<u>How to use WhatsApp Groups for Events</u>

It can be really helpful to set up a WhatsApp group for the members of your event.

The advantages of this are; it connects people, it allows people to ask questions or let you know if they are running late, it's helpful if people wander off during event and it aids connection post the event, i.e sharing of images.

This is also a helpful way to collate images from the event to use for our Instagram (with consent!).

I'd advise you only set up your WhatsApp group the day before your event as they are often last minute attendee changes!

<u>How to make a WhatsApp Group:</u>

You need to make the group first before sending the link for the group to other.

Annoyingly you need to add at least one participant to set up a group – use a regular member who is coming to your event or use me and I will remove myself if not attending.

Here is a video of how to do this: https://www.youtube.com/watch?v=J4ZLiopPr4w

Also written description below!

Create a group

1. Click ••• above your chats list in WhatsApp.

   - Alternatively, click the **New chat** icon.

2. Click **New group**.

3. Search for or select contacts to add to the group. Then click **Next**.

4. Enter a group subject. This will be the name of the group that all members will see.

   - The subject limit is 100 characters.

   - You can add emoji to your subject by clicking the **Emoji** icon.

   - You can add a group icon by clicking ⬚. Choose an image file and click **Open**. Once set, the icon will appear next to the group in your chats list.

5. Click **Create** when you're finished.

<u>How to share this group with your attendees:</u>

You will need to post your WhatsApp group link in a message to your attendees via Photowalk.me. How to do this is below…

Here is a video to show you how to do this: https://www.youtube.com/watch?v=DCnU_D4Z7ms

Description also below!

Invite into groups via links

If you're a group admin, you can invite people to join a group by sharing a link with them. The admin can always revoke the link to make the previous invite link invalid and create a new link.

1. Open the WhatsApp group chat, then click the group subject.

2. Click **Members** > **Invite to group via link**.

3. Click **Copy link**.

   - To revoke the current invite link and create a new invite link, click **Revoke link** > **Revoke link**.

Note: Any WhatsApp user you share an invite link with can join the group. Only use this feature with trusted individuals. It's possible for someone to forward the link to other people, who could then join the group without additional approval from the group admin.

An example of the message to send to attendees with your WhatsApp Group link:

Hi Everyone,

I am looking forward to seeing you all tomorrow.

I have created a WhatsApp group for the event tomorrow if you would like to join this.

INSERT GROUP LINK HERE

Please note that your phone number will be visible to other if you join this group.

See you tomorrow

INSERT YOUR NAME

Pinning information

You can also 'pin' information in your WhatsApp Group – What does this mean? If you want something important written in a message you sent not to be missed i.e event location and time, you can pin it. This means it will be at the top of the group and accessible easily for all to click on and view without having to scroll through all the messages!

How to pin a message video here: https://www.youtube.com/watch?v=mBo_bOrOJ4w

Written description below!

Pin a message

A pinned message is displayed as a banner at the top of the chat until it's unpinned.

1. Hover over the message and click ⌄.

2. Click **Pin message** > select the pin duration (**24 hours**, **7 days**, or **30 days**)

3. Click **Pin**.

Unpin a message

You can unpin a message at any time. If a pin isn't unpinned, it will automatically unpin when the set duration expires.

1. Hover over the pinned message and click ⌄.

2. Click **Unpin** > **Unpin**.

Top Tips

It's a nice touch to welcome everyone to the whatsapp group when they join.

But note: People can only see information from the point they join. So ideally wait until everyone has joined before posting your message. If not just remember to send the welcome message again when new people join.

Hope this helps ☺ Any questions just ask ☺