GWRRA Policy Concerns & Answers
Involving GroupWorks for the MD/DE District

(All changes since the last edition are identified by the vertical red bar in the margin)

1. Each Member has a standard field named “Title” and a custom field named “Officer Role” that are both visible to Group Leaders only
   a. What is the purpose for the “Title” field?
      i. This is the title of the office or position held by the Group Member
   b. What is the purpose for the “Officer Role” field?
      i. This field is currently not in use

2. Our District has two Groups where only our District Director, Assistant District Director and District Social & Membership Enhancement Coordinator appear to be permanently assigned as Group Leaders
   a. When new Members join our District, they will have to be individually invited or added
      i. To the Group named “GWRRA MD/DE District”
      ii. To the Group named “GWRRA MD/DE Rider” if the new Member chooses not to affiliate with any chapter
   b. When expiring Members leave our District, they will have to be individually removed
      i. From the Group named “GWRRA MD/DE District”
      ii. From the Group named “GWRRA MD/DE Riders” if the expiring Member never chose to affiliate with any chapter
   c. Purpose of each District Group
      i. The “GWRRA MD/DE Riders” Group will contain only Members who do not choose to affiliate with any chapter
      ii. The “GWRRA MD/DE District” Group will have these Subgroups created
         1. Team
            a. Each District officer will appear in this Subgroup
         2. Staff
            a. Each District officer and position holder will appear in this Subgroup
         3. The holders of each chapter office along with the District Director and the Assistant District Director(s) will appear in each of these Subgroups
            a. Directors
            b. Assistant Directors
            c. Treasurers
               i. Include the District Treasurer
            d. Social & Membership Enhancement Coordinators
               i. Include the District Social & Membership Enhancement Coordinator
            e. Ride Coordinators
               i. Include the District Ride Coordinator
         4. The holders of each chapter position along with the District Director and the Assistant District Director(s) will appear in each of these Subgroups
            a. Couples of the Year
               i. Include the District Couple of the Year
GWRRA Policy Concerns & Answers
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ii. Include the District Couple of the Year Coordinator
b. Skills Enhancement Advisors
   i. Include the District Rider Educator

3. What happens when a NON-GWRRA member with a GroupWorks account requests membership in any Group in our MD/DE District Association?
   a. The request should be declined, but with a reference to the Trial GWRRA membership available on most of our chapter web sites

4. What happens when an existing GWRRA member with a GroupWorks account requests membership in any Group in our MD/DE District Association?
   a. The request should be accepted
      i. Any new GroupWorks account holder should already have an email address that is different from any existing GroupWorks account holder, even if the new GroupWorks account holder is a member of the same household as an existing GroupWorks account holder
      ii. The membership request must include the member’s active GWRRA membership number or the Group Leader receiving the request must be able to find the member’s active GWRRA membership number on a recent monthly or quarterly spreadsheet (a.k.a. “ARL” or “Green Bar”) received from the District Social & Membership Enhancement Coordinator
      iii. If the GWRRA membership number included in the membership request shares the same first six digits with an existing GroupWorks account holder (such as a co-rider, spouse, family member, significant other, etc.), recommend the member should request membership in all of the same Groups where the existing GroupWorks account holder has already joined
   b. What happens if this existing GWRRA member is already a Member of another GWRRA District Group?
      i. The request can be accepted at the discretion of the Group Leader
   c. What happens if this existing GWRRA member is already a Member of another GWRRA Chapter Group?
      i. The request can be accepted at the discretion of the Group Leader, even if the multiple chapters are in the same district

5. New GWRRA members and expiring GWRRA members are handled in this manner
   a. The District Director, an Assistant District Director or the District Social & Membership Enhancement Coordinator can establish new GWRRA members with the following steps:
      i. If the new GWRRA member prefers “No Contact” (NC)
         1. No GroupWorks account is to be established for the new member
      ii. Otherwise, choose one of the following:
         1. Generate a GroupWorks invitation to join the “GWRRA MD/DE District” Group
         2. Add the new GWRRA member to the “GWRRA MD/DE District” Group
GWRRA Policy Concerns & Answers
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iii. Once the new GWRRA member completes their Profile, the new Member should be asked if they are interested in joining any chapter Group
   1. The new Member can review the available chapter Groups by selecting the MD/DE District Association

iv. If the new GWRRA member has interest in joining any chapter Group
   1. Add the new GWRRA member to each chapter Group
      a. This task is delegated to the appropriate Chapter Director

v. If the new GWRRA member has no interest in joining any chapter Group
   1. Add the new GWRRA member to the “GWRRA MD/DE Riders” Group

vi. Implementation of the new GWRRA member is done

b. The District Director, an Assistant District Director or the District Social & Membership Enhancement Coordinator can remove expiring GWRRA members with the following steps:
   i. If the expiring GWRRA member preferred “No Contact” (NC)
      1. No additional steps are necessary
   ii. Otherwise,
      1. Remove the Member from the “GWRRA MD/DE District” Group

iii. If the expiring GWRRA member is a Member of a chapter Group
   1. Remove the Member from the chapter Group
      a. This task is delegated to the appropriate Chapter Director

iv. If the expiring GWRRA member is not a Member of a chapter Group
   1. Remove the Member from the “GWRRA MD/DE Riders” Group

v. Implementation of the expiring GWRRA member is done

6. What happens with a trial GWRRA member?
   a. A trial GWRRA member is listed on the Perspectives tab of the monthly spreadsheet from Home Office (a.k.a. “ARL” or “Green Bar”)
   b. The trial GWRRA member is added in the same manner as a new GWRRA member with following additions:
      i. If the trial GWRRA member has a “Chapter” of “T” (Trial) on the Perspectives tab
         1. On the Member tab, edit the Member by entering the Temp Start date from the Perspectives tab followed by “- 1 month” in the Notes
         2. At the end of the trial period, check to see if the Member has appeared on the New Members tab on any monthly spreadsheet since the trial period began
            a. If the Member does not appear on any New Members tab, remove the Member from your Group
      ii. If the trial GWRRA member has a “Chapter” of “GB” (Gold Book) or a “Chapter” of “DCM” (Dealer Complementary Membership) on the Perspectives tab
         1. On the Member tab, edit the Member by entering the Temp Start date from the Perspectives tab followed by “- 4 months” in the Notes
GWRRA Policy Concerns & Answers

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2. At the end of the trial period, check to see if the Member has appeared on the New Members tab on any monthly spreadsheet since the trial period began
   a. If the Member does not appear on any New Members tab, remove the Member from your Group

7. Group Leaders are discouraged from the following:
   a. Creating Events that are held by other Groups
   b. Creating Events that are held outside of GWRRA

8. Group Leaders are encouraged to do the following:
   a. Create Events that are rides to or from other Events held by other Groups
      i. Note: Any one of these rides could qualify as a Ride for Fun
   b. Create Events that are rides to or from other Events held outside of GWRRA
      i. Note: Any one of these rides could qualify as a Ride for Fun
   c. Identify all Events that request RSVP by adding notice to the “Event’s Name”
      i. Choose one of these methods
         1. “Event’s Name [RSVP]”
         2. “Event’s Name *RSVP*”
      ii. If the Event previously existed, choose to notify all host Group Members and Followers
   d. Identify any Event that is ultimately cancelled by adding notice to the “Event’s Name”
      i. Choose one of these methods
         1. “[Cancelled] Event’s Name”
         2. “*Cancelled* Event’s Name”
      ii. Choose to notify all host Group Members and Followers
   e. After your Newsletter Editor has had a chance to review for possible reprinting in an upcoming issue, all Posts that were last updated over thirty (30) days ago should be deleted
      i. Alternatively, a Group Administrator can delete obsolete Posts after the same time frame has passed

   a. Can optionally create an Event for each one they plan
   b. Must show each one they plan on the chapter’s public website in either their calendar or list of events

10. If one of your Members creates inappropriate content in a Post, comment or reply, the recourse a Chapter Director or Assistant District Director should take is:
    a. Notify your appointing officer of the inappropriate content
       i. If the appointing officer takes control of the issue, no additional action would be necessary
    b. If you remain in control of the issue, message the original creator of the inappropriate content asking to change or erase the inappropriate content in an allotted time frame or risk having the entire inappropriate Post, comment or reply erased
c. If the Member who created the inappropriate content does not comply in the allotted time frame
   i. Erase the inappropriate content and notify your appointing officer of your actions

d. If the Member who created the inappropriate content does comply in the allotted time, notify your appointing office of the resolved issue