weedSCAN
GROUPS GUIDE

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WEEDSCAN GROUPS

ABOUT WEEDSCAN GROUPS

WeedScan groups allows you to create a private group with other registered WeedScan users and to share your weed observations. This feature is designed to enable Landcare, community, producer or Natural Resource Management groups to take coordinated action to record, monitor and manage weeds listed in WeedScan.

When joining a group, you give permission for other members of the group to access your non-generalised records. This means that your contact information (name, email and phone number), record comments and the exact location of your weed sighting will be shared.

During the record-creation process (in both web and mobile apps), you have the option to choose if you want to share the weed observation with your group or not.

Each group must have a moderator. The moderator is responsible for various administration tasks including inviting and approving new members, removing members and managing the group profile.

ACCESS WEEDSCAN GROUPS

WeedScan groups are accessible only via the WeedScan web app (not via the mobile app). You must have a WeedScan account to become a member of a group.

To access WeedScan groups:

1. Go to the WeedScan web app at https://weedscan.org.au/
2. Log in to your WeedScan account or register an account if you do not have one already.
3. Click **Groups** at the top of the page.

Currently WeedScan groups is not supported by the WeedScan mobile app (Android and iOS) platform. However, any weed observations recorded using the WeedScan mobile app (when logged in) will be automatically shared with your WeedScan groups unless you elect to keep the record private.

CREATE A NEW WEEDSCAN GROUP

To create a new WeedScan group:

1. Access WeedScan groups on the web app.
2. Click the **New** button.
3. Set up your group profile. You need to provide a name, state and description for your group. You can also provide a URL link to your group's webpage or social media (optional) so that other WeedScan users can find out more about you. Once you have completed the group profile, click **Next**.
4. Assign at least one Local Government Area (LGA) to your group. Select a LGA from the drop-down list and click the **Assign** button. Repeat this for each LGA you want to add.
5. Click **Save** to submit your group for approval. Your group needs to be approved by a WeedScan State Coordinator before other users can join.

6. You will be notified by email when your group has been approved. Once approved, other users may join the group. The person who created the group is automatically assigned as the group Moderator.

REQUEST TO JOIN AN EXISTING WEEDSCAN GROUP

To join an existing WeedScan group:

1. Click on **Groups** at the top of the page on the WeedScan web app.

2. Search for a group that you are interested in joining. In the **Find groups** section, type a group name (if you know the name of a WeedScan group) or choose an LGA (Local Government Area), then click **Search**. To view all the groups in WeedScan, simply leave group name and LGA blank.

3. A list of available WeedScan groups is produced based on your search parameters. Click on the name of a group to view the group's profile page.

4. If you would like to join the group, Click the **Join** button to submit a request to become a member of the WeedScan group. A confirmation should appear, and the group name will be listed under **My groups**.

5. Your request to join the group will be sent to the group Moderator.

6. You will be notified by email when your request has been processed. Once approved, you will be able to share your weed observations with the group and access weed observations recorded by other members.

SHARE YOUR WEED OBSERVATIONS WITH YOUR WEEDSCAN GROUP

You have the option to share your weed observations with your WeedScan groups.

To share your weed observation with your WeedScan group/s:

1. Access the WeedScan web app and log in to your WeedScan account.
2. Identify your suspected weed.
3. Select the weed species that matches your suspected weed and click **Record**.
4. Complete the **record details** form. Decide if you want to share your weed observation with your WeedScan group/s. If you want to hide the record from your group, select the **Keep record private** check box. Otherwise, your record will be automatically shared with your group/s.
5. Click the **Save** button.

VIEW YOUR WEEDSCAN GROUP'S WEED OBSERVATIONS

To view weed observations that have been shared to your group:

1. Log in to your WeedScan account
2. Click **Search** at the top of the page or the **Search records** button on the WeedScan homepage.
3. Select the group you want from the drop-down list next to **Only records from this group**. Apply any other desired search options, select how you want the results displayed (map, table or both) and then click the **Search** button.
4. To open a record and view more information about the weed observation, click on a **map pin** (map display) or a **record number #** (table display).
5. The complete weed record (including links to weed information, non-generalised weed location, comments, and the submitter's details) is provided. To view a map of the weed's location, click the **Click here to see the location on Google maps** link. Click the **Close** button to return to the search page.

EXPORTING OBSERVATIONS

Group moderators are able to export observations into a .csv file.

1. Select 'Groups' at the top of the website.
2. Select group which you are the moderator of.
3. Select "Show Group Map".
4. Apply relevant filters (weed, state/territory/date observed from), and advanced search options.
5. Press "Export" to download a .csv file containing record data for filtered observations.

ACCESS YOUR WEEDSCAN GROUP'S PROFILE PAGE

The profile page for a WeedScan group displays a summary of the group and lists the group membership and email contact. From this page you can leave the group, edit the group (Moderator only) and invite new members to join by email (Moderator only).

To open a group's profile page:

1. Access the WeedScan web app and log in to your WeedScan account.
2. Click **Groups** at the top of the page.
3. Under the **My groups** section, click the name of your group. This will open the group's profile page.

LEAVE A WEEDSCAN GROUP

You can decide to leave a WeedScan group at any time. After you leave, your records will no longer be visible to the group.

To leave a WeedScan group:

1. Access the WeedScan web app and log in to your WeedScan account.
2. Open the profile page of the group you want to leave.
3. Click the **Leave** button near the bottom of the page. If you are the group Moderator, you will need to assign a new moderator before leaving the group.
4. A confirmation message will be displayed at the top of the page and the group is no longer listed under **My groups**.

VIEW A GROUP'S MEMBERSHIP

To view the members of your group and their roles:

1. Access the WeedScan web app and log in to your WeedScan account.
2. Open the profile page of the relevant group.
3. The members of the group, their email and role title is listed in the **Users in this group** section**. (This information is hidden from non-members and unapproved members.)

ACTIVITIES FOR MODERATORS ONLY

Only the group's Moderator can perform the following activities.

Edit a WeedScan group's profile

To edit the information in a group profile (name, state, description or URL link):

1. Access the WeedScan web app and log in to your WeedScan account.
2. Open the relevant WeedScan group profile page.
3. Click the **Edit** button at the bottom of the page.
4. Update the group name, state, description or URL as required.
5. Click **Save**.

Edit Local Government Areas

To add or remove Local Government Areas (LGAs) from your group:

1. Access the WeedScan web app and log in to your WeedScan account.
2. Open the relevant WeedScan group profile page.
3. Click the **Edit** button at the bottom of the page.
4. To remove an LGA, click **remove** next to the LGA you want to remove.
5. To add a new LGA, select it from the drop-down list and click **Assign**.
6. Click **Save**.

Invite a new member by email

The moderator can directly invite someone to join their WeedScan group. To do this, you must know the email of the person you wish to invite.

To invite a new member to the group:

1. Access the WeedScan web app and log in to your WeedScan account.
2. Open the relevant WeedScan group profile page.
3. Click the **Edit** button at the bottom of the page.
4. Under the **Users in this group** section, in the WeedScan user email address test box, enter the email address of the person you want to invite and click **Invite.** WeedScan will notify the invitee by email.
5. The invitee will appear in the member list as an Uncommitted member until they accept or decline the invitation.

Approve a new member

The group Moderator will be notified by email when someone requests to join their WeedScan group.

To respond to a new member request:

1. Access the WeedScan web app and log in to your WeedScan account.

2. Open the relevant WeedScan group profile page.

3. Click the **Edit** button at the bottom of the page.

4. Under the **Users in this group** section, look for any names marked with 'Unapproved member'. Unapproved members are people who have requested to join your group.

5. Decide if you want to approve the new member or not. To approve, click on **approve**. If not, click **remove**.

6. WeedScan lets the person know via email if they were approved to join the group or not.

Remove a group member

To remove a member from the group:

1. Access the WeedScan web app and log in to your WeedScan account.

2. Open the relevant WeedScan group profile page.

3. Click the **Edit** button at the bottom of the page.

4. Go to the **Users in this group** section. Identify the member you want to remove and click **remove**. The removed member's name will disappear from the member list. The removed member will no longer have access to the group's weed observations, and the group will no longer have access to the removed member's weed observations.

Assign a new Moderator

If you no longer want to be the Moderator, you can assign another member of the group as the Moderator.

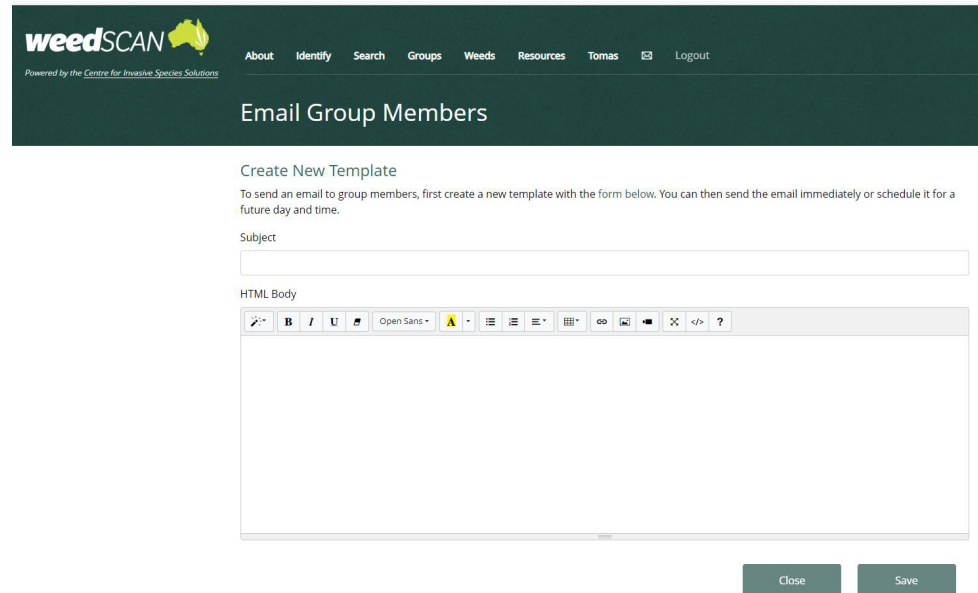To make another group member the Moderator:

1. Access the WeedScan web app and log in to your WeedScan account.

2. Open the relevant WeedScan group profile page.

3. Click the **Edit** button at the bottom of the page.

4. Go to the **Users in this group** section. Identify the member you want to assign as the Moderator, then click **make moderator** next to the member's name.

5. You should now be listed as a member (and not as Moderator).Assign a new Moderator

Group notifications

Email notification templates can be saved in WeedScan and sent to group members at any time.

To send an email notification to group members:

1. Access the WeedScan web app and log in to your WeedScan account.

2. Open the relevant WeedScan group profile page.

3. Click **email**.

4. Click **save**.

5. Click **send** when you wish to trigger the email notification to all group members.

Contact biosecurity officers

To contact biosecurity officers:

To send an email notification to group members:

1. Access the WeedScan web app and log in to your WeedScan account.

2. Open the relevant WeedScan group profile page.

3. In the Local Government Areas section, click **Contact Biosecurity Officers.**

4. From the dropdown menu, select the relevant LGA.

5. Write the subject and the message, and the email will reach either the local biosecurity officer, or the state coordinator if there is no biosecurity officer designated to that LGA.