



Genealogical  
Society of  
Victoria

# MANAGING GROUP MEMBERSHIPS AND MEMBER COMMUNICATIONS

**19 September 2023**

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## PURPOSE

- Provide an overview of IT initiatives designed to deliver new online services to Members of Discussion Circles.

- The Writers Circle is the first Group where these services have been implemented.
- Similar services can be provided for other Groups.

# FUNCTIONAL REQUIREMENTS

- For members of the Writers Circle:
  - Provide a self-service system to make it easy for GSV Members to join the Writers Circle and to leave the Writers Circle.
  - Enable members of the Writers Circle to see who else is a member and communicate with them privately by email.
  - Enable members of the Writers Circle to contact all other members privately by email, e.g. to invite and receive private feedback on your stories from members, by submitting an outline to the group.
- For the Writers Circle Convenors:
  - Reduce the Convenors workload by removing the need to manually update membership lists.

## SECURITY AND PRIVACY REQUIREMENTS

1. Only GSV Members will be able to Join the Writers Circle.
2. The list of members of the Writers Circle will be only be available to members of the Writers Circle.
3. A member's email address will be kept private until the member decides to respond to an email contact from another member of the Writers Circle.
4. When a GSV Member wishes to join the Writers Circle, they are invited to give their consent to the Terms and Conditions of membership.
5. When a Member of the Writers Circle decides to leave the Writers Circle, they are invited to give their consent to the Terms and Conditions of leaving.

## ADDRESSING THE REQUIREMENTS

- New services have been developed:
  1. Joining the Writers Circle: <https://www.gsv.org.au/join-writers-circle>
  2. Leaving the Writers Circle: <https://www.gsv.org.au/leave-the-writers-circle>
  3. List of members of the Writers Circle: <https://www.gsv.org.au/members-writers-circle>
    - Contact a member of the Writers Circle.
    - Contact all members of the Writers Circle.

# JOIN THE WRITERS CIRCLE

\*Indicates required field

## MY CONTACT DETAILS

|   |                       |   |
|---|-----------------------|---|
| ? | Preferred First Name* | <input type="text" value="Ruth"/>             |
| ? | First Name*           | <input type="text" value="Ruth"/>             |
| ? | Last Name*            | <input type="text" value="O'Dea"/>            |
| ? | Email Address*        | <input type="text" value="ruthodea@usa.net"/> |

- You can change your Preferred First Name using this form but not your First Name, Last Name, or Email Address.
- If you need to update your First Name, Last Name, or any other contact details, you can do so here: [Update Contact Details](#)
- If you need to change your email address, you can do so here: [Change Email Address](#)

## ABOUT THE GSV WRITERS CIRCLE

Any GSV member is welcome to join the GSV Writers for no additional charge.

To join, simply submit this form.

When you join, you will be able to:

- see who else is a member and communicate with them by email
- invite and receive private feedback on your stories from members, by submitting an outline to the group
- automatically receive email notifications of new items posted to the 'Writers Circle Notice Board' by the convener.

You control your membership and of course, you can un-join at any time.

Note that the 'GSV Writers Forum' is open to any GSV member and you will need to separately select that in your subscriptions if you wish to receive email notifications of its new posts.

By submitting this form you acknowledge and accept the above.\*

SUBMIT

Form is pre-populated with the Member's contact details

Once the Member agrees to the Terms and Conditions, they simply press the Submit button

# JOIN THE WRITERS CIRCLE - WELCOME EMAIL



## Welcome to the Writers Circle

Monday, 18 September 2023 - 08:45

Dear Ruth,

Welcome to the GSV Writers Circle.

1. Membership of the GSV Writer Circle is open to all GSV Members.
2. There is no additional charge to join the Writers Circle.
3. Your name has now been added to the list of [Writers Circle members](#).
4. The list of Writers Circle members will be available to Members of the GSV Writers Circle only.
5. Other members of the Writers Circle may contact you by email.
6. You will receive notifications by email of new items posted to the [Writers Circle Notice Board](#).

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Genealogical Society of Victoria Inc.

Registration Number: A0022763D

ABN: 86947919608

# LEAVE THE WRITERS CIRCLE

\*Indicates required field

## MY CONTACT DETAILS

|   |   |
|---|---|
| <a href="#">?</a> Preferred First Name* | <input type="text" value="Ruth"/>             |
| <a href="#">?</a> First Name*           | <input type="text" value="Ruth"/>             |
| <a href="#">?</a> Last Name*            | <input type="text" value="O'Dea"/>            |
| <a href="#">?</a> Email Address*        | <input type="text" value="ruthodea@usa.net"/> |

- You can change your Preferred First Name using this form but not your First Name, Last Name, or Email Address.
- If you need to update your First Name, Last Name, or any other contact details, you can do so here: [Update Contact Details](#)
- If you need to change your email address, you can do so here: [Change Email Address](#)

## ABOUT THE GSV WRITERS CIRCLE

### Leaving the GSV Writers Circle

1. Once you submit this form, your name will be removed from the [list of Writers Circle members](#).
2. You will no longer have access to the [list of Writers Circle members](#).
3. You can rejoin the Writers Circle at any time using [this form](#).

By submitting this form you acknowledge and accept the above.\*

SUBMIT

Form is pre-populated with the Member's contact details

Once the Member agrees to the Terms and Conditions, they simply press the Submit button

# LEAVE THE WRITERS CIRCLE - CONFIRMATION EMAIL



Genealogical  
Society of  
Victoria

## Goodbye to the Writers Circle

Monday, 18 September 2023 - 08:47

Dear Ruth,

This is confirm that you have decided to leave the GSV Writers Circle.

1. Your name has been removed from the list of Writers Circle members.
2. If you change your mind, you can rejoin the Writers Circle at any time using [this form](#).

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Genealogical Society of Victoria Inc.

Registration Number: A0022763D

ABN: 86947919608

# LIST OF MEMBERS OF THE WRITERS CIRCLE

Export to CSV File

This option only available to the Convenors

## About the GSV Writers Circle

- This list is available to members of the GSV Writers Circle only.
- Your email address will be kept private on this list, but other members can contact you privately by email by clicking on your name.
- You can contact a particular member of the Writers Circle privately by email by clicking on the member name.
- You can contact all members of the Writers Circle privately by email by clicking on this link: [Contact all members](#)
- If you need to update your first name, last name, or any other contact details, you can do so here: [Update contact details](#)  
If you need to change your email address, you can do so here: [Change email address](#)

Contact all members

## Current members of the Writers Circle

Number of Current Members = 88

| No. | First name | Preferred first name | Last name   | Member name (click to contact)    | Date joined the Writers Circle |
|-----|------------|----------------------|-------------|-----------------------------------|--------------------------------|
| 1   | John       | John                 | Fitzpatrick | <a href="#">John Fitzpatrick</a>  | 17 Mar 2023                    |
| 2   | Judith     | Judith               | Woodland    | <a href="#">Judith Woodland</a>   | 24 Feb 2023                    |
| 3   | Lesley     | Lesley               | Clementson  | <a href="#">Lesley Clementson</a> | 17 Feb 2023                    |

Most recent Member shown at the top of the list

# CONTACT A MEMBER OF THE WRITERS CIRCLE

## Contact a Member of the Writers Circle

[View](#) [Results](#)

\*Indicates required field

### MESSAGE FROM

- You can change your Preferred First Name using this form but not your First Name, Last Name, or Email Address.
- If you need to update your First Name, Last Name, or any other contact details, you can do so here: [Update Contact Details](#)
- If you need to change your email address, you can do so here: [Change Email Address](#)

### MESSAGE

### ATTACHMENTS (OPTIONAL)

- You can attach one or more files if you wish, e.g. a document with a story or a story outline.
- The file type can be an image, or a PDF or it could be a Word document with track changes turned on.

(maximum of 6)

**SUBMIT**

Form is pre-populated with the contact details of the Member who is sending the message

Today's date

The name of the Member to be contacted is copied from the List of Members

This is where you enter the Subject of your message

This is where you enter your message

You can attach one or more files (maximum of 6)

# CONTACT ALL MEMBERS OF THE WRITERS CIRCLE

Contact All Members of the Writers Circle

[View](#) [Results](#)

\*Indicates required field

**MESSAGE FROM**

1 Preferred First Name\*

1 First Name\*

1 Last Name\*

1 From Email Address\*

- You can change your Preferred First Name using this form but not your First Name, Last Name, or Email Address.
- If you need to update your First Name, Last Name, or any other contact details, you can do so here: [Update Contact Details](#)
- If you need to change your email address, you can do so here: [Change Email Address](#)

**MESSAGE**

1 Date

1 To

1 Subject\*

1 Message\*

**ATTACHMENTS (OPTIONAL)**

- You can attach one or more files if you wish, e.g. a document with a story or a story outline.
- The file type can be an image, or a PDF or it could be a Word document with track changes turned on.

1 Number of files you wish to attach to your message\*  (maximum of 6)

**SUBMIT**

Form is pre-populated with the contact details of the Member who is sending the message

Today's date

This acts a reminder that your message is being sent to ALL members of the Writers Circle

This is where you enter the Subject of your message

This is where you enter your message

You can attach one or more files (maximum of 6)

# POINTS TO REMEMBER

1. Membership of the GSV Writer Circle is open to all GSV Members.
2. Only GSV Members can join the GSV Writers.
3. Joining and leaving the Writers Circle is an explicit action taken by the member.
4. The system operates on the self-service principle:
  1. Any GSV Member can add themselves to the list of members of the Writers Circle whenever they wish; they can remove themselves whenever they wish.
  2. Convenors no longer have to maintain lists of names, email lists, etc.
5. The list of members of the Writers Circle is available to members of the Writers Circle only.
  - Member email addresses are hidden.
6. You can contact another member privately by email.
7. You can contact all members privately by email.
8. You can attach one or more files to your message (images, PDFs, Word documents, etc.).
9. The Convenors can download the list of current members as a CSV file.
10. The Convenors can view the list of former members.
11. No changes to the current process for GSV Members who wish to subscribe to, or unsubscribe from, the Writers Circle Forum or the Writers Circle Notice Board.

## NEXT STEPS

1. New system to be discussed at the Writers Circle meeting on 4 October 2023.
2. Final review and update of web pages late October.
3. Update Writer Circle membership list late October.
4. Writers Circle aiming to implement the new system on 2 November 2023.

*If any other group would like to have a similar system, please contact Tom O'Dea: [tomgsv42@gmail.com](mailto:tomgsv42@gmail.com)*