

Setting up a Sub group on Freegle Direct

What is a sub group?

This is a named view for a specific category: gardening, child & baby etc
It does not change anything on your group, it runs the same way, you moderate the same way.
It is just another way to promote your group to particular local groups and organisations.
Eg. Allotments = gardening, Toddler groups = child and baby

You will need a Facebook page for your group and admin rights to create a named view.

Where do I start?

1. Go to your Freegle Direct settings link:

http://direct.ilovefreegle.org/republisher_group_settings.php?groupname=banbury_Freegle

Make sure the name at the end is showing exactly as it is on your Yahoo group.



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[Contact us](#)

Settings for Cherwell_Valley_Freegle

Here you can configure the settings for your group. Click on each section to expand it.

Once you've saved the settings below, you'll be sent a confirmation email to the -owner address which you need to respond to before any changes will take effect.

Group Details

Group Appearance

Basic Group Features

Mapping

Group Enhancement Features

Group Keywords

Message Texts

Post Validation

Advanced Options

Statistics

Save Settings

[Mail list of FB/FD members to -owner](#)
[Add popup](#)



Named Views

Named Views are ways of presenting your group to different audiences, for specific categories.

To make changes to existing views, you need to be logged in to Freegle Direct using a Facebook user who is a Page Admin of the relevant group's Facebook page.

Here are any views you have for Cherwell_Valley_Freegle:

To make changes to existing views, you need to be logged in to Freegle Direct using a Facebook user who is a Page Admin of the relevant group's Facebook page.

You can create new named views for your group. The request will go to the Group Affiliation Team to check that the name is suitable. Once it is approved, you will get an email and you can then fill in other details.

Please put something relating to your location in the view name and shortlink, e.g. for a garden view EdinburghGrowYourOwn would be a good name.

View Name

Shortlink

Category

2. Scroll down to Named Views



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View Name

Type your chosen group name with spaces



Shortlink

Type a shorter version without spaces.



Category

Select a category



Create View

Click: Create View

What Happens Next?

Freegle Direct automatically sends your Named View request to the GAT Mailbox

It arrives looking like this:

Name: Edinburgh Grow Your Own
Shortlink: EdinburghGrowYourOwn
Category: Gardening

GAT will look to see if it's a sensible group name. That there are spaces in the first name, a suitable shortlink and that the category matches.

If it's ok: GAT click on the link in this email to approve it and it whizzes off to the geeks who will make your group appear on our website here:

<http://www.ilovefreegle.org/groups/specialist>

If it's not: GAT will send you a nice friendly email suggesting an edit, and ask you to request a named view again.

How do I personalise my sub group / named view?

You will receive an email confirmation with a link to your FD settings.

Your request to create a named view has been approved.

Name: Banbury Grow Your Own

Shortlink: <http://freegle.in/BanburyGrowYourOwn>

Please go to https://direct.ilovefreegle.org/republisher_group_settings.php?groupname=banbury_Freegle to edit the details.

You will need to be signed in to Facebook with admin rights to be able to save your text.
(Help can found at the end of these instructions).

Scroll down to Named Views and it will now show text boxes to complete.
(You can find some sample text on the next page)

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Here are any views you have for banbury_Freegle:

Banbury Grow Your Own

Unique ID 103

Name

Logo

Description

Sidebar

Logos can be found on the Freegle Wiki.

You can also link to your own hosted logo if you prefer something different.

Type your group description here or copy another group's text and edit to suit.

Copy/Paste and edit your main group's FD sidebar text to suit.

Click Save Changes

The button will change to "Saved" in pale green

All done!

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Please put something relating to your location in the view name and shortlink, e.g. for a garden view EdinburghGrowYourOwn would be a good name.

View Name

Shortlink

Category

SAMPLE TEXT – edit the wording to suit your particular group and chosen category

Example Grow Your Own Logo: <http://frgl.it/grow160>

Find more logos/badges here: <http://wiki.ilovefreegle.org/Badges>

Description

```
<table>
<tbody>
<tr>
<td>${grouplogo}</td>
<td>
```

```
<h1 style="font-size:3em;color:#5ECA24;">Welcome to Banbury Grow Your Own</h1>
```

```
<p>This group is for anything garden or allotment related - plants, seeds, trees, spare produce such as rhubarb or eggs, spades, sheds, roofing felt, bamboo canes...</p>
```

```
<p>If you've got something you don't need, why not give it away? Or if there's something you're looking for which someone else has, just ask.</p>
```

```
<p>We're part of BanburyFreegle - it's free to join, free to use, and everything on it is free.</p>
```

```
<p>Just sign up, and post an OFFER or a WANTED. People will reply to you, and you sort out collection yourselves.</p>
```

```
</td>
</tr>
</tbody>
</table>
```

Sidebar

```
<table>
<tbody>
<tr>
<td>
```

```
<p><b>Banbury Grow your own is an online reuse group</b> and it depends on the good will of local people.</p>
```

```
<p>Please be polite.</p>
```

```
<p>Please turn up when you say you will or let the offerer know.</p>
```

```
<p>Sorry No swaps or loans.</p>
```

```
<p>Please direct questions, comments or ideas for improvements to:
<a href="mailto:Banbury_Freegle-owner@yahoogroups.com"
"><font color=blue>The Banbury Moderators</font></a></p>
```

```
</td>
</tr>
</tbody>
</table>
```

How to check if you have admin rights

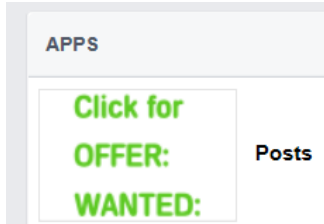
Cherwell Valley Freegle (99) 

Go to: <https://apps.facebook.com/freegle/> (your group will show a cog)

OR

1. Go to your Facebook page: www.facebook.com/YourGroupNameFreegle

2. Click for Offer: Wanted: tab for the app.



3. Click the big green button to sign in or join the group.



4. Login with Facebook

(It may ask you to switch to your personal account, the page will then refresh and you will be logged in)



5. To check if you have admin rights, any group tabs that are showing will have a cog in the corner.

Cherwell Valley Freegle (99) 

How do I get admin rights?

http://wiki.ilovefreegle.org/Freegle_Direct_Moderator_FAQ#How_do_I_get_Page_Admin_rights.3F

- Log in to Freegle Direct with a Facebook id which is a Page Admin of the Facebook page.



Go to *My Settings*



- Click on the link at the bottom right to check for Page Admin rights.

[Click to check Facebook Page Admin rights](#)