

# 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**.

SaveCancel

Name

Candlewick Green

Short Name

CWICK

Hub Group Type

☐ Role Support ?

☐ Regional Working Group

☐ District Group

☒ Local Group

☐ Affinity Group

☐ Community Group

Parent

South West

SaveCancel

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

## Editing a Placeholder Group

Filter Back

Hub Circles

Candlewick Green (Local Group)

UK Rebel Hive (UK Working Group)

South West (Regional Group)

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

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

Colour key

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:

DeleteSaveApplyBack

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 checked="" 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 ?	<div></div>
Do you need a folder on the Cloud to store documents and files	<input type="checkbox"/>
Email	<a href="mailto:xrukadmin@protonmail.com">xrukadmin@protonmail.com</a>

DeleteSaveApplyBack

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

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.

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