

information + action for social change

Healthy City Group Portals are a way to share your data or highlight important Healthy City layers. Each Group Portal has a dedicated URL and includes custom data, maps, and contextual information.

Here is the layout of a Group Portal:

- [Group Name]
- [Uploaded Image]
- [Group Introduction]
- [Thematic Data Menu]
- [Interactive Map]
- [Links to Healthy City Maps]
- [Geographies Data Menu]
- [Additional Resources]

See an example Group Portal at <http://www.healthycity.org/g/santa-cruz/>.

You can create and manage Group Portals from your “[My Account](#)” page on Healthy City. Log in and scroll down to the Groups section of that page for administration options.

Create a Group

Click the “Create Group” button to create a new Healthy City Group and associated Group Portal.

CREATE A GROUP ×

* GROUP NAME

Slug

A user-friendly short text used in the Group Portal URL.
Your Group Portal will be located at [http://www.healthycity.org/g/\[slug\]](http://www.healthycity.org/g/[slug])

Introduction

You can add members to your group after saving.

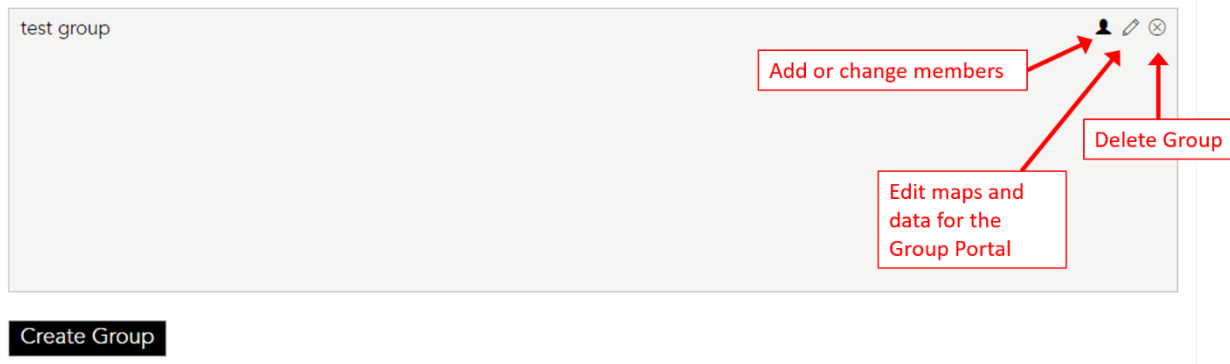
Fill out the form and click “Create” to create the Group. Your Group Name and Slug (URL segment) must be unique – you’ll be notified if either are already taken by another user. HTML is allowed for the Group Introduction.

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Manage Groups

Manage your Group's information, membership, maps, and data using the actions available from the Group listing. The user who created the Group can add or remove members and delete the Group. Any member of the Group can edit information for the Group Data Portal.

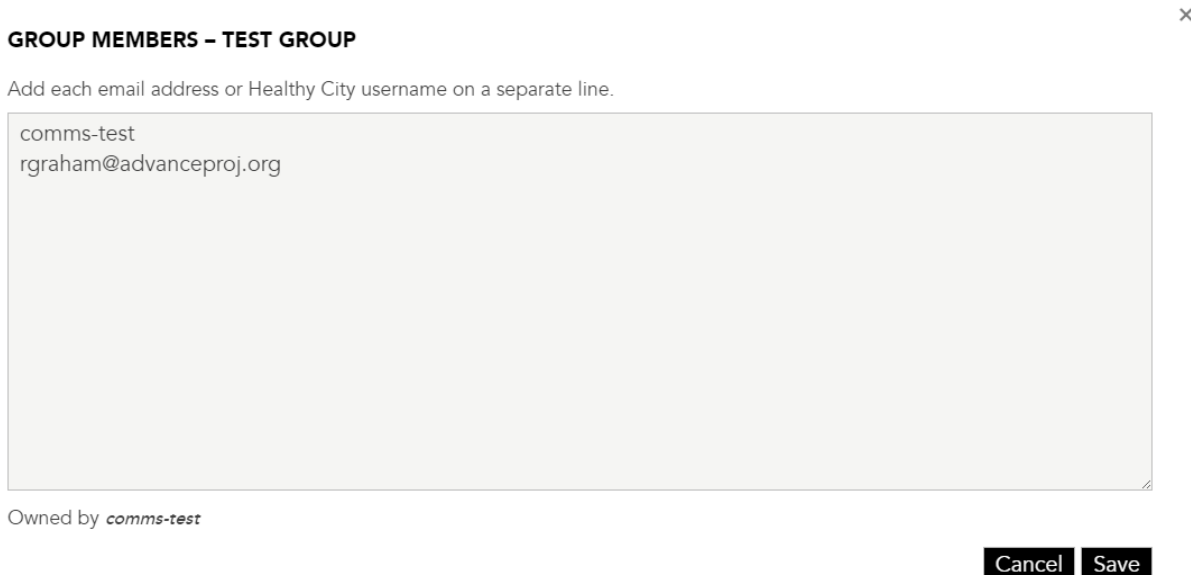
GROUPS



The screenshot shows a list of groups under the heading "GROUPS". A single group named "test group" is visible. To the right of the group name are three icons: a person icon, a pencil icon, and a close (X) icon. Red callout boxes with arrows point to these icons: "Add or change members" points to the person icon, "Edit maps and data for the Group Portal" points to the pencil icon, and "Delete Group" points to the close icon. Below the group list is a "Create Group" button.

Add or Remove Members

Add each email address or Healthy City username on a separate line in the Group Members popup. Delete users from the list to remove them from the Group. You can add email addresses for users who have not yet joined Healthy City, and they will be added automatically upon registration. The user who created the group cannot be removed.



The screenshot shows a popup window titled "GROUP MEMBERS - TEST GROUP" with a close button (X) in the top right corner. Below the title is the instruction: "Add each email address or Healthy City username on a separate line." A text input area contains two lines of text: "comms-test" and "rgraham@advanceproj.org". At the bottom left, it says "Owned by comms-test". At the bottom right, there are "Cancel" and "Save" buttons.

Edit Group Information

Click the pencil icon to open the popup to manage your Group. Update the form and Save, or use the links at the bottom to set your Group image and add saved maps and data.

CHANGE GROUP ×

* GROUP NAME

Slug

A user-friendly short text used in the Group Portal URL.
Your Group Portal will be located at <http://www.healthycity.org/g/{slug}>

Introduction

This group is great!

[Add or change photo](#) Upload an Image for the Group Portal

[Add or remove members](#)

[Change maps and data](#) Edit maps and data for the Group Portal

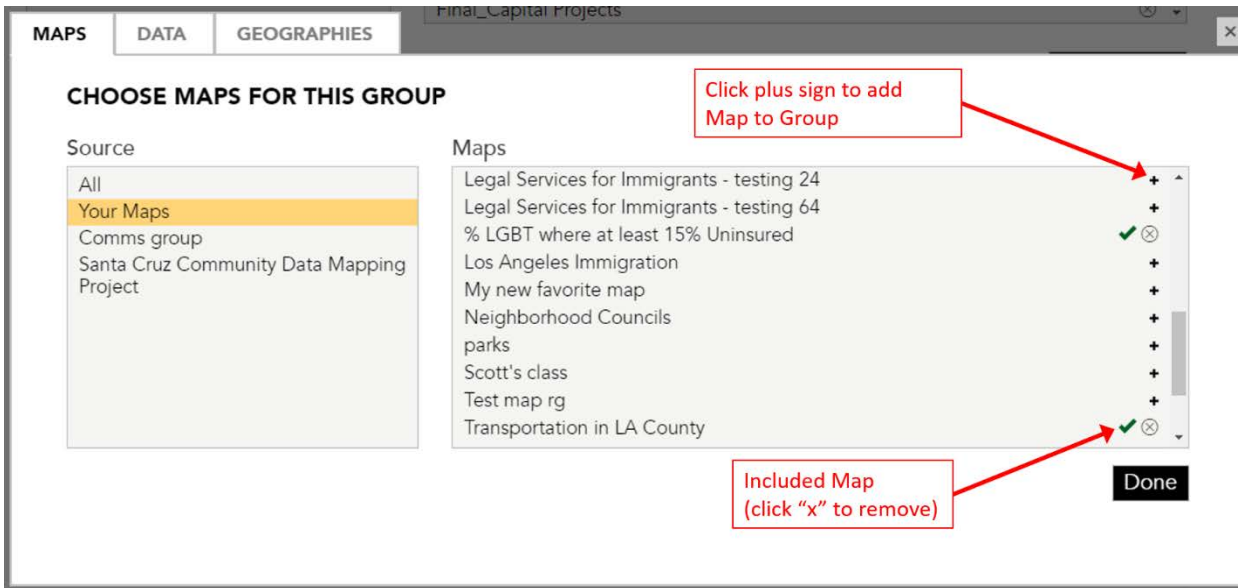
Cancel Save

Choose Maps and Data for the Group Portal

Click “Change maps and data” from the manage Group popup and use the tabs at the top to switch between editing maps, thematic data, or geographies.

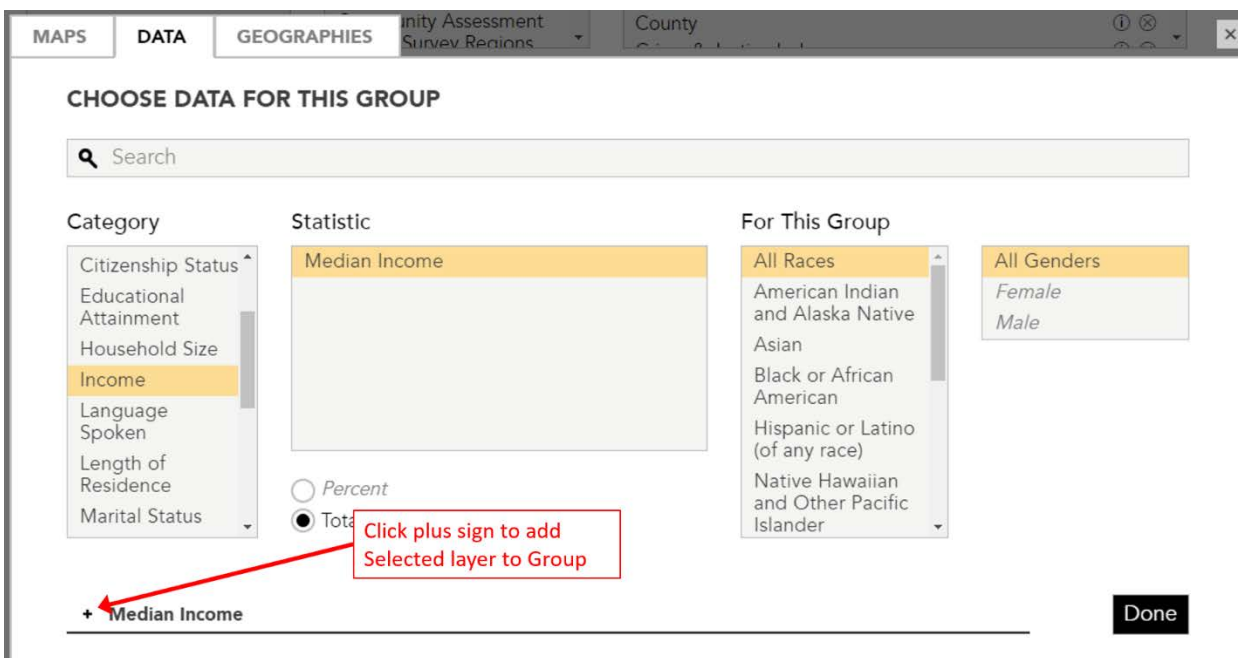
Maps

Maps saved to your account or to other Groups to which you belong are listed in the Maps tab. Click the “plus” icon to include a map in your Group portal, or the “x” to remove it. A green checkmark indicates a map is currently included in the Group.



Data

Choose thematic data to highlight on your Group Portal by clicking the Data tab. Use the menu to select Healthy City layers or your own uploaded data. Click the "plus" icon next to the selection name to include the layer, or the "x" to remove. For some Healthy City layers, you will be prompted to choose the geography level for the data (Counties, ZIP Codes, etc...).





GROUP PORTAL ADMINISTRATION

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Geographies

Similar to Maps, include or remove Geography data layers by clicking the “plus” or “x” icons next to the layer name. Layers that have been added are noted with a green checkmark.