



Create a group quick reference guide

In groups, you can discuss topical or local issues in complete privacy. You can create or join a group for people working in the same field, region or across the state. You can also start a group for your agency or group of agencies.

Groups have several options:

- Group Access
 - **Public** - Public groups are open to everyone. Members can participate in discussion forums and read posted documents.
 - **HSNet Users Only** - Restricted groups are not visible by the public, and require specific membership, which may be by invitation or by requesting access. Group membership access is approved by the Group Moderator.
- Group Moderation
 - **Unmoderated groups** content (posts, comments, events) can be added without approval by a Moderator
 - **Moderated** content (posts, comments, events) requires approval from a Moderator

To create a group, log on to the HSNet website www.hsnet.nsw.gov.au.

Follow these steps to create a new group:

1. Click on the **Groups** tab and select **Create a new group** link.

The screenshot shows the HSNet website interface. At the top, there is a navigation bar with 'Home', 'Search', 'Groups' (highlighted with a red box), 'Referral', and 'Capacity Management'. Below the navigation bar is a search bar with the text 'e.g. keywords or group names' and a 'Search within groups' button. On the left side, there is a sidebar with a 'Groups' section containing a list of groups: 'HSNet General' (0), 'Positions Vacant' (99+), and 'Training Opportunities...' (99+). A 'Create a new group' link is highlighted with a red box. The main content area is titled 'Create group' and contains the following text: 'To help everyone stay organised, your group will be approved by an administrator. The approval process may take one or two days depending on availability. You will receive an email shortly informing you whether the group is approved or not.' Below this text are two form fields: 'Group name *' (filled with 'Carers NSW') and 'Group description *' (filled with 'Carers NSW is an association for relatives and friends who are caring for people with a disability, mental health problem, chronic conditions or who are frail aged. we are the peak organisation for carers in New South Wales.'). On the right side, there is an 'Events' section with three event listings: '19 Jun 2015 - 12:00am Domestic Violence Awareness for Frontline Workers Parramatta', '19 Jun 2015 - 12:00am Domestic Violence Awareness for Frontline Workers Parramatta', and '23 Jun 2015 - 12:00am Attachment Theory and Practice (2 days) Parramatta'. The bottom of the page features the NSW Government logo and contact information: 'www.hsnet.nsw.gov.au', 'Email: hsnet@facns.nsw.gov.au | Phone: 02 9765 5260', and 'Version 1.0 | Page 1 of 2'.



2. The **Create group** form will be displayed. Complete the required fields.

*Note: * indicates mandatory field.*

Field	Description
Group Name *	A descriptive name of the group e.g. Carers NSW
Group description *	Details about the group, include information such as the group is only available to particular area, field or have any restrictions. This information will be displayed in the About section of the group page.
Tag/s	A keyword or term assigned to the group to help identify and categorise the group, allowing the group to be found by searching. <i>Tip: To add multiple tags, separate the keyword or term with a comma (,). For example: carers, association, disability, mental health</i>
Group Access	The level of user access for the group. There are two 2 user group access types: HSNet users only – group is available to HSNet registered users only. Public – group is open to all users and the public.
Group Moderation	Unmoderated - Create a Group where content (posts) can be added without approval by a Moderator Moderated – Create a Group where content (posts) requires approval from a Moderator

3. Click on **Create group** button.

Assistance Service and Assisting Women and Children in Criminal Proceedings Online, so anywhere you have a computer or smartphone!

23 Jun 2015 - 12:00am
Attachment Theory and Practice (2 days)
Parramatta

23 Jun 2015 - 12:00am
Attachment Theory (1 day)
Parramatta

23 Jun 2015 - 12:00am
Attachment Theory (1 day)
Parramatta

24 Jun 2015 - 12:00am
Law Webinar for Community Workers: Law Check Up
World Wide Web

25 Jun 2015 - 12:00am
Accidental Counsellor
Parramatta

25 Jun 2015 - 12:00am
Accidental Counsellor
Parramatta

» Future events
» Past events
+ Create an event

4. Your created group will be reviewed and approved by the HSNet team. When approved, you will be notified via your HSNet registered email.