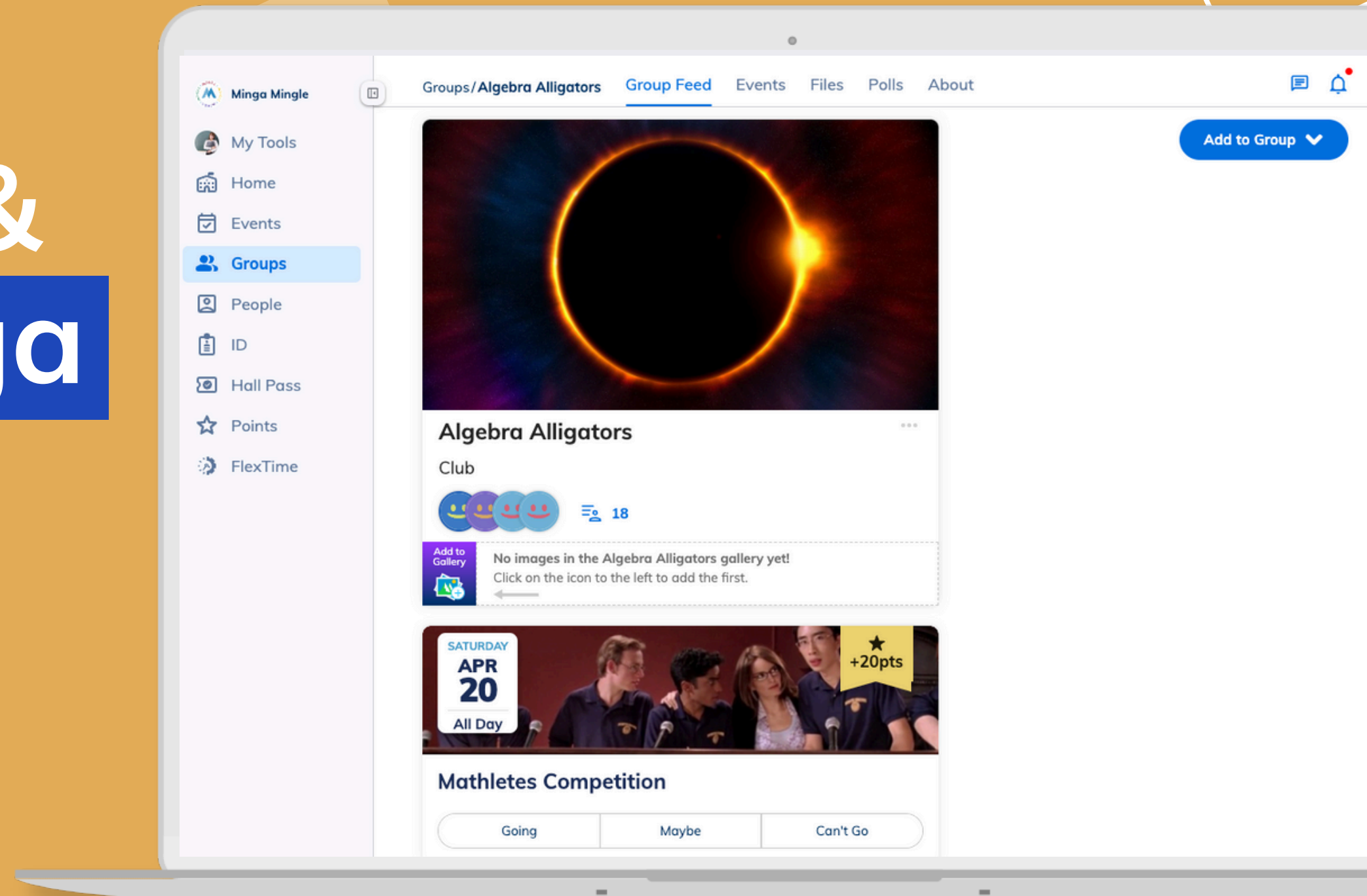




# Managing Clubs & Groups with Minga

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.

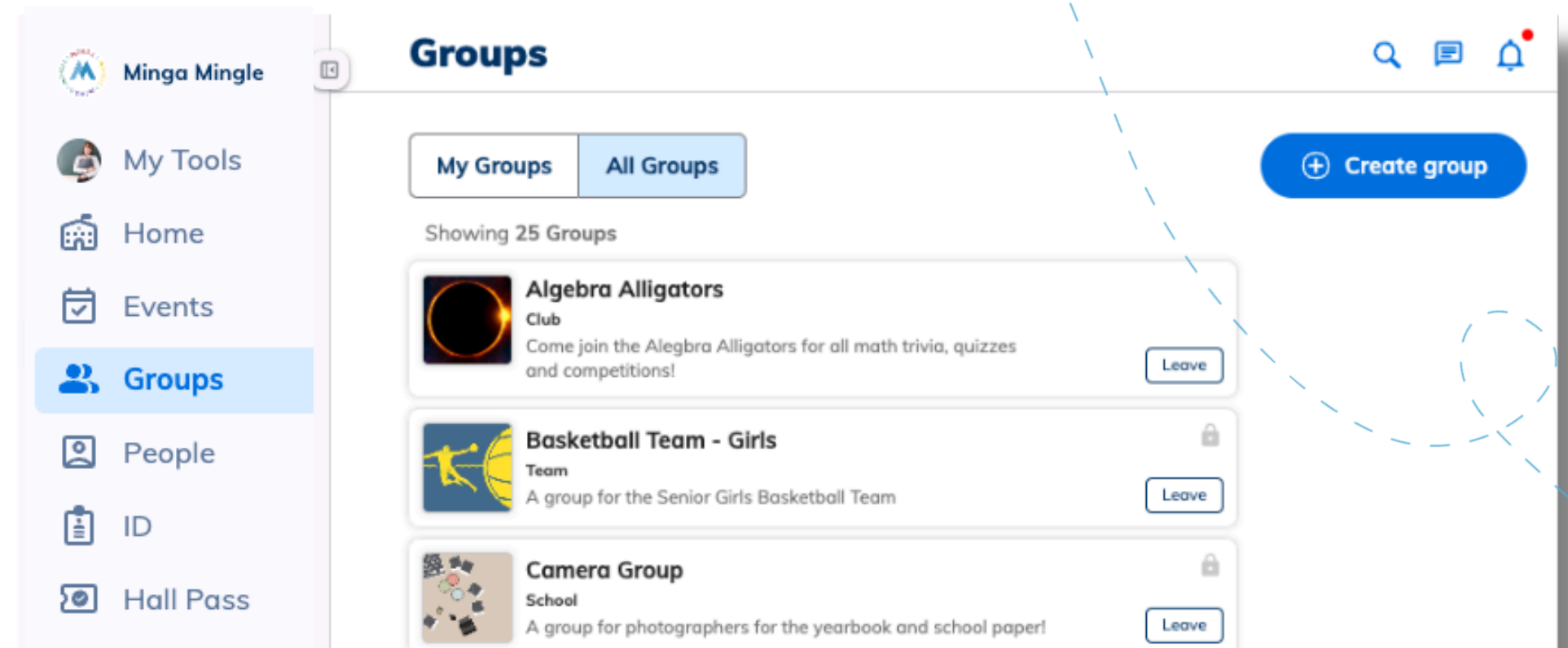


## STEP 1

# Create your group

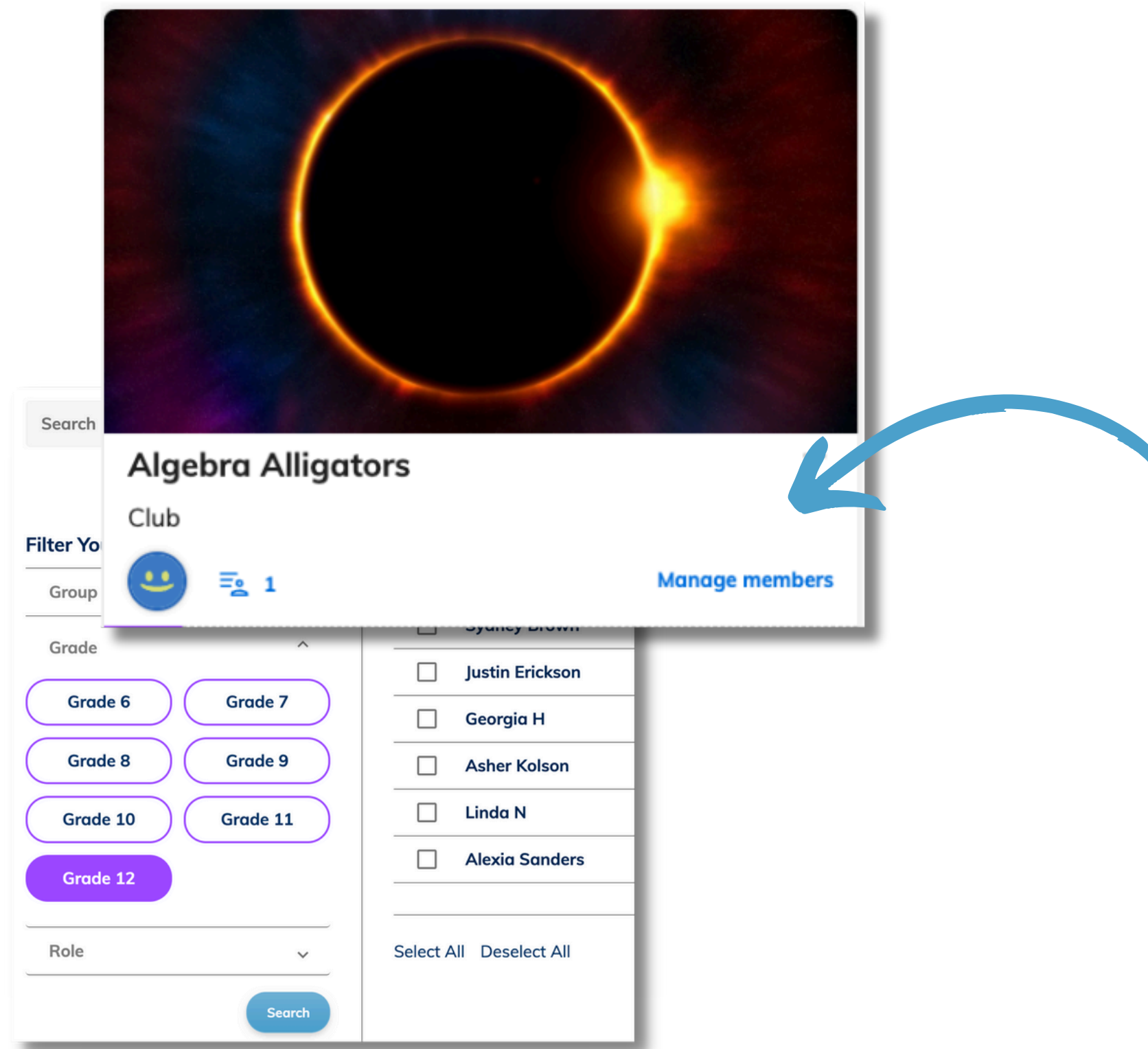
The first step to streamlining all your club and group communication is to create a group in Minga for all your content to live in;

- 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, there is a 'Private' toggle switch which is turned on. To the right are 'Cancel' and 'Save Group' buttons. Below this is the 'Posting Permissions' section, which states 'Allow the following roles to post to the group feed:'. It contains two columns of checkboxes: Group Owner (checked), Staff (checked), Student (unchecked), Teacher (checked), Student Leader (unchecked), and Parent (unchecked). The next section is 'Allow the following roles to comment on content in this group:', with checkboxes for Teacher (checked), Student Leader (checked), Parent (unchecked), Staff (checked), and Student (checked). At the bottom, there is a 'Group name' text input field with a camera icon, a 'Select a Group category' dropdown menu, and a 'Say something about this group (optional)' text area.

## STEP 2

# Add members to your group



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.



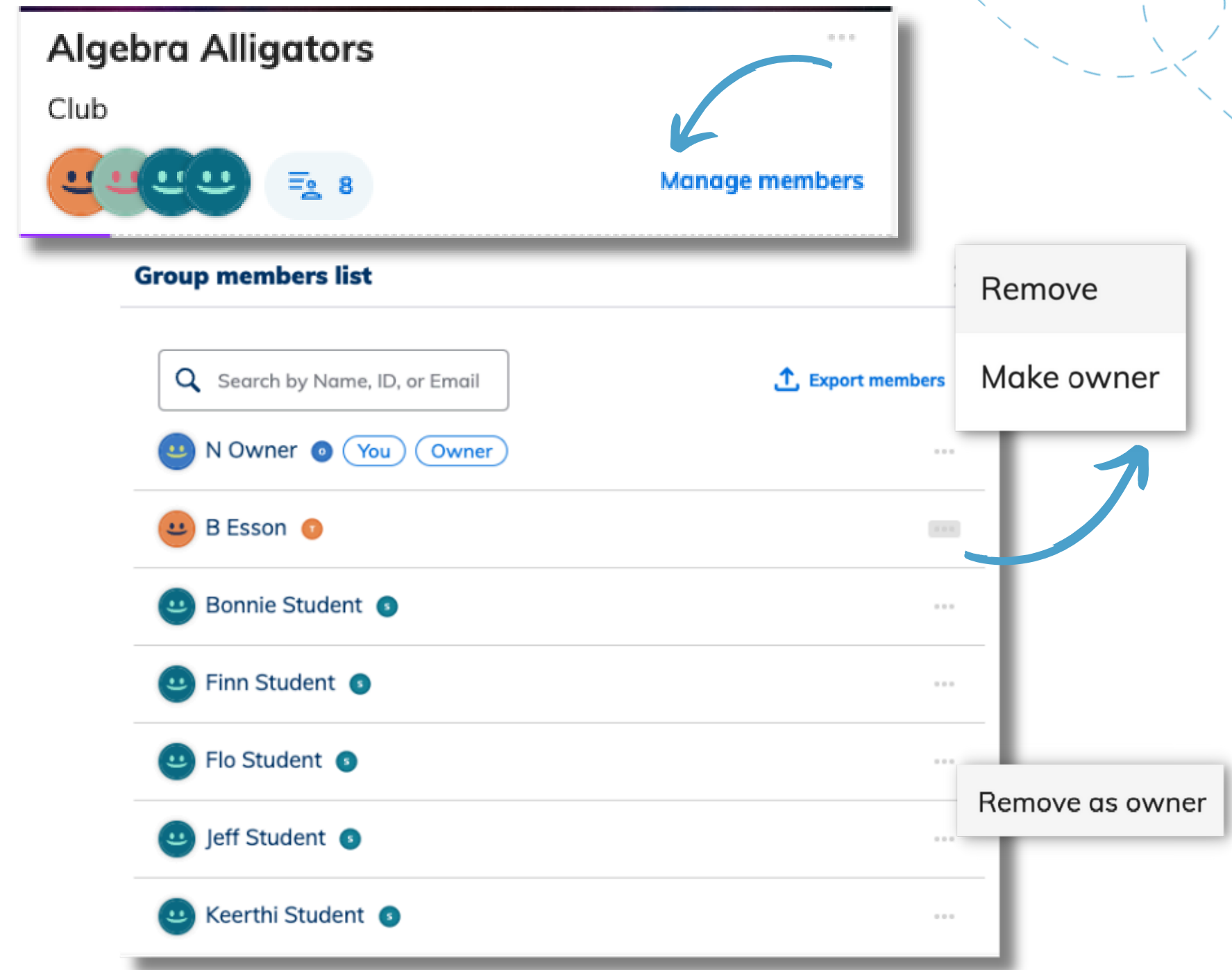
## STEP 3

# 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.

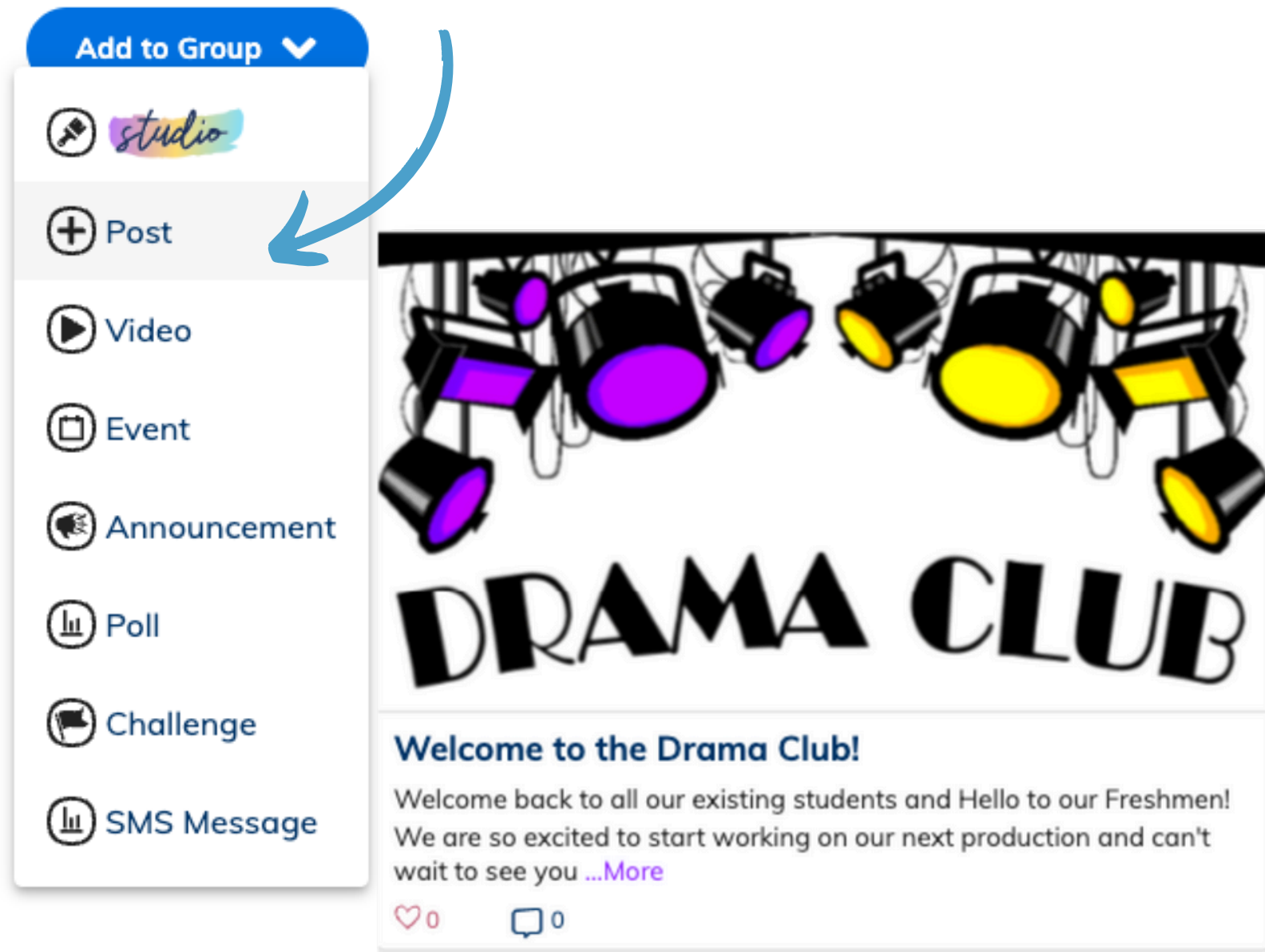
Group owners have group editing permissions and can also accept member requests to join the group.

- 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.



## 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'

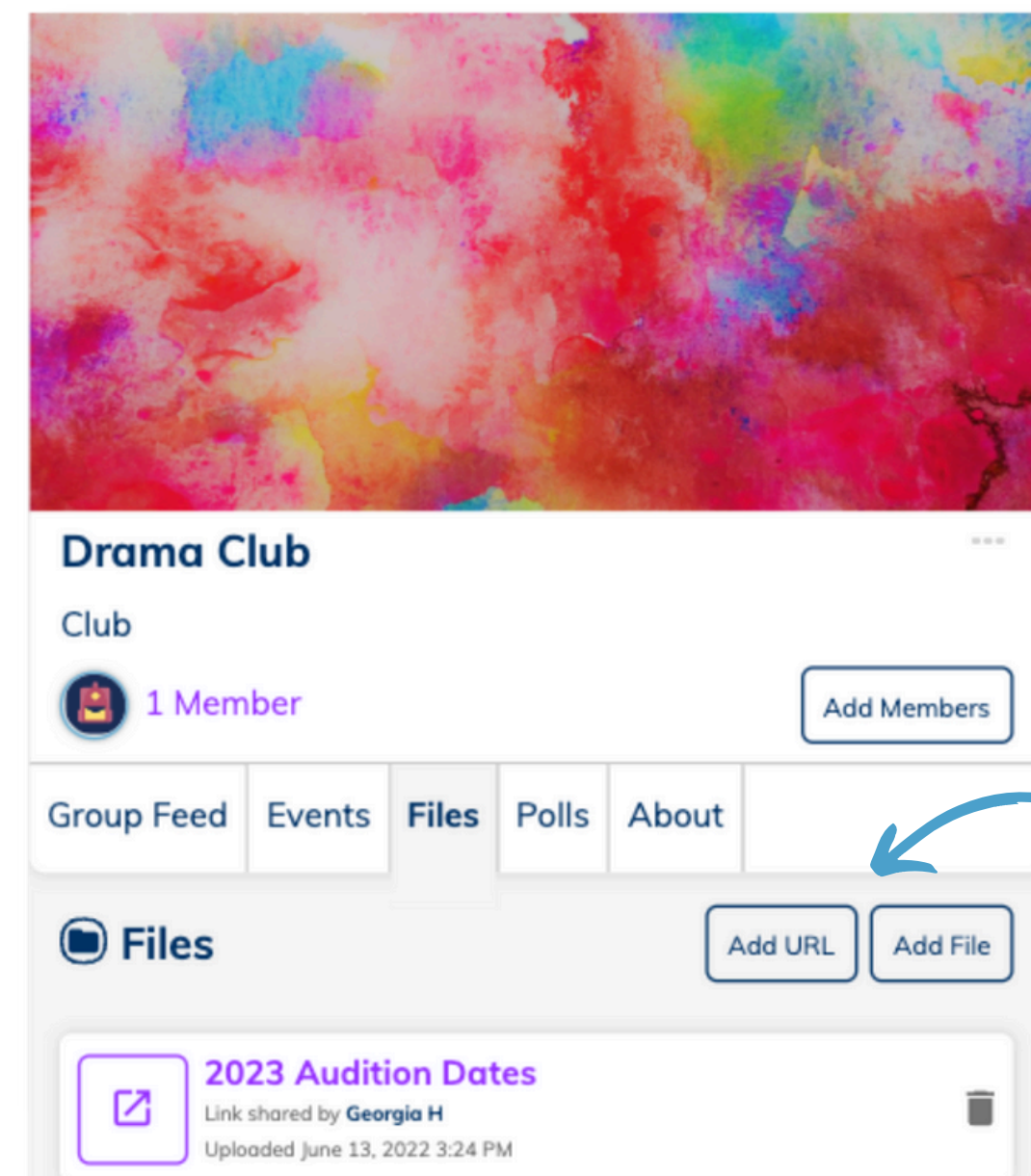
The content you post to your group will appear on the Group page and will also zipper into the main home feed of every member who is in your group. Each post will also send a notification to each group member.

## 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.

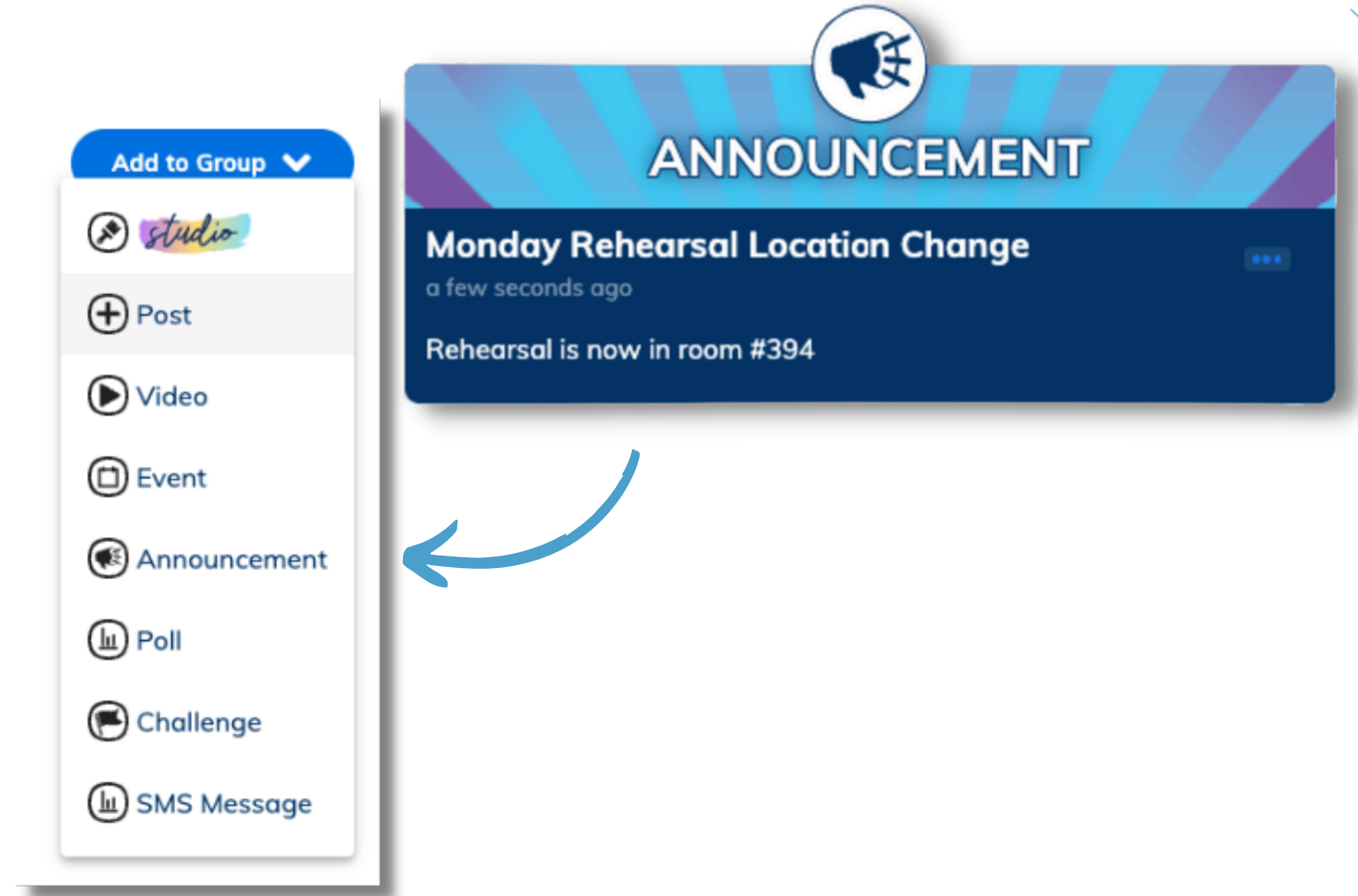


## STEP 6

# 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 'Add to Group' menu on the right, which includes options like Post, Video, Event, Announcement, Poll, Challenge, and SMS Message. A blue arrow points from the 'Event' option to the 'Select Event Day' form. The form has sections for 'DAY 1' and 'DAY 2'. Under 'DAY 2', there is a section for 'All day event?' with fields for 'Start date' (Jun 16th 2022), 'Start time' (12:00 pm), 'End date' (Jun 16th 2022), and 'End time' (1:00 pm). At the bottom of the form, there is a button labeled '+ Add Additional day' with a blue arrow pointing to it.

## 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 shows the 'Event Management' interface. At the top, there are 'Check In' and 'Check out' buttons. Below them is a table with columns for 'Event managers', 'Invited', 'Going', 'Tickets', 'Checked out', and 'Not checked in'. The 'Invited' column shows '0' with an envelope icon. A blue arrow points from this icon to a 'Filter Your Audience' modal. The modal has a search bar, a 'File' icon, and a list of groups: 'Drama Club' and 'Sr. Basketball Team'. It also has dropdowns for 'Grade' and 'Role', and a 'Search' button at the bottom.

Event managers	Invited	Going	Tickets	Checked out	Not checked in
	0 Invited	1 Going	0 Tickets	0 Checked out	1 Not checked in

Search

File

**Filter Your Audience**

Group

Search Groups

Drama Club Sr. Basketball Team

Grade

Role

Search

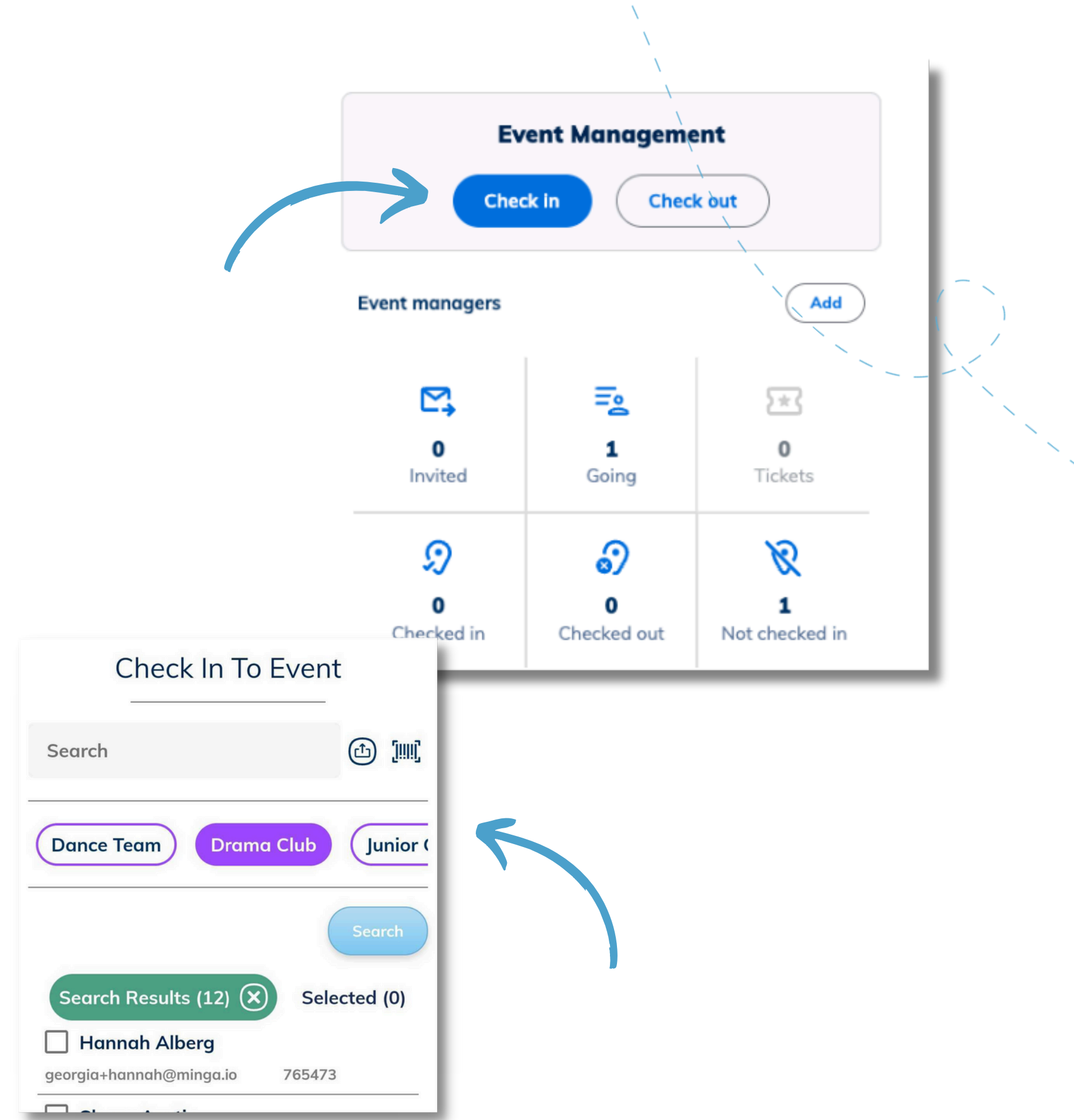
## STEP 9

# 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



## 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

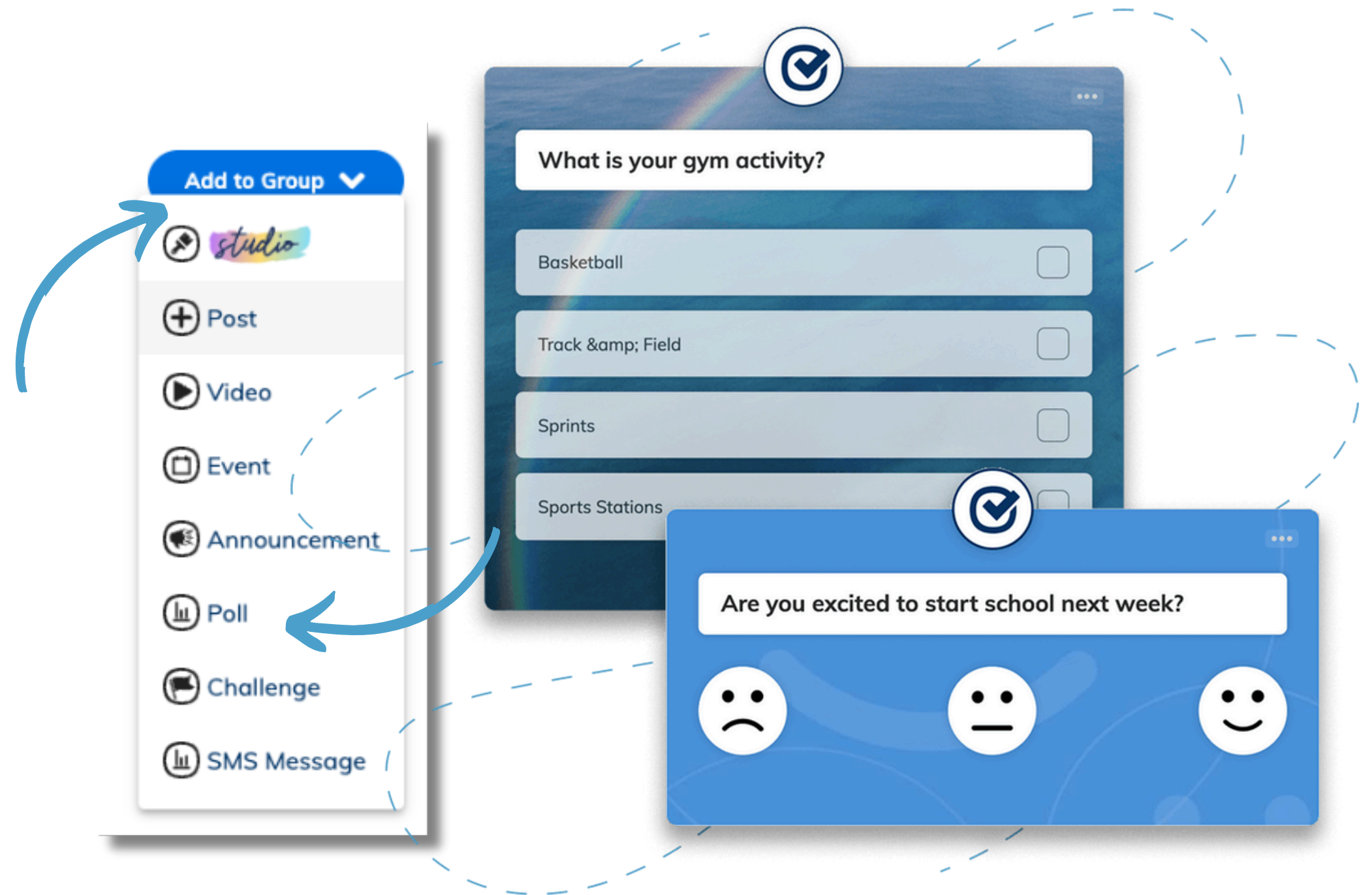
# Engage your members and find out what they think!

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**



# Promote your club events to the whole school



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



## RESOURCES

# 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

