



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 are of two types:

Public groups are open to everyone. Members can participate in discussion forums and read posted documents.

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.

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.



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.
Group Moderation	Choose if content can be added by group members directly, or restrict if needing approval by group moderators
Revision log message	This field can be left as is, or a comment to the administration team can be left here

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

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