be “public” or “closed”. In a public group, anyone can join. You may choose to remain public and welcome those who join as your supporters or you may wish to remain closed. If your group is closed, only members that you invite will be allowed to join. It is up to you and you can change your mind based on your needs. We would recommend that you keep your group public as you have the options of making any initiatives private (if you don’t need outside people to help in the Initiatives your group may undertake) when you create them. If you are not sure which type of group yours is (Business, Community, or Interest) there are descriptions at the left of the Groups page to guide you.

1. Select “Add Content” in the “Get Involved Box” at the bottom left of the “My Account” page.
2. Click “Add a Group” on the “Add Content” page.
3. You will be directed to the “Create a Group” page.
4. Fill in the blanks and select interests and a photo as you did with your profile, and Click “Submit”. **Remember, the interests you select will enable Crossroads Charlotte to match your group with other members, events and groups on the website.**
5. Your group will be submitted for approval by a Crossroads Charlotte administrator. This usually takes less than 24 hours.
6. You can edit your group or invite members to join by clicking the appropriate line in the “Manage This Group” box on the left side of your group page (see below).

