

A close-up, slightly blurred photograph of a red Ferrari sports car. A black racing helmet with a red chin strap is resting on the driver's seat. The car's body panels, including the front fender and door, are visible, showing the iconic Ferrari prancing horse logo on the side. The background is a light-colored, textured surface, possibly a garage floor.

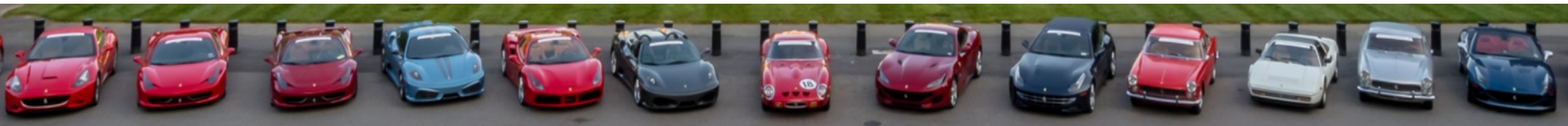
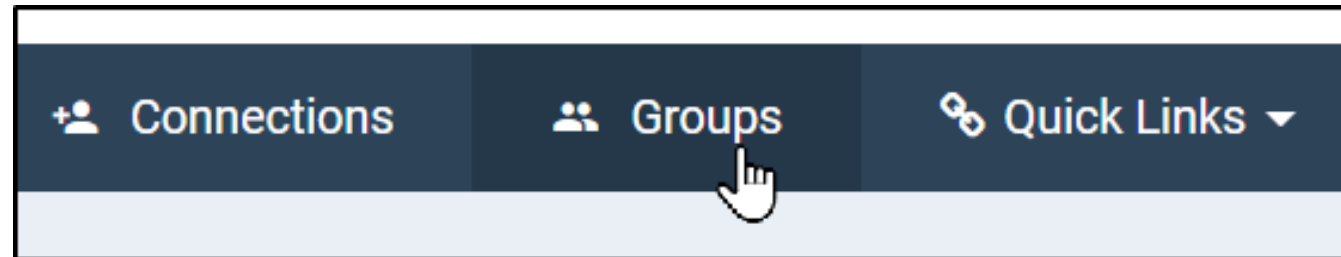
# Ferrari Club of America: Managing Groups

As a Chapter President or Regional Director, you'll want to communicate with your group members through your groups in the Online Community.



# Accessing Groups

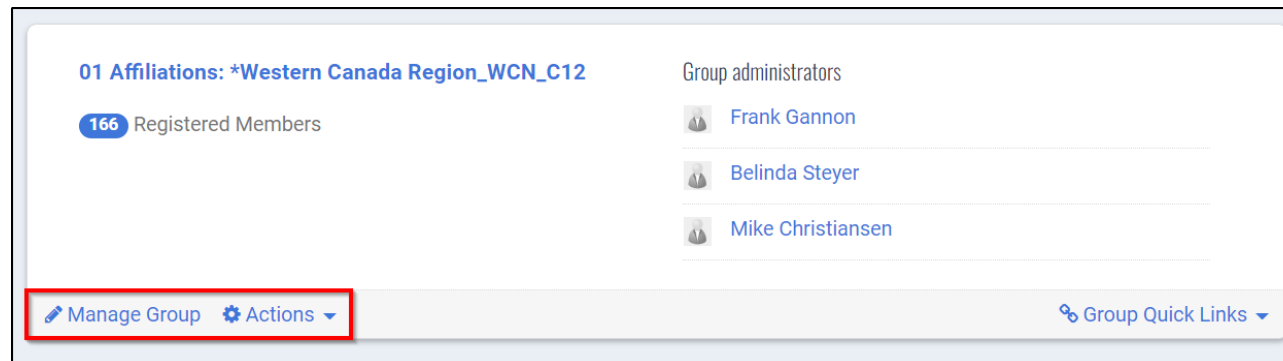
- You can access your groups by clicking on "Groups" when viewing your profile.





# Admin Status

- When you're on the main Groups page, you'll see any groups that you're in.
- Any group that you're an admin of will give you the option to "Manage Group" in the bottom left (if you don't see this option, please contact an FCA Staff member)

A screenshot of a web interface for a group. The interface shows the following information:

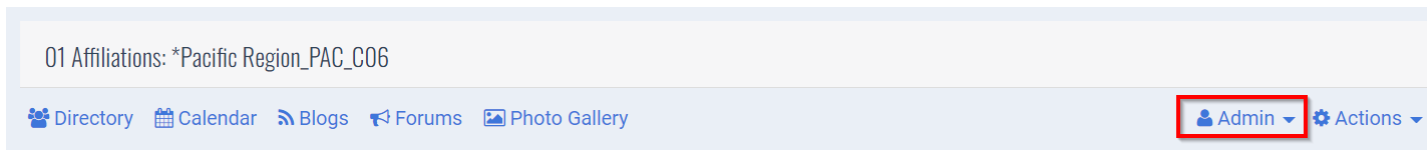
- 01 Affiliations: \*Western Canada Region\_WCN\_C12
- 166 Registered Members
- Group administrators:
  - Frank Gannon
  - Belinda Steyer
  - Mike Christiansen
- At the bottom left, there are two buttons: "Manage Group" (with a pencil icon) and "Actions" (with a gear icon and a dropdown arrow). This area is highlighted with a red box.
- At the bottom right, there is a "Group Quick Links" button with a link icon and a dropdown arrow.



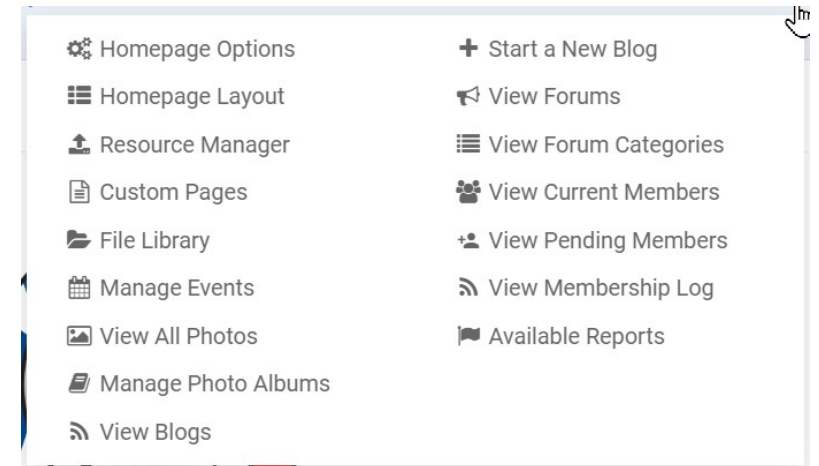


# Admin Options

- After you click on the name of the group, you'll see the group homepage as well as the Admin menu



- If you click the Admin option you'll get a menu of things you can do as an admin





# Admin Options: Emailing

- To email your group, please use the Constant Contact account for your Chapter or Region
  - You can login to your Constant Contact account here: <https://login.constantcontact.com/login/>
- If you haven't been given credentials to login to Constant Contact, please reach out to FCA Staff

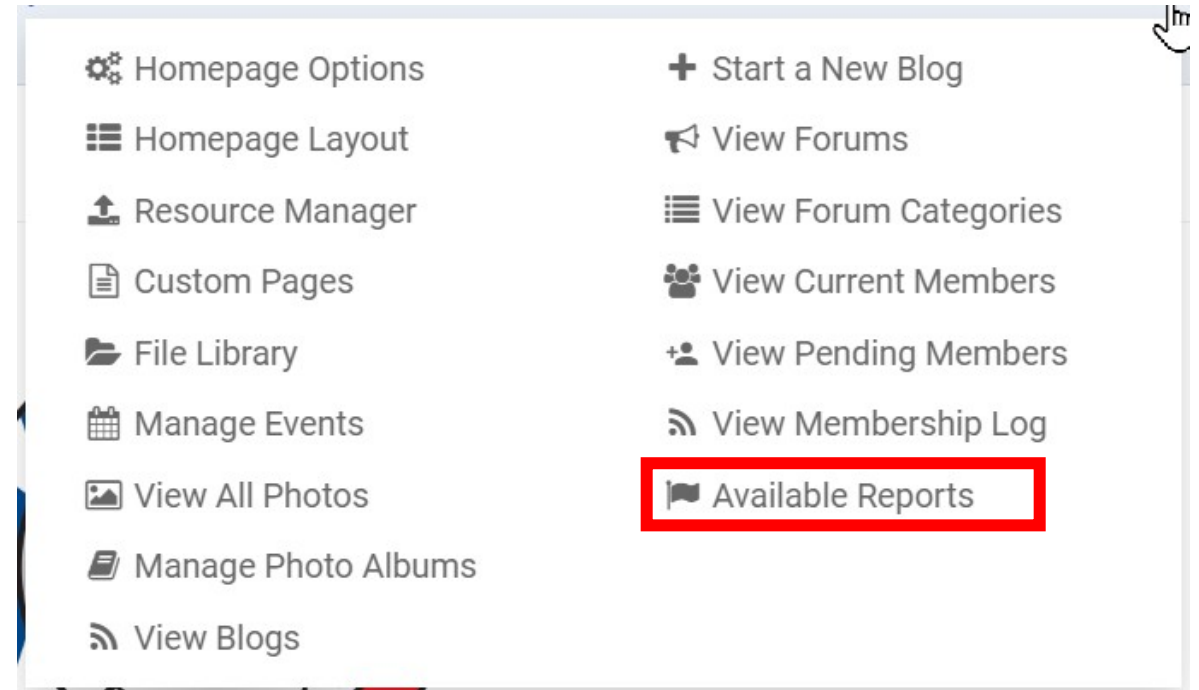




# Admin Options: Reports

- To find reports for your group, click Admin, and then click "Available Reports"
- Once there, hover over a report and click "View"

<u>Name</u>
06_PAC_01 Current Members v1
<a href="#">View</a>





# Admin Options: Reports Cont'd

- On the report page you'll see the members listed for that report as well as some options on what you want to do with the report

 06\_PAC\_01 Current Members v1

[« Return to Available Reports](#) | [Print report](#) | [Export this report in CSV format \(Unicode\)](#)

- Clicking "Print Report" above will bring up the page in printable form
- Clicking "Export this report in CSV format" will allow you to download the report into an Excel file

