



### **Policy on Group Information Distribution**

- I. It is the policy of the Handweaver's Guild of Boise Valley, Inc. that a separate online service will be used to distribute guild information.
- II. A private group through [groups.io](https://groups.io) has been set up for members of the Guild. This group is called BoiseGuild.
- III. Members receive notice of the publication of the newsletter through [groups.io](https://groups.io).
- IV. Instructions
  - A. Our group in [groups.io](https://groups.io) is a separate website service from the Official Guild Website, and can be found at <https://boiseguild.groups.io/g/main>.
  - B. The easiest way to communicate with all the other members of our group is by simply emailing with this address - [main@BoiseGuild.groups.io](mailto:main@BoiseGuild.groups.io)
  - C. Most of your notices for upcoming meetings, benefitting the entire Guild, should still be sent to the main email so all Guild members receive information about meetings of interest.
  - D. You may also go directly to the group website to see all the communications, files and photos posted by members.
    1. To go to our group online follow these steps:
      - a) Go to this online address: <https://groups.io>
      - b) Click the "Log In" button in the upper right of the screen.
      - c) Enter your email address
      - d) The Log-In page shows all the groups in [Groups.io](https://groups.io) you belong to
      - e) To log in without a password, go to [the login page](#) and click the 'Email me a link to log in' button. Once you enter your email address, you'll immediately be sent an email with a link that will automatically log you into [Groups.io](https://groups.io). You will stay logged in for up to 30 days, unless you log out. You can then set a password if you

wish, or you can continue to utilize the Email me a link to log in function to log in when needed.

- E. Another benefit of [Groups.io](#) is the ability to create sub-email groups, such as the Board or any of the Study Groups. An email address gets created for just that smaller group so they can communicate. This could be a great tool for online study group discussions.
- V. If you are not getting notices about the newsletter or if you are having trouble with [groups.io](#), contact the Membership Officer or the Webmaster.
- VI. The Board may decide each year to delete the conversations in the [groups.io](#) sub-group called BoardMembers. There may be sensitive conversations which are no longer needed for the purposes of the Guild.