

Our Healthy DC

Action Group Creation Tutorial

On OurHealthyDC.org, Action Groups are an integral tool with the potential to advance the District's collective planning, action, accountability, and engagement.

While Action Groups can contain a lot of information, getting started is easy. To get started, navigate to the menu item “**Groups**” in the main navigation bar or “**Action Groups**” blue button on the OurHealthyDC.org homepage.



Action Groups are made up of many features that make them perfect incubators for new ideas, and help existing groups, coalitions, and programs recruit, organize resources, and share progress to have a greater community impact.

*To make an Action Group,
click “Create New Group”*

Types of Groups

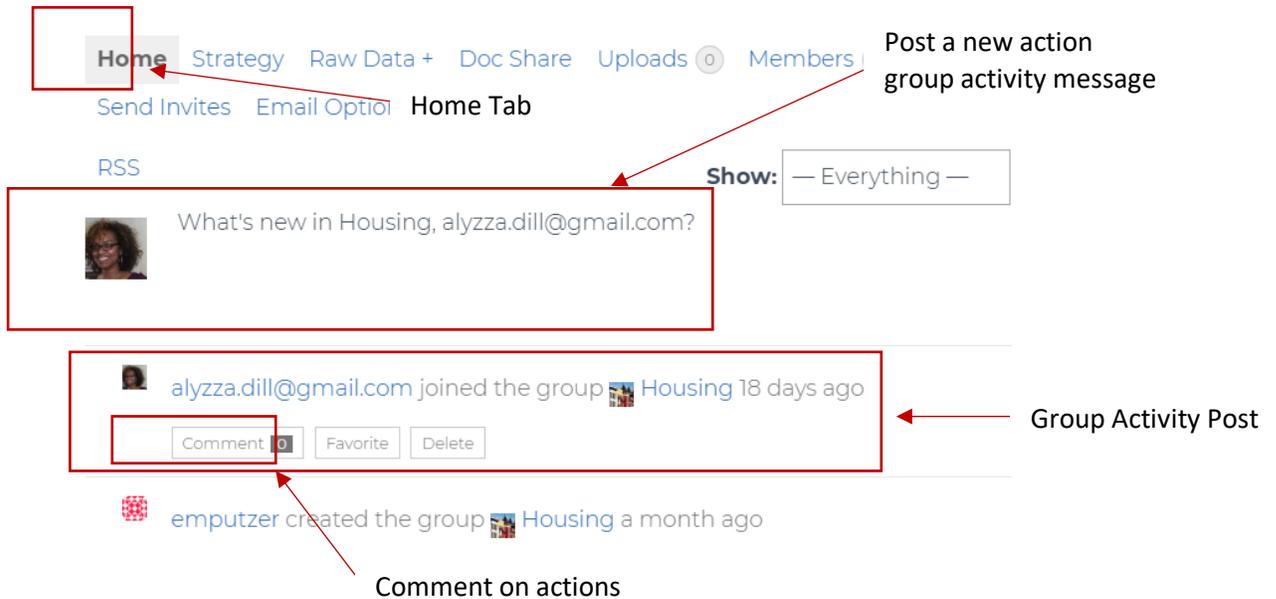
Public: A public group allows anyone to see and anyone to join. *This is best for maximizing participation and diverse voices/interactions. It helps you showcase your work to a wider audience and supports accountability.*

Private: A private group's name and description are visible by those browsing the site, but before accessing content, they must request to be added by the group's admin or moderators. *This is best for groups that are set up to organize stakeholders in collective planning and impact projects. Community members could also use private groups to organize residents who are taking a class together or supporting a common goal.*

Hidden: A hidden group is only visible to and can be joined by members who have been expressly invited by the group administrator. *While not encouraged, a hidden group can help established boards not accepting new members or groups dealing with more sensitive data to organize information, minutes, and other resources.*

Now, let's take a look inside an Action Group.

Each **Action Group Landing Page** (Home tab) contains an ongoing activity feed of things that have happened in that group. It's always a great idea to see what's happening when you first join a new action group. The features in this tab are shown below:



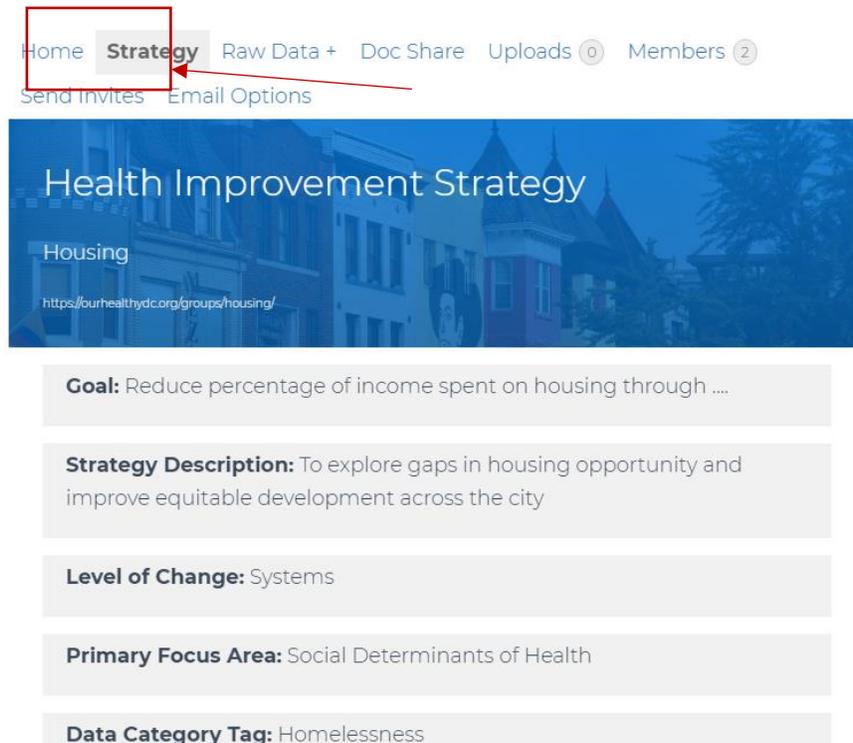
When you post a new **Activity Message** in the “Home” tab, every Action Group member with notifications turned on will receive an email. This is a great way to keep everyone in your group or coalition up-to-date and in the loop!

It's a good idea to post an Activity Message anytime you:

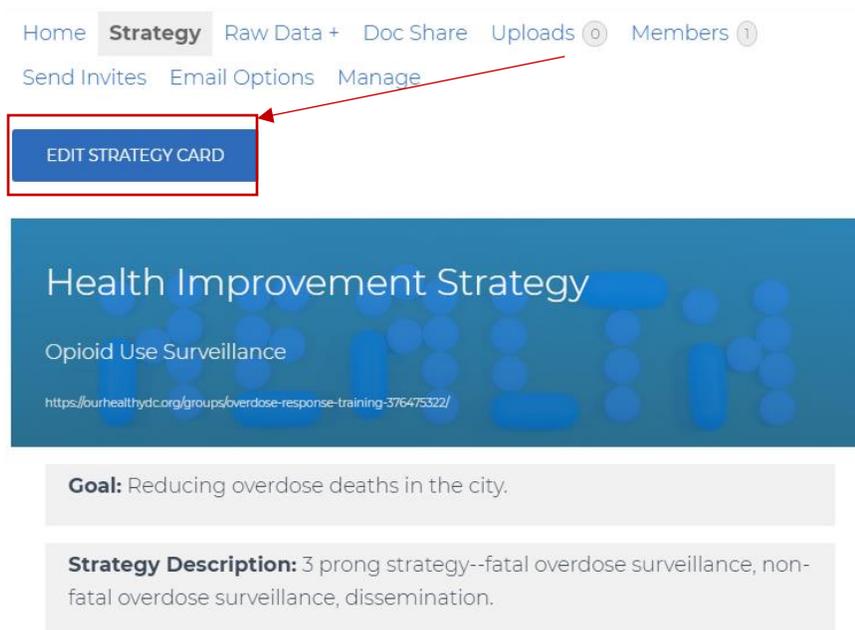
- Have a question.
- Add a new measure.
- Update an existing measure or dataset.
- Update the Action Group strategy.
- Have an upcoming event or meeting.
- Are working on implementing a strategy.
- Or, have anything awesome to share!

Action Group Strategy Tab

The “Strategy” tab is a great example of the many feature tabs located within Action Groups, and is where community groups, coalitions, and programs can detail their strategy, and what they’re hoping to achieve.



If you create your own group, or become an Admin of an existing group, you may also see edit buttons within feature tabs. By clicking these buttons, you’ll be able to change the information that appears in Action Group feature tabs!



Other Tabs in Action Groups

- The “**Raw Data +**” tab is where all of your community group, coalition, or program’s data lives on Our Healthy DC. This is the only place you have to enter data in order to use it within the other feature tabs inside Action Groups.
- The “**Doc Share**” tab provides a Wikipedia style place to work on generating documentation about your community group, coalition or program. This is a great place to store information and work collaboratively on documents.
- The “**Uploads**” tab is a place to store final materials such as flyers, handbooks, or other resources that are published.
- The “**Members**” tab will show you all of the Our Healthy DC partners who have joined your Action Group.
- The “**Send Invites**” tab will allow you to invite stakeholders and residents to join your Action Group.
- The “**Email Options**” tab will allow you to turn off or on your email alerts for that group, or switch between instant alerts and digest options.
- And finally, the “**Manage**” tab is where all of your Action Group’s settings can be changed, including name, description, strategy, data, etc. When in doubt, check out this tab for configuration options.

Now that you’re familiar with Action Groups, we can’t wait to see all of the ways that you’ll collaborate with other residents and District stakeholders to build an equitable and healthy community for everyone who lives, works, learns, and plays in the District of Columbia!

Questions?

Use the online [Contact Form](#) with any questions or call (202) 442-9030.