



# Product Overview: A guide to how it all works



# My GroopChat

Communicate with everyone in your group

Brand the page with a customisable banner

Notifications of incoming activities

Create and view threads using the powerful filtering tool

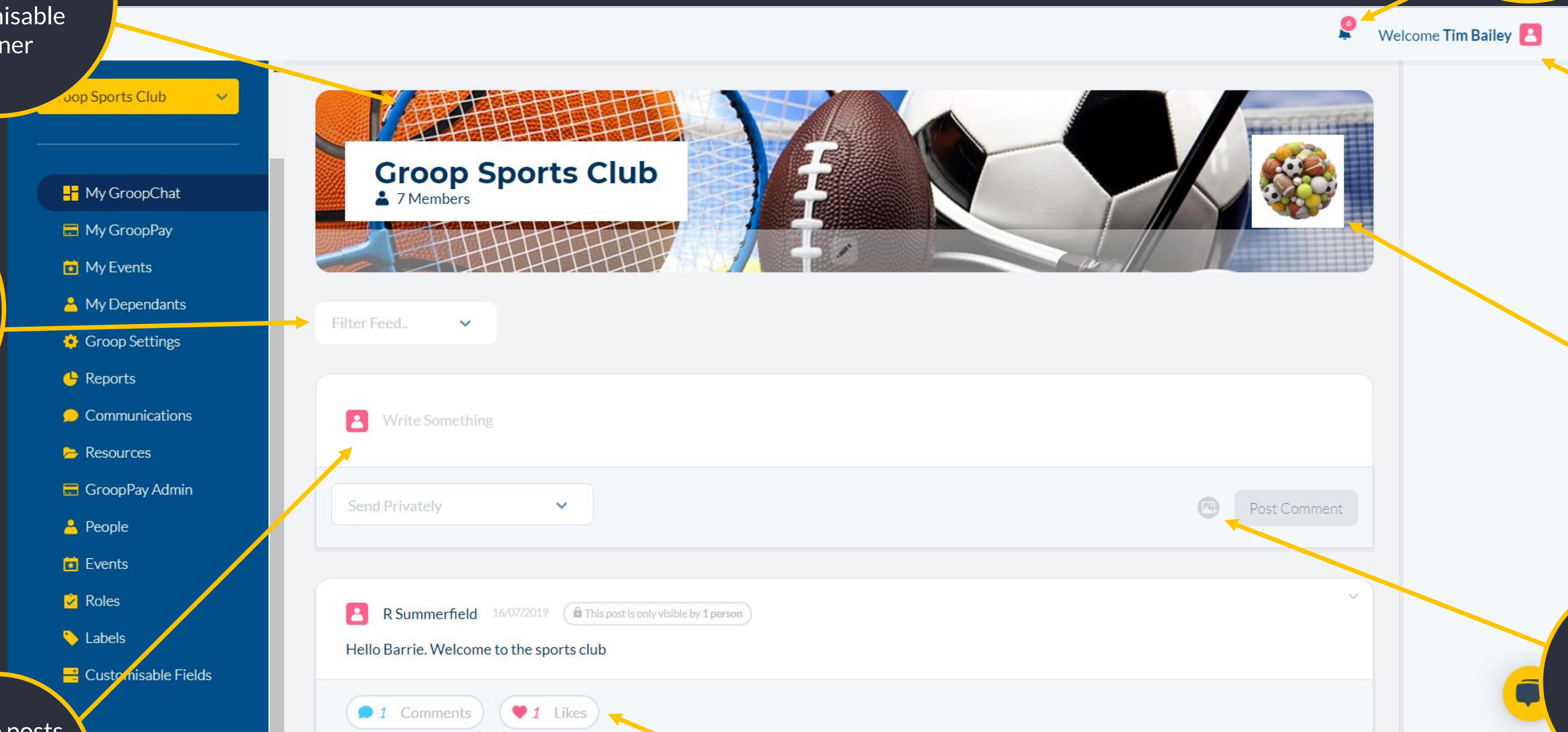
Update personal settings

Inset a brand logo

Bring your post to life by inserting photos

Create posts by writing in the open text box

Comment and like posts



# My GroopPay

Manage all subscriptions, repeat payments and invoices

Received invoices can be viewed here

When clicking view and pay you're taken to a new screen

Simple invoice payment. Users pay the invoice by entering card details here

Payment status shown here

Adding a message allows users to see what it is they are paying for

Home

Demonstration Groop

- My GroopChat
- My GroopPay
- My Events
- Groop Settings
- Groops
- Reports
- Communications
- Resources
- GroopPay Admin
- People
- Events
- Roles
- Labels
- Customisable Fields

Tim - Groop Sports Club

My Payments

Overview of your payments and subscriptions

Reference	Amount	Status	Requested Date	Date Paid
Membership	£10.00			
Match Fee	£1.00			
Annual Membership	£10.00			

Previous Page

Invoice #1234

Groop Payment Account

Message

Birthday party room hire

Total £10.00

Card Details

Card number MM / YY CVC

Pay Invoice



# My Events

My Events enables me to keep track of all the activities

Events that a user has been invited to are viewed here

View events in more detail by clicking here

Date and time of the event

A detailed description of the event

Response indicator to RSVP

The screenshot displays the 'My Events' page for a user named Tim Bailey. On the left is a blue sidebar menu with options: Groop Sports Club (selected), My GroopChat, My GroopPay, My Events, My Dependants, Groop Settings, Reports, Communications, Resources, GroopPay Admin, People, Events, Roles, Labels, and Customisable Fields. The main content area shows a header for 'Groop Sports Club' with a 'My Events' link. Below this is a green button 'Activities you have been invited to' and a filter dropdown set to 'Show All'. Three event cards are listed: 'Under 21's Regional Championships' (28-07-19, 'I'm Going'), 'Club Fundraiser' (01-06-19, 'RSVP'), and '5 - A - Side' (15-05-19, 'I'm Going'). An 'Event Details' modal is open for the 'Under 21's Regional Championships' event, showing a response dropdown set to 'Undecided'. The modal contains fields for Event Name, Start Date, End Date, and Event Description.

Event Name	Start Date	End Date
Under 21's Regional Championships	28-07-19 10:00am	28-07-19 3:00pm

Event Description: There will be 10 other teams at the event who will be competing for the Cup

# My Dependants

Who else am I associated with?

The name or names of the associated users under guardianship

Displays if this dependant is under the care of a guardian

Groop Sports Club

My Dependants

View you associated dependants and if enabled login to access Groop on their behalf

First Name	Last Name	Email	Undercare	State
Will	Smith		Yes	Not Active
Sam	Young		Yes	Not Active

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Login As User

Remove Dependant

Welcome Tim Bailey

Login on behalf of the user to respond to calendar invitations and pay invoices

The status of the user will show here to indicate if this dependent has access to the platform

# People

## User management

Add users to the database. Record required data metrics along with impact and outcomes

Export out the selected data columns for other purposes

Filter the database by any record, down to a granular level for sophisticated data query handling

Create labels to filter users into groups and assign certain criteria such as skills or qualifications

Assign roles to individuals to grant them access full or limited access to the system

Enable logins if required for user interaction within the platform

Groop Sports Club

People

Create Person

Columns  
5 selected

Sort By  
Created At Desc

Show Filters

Export CSV

First Name	Last Name	Roles	Email	State
Sam	Clark	Member	sam.clark@groop.com	Active
Katie	Little	Member		Not Active
Al	Bond	Admin	alexandra.bond@groop.com	Active
Barrie	Taylor	Admin	barrie.taylor@groop.com	Active
Jamie	Clap	Member	jamie.clap@groop.com	Not Active
Gladis	Sharp	Member	gladis.sharp@groop.com	Not Active
Mike	Walks	Member	mike.walks@groop.com	Not Active
Robbert	Backster	Member	robbert.backster@groop.com	Not Active
Sam	Young	Member	sam.young@groop.com	Not Active
	Demechie	Member	frank.demechie@groop.com	Not Active

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My GroopChat

My GroopPay

My Events

My Dependants

Groop Settings

Reports

Communications

Resources

GroopPay Admin

People

Events

Roles

Labels

Customisable Fields



# Roles

## Role management

Add specific roles to your groep giving users certain permissions

Choose specific privileges to grant the user by moving selected ones with the arrows

An overview of all created roles

**My Groops**

Groop Sports Club

My Roles

- Admin
- Staff
- Staff Level 2
- Member
- Volunteer
- Member Search

Previous

**Groop Sports Club**

Create Role

Create and manage your user roles

Customise roles with access permissions

Role Information	Granted Privileges	Available Privileges
<p>Role Title</p> <p>Role Description</p>	<p>View Groop</p> <p>Create Groop</p> <p>Edit Groop</p> <p>View Custom Field</p> <p>Edit Custom Field</p> <p>Remove Custom Field</p> <p>Create Custom Field</p>	<p>Post Admin</p> <p>View Sub Groop</p> <p>View Filter</p> <p>View Role</p> <p>Create Role</p> <p>Edit Role</p> <p>Remove Role</p> <p>View User</p> <p>Create User</p> <p>Edit User</p> <p>Remove User</p> <p>View Event</p>



# Labels

Manage all your user, event and invoice labels

Switch between people/user, event and invoice label management

Create a label with a title and a description

An overview of all categories and labels

**My Groops**

Groop Sports Club

- My GroopChat
- My GroopPay
- My Events
- My Dependants
- Groop Settings
- Reports
- Communications
- Resources
- GroopPay Admin
- People
- Events
- Roles
- Labels**
- Customisable Fields

Groop Sports Club Labels

Create Label

Create and manage unique labels

User Event Invoice

Columns: 3 selected Sort By: Created At Desc Show Filters Export CSV

Title	Description	Labels
Team	Team Category	10
DBS In Place		0
Impact		
Uni Student		
Fully Employed		
Certification		
outreach project		
lvl 4 swimming instructor		
Box School 2019		
lvl 1 Sports Massage Qual		

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Groop Sports Club Create Label

Complete required fields and select the label type  
Existing labels can be used as categories if required

**New Label**

Title Type: User Label Category

Description

Create Label



# Customisable Fields

Create your own unique fields

Choose where  
you want to  
create a new  
custom field

Edit and delete  
customisable  
fields

Choose new  
field layout

Add new  
customisable  
fields

The screenshot shows the 'My Groops' dashboard for 'Groop Sports Club'. The left sidebar contains a menu with items like 'My GroopChat', 'My GroopPay', 'My Events', 'My Dependants', 'Groop Settings', 'Reports', 'Communications', 'Resources', 'GroopPay Admin', 'People', 'Events', 'Roles', 'Labels', and 'Customisable Fields'. The main content area has tabs for 'User' and 'Event'. Under the 'User' tab, there are two sections: 'Membership Information' and 'DBS'. Each section has a 'Create new field' button. At the bottom, there is a 'Create new custom field area' button. A 'Welcome Tim Bailey' message is in the top right corner.

The modal is titled 'Create new field in Tenant User Category Area 3'. It contains a 'Field Title' input field and a 'Field Type' dropdown menu. The dropdown menu is open, showing options: 'Text', 'Textarea', 'Number', 'Date Time Picker', 'Select', 'Multiple Select', and 'File'. There is a 'New Field' checkbox at the bottom right of the modal.

# Events

Create activities and events

Create events simply

Run quick reports using the CSV output from any filtered result

My Groops

Groop Sports Club

Create Event

Create, manage and report on activities

Columns 6 selected

Sort By Created At Desc

Show Filters

Export CSV

Name	Date	Start	End	Invited	Registrations
Practise session	14-07-19	12:00am	12:00am	3	5 +
Practise session	07-07-19	12:00am	12:00am	10	6 +
Practise session	30-06-19	12:00am	12:00am	3	2 +
Teacher's Trampoline Part 1 Award	15-06-19	9:00am	5:00pm	10	10 +
Coaching Gymnastics	03-08-19	9:30am	3:00pm	10	4 +
Coaching Gymnastics	27-07-19	9:30am	3:00pm	5	4 +
Coaching Gymnastics	20-07-19	9:30am	3:00pm	7	8 +
Coaching Gymnastics	13-07-19	9:30am	3:00pm	6	5 +
Coaching Gymnastics	06-07-19	9:30am	3:00pm	15	12 +
Open day	06-06-19	10:00am	4:00pm	0	2 +

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An overview of all past and present events

Filter events quickly and easily with the powerful filtering tool

# Event Details

An overview of your event information

Log, filter and report on events with date, time, locations and users information

All data stored against an activity can be reported on

Evaluate an event for further analysis, learnings and outcome reporting

Invite a filtered set, all users or an individual within the platform who can then RSVP to aid planning and attendance

Create an event plan or guide to track against outcomes

Add labels to an event to record specific data and outcomes

My Groops

Groop Sports Club

My GroopChat

My GroopPay

My Events

My Dependants

Groop Settings

Reports

Communications

Resources

GroopPay Admin

People

Create Event

Event Details

Plan

Invited

Evaluation

Event Details

Event Name

Start Date/Time

End Date/Time

Event Description

Location

Event Labels

Add Label

Create Event

# Communications

Communicate with everyone via Email

Create tailored emails to a filtered set, all users or an individual

View, filter and report on previous emails

Home - Groop Sports Club

My Groops

Groop Sports Club

My GroopChat

My GroopPay

My Events

My Dependants

Groop Settings

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Communications

Resources

GroopPay Admin

People

Events

Roles

Labels

Customisable

Groop Sports Club

Communications

Create new communication

Columns 4 selected

Sort By Created At Desc

Show Filters

Subject	Recipients	Created At	Sent
Pre-School Gymnastics Awards Scheme	6	03-06-19 4:22pm	03-06-19 4:22pm
Monthly Membership Price Change	6	03-06-19 4:20pm	Not Sent
Weekly News Letter	16	03-06-	
Practise Cancellation	3	25-04-	

View

Delete

Clone

Previous

Recipients

Columns 4 selected

Show Filters

First Name	Last Name	Roles	Email	
Molly	Leaver	Member	M.L@groop.ac.uk	
Andy	Merry	Member	A.M@groop.ac.uk	
Nicole	Merry	Member	N.M@groop.ac.uk	
Clare	Lewis	Member	C.L@groop.ac.uk	
George	DeL	Member	G.D@groop.ac.uk	
Steff	Kider	Member	S.K@groop.ac.uk	
Martin	Bars	Member	M.B@groop.ac.uk	
Steve	Bates	Member	S.B@groop.ac.uk	
Harry	Linner	Member	H.L@groop.ac.uk	
Clare	Rice	Member	C.R@groop.ac.uk	

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Next

Save Email

Send Email

An overview of all emails - previous and future communications

Powerful filtering options for recipients by any data filter, on any record, including GDPR preferences



# GroopPay Admin

Manage all subscriptions, payments and invoices

Filter by any  
invoice field  
and export  
payment  
histories

Set-up repeat  
payments to  
receive direct  
debits

Prepare, save  
and organise  
invoices to send  
on a specific  
date

Welcome Tim Bailey

My Groops

Groop Sports Club

Invoices

Transaction fees apply. For more information see our [terms of use](#) [Create new invoice](#)

Sections: 1 selected Sort By: Created At Desc

Filtering Invoices

And Filter

Reference Contains State More Filters

Reference	Users Paid	State
Monthly Membership Costs	N/A	None
Tournament Fees	N/A	None
Match Fee's	N/A	None

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Invoice Info

amount (£) reference

Users

First Name	Last Name	Roles	Email
Emma	Corbett	Member	emma.corbett@groop.com
Tim	Bailey	Admin	tim.bailey@groop.com
Rob	Summerfield	Admin	rob.summerfield@runaclub.com

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Invoice Message...

Save Invoice Send Invoice

Invoice  
overview  
information at a  
glance

Filter and  
select the  
invoice  
recipients

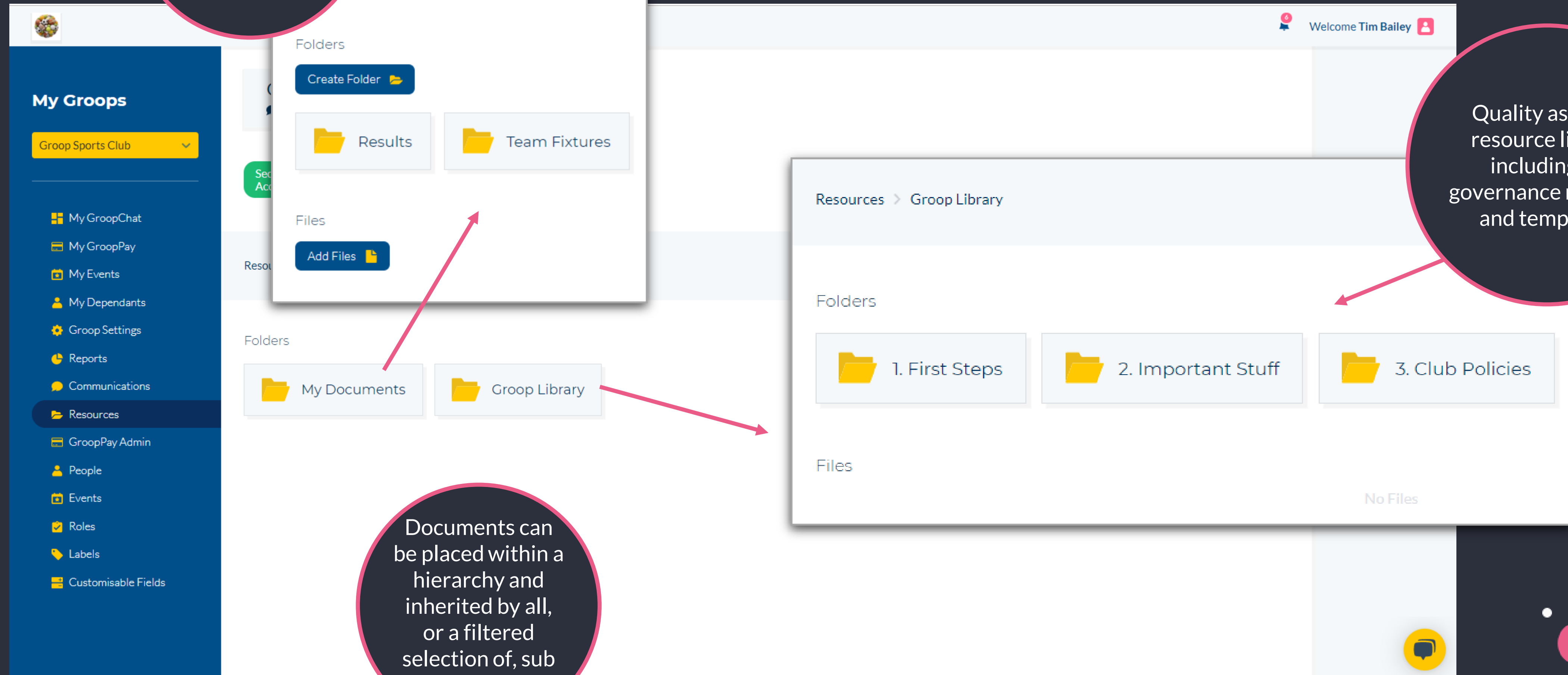
# Resources

Safe and secure Cloud Storage including the Groop quality assured governance library

A secure place to store all documents and files

Quality assured resource library including all governance material and templates

Documents can be placed within a hierarchy and inherited by all, or a filtered selection of, sub groups



# Reports

Run reports on all of your data

Run reports on user and event data. Choose a report from the drop down

Run selected reports

Choose date ranges to report on specific periods

The screenshot displays the 'Groop Sports Club' Reports page. At the top right, a user greeting 'Welcome Tim Bailey' is visible. The left sidebar contains a navigation menu with items: My GroopChat, My GroopPay, My Events, My Dependants, Groop Settings, Reports (highlighted), Communications, Resources, GroopPay Admin, People, Events, Roles, Labels, and Customisable Fields. The main content area features a header 'Groop Sports Club Reports' and a green notification box stating 'Select a standard report. For any additional reporting please contact us via Help'. Below this is a 'Report Name' dropdown menu. A 'Get Report' button is positioned to the right. A callout from the top-left points to the 'Reports' menu item. A callout from the top-right points to the 'Get Report' button. A callout from the bottom-left points to the 'Report Name' dropdown, which is shown expanded in a separate view at the bottom of the page. This expanded view shows 'Staff Attendance' selected, with 'From' and 'To' date range input fields and another 'Get Report' button.

Groop Sports Club  
Reports

Select a standard report  
For any additional reporting please contact us via Help

Report Name

Get Report

Report Name  
Staff Attendance

From

To

Get Report

# Groop Settings

Information associated with your 'Groop'

Groop name and type of activities

Record all relevant group contact information

All address information – including multiple locations

Stripe account connection status - enabling online payments

The screenshot displays the 'Groop Settings' page for a group named 'Groop Sports Club'. The interface includes a left-hand navigation menu with options like 'My GroopChat', 'My GroopPay', 'My Events', 'My Dependants', 'Groop Settings' (which is highlighted), 'Reports', 'Communications', 'Resources', 'GroopPay Admin', 'People', and 'Pay'. The main content area is divided into two sections: 'Groop Details' and 'GroopPay'. The 'Groop Details' section contains form fields for 'Name' (filled with 'Groop Sports Club'), 'Type' (filled with 'Sport'), 'Phone Number', 'Email', 'Website', and a section for 'Address 1' with fields for 'Label', 'Line 1', 'County', 'Line 2', 'Postcode', 'Town', and 'Country'. There is an 'Add New Address' button and an 'Update Details' button. The 'GroopPay' section shows the 'Your Stripe ID' as 'acct\_18tcB7G6AMN7G58' with a 'Connected' status and a 'Change stripe account' button. Four pink callout circles with arrows point to specific elements: one to the 'Groop Sports Club' dropdown in the menu, one to the 'Website' field, one to the 'Add New Address' button, and one to the 'Connected' status in the Stripe section.

My Groops

Groop Sports Club

My GroopChat

My GroopPay

My Events

My Dependants

Groop Settings

Reports

Communications

Resources

GroopPay Admin

People

Pay

Groop Sports Club

Groop Settings

Groop Details

Name: Groop Sports Club

Type: Sport

Phone Number

Email

Website

Address 1: Remove Address

Label

Line 1

County

Line 2

Postcode

Town

Country

Add New Address

Update Details

GroopPay

Your Stripe ID

acct\_18tcB7G6AMN7G58

Connected

Change stripe account