

Group Setup Guide

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Sign In to IndianaMap ArcGIS Online

1. Go to <https://inmap-hub.maps.arcgis.com/home/index.html>
2. Sign in with your IndianaMap community account.

Navigate to the Groups Page

1. Click 'Groups' at the top of the page.
2. Select the 'My Groups' tab.
3. Click 'Create group'.

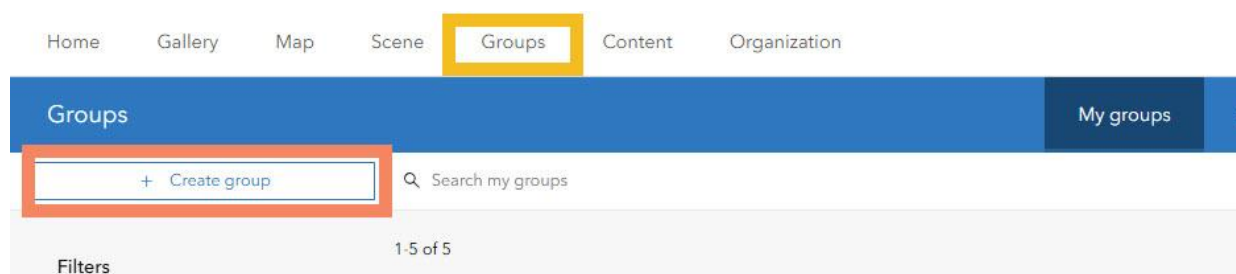


Figure 1

Set Up the Group Details

1. Enter the group name: IGIC_2026_Workshop.
2. Add tags such as 2026 Workshop, Training.
3. Provide a summary and detailed description.
 - a. This group is for the sharing and management of data for the 2026 IGIC Annual Conference. The workshop focuses on the data and tools available on IndianaMap.org. Training was carried out by the IGIO team.
4. Upload a 400x400 thumbnail (optional).
5. Keep defaults for group membership.
6. Click Save

Create a group



Group overview

Name

IGIO_2026_Workshop

Summary

This group is for the sharing and management of data for the 2026 IGIC Annual Conference. The workshop focuses on the data and tools available on IndianaMap.org. Training was carried out by the IGIO team.

205/250



↑ Upload thumbnail

Tags

2026 Workshop × Training × Add tags

Group membership

Who can view this group?

- ☐ Only group members
- ☐ All organization members
- ☒ Everyone (public)

Who can view this group?

- ☐ Only group members
- ☐ All organization members
- ☒ Everyone (public)

Who can be in this group?

- ☒ My organization's members only
- ☐ Partnered collaboration and my organization's members only
- ☐ Any organization's members

How can people join this group?

- ☒ By invitation
- ☐ By request
- ☐ By adding themselves

Who can contribute content?

- ☒ All group members
- ☐ Group owner and managers

Cancel

Save

Figure 2

Configure Group Visibility and Membership

1. Choose who can view the group (group members, organization, or everyone).
 - a. Top right of group details click settings.
 - b. Change Who can view group? Only group members
 - c. Who can contribute content? All group members
 - d. Content – leave at defaults
2. Choose who can become a member (organization-only, partnered organizations, or public). Leave at My organization's members only
3. Choose the join method (invitation only, request to join, open). Change to "By request".

Configure Contribution & Permission Settings

1. Set who can contribute content (group owner, members, designated contributors). Leave at default.

Choose Group Designation

1. Standard Group – viewing and sharing only.
2. Shared Update Group – collaborative editing allowed; requires admin enablement.
3. Administrative Group – used for special visibility restrictions.

Managing Group Members

1. Go to the group page and open the Members tab.
2. Click 'Invite Members'.
3. Invite from organization, partnered orgs, or via email link (if allowed).
4. Asked a person next to you for their username. You can use that to invite them to your group.

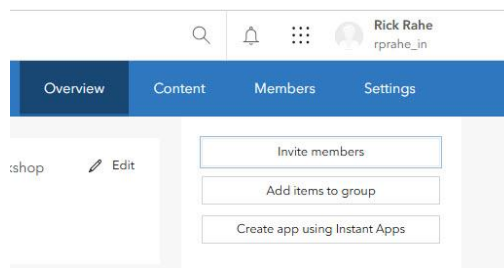


Figure 3

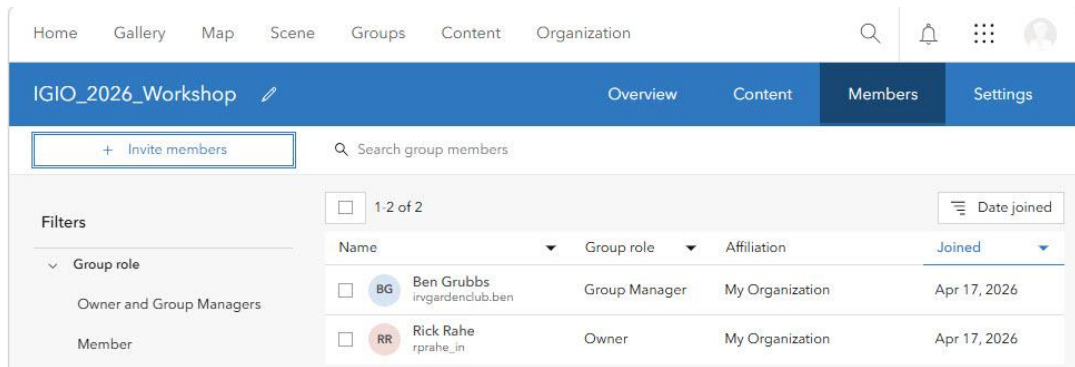


Figure 5

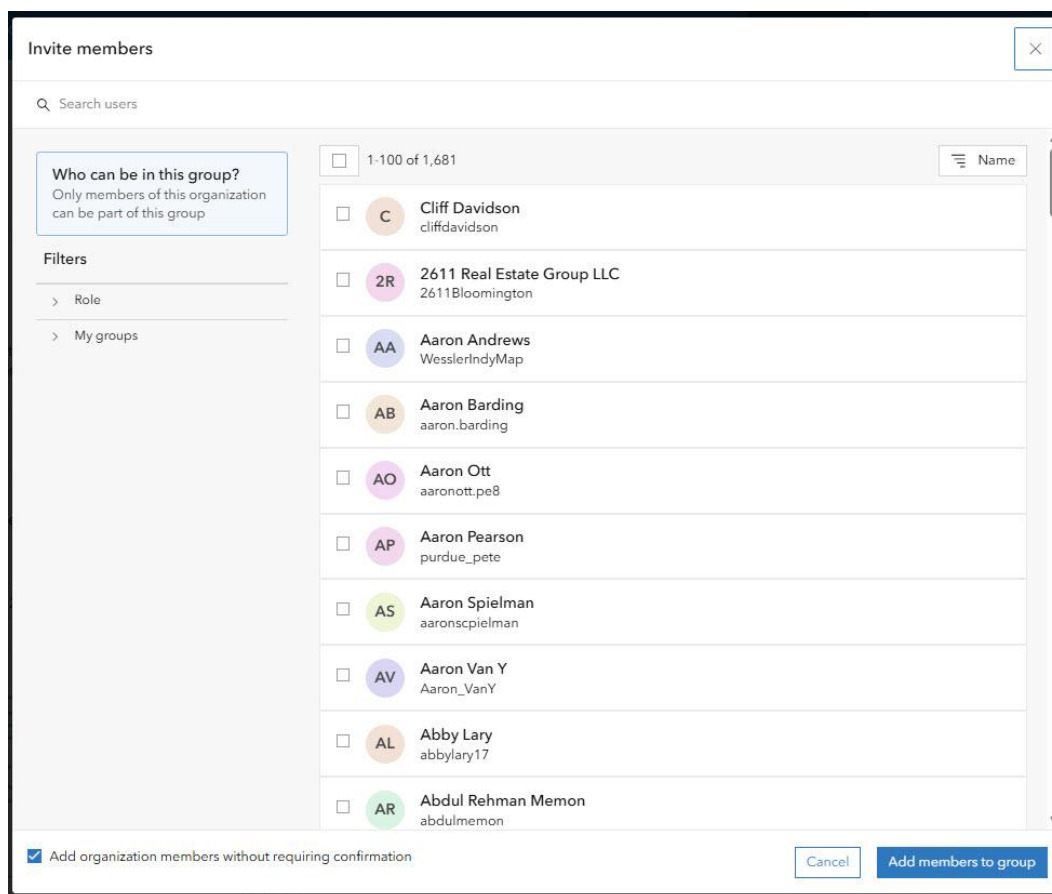


Figure 4

Assigning & Managing Permissions

1. Viewing: Ensure items are shared with the group.
2. Publishing: User roles must include publishing privileges.
3. Creating/Editing: Requires 'Shared Update Group' designation.
4. Admin: Assign Group Managers through the Members page.