

Placeholder Hub Groups

Placeholder Groups represent groups who do not use the Hub, so that they appear in the Hub Circles diagram and can store their public-facing contact information.

Creating a Placeholder Group

Only people with **Group Admin of All Groups** permission (or above) can create Placeholder Groups. This includes regional Hub Admins.

To create a Placeholder Group, go to the parent of the group (usually a Region, or maybe a District), and click **New Child Placeholder Group**.

Name

Short Name

Hub Group Type Role Support Regional Working Group District Group Local Group Affinity Group Community Group

Parent South West

Enter the name and short name, and select the group type (usually Local Group).

Editing a Placeholder Group

Filter Back

Candlewick Green (Local Group)

UK Rebel Hive (UK Working Group) / South West (Regional Group) /

Hub Circles
Candlewick Green

Candlewick Green (Local Group) Edit Contact Info Invite Group Admins List Invites Group Admins

This group does not use the Hub

Add to Hub services New Child Placeholder Group

Colour key

Roles

Core Role	Linked Core Role	Person on Hub	Due for review	Person only on GlassFrog
Role	Linked Role	Person on Hub	Due for review	Person only on GlassFrog
Unfilled Role	Unfilled Linked Role	Unfilled		

Click to open group (Group on Hub but not GlassFrog)

Click to open group (Group on Hub and GlassFrog)

Click to open circle (Circle on GlassFrog not on Hub)

Filter Back

Open the **More Info/Contact Info** dropdown, and click the edit pencil to add contact information.

What to do if the group wants to come on the Hub

If the group wants to come on the Hub, look for its trained Group Admin and then invite them to be Group Admin of the group. Then, when they look at the group on the Hub, they will then see the **Add to Hub services** button on the screen above.

If they don't have a trained Group Admin, you will have to find out what they need on the Hub, and do it yourself - but they will need a trained Group Admin at some point, so the first option is preferred.

When the **Add to Hub services** button is clicked, this screen appears:

[Delete](#) [Save](#) [Apply](#) [Back](#)

Please check the parent Hub Group knows about this new child group before creating it

Hub Group Type	Local Group
Hub Group Name ?	Candlewick Green
Short Name ?	CWICK
Parent Hub Group	South West
Invite All Members Of Child Hub Groups ?	<input type="checkbox"/>
Child Hub Groups Can Use Our Team ?	<input type="checkbox"/>
Link External Coordinator To Parent Group ?	<input type="checkbox"/>
Public Working Group Channel ?	<input type="checkbox"/>
Main Category ?	<input type="text" value=""/>
Do you need a folder on the Cloud to store documents and files	<input type="checkbox"/>
Email	xrukadmin@protonmail.com

Please check the parent Hub Group knows about this new child group before creating it

[Delete](#) [Save](#) [Apply](#) [Back](#)

This is similar to the [New Group Screen](#), but with fewer options, and all on one page.

Once it is filled in correctly, clicking Save should create the group on the services right away.
