

Generic Token Modification

When you add additional groups, such as classrooms, you will probably wish to modify your token so parents can put their children in the groups. The following will instruct you on modifying your generic token. Note these directions will also apply to modifying any token.

Finding Your Generic Token



1. Sign into your admin side on the Just Between Friends system.
2. Click on Groups & HH tab.



3. Click on the red words [View / Modify Existing Groups](#)

Finding Your Generic Token Cont....

Create a new group

Modify the selected group

Remove the selected group

Search

Search for a group: Search Clear

- [-] Apple Elementary (Attached to PTA 00054581)
- [-] 1st Grade
- [+] 2nd Grade
- [+] 3rd Grade
- [+] 4th Grade
- [+] 5th Grade
- [+] Apple Chorus
- [+] Apple PTA
- [+] Apple Volunteers
- [+] Homeroom Parents
- [+] julia test group
- [+] Kindergarten
- [+] Not PTA Members
- [+] Test Notice
- [+] Thanksgiving Lunch

4. Double click on your unit name (the one with the number attached.). See the example above.

Finding Your Generic Token Cont....

TOKENS

These are the tokens for this group.

NAME	TOKEN	START DATE	END DATE	USES	USED	
Apple Activities	apple-afterschool	01/01/2008	12/31/2010	100	8	Edit Delete
Apple Elementary PTA Generic Token	54581tok	10/01/2009	10/01/2010	500	0	Edit Delete

[Add a Token...](#)

Cancel

Update Group

5. Scroll to the bottom of the this page and check out your tokens. The one you will probably be looking at in this example is the generic token.

Modifying Your Generic Token

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[Add a Token...](#)

Cancel

Update Group

1. We are assuming that you have added some new groups to your unit which you wish the parents to put themselves or their children in. Therefore we must "*attach*" the token to the groups so that it will show them.
2. Click on the red word **Edit** to the right of the generic token.


Modifying Your Generic Token Cont....


Group

Name

Description

Token

Start Date
 

End Date
 

Number of Uses

Used

Groups your members can join

CHILDREN/STUDENTS

PARENTS/TEACHERS

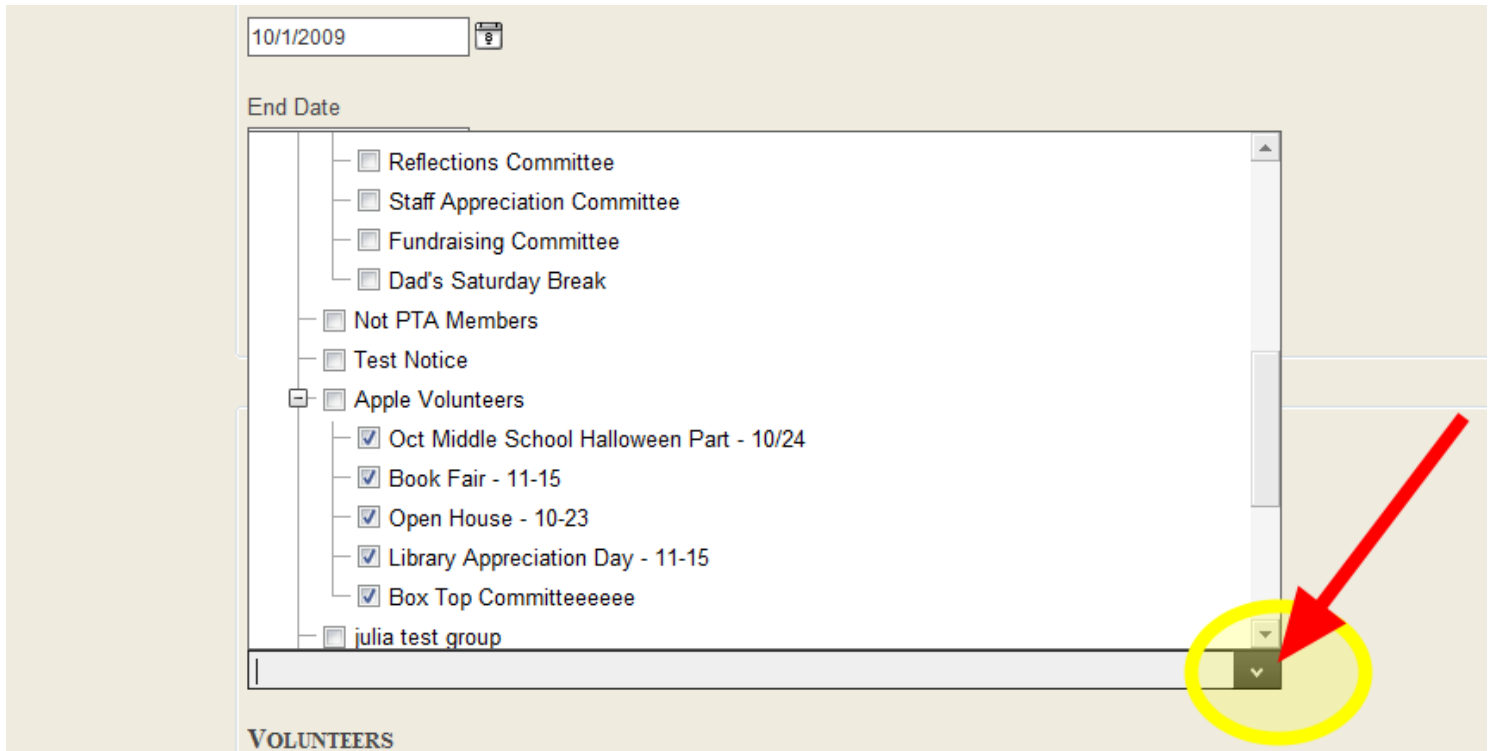
VOLUNTEERS

EXTERNAL GROUPS

Internet | Protect

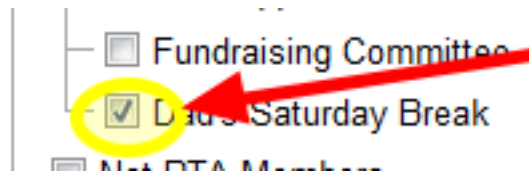
3. Take a look around this page. Note the start and stop date. Do you need to extend this? What about the number of uses and how many have already been used. Do you need to increase this?

Modifying Your Generic Token Cont....



4. Now click on the drop down arrows and see if all of the groups you want the token to represent are shown. Let's say you just want to add Dad's Saturday Break as a group. You want the parents to be able to join this group on their own so you will need to check mark this group.
5. Since it is a Parents/Teachers group, you click on the drop down arrow to the right of that field and get the entire list of groups you have in your unit.

Modifying Your Generic Token Cont....



6. Note the check mark we placed in the box to the left of Dad's Saturday Break.

Modifying Your Generic Token Cont....

CHILDREN/STUDENTS

PARENTS/TEACHERS

VOLUNTEERS

EXTERNAL GROUPS

7. Click on the update button.

Modifying Your Generic Token Cont....

ENABLE PRIVACY SETTINGS FOR THIS GROUP

If you enable privacy settings for this group it will allow members to set privacy options for it. Also, a group that does not have this checkbox checked will not show up in the "Current Directory" dropdown list on the Households page.

Enable Privacy Settings

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[Add a Token...](#)

8. On this screen click on the Update Group button.

9. Now your token will also represent the new Dad's group.

10. **IMPORTANT:** Check out your token by going back to your start page (the first page you logged into) ==> then click on Link to a Group ==> type in your generic token and see if you can join the appropriate groups for both children and adults. Of course you must have both children and adults in your household.