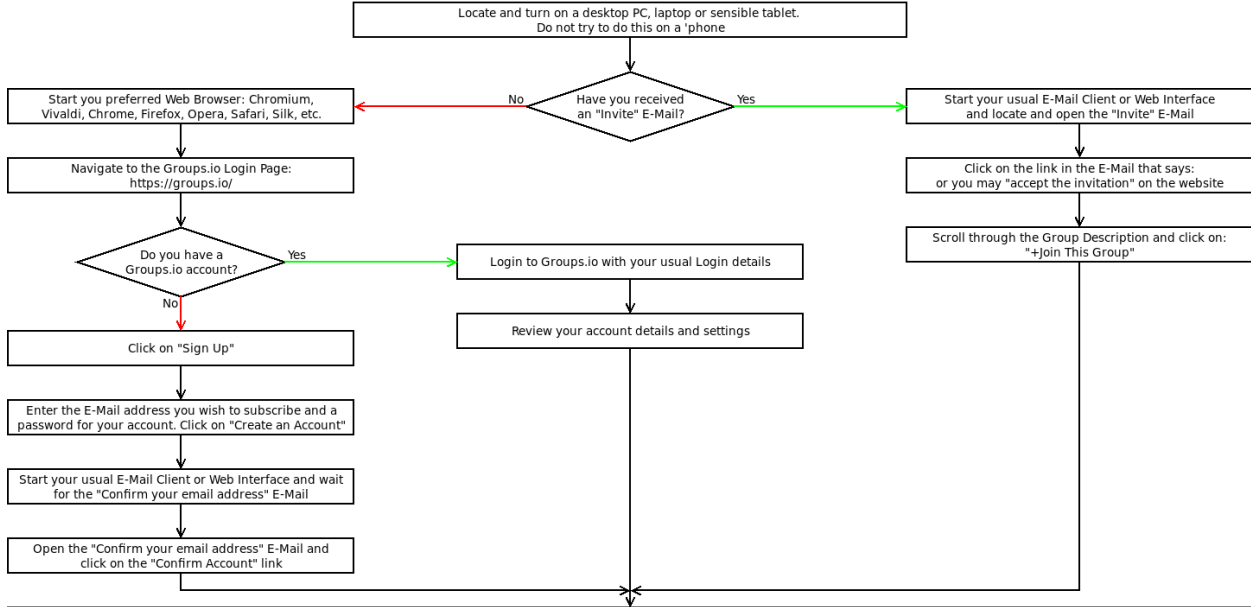
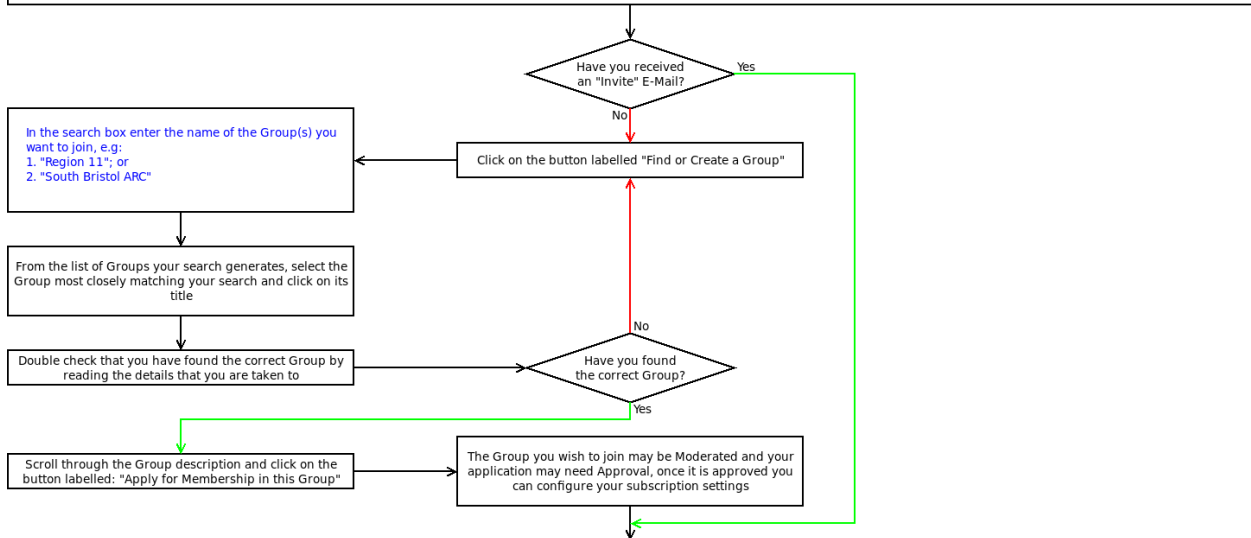


Joining "Groups.io" is Easy - Just Work Through This Chart



Click on the arrow next to your email address in the top right hand corner of the browser tab, select "Account".
The various settings pages are listed on the left hand side of the screen.

1. On the "Login" details:
 - 1a. Enter or re-enter your password and click on "Change Password"
 - 1b. If you are happy to use Social Media Credentials to login into Groups.io then tick the appropriate: Facebook, Google or Single Sign On boxes and click on "Change Social Login Preferences"
2. On the "Preferences" page set:
 - 2a. Set your timezone to UTC
 - 2b. Set Time Display to "24 Hour Clock" if you prefer a 24 hour clock
 - 2c. Set Date Display to DD.MM.YYY
 - 2d. Tick the box for "Monday Start"
 - 2e. Set Editor Preference to "HTML"
 - 2f. Leave Items per Page at "20"
 - 2g. Tick the box for "I always want copies of my own e-mails"
 - 2h. Click on "Update Preferences"
3. On the "Identity" page:
 - 3a. Edit your account profile by clicking on "Edit" on the right hand side of the screen
 - 3b. Drag in a profile photo. If you are signing up a club account then drag in a graphic of your club logo
 - 3c. Set your User Name. Either use your callsign, your club callsign if you are signing up a club account or your club initials such as SBARC for South Bristol ARC
 - 3d. Set your Display Name such as: Firstname and Callsign or Club name
 - 3e. Set your Profile Privacy. If you are signing up a club account "Public" is recommended, for an individual "Other members of your group" is recommended but if you are particularly paranoid then select "Only Group Owners and Moderators"
 - 3f. Write a few words that you are prepared to share about yourself or, in the case of a club account, the club
 - 3g. Add location information with as much or as little accuracy as you prefer
 - 3h. Enter the URL for your club or personal website, social media pages or QRZ entry
 - 3i. Click on "Update Account Profile"



- To configure your subscription:
1. Locate and turn on a desktop PC, laptop or sensible tablet
 2. Open your preferred web browser, such as: Chromium, Vivaldi, Chrome, Firefox, Opera, Safari, Silk etc.
 3. Navigate to <https://groups.io>
 4. Log in using the credentials you have previously created
 5. Click on "Your Groups" and select the Group you wish to configure your subscription for
 6. From the left hand list of headings click on "Subscription"
 - 6a. Choose the form of message delivery. "Full Featured Digest" is usually the best initial choice but you can experiment with the others to see which suits the urgency and message frequency
 - 6b. Click in the box to tick "Use Signature For Web Posting"
 - 6c. Click in the box to untick "Use Signature For Email Posting"
 - 6d. Enter your web posting signature in the box, as a minimum this wants to be your first name and callsign