

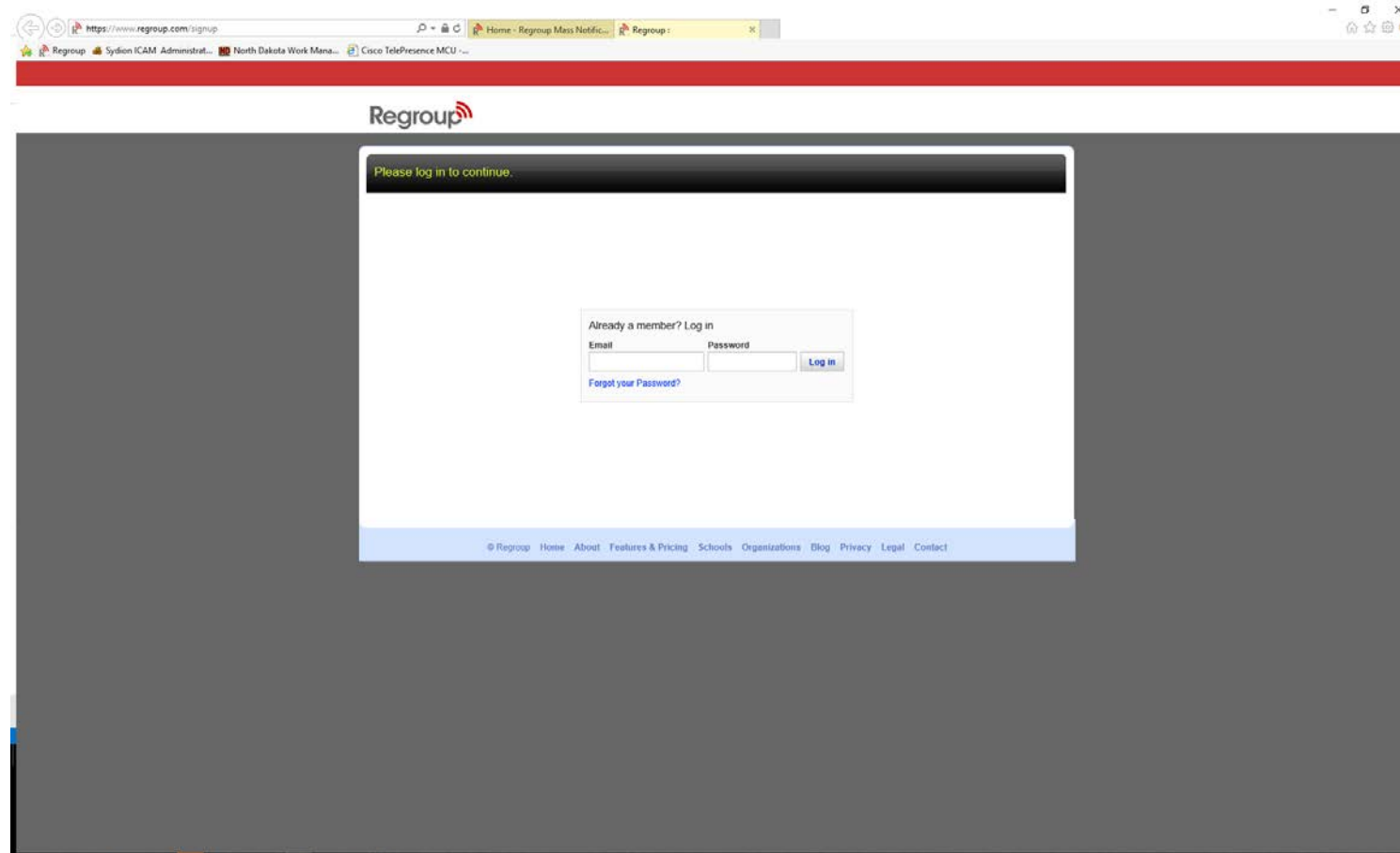
North Dakota Dept. of Health

Regroup Training

Objectives

- Login
- Message Creation
- Contact additions

Login



Message Creation

The screenshot shows the Regroup web interface. At the top, there is a navigation bar with "Home", "My network", "Post a message", "Create a group", "Find a group", and "Admin settings". A search bar is located on the right. Below the navigation bar, there is a "Post a message" button. The main content area displays the "Post via" form, which includes fields for "Groups" (with a "Select All" button), "From" (Ryan Oraker roraker@nd.gov), "Reply to" (Group Address), "Phone" (Home, Work, Cell, Other), "Template" (Open/No Template), "Subject" (with an "Attach File" button), and a "Text/SMS" section with a "Text/SMS Message" field. A "Post" button is visible at the bottom right of the form. A small dialog box at the bottom asks "Would you like to store your password for regroup.com?".

The screenshot shows the Regroup web interface with the message creation form expanded to show a preview. The form includes fields for "Groups" (Internal Test at North Dakota Department of Health), "From" (Ryan Oraker roraker@nd.gov), "Reply to" (Group Address), "Phone" (Home, Work, Cell, Other), "Template" (Open/No Template), "Subject" (with an "Attach File" button), and a "Text/SMS" section with a "Text/SMS Message" field. A "Preview" button is visible at the bottom right of the form. A small dialog box at the bottom asks "Would you like to store your password for regroup.com?".

Message Continue

Save As Template Preview Post »

Send Text to Myself Schedule Message

Post via Voice Alert [Collapse](#)

My Recordings

Option 1 Record
You may create a sound file via phone. Our system will call you to record your message. Please enter the number for the system to call and the title of your new sound recording.
Your Ph #: 1701204297
Title your sound file: Please add the country code in front to make this call. Ex: 12123456789

Option 2 Upload
You may upload new files only (10MB max/file). All uploaded sounds will be listed below.
File:
Title:

Once you are done recording or uploading, your file will appear below:

File Name	Size	Created Date
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To: [Select All](#)

Phone: Home Work Cell Other

From caller ID: 1701202279
Please add the country code in front to make this call. Ex: 12123456789

Post »

Post via Interactive Poll [Expand](#)

Would you like to store your password for reggroup.com? [More info](#)

Save As Template Preview Post »

Send Text to Myself Schedule Message

Text/SMS Message: Same as Email

Save As Template Preview Post »

Send Text to Myself Schedule Message

Post via Voice Alert [Expand](#)

Post via Interactive Poll [Collapse](#)

Create New Interactive Poll

To: Internal Test at North Dakota Department of Health

Caller ID: 1701321103

Can you attend:

Question:

Menu: Hangup/Add Menu

- Select Type
- Record
- KeyPress
- SingleKey
- Yes-No
- Hangup

Post »

Adding Contacts

The screenshot shows the Regroup web interface for a group named "North Dakota Department of Health - Internal Test". The page includes a navigation menu with options like Home, My network, Post a message, Create a group, Find a group, and Admin settings. A search bar is located at the top right. The main content area displays the group's name, email address (ed@health-internal-test@regroup.com), and a list of recent messages. On the left side, there is a sidebar with various group management options such as "Add invite members", "Edit group settings", "Post message", "Group members", "Group files", "Scheduled messages", "Scheduled voice alerts", "0 pending members", "0 pending messages", "0 pending voice alerts", "0 pending FIM alerts", "Remove members", "Delete topics", and "Delete group".

The screenshot shows the "Add group members" form in the Regroup web interface. The form is titled "Add group members: What a great idea!" and includes a search bar and a "Submit" button. The form has two radio buttons: "add people" (selected) and "invite people". Below these, there is a text input field for "Enter email addresses or upload a csv" and a "Video Tutorial" link. The form also includes fields for "or enter Names and Emails" (FirstName, LastName, Email) and "United States of America" (Country) and "Phone Number". A "More" link is next to the Phone Number field. At the bottom, there is a checkbox for "Send a welcome message and login info to new members".

Contacts Continued

The screenshot shows a web browser window displaying a page titled "Add group members: What a great idea!". The page is part of a system for the North Dakota Department of Health. It features a navigation bar with "Home", "My network", "Post a message", "Create a group", "Find a group", and "Admin settings". Below the navigation bar, there is a search bar and a "Submit" button. The main content area includes a "File" upload section with a "Browse..." button and a "Submit" button. A "Video Tutorial" section is also present, showing a video player with the title "Adding Members to Groups with Regroup". Below the video, there is a section titled "Adding Members" which explains how to add members to a group via CSV. It provides a list of column headers (Email1, Email2, Email3) and examples of how to format the CSV data. The examples show columns for First Name, Last Name, Email, Phone1, and Phone2, with corresponding values for a contact named John.

File

Send a welcome message to new members
*Note: please wait after clicking "Add members".
Loading time is 1 minute per 200 addresses.
Max # per upload is 4000, split longer lists into separate .csvs.

Video Tutorial

Adding Members to Groups with Regroup

Adding Members

You can add members to your group via .csv (spreadsheet).

There are three column formats you can use. In all formats, the only required data is E-mail. Other information can be missing as long as the order of the columns is correct. A header row is not required.

Format 1:
First Name, Last Name, Email#1, Email#2, Email#3,
Unid#, Phone#1, Career,
Phone#2, Career, Phone#3, Career

Examples:
John, john@domain.com, john2@domain2.com,,
21255112
OR
john@domain.com

Format 2:
Column A: First Name
Column B: Last Name
Column C: Email (Multiple emails can be uploaded,
separated by semicolons, Email#1, Email#2, Email#3)

Example:
John, Smith, john@domain.com, john2@domain2.com

Format 3:
Column A: Email

Example:
john@domain.com

Notes and FAQ:
If your file is an .xls, please save it as a .csv before
uploading. (File -> Save As -> Filetype: .csv (comma

The screenshot shows a Windows File Explorer window titled "Choose File to Upload". The address bar indicates the current location is "This PC > Desktop". The left sidebar shows the navigation pane with "Desktop" selected. The main area displays a list of files and folders on the Desktop. The files are sorted by name, and the "BoatValue" file is selected. The file list includes various file types such as shortcuts, Microsoft Word documents, Adobe Acrobat PDFs, and Microsoft Excel spreadsheets.

Name	Date modified	Type	Size
Dropbox	8/24/2016 3:10 PM	Shortcut	2 KB
EM 20160824.xls	8/24/2016 2:45 PM	Microsoft Word D...	16 KB
Health Information_Tuberculosis_08222016	8/22/2016 4:54 PM	Adobe Acrobat D...	41 KB
CS 10 Basic Annotation Guide 3321615_A...	7/13/2016 10:09 AM	Adobe Acrobat D...	1,879 KB
CS 10 Advanced Annotation Guide 33216...	7/13/2016 10:09 AM	Adobe Acrobat D...	2,053 KB
CODE-STAT 10 User Guide 3314106_LR	7/13/2016 10:09 AM	Adobe Acrobat D...	731 KB
CODE-STAT 10 System Requirements 332...	7/13/2016 10:09 AM	Adobe Acrobat D...	35 KB
2016-07-13-Cyanobacteria HAN-v FINAL	7/13/2016 9:34 AM	Microsoft Word D...	51 KB
2016-07-11 Nm and Hi CDC HAN	7/11/2016 2:09 PM	Adobe Acrobat D...	51 KB
ltc	7/11/2016 12:47 PM	Microsoft Excel C...	69 KB
BoatValue	7/6/2016 9:21 AM	Adobe Acrobat D...	284 KB
BoatValue	7/6/2016 9:20 AM	Microsoft Word D...	463 KB
Grand Forks PH	6/30/2016 7:55 AM	Microsoft Excel C...	8 KB
nd-han-emmons-county-20160602095959	6/29/2016 3:41 PM	Microsoft Excel C...	1 KB
Tribal - Turtle Mountain Core	6/29/2016 2:23 PM	Microsoft Excel C...	3 KB
Tribal - Spirit Lake ICS	6/29/2016 2:22 PM	Microsoft Excel C...	2 KB
Tribal - Spirit Lake Core	6/29/2016 2:22 PM	Microsoft Excel C...	2 KB
Towner County ICS	6/29/2016 2:21 PM	Microsoft Excel C...	1 KB

File name: All Files (*.*)

Contacts Continued

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Questions?

Contact:

Ryan Dreher

Han Coordinator

701-328-1103

rdreher@nd.gov