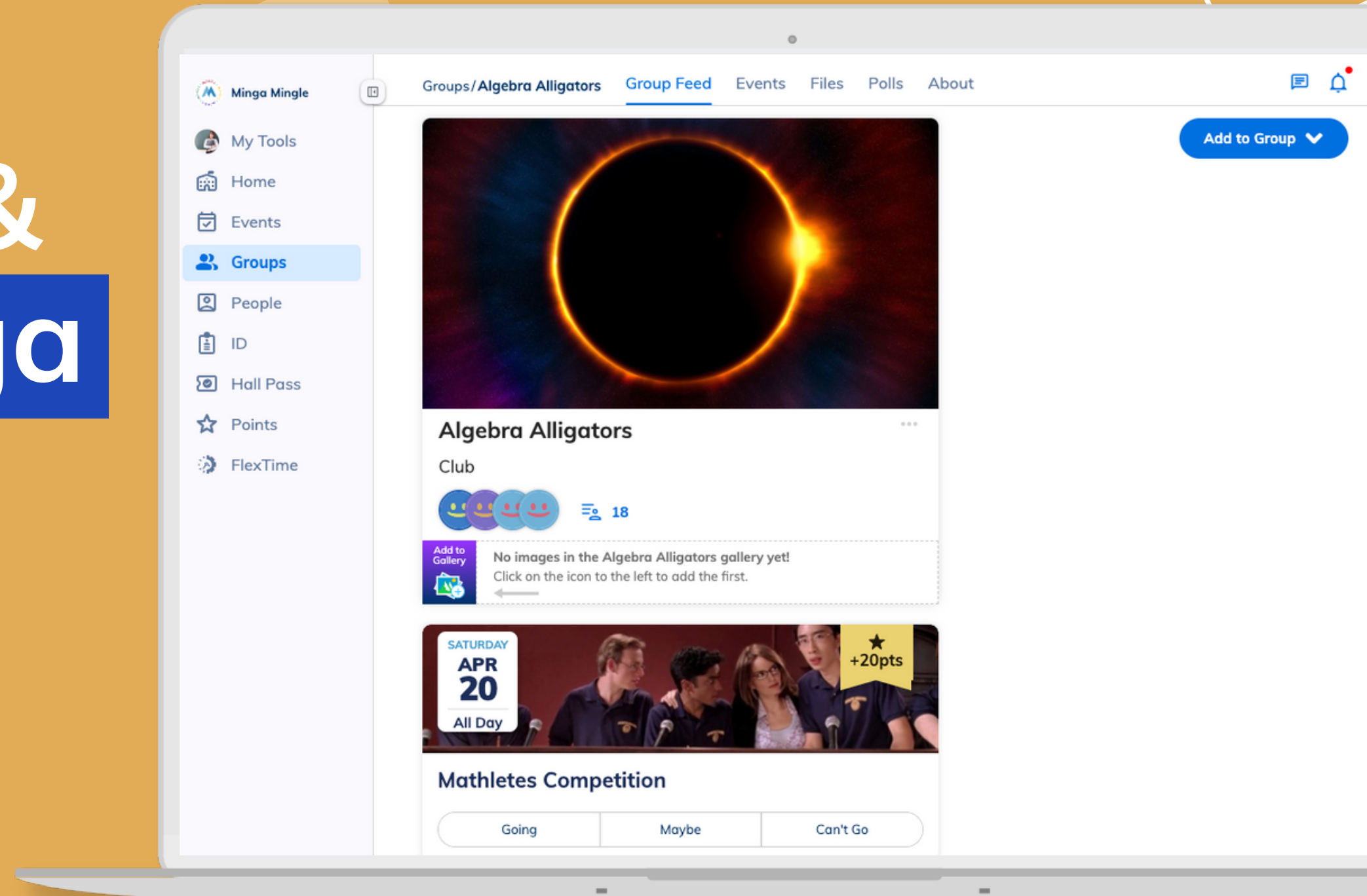




# Managing Clubs & Groups with MINGA

Connect and communicate with your class, team or club in one safe place. Share posts, pictures, events, files, polls and announcements with targeted messaging.



## WHY USE MINGA?

# Streamline club communication

Stop using unsafe and clunky apps like GroupMe, Instagram, Teamsnap, Whatsapp or text messaging to manage your athletics teams, clubs and associations.

Minga is an easy and safe way to keep track of all team communication and your schedule of meetings, practices, games and special events - all in one place.

- Share updates, urgent announcements and resources with your group like permission slips, forms and more.
- Manage and track attendance and allow students to let you know easily in advance if they can't make it.
- Promote your club or team to your entire school community as well as highlight games and events in the school community calendar.

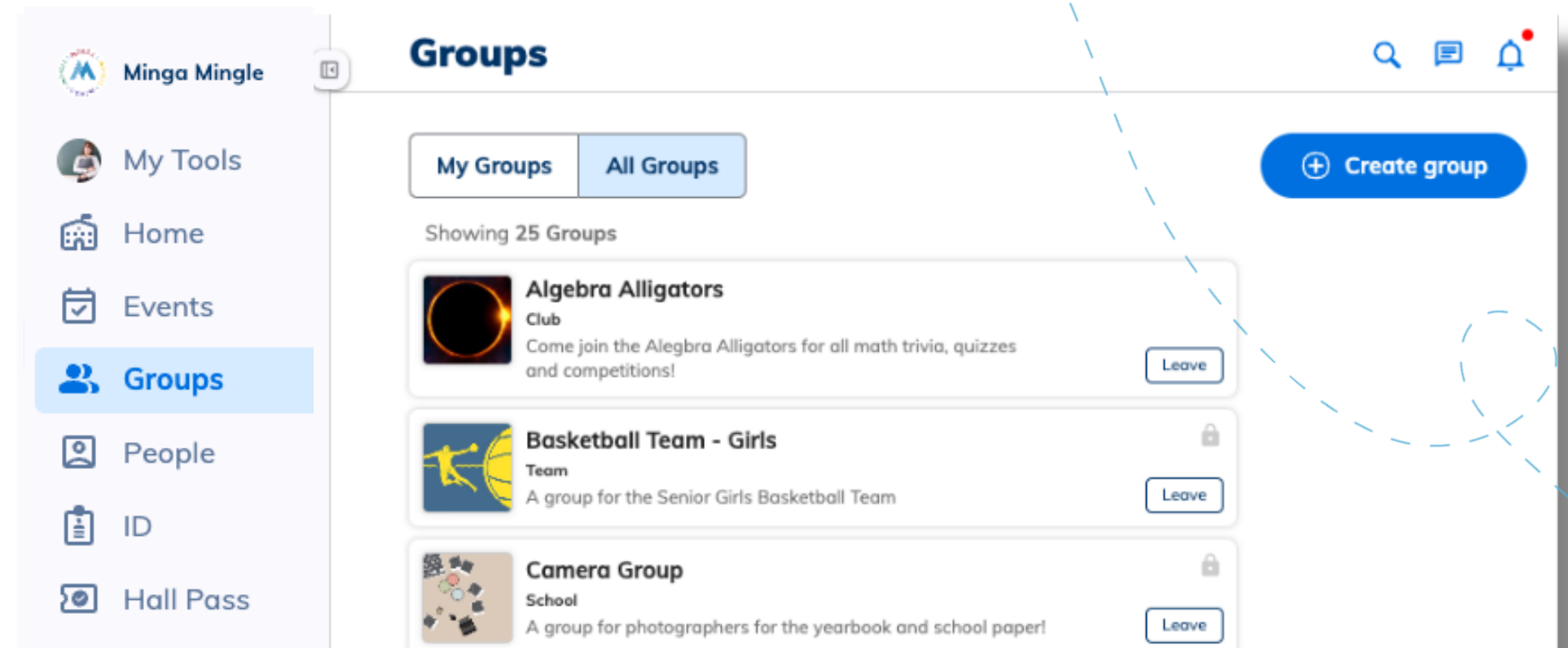


## STEP 1

# Create your group

The first step to streamlining all your club and group communication is to create a group in Minga for all your content to live in;

- Log into Minga at [app.minga.io](http://app.minga.io) and navigate to **Groups** in the left menu
- Click (+) Create Group.
  - If you do not see this option contact your Minga administrator.
- Make your group private if it is an invite only group
- Choose your Group Name, Category and add your group description
- Choose which roles can post and comment within your group
- Click Save Group!

A screenshot of the 'Create Group' form. At the top left, there is a 'Private' toggle switch which is turned on. At the top right are 'Cancel' and 'Save Group' buttons. The form is divided into two sections for permissions. The first section, 'Posting Permissions', allows roles to post to the group feed, with checkboxes for Group Owner, Staff, Student, Teacher, Student Leader, and Parent. The second section, 'Allow the following roles to comment on content in this group:', has checkboxes for Teacher, Student Leader, Parent, Staff, and Student. Below the permissions are three input fields: 'Group name' with a camera icon, a dropdown menu for 'Select a Group category', and a text area for 'Say something about this group (optional)'.

## STEP 2

# Add members to your group

Search

### Algebra Alligators

Club

Group 1 [Manage members](#)

Grade

Grade 6 Grade 7  
Grade 8 Grade 9  
Grade 10 Grade 11  
Grade 12

Role

Justin Erickson  
 Georgia H  
 Asher Kolson  
 Linda N  
 Alexia Sanders

Select All Deselect All

Search

When you have created your group it will appear in the 'All Groups' tab and students are able to Request to Join (unless the group is private).

- Navigate to **Groups** in the left menu
- Click on your group
- Add or remove group members to your group by clicking 'Manage Members'
- Select your members easily;
  - Filter by Grade, Role or Group
  - Uploading a list of student ID numbers
  - Or search manually by name

\*\*Your new members will be sent a notification that they have been added and will now see any group posted content on their Minga home feed.



## STEP 3

# Choose your group owners

Allow your student leaders, club presidents or team captains to help manage and post within your group by making them a Group Owner.

Group owners have group editing permissions and can also accept member requests to join the group.

- From within your group, click on your total number of members
- Click the three dotted menu next to the relevant member.
- Click Make owner.
- Remove editing permissions at any time by selecting Remove as owner from this menu.

The screenshot displays the 'Algebra Alligators' group interface. At the top, there is a header for the group with a 'Manage members' button. Below this is the 'Group members list' section, which includes a search bar and an 'Export members' button. The list contains several members, with 'B Esson' highlighted. A context menu is open over 'B Esson', showing options: 'Remove', 'Make owner', and 'Remove as owner'. A blue arrow points from the 'Manage members' button to the 'Group members list' section. Another blue arrow points from the 'Remove as owner' option to the 'Make owner' option.

**Algebra Alligators**  
Club

Manage members

**Group members list**

Search by Name, ID, or Email [Export members](#)

N Owner You Owner

B Esson

Bonnie Student

Finn Student

Flo Student

Jeff Student

Keerthi Student

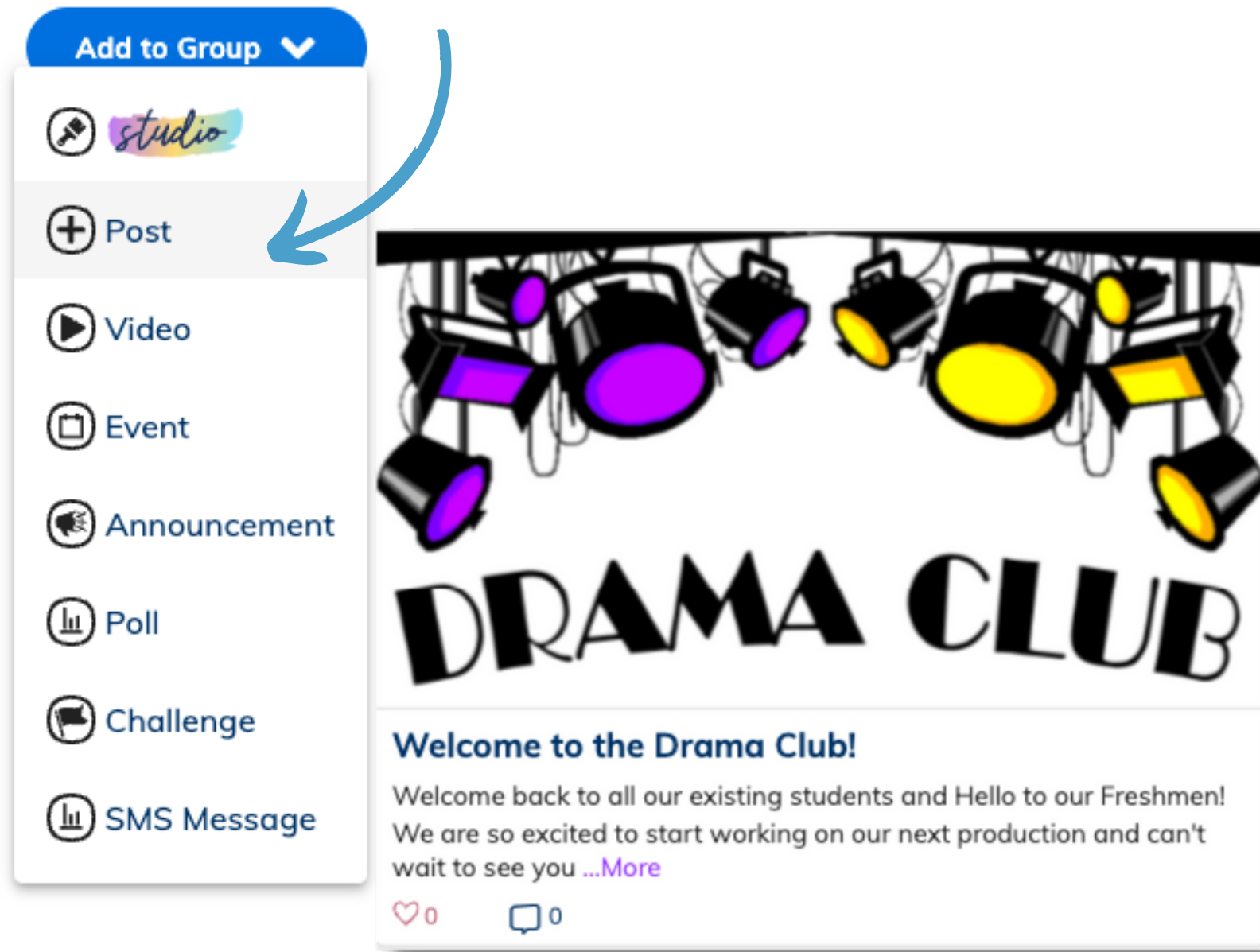
Remove

Make owner

Remove as owner

## STEP 4

# Welcome your members to the group



Now it's time to welcome your group!

Create a post to introduce your club or team to your new Minga group;

- Click Add to Group
- Select Post
  - Add an image
  - Create your post Headline
  - Add your message in 'Share your Thoughts'

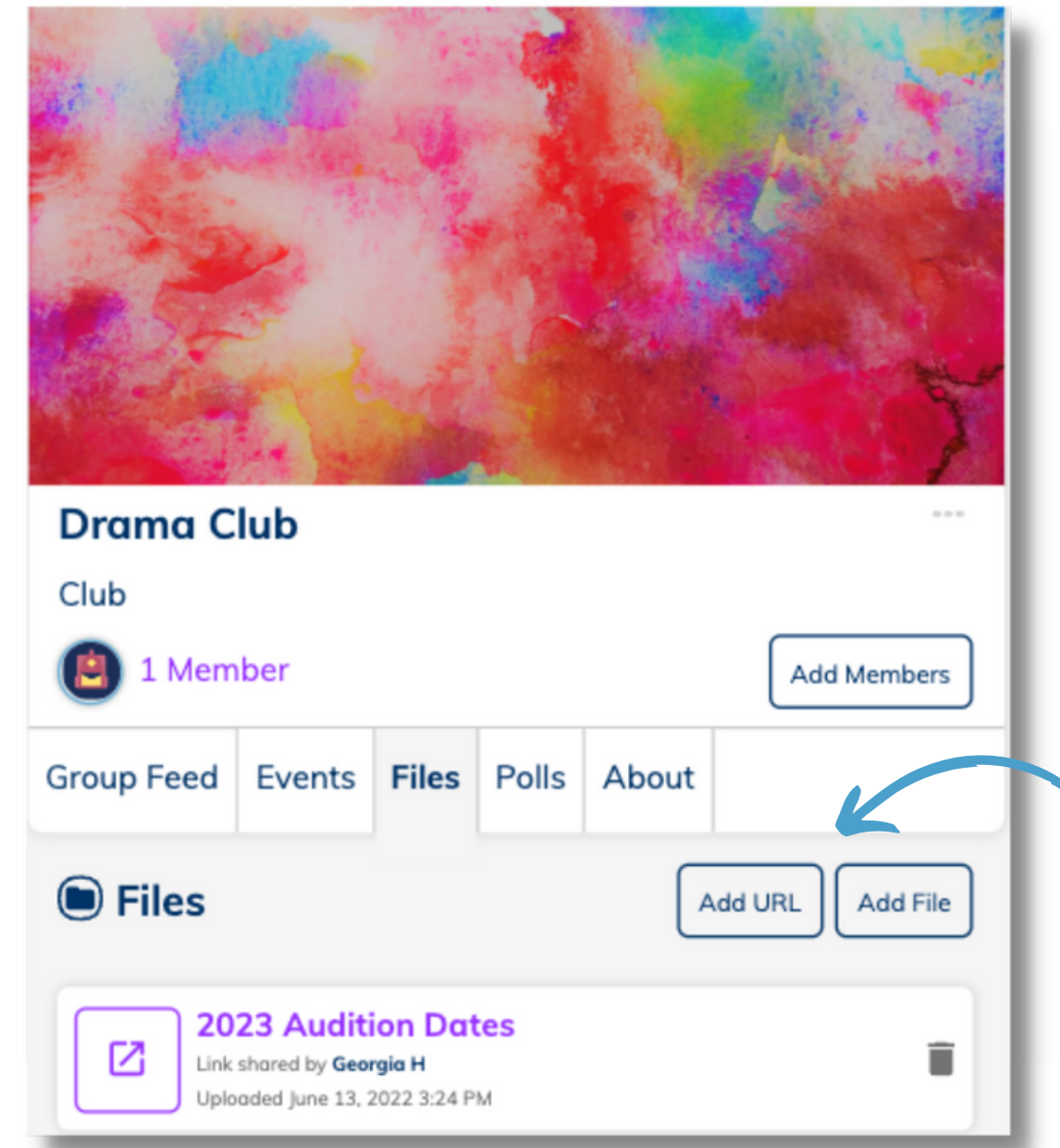
The content you post to your group will appear on the Group page and will also zipper into the main home feed of every member who is in your group. Each post will also send a notification to each group member.

## STEP 5

# Upload group files and links

Upload your team schedule, forms, permission slips and any other important links or documents in Files.

Click 'Add URL' to save any important links or 'Add File' to upload documents.

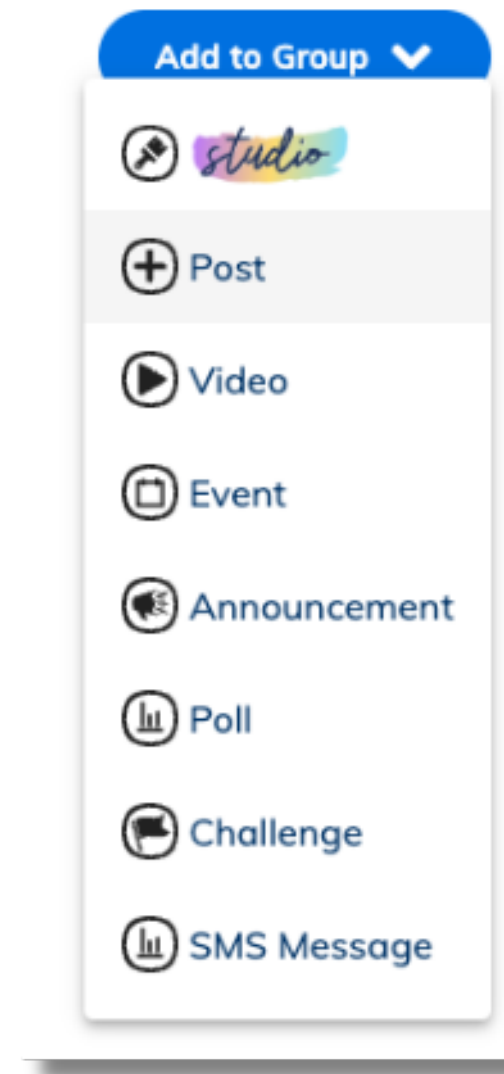


## STEP 6

# Share important or urgent updates

Share important schedule changes or urgent notifications to your group with an Announcement.

Announcements are short, text only posts that send a push notification to your group members - perfect for a last minute location change!





## STEP 7

# Add your meetings and games to the events calendar

Events created within a group populate your group calendar along with your member's calendars.

Creating events within your group is a great way of organizing your weekly club meetings, practices, games and special events.

Click Add to Group from the left menu and select Event.

Set up your full calendar of recurring group events by clicking 'Add additional day' and adding all subsequent event dates.

Creating Events  
Guide



The screenshot shows the 'Select Event Day' form with a dropdown menu open. The form includes fields for 'Start date' (Jun 16th 2022), 'Start time' (12:00 pm), 'End date' (Jun 16th 2022), and 'End time' (1:00 pm). The dropdown menu is titled 'Add to Group' and lists options: Post, Video, Event, Announcement, Poll, Challenge, and SMS Message. A blue arrow points to the 'Event' option in the dropdown. Another blue arrow points to the '+ Add Additional day' button at the bottom of the form.

Select Event Day

DAY 1

DAY 2

All day event?

Start date: Jun 16th 2022

Start time: 12:00 pm

End date: Jun 16th 2022

End time: 1:00 pm

+ Add Additional day

Add to Group

- Post
- Video
- Event
- Announcement
- Poll
- Challenge
- SMS Message

## STEP 8

# Invite your group to your event

Invite your group members to your events so they can let you know if they can make it.

- Navigate to your group
- Click on the "0 Invited" icon
- Filter by your group
- "Select All" members and hit save

Your members will all receive an invite to join your event and can click 'Going, Maybe, Can't Go'.

- View all 'Going' members by clicking the 'Are Going' icon in the Event Management console

Creating Events  
Guide



The screenshot displays the 'Event Management' interface. At the top, there are 'Check In' and 'Check out' buttons. Below that, the 'Event managers' section includes an 'Add' button. A table shows event statistics: 0 Invited, 1 Going, 0 Tickets, 0 Checked out, and 1 Not checked in. A filter overlay is open, showing a search bar, a 'File' icon, and a 'Filter Your Audience' section. Under 'Filter Your Audience', the 'Group' dropdown is set to 'Sr. Basketball Team'. Other filters include 'Grade' and 'Role', both currently set to 'v'. A 'Search' button is at the bottom of the overlay. A blue arrow points from the '0 Invited' icon in the table to the filter overlay.

## STEP 9

# Record attendance at meetings

After you have created your events for your group meetings, use the Event Management console to check students in and out of your events.

- To scan your members Digital IDs for check in, first open the Minga app on your phone.
- Next navigate to your Group via the Groups menu at the bottom of your screen and click on the event.
- Click Check In and then click the barcode icon next to the search bar.
- Scan the member's Digital ID from their device with your phone and click Check In.

Event Management  
Guide

The image displays two screenshots from the Minga app. The top screenshot, titled "Event Management", shows a dashboard with two buttons: "Check In" (blue) and "Check Out" (red). Below these are six statistics cards in a 2x3 grid:

0 Invited	2 Are Going	0 Have Tickets
0 Checked In	0 Checked Out	0 Managers

The bottom screenshot, titled "Check In To Event", shows a search interface. It includes a search bar, a barcode icon, and a list of groups: "Dance Team", "Drama Club", and "Junior C". Below the groups is a "Search" button. The search results show "Search Results (12)" and "Selected (0)". A list of members is visible, including "Hannah Alberg" with email "georgia+hannah@minga.io" and ID "765473".

## STEP 10

# Schedule Hall Passes for your group

Hall Pass module required



The Minga Hall Pass Module allows you to easily send your entire group a digital Hall Pass to allow them to leave class early to attend a practice, game or other event.

Hall Passes can be scheduled ahead for a specific period of time from within the Hall Pass Manager.

Students will be notified via a push notification that you have assigned them a Hall pass, with the Hall Pass appearing on their Digital ID at the scheduled time.

Read the [Hall Pass Guide](#) for full step by step instructions on creating Hall Passes.

Hall Pass Guide



## STEP 11

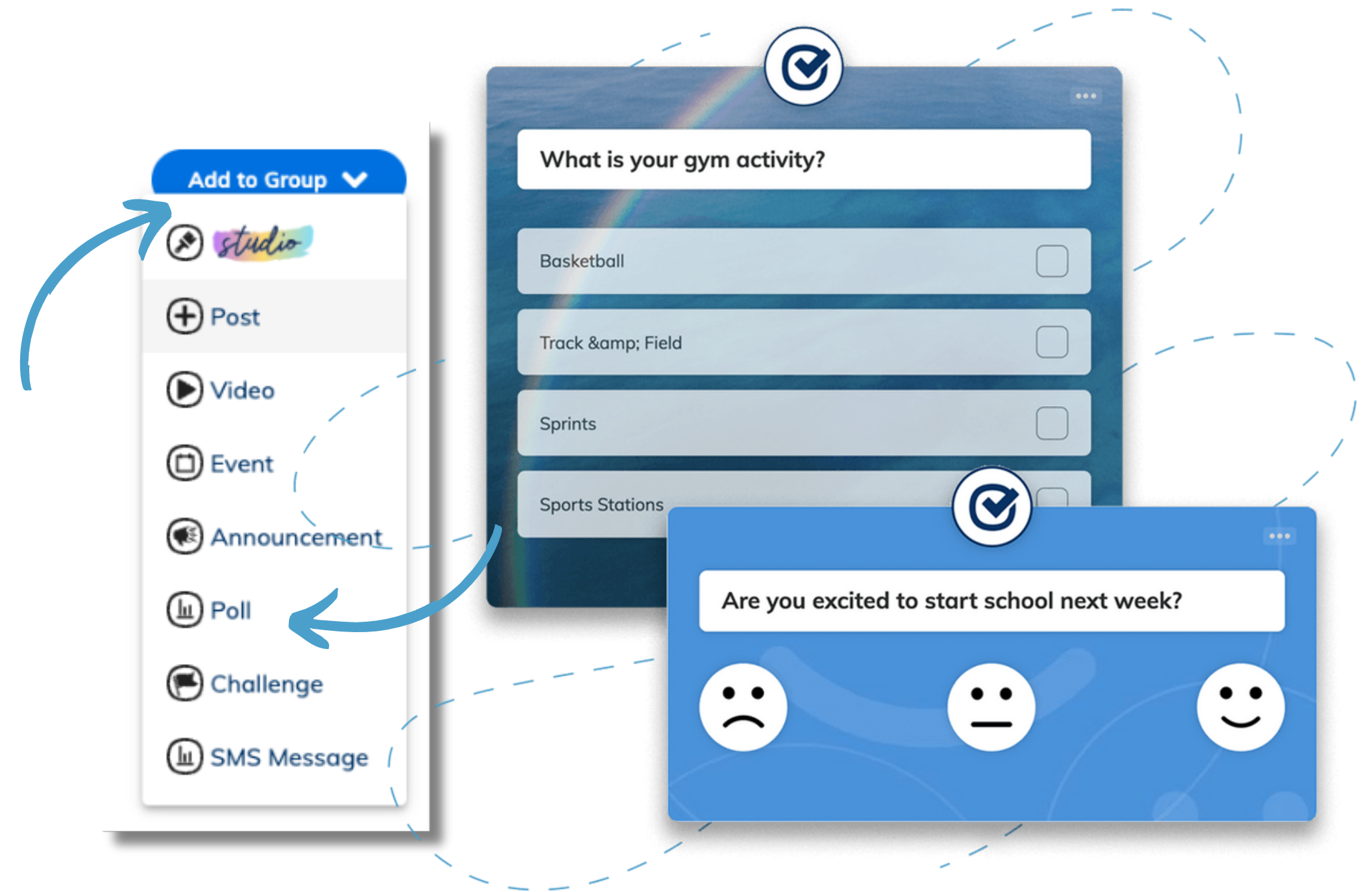
# Engage your members and find out what they think!

Use Polls and Challenges to engage your group members by casting their vote or participating in a written or photo challenge.

Let the drama club vote on the next big show, poll the prom committee for the next theme or just ask them how they're doing!

Find out more about creating Posts, Polls and Challenges in our [Content Guide here](#).

[Content Posting Guide](#)



## STEP 12

# Promote your club events to the whole school



### Go Tigers! We are so proud of all of you!

It was an exciting game yesterday that saw our amazing Tigers tuck back from a difficult start to bring home the W!

It was so amazing to see the ...More

♥ 1    💬 1

Comments

Georgia H 🗨️ Yeah Go Team!

a few seconds ago    ❤️ 0 Like    Reply



colours on Friday!

WEDNESDAY  
**JUN 15**  
12:00 PM

### School Sports Fundraiser Gala

TICKETS 🎫 \$25.00

Going	Maybe	Can't Go
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Share your upcoming games and events with the whole school by adding events to the main school calendar.

From the main Minga feed, click (+) Add, Event to add an event to the main school calendar.

Promote your events and celebrate your club wins with the rest of the school by posting directly to the main Minga feed.

From the main Minga feed, click (+) Add, Post to add a post to the main school feed.

If you do not see this option, ask your administrator for posting permissions

Posting Content  
Guide

Creating  
Events Guide

# Minga Help Center

For any other support you need when setting up and using your Minga, please visit our Help Center and the knowledge base.

We host weekly training sessions on Zoom which are a great opportunity to get specific questions addressed in person. We encourage you to attend!

Visit Help Center

