

Ward Notification Pager Organizations and Groups

How do they work and how to effectively use them

Default Groups/Organizations - Primary Groups

There are 4 primary groups that are added when a ward is created in the application. These groups are primary because every member falls in to these 4 categories. These groups also dictate the gender (sister/brother) when creating a greeting message. (Dear Brother Smith or Dear Sister Smith). These groups cannot reference other groups. Contacts can only belong to one primary group.

1. RS - Relief Society
2. EQ - Elders Quorum
3. YM - Young Men
4. YW - Young Women

Default Auxiliary groups/organizations

These are groups that are composed of members of primary groups. These groups can reference other groups. A contact can belong to many auxiliary groups. The default auxiliary groups are.

- Ward - References Relief Society, Elders Quorum
- Sunday School - References Relief Society, Elders Quorum
- Ward Missionary - References Relief Society, Elders Quorum
- Church Missionaries - (no references)
- Sunday School Youth - References Young Men, Young Women
- Primary - (no references)

When you target a message to these groups you are actually targeting a group of primary organizations or selected contacts.

What about other groups/organizations?

When the application was designed this was core functionality that was implemented. You have the ability to create your own groups/organizations! Most organizations you will create will be auxiliary organizations/groups you will rarely need to create primary organizations. When you create a primary organization and assign it to a contact you will probably need to set the contact gender. This is because the application currently detects gender based on the four primary organizations(EQ, RS, YM, YW)

Example of auxiliary groups

You will probably need to create groups based on your ward needs. For example a common group for many wards is ward council, priesthood groups deacons, teachers, priests. Young women class. You may need to target both parents and children. The following is an examples that can help you get started.

Creating the ward council auxiliary group



Click on the Ward actions button and then select **Edit Organizations/Groups**.

Click on the **Create Organization/Group** button.

Test ward Organizations/Groups

Create Organization/Group +

Creating the ward council auxiliary group

Create a new Organization/Group.

Organization/Group Code:

Organization/Group Code.

Organization/Group Name:

Organization/Group Name.

Organization/Group Greeting:

 Contact Fields ▾
Organization/Group Greeting.

Organization/Group Signature:

Organization/Group Signature.

Organization/Group Response Text:

Text that will be used when contact sends inbound message, default will use greeting

Language


 ▾
Select Language

Organizations/Groups Included:

 ▾

- Type the organization group code. Please note this needs to be unique
- Group Name in this case it would be Ward Council
- Specify a greeting or leave blank for default (Dear sister/brother Last Name)
- Specify default Group signature, this will appear at the bottom of the text message.
- Organization Group response text- This is what a user will see if they send a message and this is their primary group.
- Language: Specify one of English/Spanish. This is for the auto greeting text and response
- The Groups to be included if any. For the ward council we can leave this blank as we dont want groups to be included by default. Instead we will assign contacts to this group individually
- Leave the Primary check box off

Assigning contacts to the ward council auxiliary group

Status	Name	Phone Number	Primary Org/Group	Aux Orgs/Groups	View
<input checked="" type="checkbox"/>	Homer Simpson	(310) 555-4444	Elders Quorum	Show (4)	

Now that we have created a new ward council group we can go and assign users to the group. Click on **My Ward** and search for a contact in your ward to add to the new group you created. Click on the small eye to view the contact. From the contact screen you can see what Auxiliary organization the contact belongs to. To add the contact to another organization/group just click on the **Edit** button.

[Back to Test ward](#) / Homer Simpson

Homer Simpson

Phone No: (310) 555-4444

Ward Name: Test ward

 Edit

Status: **ENABLED**

Primary Org/Group: Elders Quorum

Auxiliary Orgs/Groups: Sunday School,Ward Missionary,Entire Ward,Elders Quorum Presidency

Consent State: **ENROLLED**

Consent Updated: Not Available

Assigning contacts to the ward council auxiliary group

Consent State: **ENROLLED**
Consent Updated: Not Available

First Name: Contact first name.

Last Name: Contact last name.

Phone Number: Contact Phone NUmber.

Gender: Optional gender field, this will override the primary organization gender.

Primary Organization/Group: Primary Ward Organization/Group

Select Auxiliary Organizations/Groups:

You will only see organizations where your primary org/group isn't already included.

Contact Disabled

From the edit screen go to the **Select Auxiliary Organizations/Groups** field and you should see your new ward council group there. Go ahead add and **Update**

Select Auxiliary Organizations/Groups:

You will only see organizations where your primary org/group isn't already included.

Contact Disabled

Assigning contacts to the ward council auxiliary group

Repeat the previous step and add as many contacts to the ward council group. Once done you can target and send messages to that group. If for instance you need to copy parents on youth activities you can follow this same process. Create a Young Men Priest Activities and then add youth and adults to the group. Same for primary. You may want to create a group for activity days.

Ward Actions ▾

Search for First Name, Last Name or Phone Number

Ward Council ▾

🔍 Search

Status	Name	Phone Number	Primary Org/Group	Aux Orgs/Groups	View
✓	Homer Simpson	(310) 555-4444	Elders Quorum	Show (5)	