



Welcome to the User Group Development Guide!

We are excited you are interested in starting your own user group and want to equip you with the information you need to run a successful user group within your organization. In the next few pages, you can find everything you need to get started.

Table of Contents

1. Purpose and Benefits of an Account-Based User Group	3
2. Set Your User Group Up for Success.....	3
Identify an Enthusiastic and Committed User Group Leader.....	3
Implement Key Strategies to a Successful User Group.....	4
3. Recommended Planning Timeline	5
Before the User Group Meeting	5
Day of the User Group Meeting	7
After the User Group Meeting.....	7
4. Promotion and Communication Within Your Organization.....	9
5. Recruiting and Maintaining Members	10
Empowering Sustaining Members.....	10
6. Content Suggestions	12
Recruiting Presenters.....	13
7. Using a Community Page to Host Your User Group	15
Community Page Step-by-Step Guide.....	15
a. How to Create a Community Page	17
b. How to Customize Your Community Page	18
c. How to Manage Members on the My Community Page	20
d. How to Post an Announcement	22

1. Purpose and Benefits of an Account-Based User Group

Despite the best intentions, many engineers and programmers work in silos and neglect to implement some of the basic best practices of their colleagues. An account-based user group is designed to provide LabVIEW users a place to share similar interests, best practices, goals, and concerns with their colleagues.

By hosting regular meetings, you are providing an opportunity for users to:

- Network with their peers within the company to share questions, examples, and challenges
- Share new and exciting projects with other groups and developers
- Grow their knowledge and proficiency in LabVIEW and the NI platform
- Provide “real-life” opportunities for learning from the shared experience of the members
- Learn about applications and experiences from colleagues
- Learn about new LabVIEW features and NI technologies
- Advance your certification from beginner to architect

2. Set Your User Group Up for Success

Identify an Enthusiastic and Committed User Group Leader

User group communities are all about the people! To build a strong user community, you must have a group of people who feel like members and find value in the content and ideas shared. To do this, all user groups need a committed leader who is passionate about LabVIEW and wants others to grow and develop their LabVIEW skills.

Successful user group leaders:

- Want to be involved in hosting a meeting that helps other people
- Want to create a forum where others can learn
- Stay focused on the best interests of the group
- Make key decisions when needed
- Identify the expertise level of the members and ensure content is relevant

By becoming a user group leader, you gain the following benefits:

- **Earn Industry Recognition**—Build credibility and develop strong relationships with your colleagues. As a user group leader, you can be recognized as a leader within your user group and company.
- **Obtain Certification Points**—Earn certification points through the Recertification by Points program. By presenting and hosting meetings, you can earn anywhere from five to 20 points per meeting and accumulate points redeemable toward recertification. For more details, refer to the [Recertification by Points Program handbook](#).

Build Your Professional Network—Build your network of colleagues and be seen as a thought leader within your community, which can open up opportunities to meet new people and learn about different projects.

Implement Key Strategies to a Successful User Group

NI wants to ensure that, as the user group leader, you build and maintain successful user group meetings. Through our experience, all successful user group meetings have five things in common:

1. They are consistent.

Having a set time and place for your meeting is crucial. Working with the members of your user group, establish the three main aspects that must remain consistent:

- **Cadence**—Hold your user group meeting during the same month and week of, ideally, each quarter. For example, every second Tuesday of the second month of each quarter. If possible, determine your meeting dates at the beginning of the year and send a series of meeting invites so members can reserve those dates on their calendars.
- **Location**—Establish a central meeting room/location that is convenient for the majority of your attendees.
- **Time**—Poll your attendees to establish the best time for your meeting (usually over lunch).

2. They have centralized means of communication.

Have an efficient way to communicate with all your members. Keeping them up to date on new meetings, discussions for future presentations, upcoming customer training, and more is key to success. This can include meeting invites or an internal newsletter that is distributed throughout your company.

3. They have relevant content.

Remember content is king. As a user group leader, you want to get a feel for the LabVIEW skill level of your group, making sure that the presentations and meeting content are tailored to the attendees' skill level. People want to come to a meeting where they feel they can acquire new knowledge and share their skills.

4. They are inclusive.

User groups of any kind are competing for the time of its members. Why do these members still agree to spend an hour or more of their day at a LabVIEW user group meeting? They make this decision because they find it beneficial to network in their area, gain knowledge, and, most importantly, feel like they are part of the group. Find ways to include members as much as possible in the planning of the content, discussing challenges or projects they are facing in their job, presenting their code, and so on. Remember that people like to spend time doing what they enjoy and feeling included is critical.

5. They are fun!

As if graphical programming isn't fun enough, the best user groups also supply a social experience for their members with contests, food, and more. Try to organize coding challenges or other events outside the same basic presentations every year. Being connected and having a good time together is what user groups are all about!

3. Recommended Planning Timeline

Below is a suggested timeline that NI uses to plan its own user group meetings. Feel free to adapt to your group and schedule.

6 Weeks Prior to Meeting	Confirm date, time, and building/room reservation
4 Weeks Prior	Secure presenters and topics
3 Weeks Prior	Send first promotional email invitation and/or internal calendar invitation
2 Weeks Prior	Collect topics, abstracts, and biographies from presenters
1 Week Prior	Confirm calendar invitation to invited attendees Send second promotional email invitation
1 Day Prior	Pull “accepted” invite list from the calendar invite and create sign-in sheet Order food (if applicable) Send short email reminder to all registrants
Day Of	Set up room Host meeting
1 Day Post Event	Send follow-up email and attach the presentations Update contact list with new attendees

Before the User Group Meeting

Securing a Room

Establish a central room that is convenient to the majority of your attendees. In the beginning, you might have to try a few different locations to find the ideal room for your user group. However, after you find the best location for your meeting, consistently use the same venue or create a pattern if you are having to rotate. When evaluating rooms, consider the following:

- **Consistently Available**—After you determine the cadence of your meetings, plan your meetings for the year. This allows you to secure meeting dates with your company and, if needed, adjust your meetings with sufficient advance notice if the room is unavailable.
- **Private Meeting Space**—Regardless of your location, you need a private meeting room that allows your group to collaborate in a secluded, distraction-free environment.

- **Projection Capability**—Depending on the topic of the meeting, you want your room to have the ability to show a PowerPoint presentation or demo. Confirm that your room has the ability to connect your laptop or USB drive to a projector screen or television.
- **Time Before and After**—Reserve your room 30 minutes before and after your meeting to allow time for A/V equipment setup and teardown. This also gives the attendees time to arrive early and socialize after the meeting.

Securing Topics and Presenters

As the user group leader, you are responsible for securing topics and presenters for each meeting. Typically, meeting dates are planned for the entire year, but the content of the meeting is planned meeting to meeting.

Below are some best practices when securing topics and presenters:

- During the current meeting is the time to start planning the topics and presenters for your next meeting. As you are wrapping up your meeting, let your attendees know you are looking for presenters.
- Secure your presenters and topics a month prior to your next meeting.
- Collect the topics and abstracts from the presenters two weeks before the meeting, so you can promote the topic in your invitations and build interest from attendees.
- Send your presenters a reminder one week before the meeting. Provide any needed directions about the room location and offer to meet at least 15 minutes before the meeting, so you can make sure they feel comfortable with the A/V equipment and acoustics of the room.

Food Options

User group meetings do not always have to have food, but it does help entice invitees to attend. Regardless of the way you handle food, notify your attendees of this in the email invitation and on any announcements so they can come prepared for the meeting.

Here are a few recommendations on ways to have food during a meeting:

- **Bring Your Own Food**—If you have a room that allows you to bring food, let people know that this is a “brown bag” meeting and attendees are encouraged to bring their own food.
- **Company Sponsor**—If possible, see if your company is willing to sponsor your food.
- **Everyone Contributes**—If you have a meeting where you can have food catered, ask your members to contribute a fixed amount for that meeting. Keep the amount to \$10 or less so it does not become an expensive burden for your attendees.

- **Potluck**—Although not the most popular option, potlucks can always be successful if the group wants to contribute and can offer a wide variety of food if each member brings something different. Have people sign up in advance on what they are going to bring to prevent overlap.

Day of the User Group Meeting

The user group leader of the meeting plays a key role in the execution as he/she is the “face” of the meeting and makes sure everything is handled logistically on-site. It is important for your host to arrive 30 minutes before the meeting for setup and stay 30 minutes after the meeting for cleanup, networking, and questions. Below is a list of responsibilities for the host:

- **Room Setup**
 - Bring cables and appropriate connectors needed for connecting laptops to projectors/televisions.
 - Make sure everyone can see the projector screen/television.
 - Test A/V equipment to confirm it is working properly before attendees arrive.
 - Provide a food table (if offering food) in the back or side of the room for people to access during the presentations without interrupting.
- **Before the Meeting**
 - Stand by the door and use this time to personally greet each attendee. Be sure to introduce yourself to new members.
 - Encourage attendees to sign in and leave their contact information to receive invitations to future meetings.
 - Encourage attendees to use their time before the meeting to talk with other attendees and grab some food (if available).
- **Host the Meeting**
 - Make certain the meeting begins and ends on schedule. If there are multiple presenters, ensure they stick to their allotted time and do not intrude on another presenter’s time.
 - Welcome everyone to the meeting and introduce new attendees.
 - Inform attendees of the format of the meeting.
 - Introduce all presenters and thank them for their presentations afterward.
 - Conclude the meeting by:
 - Thanking the presenters again.
 - Announcing the date and time for the next meeting.
 - Recruiting topics and presenters for the next meeting.
 - Inviting attendees to sign in if they did not have a chance at the beginning of the meeting.

After the User Group Meeting

After your meeting, keep the attendees engaged so they are more likely to participate in future meetings. Post or send any follow-up communication within one week of the meeting so the content is

still relevant and of interest to the attendees. Similar to promoting events, there are several different ways to send follow-up communications to your user group attendees:

- Use the sign-in sheet you collected at the meeting to send a follow-up email and attach the slides of the presentations. Also, take the time to thank your presenters again and invite people to contact you if they are interested in presenting at future meetings.
- Attach the presentations to the original calendar invite and add anyone that attended and was not on the calendar placeholder.
- Send a personal follow-up email to new attendees.

4. Promotion and Communication Within Your Organization

After all your planning, you want to ensure you get a successful return by having a well-attended meeting. To do this, you have to promote, promote, promote! There are several different ways to promote your user group meeting and each one plays a valuable role:

- **Promote at Current Meeting**—At the end of your meeting, take the time to encourage your attendees to join the community page and let them know about the next meeting date. See Topic 7 for more information on Community Pages.
- **Email Invitations**—During your meetings, provide a sign-in sheet so you can collect each attendee's name and email address. Using this list, create and maintain an attendee email group that you use to send upcoming meeting invitations. Three weeks and one week before the meeting, send a personalized email featuring:
 - Date, time, and location of the meeting
 - Topics and presenters if confirmed
 - Verbiage about food (if applicable)
- **Calendar Invitations**—Nowadays, most people rely on their calendar to know where to be and when to be there. You can send a calendar invitation that features the same content that invitees would receive in the email invitation above. If you decide to send an email invitation only, still send your presenter a calendar invitation to ensure they remember the meeting.
- **Internal Newsletter or Company Communication**—If your company has a companywide newsletter or communication that goes out weekly or monthly, see if you can advertise the upcoming user group through them and make sure to include your contact information in case possible attendees want to reach out to you beforehand.

5. Recruiting and Maintaining Members

A user group is nothing more than the sum of its members. One of the main tasks you need to pursue regularly is recruiting new attendees for your group. A group can become stagnant and, thus, needs fresh ideas from new attendees. Below is a list of suggestions on ways to recruit new members:

- Receive support from management so they can encourage their employees to regularly attend. Emphasize the importance and value of the user group and the opportunities it is providing their employees.
- Create a logo to help attendees identify with your group.
- Create an email signature to show your affiliation to the group and share with members.
- Post about your meetings in internal newsletters, bulletin boards, TV slides, and so on.
- Periodically ask your own members to think about other peers they know who might benefit from taking part in the user group. Host a “bring-a-friend” night to encourage current members to invite new people.

Maintaining members is just as important as recruiting members. If people are loyal to the group, they are more apt to participate in the user group meeting rather than just attend. Below is a list of suggestions on ways to maintain members:

- Learn about your members and take a genuine care and interest in their role, department, and projects.
- Have attendees wear name tags or do quick introductions at the beginning of the meeting.
- Send a personal email to a regular member who has not attended in a while. See how the member is doing and politely “check in” with them on why they have been absent at the meetings lately.
- Empower your members to take an active role in helping with meetings.

Empowering Sustaining Members

Although you are the leader of the user group, that does not mean you have to be responsible for all aspects of the meeting at all times. As your group continues to evolve, you will find members that are passionate about LabVIEW and the success of the meetings. Empower these members to take an active role in helping with meetings by volunteering their time. Ultimately, volunteers can make your job a lot easier, but, in the end, you are still responsible for the success of the meetings and making sure you have the right people executing the right tasks.

To set a volunteer up for success, make sure they know the goal of the request, how they can accomplish the request, and how their request plays into the overall picture. When recruiting volunteers, consider the task at hand and the time commitment of the volunteer. To encourage more participation, it is recommended to break large tasks into smaller tasks to get commitments from members who cannot commit to a longer time frame.

Depending on the level of commitment and the time members are willing to dedicate, volunteers will either want to take on easier or more complex tasks. Below is a list of suggestions for easier, less time-consuming tasks:

- Maintaining the attendee email list or names

- Collecting and sending the slides from presentations given at meetings
- Coordinating the room reservation and food order
- Ensuring the room is set up before the meeting
- Hosting the meeting
- Sending the meeting invite

If a task is more complex and time-consuming, members can form committees that coordinate together to complete the task. These can include:

- Recruiting presenters
- Determining future topics
- Creating and deploying promotional emails and follow-ups
- Recruiting and maintaining members

To conclude, it is important to remember that volunteers will expend enormous efforts on tasks when they can be recognized for them. Take the time to recognize their effort in public forums like an announcement during the meeting, community page posts, a mention in an email to the group, and so on.

6. Content Suggestions

Every user group is designed a little differently, however, the main goal when determining your content is that you engage your audience. To engage your audience, you must meet their informational needs by knowing their level of experience and interest. If you engage your audience with beneficial content, attendees are more likely to be loyal to the group and volunteer.

Here are few content suggestions:

- **New Member Introductions**—Take a few minutes to introduce new members by getting them to share who they are and something about their job role.
- **Recent Tips and Tricks**—Keep your group informed about what’s going on with LabVIEW by starting each event with a five-minute summary of new material (if available). You can check a list of relevant blogs/resources and talk about the latest information:
 - [LabVIEW News](#)
 - [NI Community](#)
 - [NIWeek Session Content](#)
 - Recent support request
 - Something learned on the job
- **Technical Presentations**—Technical presentations are a mainstay in almost every user group meeting. You can work with colleagues to prepare a variety of topics for your meetings. You can also download technical presentations from the [Center of Excellence Portal](#). If you have a range of skill levels, consider splitting your agenda into multiple sections to allow for beginner topics, mixed networking, and advanced topics.
- **Share Current Account Projects and Challenges**—Allow members an opportunity to present on challenges and lessons learned on their current projects. Before the meeting, give identified members enough notification to prepare thoughts and questions.
- **Coding Challenges**—Coding challenges are a great way for group members to learn from one another. Issue a specific programming challenge to your group before an upcoming meeting and then have volunteers walk the group through their approach to the challenge and their LabVIEW code at the meeting. Another option is to issue a challenge at the beginning of the meeting and have several small groups work together to complete the work. Consider pairing beginner users with advanced users to foster mentorship.
- **Code Reviews**—Code reviews, in general, are a software engineering best practice. Ask for volunteers to share their current project code with the group. They simply need to state their specific objective and talk everyone through their coding approach. Encourage group members to ask questions and supply recommendations.

- **Case Studies**—Case studies are a review of a completed project. Use the [NI Case Study Library](#) to share examples of how other NI customers have found new and innovative ways to solve their challenges. Encourage volunteers to share the objective of a project they worked on, their approach, any challenges they faced, and lessons learned.
- **Table Topics**—Gather topics in advance and have people rotate around the tables to brainstorm and share best practices. This is a great way to get your attendees collaborating. Collect topics by polling the group to share challenges they are facing to see if other members can help.
- **Promote Certification**—Take advantage of NI’s [quarterly virtual certification prep sessions](#) and host user group meetings geared toward prepping for the exam.
- **NI YouTube Channel**—Find NIWeek keynotes and demo content at youtube.com/user/nationalinstruments. Share this at the beginning of meetings to inspire discussions.
- **LabVIEW Competitions**—Create your own team of LabVIEW programmers to compete against other teams at NIWeek, a game developed by [Endigit](#) and written in LabVIEW. Check out the [World’s fastest LabVIEW Programmer of 2018 in this blog](#).
- **Webcasts**—Browse a wide variety of NI webcasts online at <http://us.ni.com/webcasts>. Webcasts are perfect to use directly as meeting content or for background information on a particular meeting topic.

Recruiting Presenters

Your job as a user group leader is to confirm you have a topic and presenter for each meeting. Finding a presenter is sometimes a challenging task, but presenters who are passionate about what they do and the topic they share spend more time preparing and typically give more engaging presentations. To find passionate and knowledgeable presenters:

- **Recruit Within**—While networking with attendees, have discussions around projects or challenges they are currently facing. Suggest that these topics may be of interest to their peers and ask if they are interested in sharing at the next scheduled meeting. Find ways to entice your members by letting them know they can receive recertification points, free swag if available, recognition from their peers, and an opportunity to hone their presentation skills.
- **Reach Out to NI Alliance Partners**—The [Alliance Partner Directory](#) is a great place to find a member in your area who would possibly like to present at your meeting. Alliance Partners can talk about their services, interesting applications they've been working on, and tips or tricks they would like to share at the next user group meeting. This is also a great opportunity for the Alliance Partner to be recognized in the area as a credible technical expert and for your attendees to network with other LabVIEW users outside their company.

- **Build a Steering Committee**—Identify a few people who can rotate content responsibility for each user group meeting.
- **Consider Lengths of Presentations**—We recommend you host multiple, shorter presentations to keep the audience more engaged and to encourage more participation from the members of your group. Consider preparing two to three 15-minute presentations per user group meeting.
- **Use Contacts Within Your Professional Network**—Oftentimes, contacts outside your organization can deliver a valuable presentation to your meeting and deliver a different perspective to your group. You can also have members of your group reach out to their professional network for individuals who would be interested in presenting at an upcoming user group meeting.

7. Using a Community Page to Host Your User Group

From students to rocket scientists, the NI community allows the NI ecosystem to work together toward engineering success. You can access the easy-to-use NI Community web platform at ni.com/community. Although a community page is not required to have a successful user group meeting, it is a great way to:

- Post your meeting dates for the year.
- Send promotional reminders about upcoming meetings.
- Share past presentations.
- Receive topic requests or feedback.
- Recruit presenters.
- Facilitate ongoing discussions among members between meetings.

If you do decide to have a community page for your event, you can:

- Mark your page as “closed” so people from outside your company cannot join your page unless you also want to have it open to the general public.
- Encourage your members to join your community page by promoting the page during meetings, in emails, invitations, and post-show communications.
- Keep your page updated, refreshed, and active so your members find value in the community page.

Community Page Step-by-Step Guide

A community page is a virtual space for people within your user group to collaborate with each other on best practices, plan in-person meetings, or discuss any topic of choice. The NI Community pages are segmented into different categories such as local user groups, academic and university groups, product user groups, special interest groups, and partner groups.

The community page includes the following:

- **Overview Page**—Each community page has a main overview section that features the group name, avatar, description, WYSIWYG component, group statistics, group membership list, and topics.
- **Thread Topics**—Community pages contain threaded topics. A group administrator can make a topic read-only and pin it to the top for all users. Members can give topics within the community page kudos to show their appreciation for the content.
- **Tags**—Tags can be used to identify related content within groups.
- **Privacy Options**—You can choose from two privacy options when creating a community page:
 - **Closed**—Only members can view and search the content in a closed group. A user must request to join a closed group, and a group administrator must approve this request. You won’t see closed groups in the site navigation unless you are a member of the group.
 - **Open** — Membership is approved automatically when a user requests to join the group. Non-members can see the content within a group. Non-members cannot see the membership list.

Example of a Community Page Layout for a User Group

EXAMPLE GROUP
LiliMcDonald

GROUP DETAILS

ni.com/community

Example Group
2 members · Open Group
Since 11-08-2016

Welcome to the Example Group! This is an open group that allows you to see some of the functionality of a group within the NI Community.

MEMBERS (2)

- lili-test
MEMBER
- LiliMcDonald
COMMUNITY MANAGER

TOP TAGS

example testing group message test

example testing group message test

example testing group message test

MY GROUPS

- Austin Area LabVIEW User Group
16
- Example Group
2

Group

🔍

Welcome to the Example Group!

Welcome

What is a user group?

A user group is a virtual space for people with common interests or goals. The user groups within the NI Community are segmented into different categories such as Local User Groups, Product User Groups, Special Interest Groups, and Partner Groups. Within each of these groups, you may collaborate with others on best practices, plan in-person meetups, or discuss any topic of your choice.

How do I find new groups to join?

Open groups can be found in the site navigation. The groups are segmented into different categories such as Local User Groups, Product User Groups, Special Interest Groups, and Partner Groups.

What are the features of user groups?

Each user group has a main overview page which features the group name, avatar, description, an HTML component, group statistics, group membership list, and a list of topics. Groups contain threaded topics. A topic can be made read-only by a Group Admin. A topic can be pinned to the top for all users. Posts can be given kudos to show appreciation for the content. Tags can be used to identify related content within groups.

EDIT OVERVIEW

START A TOPIC
Group Options ▾

Example Announcement within the Example Group <small>by LiliMcDonald on 05-16-2017 10:52 AM • 0 Kudos</small>	0 0 Replies New
Can I receive notifications of new group activity? <small>by lili-test on 05-16-2017 10:59 AM • 0 Kudos</small>	0 1 Replies New
Example Question within the Example Group? <small>by LiliMcDonald on 05-16-2017 10:53 AM • 0 Kudos</small>	0 0 Replies New
Example Announcement within the Example Group	0 0

Group details includes the avatar, stats, an description for the group. This info is visible to all community users

Group members are visible only to other members

Tags can be used to find related content within a group

See other groups that you are a member of here

Search within group

WYSIWYG component editable by GroupAdmins

Content can be floated (pinned) for all users

Threaded topics

Refer to the [Using Groups in the NI Community](#) document for more information.

a. How to Create a Community Page

To ensure group administrators are aware of their responsibilities, and all user groups are being managed consistently, the NI Community has introduced a set of policies that all group administrators must adhere to while managing their user groups. These policies help group administrators effectively manage their user group and ensure that all user groups remain active and high quality.

As the group administrator of an NI Community user group, you must agree to abide by the following policies:

- Your user group is subject to the [NI Community Content Archiving Policy](#).
- Your user group format and location will be determined by the NI Community Team.
- You must upload a group avatar image and provide a group description.
 - Ensure you have the rights to use the image you are uploading for the group avatar.
- You must update the group overview section.
 - The level of detail provided here is at the discretion of the group administrator.
- Your user group must be able to support at least 10 members.
 - If your audience is small enough that this is unrealistic, contact the NI Community Team for potential solutions.
- Your user group must be capable of sustaining ongoing activity and should not be used as a location for one-time content publication.
- Closed Groups: Your user group must have an NI employee sponsor.
- Closed Groups: You must check new membership requests weekly.

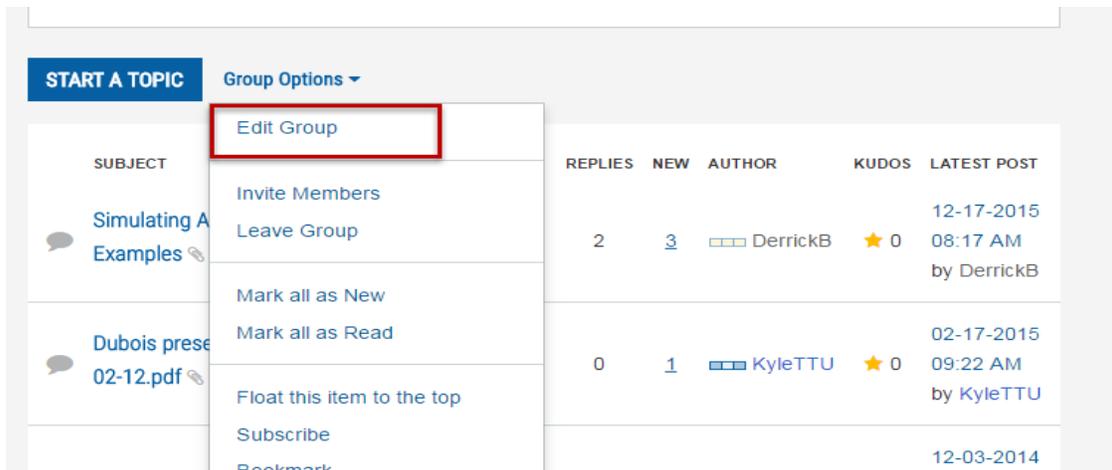
Refer to the [GroupAdmin Policies and FAQ](#) document for more information.

If you are interested in creating a new community page for your group, email the following information to community@ni.com:

- Name of your proposed group
- A group description
- Type of group (open or closed)
- Primary focus of your group (a regional group, support, code sharing, and so on)
- The primary language of your group
- The audience/member base for this group
- Names of any group administrators in addition to you

b. How to Customize Your Community Page

- **Group Avatar and Description**—To update the group avatar and description, click **Group Options** and choose **Edit Group**.



On this page, you can update the group name, group description, and group privacy (open or closed) as well as add a group avatar. For the group description, you can add plain text or HTML.

Edit Group Settings

*Group name

Group description

*Group privacy Open Closed

Group avatar

- **WYSIWYG Component**— Provide more information about your user group, upcoming meeting dates, community leader contact information, and so on. Click **EDIT OVERVIEW**, enter the information you want to provide, choose your formatting options, and select save. You also have the option to use HTML by clicking the **source code** button. For help adding HTML to the component, see [HTML Templates for User Groups](#).
 - Hyperlinks and images must be added through the “source code” HTML option. If you need to upload an image to the community to be used in your overview, you can do so by visiting your user profile and going to the My Images component.

The screenshot shows a web page for the Fort Worth LabVIEW User Group Community. On the left is a sidebar with an image of a cowboy on a horse and introductory text. The main content area has a header 'LabVIEW User Group Meetings' with a green box around it labeled 'WYSIWYG Component'. Below this is a paragraph of text, a section for 'Upcoming Meetings' with the text '2017 Dates Coming Soon!', and a section for 'Customer Education Training' with a paragraph and a link 'here'. A red box at the bottom right highlights the 'EDIT OVERVIEW' button.

c. How to Manage Members of Your Community Page

- **Invite Users**—Navigate to **Group Options»Invite Members**. This takes you to a screen where you can enter the email address or username of the person you want to invite and include a message with the invitation. The user receives a private message with a link to the group.
 - The email address used to send the invitation must match the email that is associated with the user’s account.
 - If the user does not have a community profile, the invite tool notifies you of this and prevents you from sending the invitation. You can reach out to the user through email to encourage them to set up a community profile.
 - If you do not know the exact email address or username of the person you want to invite, you can send the person a direct link to the group by email or some other form of communication. The user can then request to join the group.
 - To see invitations you have sent that have not yet been accepted, click the **Group Members** component on the group overview page. Then click the **Pending** tab. You can cancel or resend invitations from this page.
- **Approve/Reject Members**—As a group administrator, you receive notifications whenever a user requests to join your closed group. These notifications are sent by private message in the community. The message contains a link to the members page for your user group where you can accept or deny the pending requests. By default, private messages also trigger email notifications.

To view your pending requests, click the **MEMBERS** component on the group overview page. Then click the **REQUESTS** tab to approve or reject membership requests. You can approve or reject multiple requests at the same time by using the checkboxes next to the requests and then selecting the appropriate option from the drop-down menu. You have to approve users only if your community page is closed.
- **Remove Members**—Click the **MEMBERS** component and then click the **REMOVE MEMBER** button next to the user you want to remove.
- **Make a Member a Group Administrator**—Select **MEMBERS**. Click the **EDIT ROLE** button next to the user you want to promote. Then click the **ADD** button for the group administrator role.

Overview Page



Welcome to the Fort Worth LabVIEW User Group Community!

This page has been created to allow LabVIEW software and hardware users in the Fort Worth, TX area to collaborate on current projects and ideas. You will find upcoming events in the Fort Worth area, past LabVIEW User Group presentations, LabVIEW tutorials, and recent discussions.

We encourage our community members to have an active participation on this page to help each other become skillful LabVIEW users. Please make sure to join the page to receive the latest updates on upcoming events and discussions. We hope that you find this site useful and welcome your suggestions.

LabVIEW User Group Meetings

LabVIEW user groups meet regularly to discuss various LabVIEW programming techniques, technologies, application design patterns, and much more. Use this opportunity to network with other programmers in the Fort Worth, TX area to find out how they solve their programming problems using LabVIEW.

Upcoming Meetings:
2017 Dates Coming Soon!

Customer Education Training

NI customer education provides the tools and resources to help take your skills to the next level. Reduce development time and costs through faster learning and increased productivity with NI products.

To view courses and register online, click [here](#) or call (866) 337-5918.

Can't make it to a class in your area or require a different class?

Check out our **NI Virtual Training** option that combines interactive learning technology over the Internet with live instruction.

[EDIT OVERVIEW](#)

GROUP STATISTICS

Members	26
Group Type	Open
Date Created	Tue Dec 02 06:50:16 PST 2014

MEMBERS >

-  ed1958
-  russellb

START A TOPIC Group Options ▾

SUBJECT	REPLIES	NEW	AUTHOR	KUDOS	LATEST POST
Simulating Arrays with XControls - Library and Examples 	2	3	 DerrickB	★ 0	12-17-2015 08:17 AM by DerrickB
Dubois presentation - FW Labview group - 2015-02-12.pdf 	0	1	 KyleTTU	★ 0	02-17-2015 09:22 AM

Group Membership Section

COWTOWN G SLINGERS - FORT WORTH LABVIEW USER GROUP



Welcome to the Fort Worth LabVIEW User Group Community!

This page has been created to allow LabVIEW software and hardware users in the Fort Worth, TX area to collaborate on current projects and ideas. You will find upcoming events in the Fort Worth area, past LabVIEW User Group presentations, LabVIEW tutorials, and recent discussions.

We encourage our community members to have an active participation on this page to help each other become skillful LabVIEW users. Please make sure to join the page to receive the latest updates on upcoming events and discussions. We hope that you find this site useful and welcome your suggestions.

[INVITE MEMBERS](#)

< Previous 1 2 3 Next >

MEMBER	JOIN DATE	ROLES	ACTIONS
 ed1958	12-12-2016 01:33 PM	GroupMember	EDIT ROLE REMOVE MEMBER
 russellb	11-21-2016 09:26 AM	GroupMember	EDIT ROLE REMOVE MEMBER
 MinerHokieRamp	11-21-2016 09:26 AM	GroupMember	EDIT ROLE REMOVE MEMBER
 triviper	11-21-2016 09:26 AM	GroupMember	EDIT ROLE REMOVE MEMBER
 MarcDub	11-21-2016 09:26 AM	GroupMember	EDIT ROLE REMOVE MEMBER
 Instech87	11-21-2016 09:26 AM	GroupMember	EDIT ROLE REMOVE MEMBER
 CorbinH	11-21-2016 09:26 AM	GroupMember	EDIT ROLE REMOVE MEMBER

GROUP STATISTICS

Members	26
Group Type	Open
Date Created	Tue Dec 02 06:50:16 PST 2014

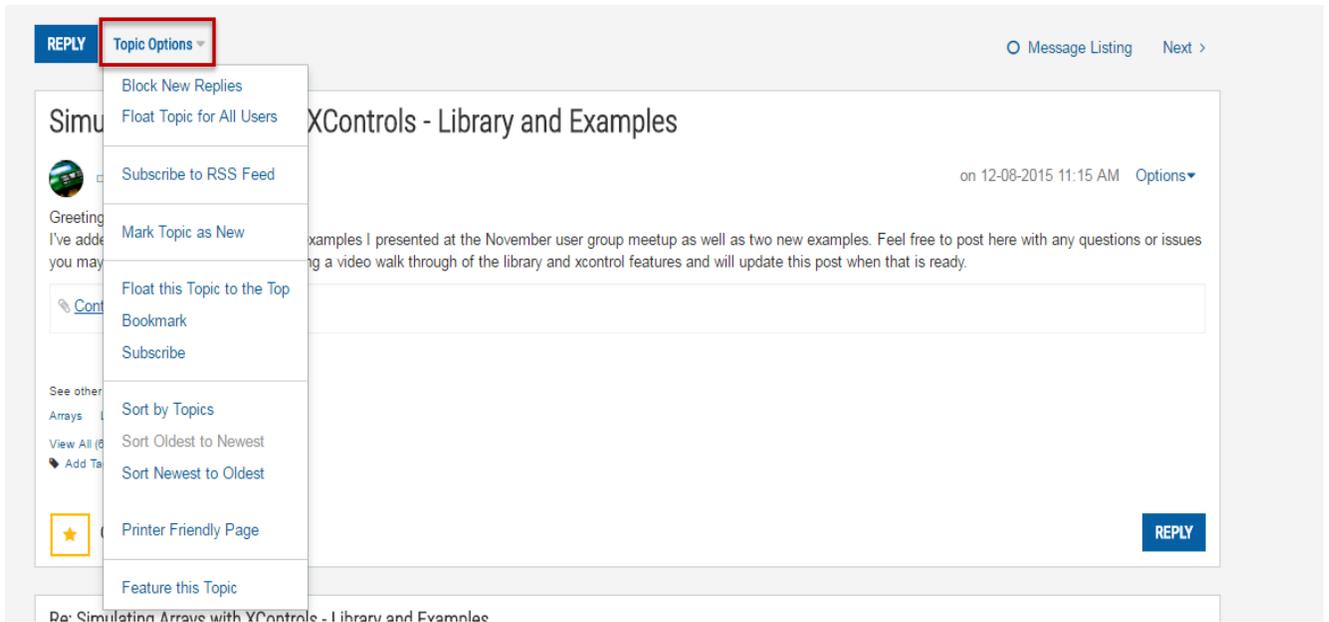
d. How to Post an Announcement

On the overview page, select **START A TOPIC** and type a subject in the subject section and a description in the body section. In the body section, you can use rich text or HTML formatting. Use the **PREVIEW** option to preview your post and make sure the formatting is correct before you select **POST**. In this section, you can also upload a file, choose to receive emails when someone replies, create tags within your post, and prevent people from tagging your post.

For a more effective community, use the **START A TOPIC** option to post meeting updates, registration links, follow-up communications, and so on. Members subscribed to your community page will receive an email when a topic has been posted to the community page.

The screenshot displays the 'LabVIEW User Group Meetings' community page. On the left, there is a group overview section with a header image of a rodeo, a welcome message, and group statistics (26 members, Open group type, created Dec 02 06:50:16 PST 2014). The main content area features two announcements: 'Upcoming Meetings: 2017 Dates Coming Soon!' and 'Customer Education Training' with details on NI customer education and contact information. A blue 'EDIT OVERVIEW' button is visible in the top right of the main content area. A red box highlights the 'START A TOPIC' button located below the main content area and above the 'SUBJECT' input field. Below the 'START A TOPIC' button, there is a 'SUBJECT' input field with the placeholder text 'Enter Your Subject Here'. To the right of the subject field, there are checkboxes for 'Email me when someone replies' (checked) and 'Do not allow anyone to tag this post' (unchecked). Below the subject field is a blue 'Autosaved at 07:55 PM' notification bar. The 'Body' section includes a rich text editor with tabs for 'RICH TEXT', 'HTML', and 'PREVIEW', and a toolbar with various formatting options. The body text area contains the placeholder: 'Provide more information about your post here. You can used Rich Text or HTML formatting here.' At the bottom of the page, there is a 'Choose File' button with 'No file chosen' text, and two buttons: 'CANCEL' and 'POST'.

After a topic is posted, you can click post, select **Topic Options**, and choose the options you want for your post. Select **Float Topic for All Users** so all members can see the latest post at the top of the topics.



e. How to Contact All of Your Community Page Members

If you need to get a message out quickly, you can send a private message to all of your community page members. Users receive the private message in their community inbox. Most community users receive an email notification of the new private message as well.

To send the message, click the **MEMBERS** component and then click the **SEND MESSAGE** button. A pop-up appears in which you can insert a plain text message. You can use simple HTML to format the message, but for more advanced formatting or for longer messages, you can start a new topic within your user group instead.

MEMBERS (COWTOWN G SLINGERS - FORT WORTH LABVIEW USER GROUP)

GROUP DETAILS



Cowtown G Slingers - Fort Worth LabVIEW User Group
38 members · Open Group
Since 12-02-2014

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JOIN THE GROUP **INVITE MEMBERS** **SEND MESSAGE**

CURRENT REQUESTS PENDING

38 Members

NAME	JOIN DATE	GROUP ROLE
 GoKu25 MEMBER	02-18-2018	GroupMember
 GiuseppeFlorio... MEMBER	12-11-2017	GroupMember

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