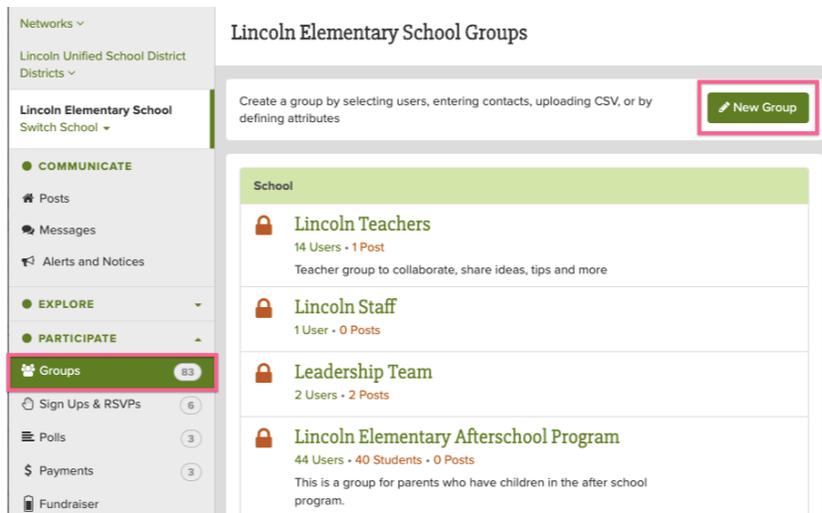


ParentSquare Admin - Create Groups for Conferences

ParentSquare school admin can create static groups for teachers. Teachers then add parents or other members to the group.

Create a New Static Group

- From **Home**, click **Groups** in the left sidebar in the Participate section.



- Click **New Group** in upper right, then select **New Static Group**.

What type of Group would you like to create?

Static Group includes members you add or is a self enrollment group. You will build your group by selecting students or users, entering contacts, uploading a CSV, or by allowing self-enrollment as in a public group.

Auto-Update Group automatically updates with new members who meet conditions, and removes members who do not. You will build your group based on specific fields (grade level, language, zip code).

Community Group is a self enrollment group open to anyone outside your school. Your group will be added to your Community Groups page. See [Preview](#).

New Static Group

New Auto-Update Group

New Community Group

- Enter the group's information.
 - **Name.** Enter the group name: Suggested: Teacher last name - Spring Conferences
 - **Description.** You can describe the group (optional).
 - **Mark as Private.**
- Click **Advanced Options**.
 - **Do NOT allow group members to post to this group.**
 - **Hide directory.** Click to limit access to only group owners.
 - **Do NOT Make comments public.**
 - **Owners.** Type out the first 3 letters of the owner's (teacher's) name and select them. Include job-share or co-teachers.

Display Name
Spring Conference - Teacher Last Name

Description

Category
School

Public Anyone in the school can view the group's contents and join the group.

Private Only group members you add below can view the group's contents.

Confidential Private group that hides the display name of the group in feed posts and notifications when other recipients are included. Members will not know they are a part of this group.

Allow group members to post to this group By default, only group owners can post in a group. Click to allow all group members to post.

Hide directory At your school, by default, only group owners and admins can view directory. Uncheck to allow members to view directory.

Make comments public By default, comments and replies are private and can be viewed only by the comment author, post author, and ParentSquare admins. Click to make comments and replies viewable by anyone who can see the post (only affects comments on future posts, does not change existing posts).

[Hide Advanced Options](#)

Owners
Group Owners have full access to group settings, can post to the group, and can add/remove group members.

Ann Hayes-Bell 

Add Owner

- Click **Save** at the bottom of the page to save all the selections made. Teachers can now see their group in their ParentSquare dashboard and add family names.