



Book Groups Online

Secretary Handbook

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Book Groups Online - Secretary Handbook

Introduction

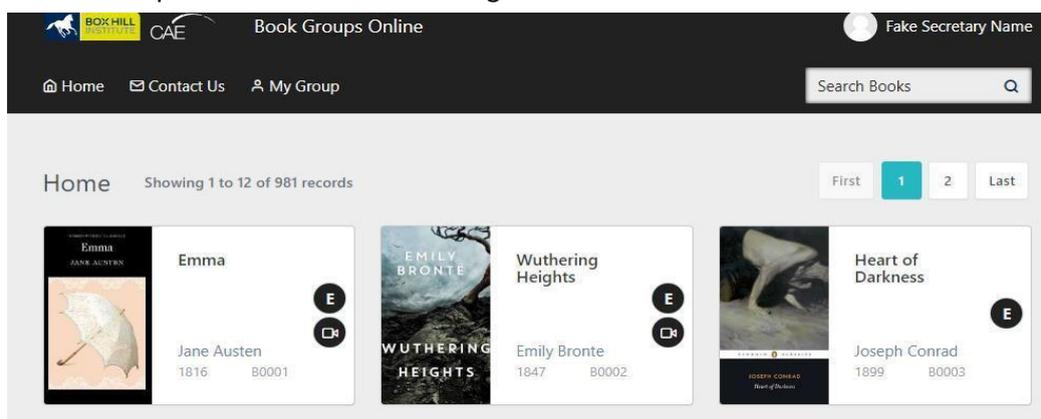
- [Book Groups Online](#) is the new online portal for entering selections and meeting dates, updating secretary details, and checking group information for CAE's Book Group program.
- Members will all be provided with a username and asked to set up a password.
- Only secretaries can add or change selections and dates. Members will be able to view this information only.
- It is not compulsory to use Book Groups Online, but it provides an option for groups to add and update their own meeting dates, book selections and delivery details.

When you login

Book Groups Online can be accessed in Google Chrome, Mozilla Firefox or Microsoft Edge at the following link <https://bgonline.cae.edu.au/>

Your login details will be provided separately – please contact us on bookgroups@cae.edu.au if you have not received thee.

- You will be presented with the following screen:



This is the main catalogue, where you can search our book collection by title, author or book code.

My Group

This is where you can view and update group details. You can view your current member list and edit selections, meeting dates and delivery details

Group Details

Test Group 1 - -1

[Edit Group Details](#)

Current members
3 Members for current year

STUDENT ID	NAME	ROLE	AVAILABLE YEARS	NEWEST START DATE
test-student-1	Fake Name		2020	23/03/2020
test-student-canc	Fake Name Cancelled		2020	23/03/2020
test-secretary-1	Fake Secretary Name	Secretary	2020	23/03/2020

Meetings
2020 Book List
2021 Book List
Read Books

2020

Add new meeting

Generate yearly meetings

<

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Edit Group Details

This allows you to update your contact details and delivery address for the books.

DELIVERY DETAILS

Please provide the address where you would like the books sent in this section.

Delivery Name	
<input type="text" value="J AUSTEN"/>	
Delivery Address	
<input type="text" value="1 MULBERRY LANE"/>	
<input type="text" value="Delivery Address Line 2"/>	
Delivery Suburb	Delivery Post Code
<input type="text" value="BATH VIC"/>	<input type="text" value="3000"/>
Delivery Instructions	
<input type="text" value="Please leave at front door"/>	

Save Delivery Details

Group saved successfully!

Ensure to click 'save details' if changing delivery address information.

Please update delivery address details as soon as possible and allow at least one month prior to your next book delivery. If there is less time before your next delivery, please contact us.

GROUP DETAILS

This allows you to update your contact details, age range, group profile, large print requests and referral of new members. Please ensure all fields are completed and updated as needed.

Ensure to click 'save group details' when updating information.

Test Group 1 / Edit Group

Delivery Details **Group Details**

Title: Test Group 1

Allow New Group Members:

Age min: 50 Age max: 75

Group Code: -1 Email: heyhey@email.com Contact Phone: 0400 000 000 Home Phone: Home Phone

Group Gender: FEMALE Number of Large print Copies: 1

[Save Group Details](#)

If you would prefer not to complete the selections online please contact us towards the end of the year to receive a selections card.

Meeting Dates

Your meeting dates have been generated for 2021. Towards the end of the year will be asked to generate your meetings for next year.

These meeting dates relate to when the books are dispatched – the books should arrive at least one week prior to these dates. You may have other meetings scheduled which are discussion dates and not handout dates that are not listed here. Please note most meetings generated by us have the default time of 2pm – you are welcome to change this but this does not impact your book deliveries.

On the main screen, click 'generate yearly meetings'.

Meetings **2020 Book List** 2021 Book List 2022 Book List Read Books Past Members

2021

[Add new meeting](#) [Generate yearly meetings](#) < >

No events to display

Enter the dates and times of your meetings. If you have a meeting which doesn't fall on the usual date, this can be changed later.

Note: You will only be able to generate the number of meetings to match the amount of meetings enrolled for. If this is incorrect, please contact us.

Click 'save'

Generate Meetings

Create a meeting on the of of each month, from to for

Up to 11 meetings will be created

- Wed Feb 24 2021
- Wed Mar 24 2021
- Wed Apr 28 2021
- Wed May 26 2021
- Wed Jun 23 2021
- Wed Jul 28 2021
- Wed Aug 25 2021
- Wed Sep 22 2021
- Wed Oct 27 2021
- Wed Nov 24 2021
- Wed Dec 22 2021

To change an individual meeting, return to the main page.

Click on the meeting you would like to change (under the date).

2020

Add new meeting

Generate yearly meetings

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April 3, 2020	Friday
10:00am ● test_group1_2020_4_2	
April 5, 2020	Sunday
2:00pm ● test_group1_2020_4_5	
May 3, 2020	Sunday
2:00pm ● test_group1_2020_5_3	
June 7, 2020	Sunday
2:00pm ● test_group1_2020_6_7	
July 5, 2020	Sunday
2:00pm ● test_group1_2020_7_5	

Click on start time to edit. Select time and date.

Test Group 1 / Edit Event

Meeting Details

Title: test_group1_2020_6_7

Start Time: June 7, 2020 2:00 PM

Calendar view for June 2020 showing the selected date (7) and time (2:00 PM).

Ensure to press 'save'.

Please note: you will not be able to change any meetings in the past or any for which the books have been sent (generally in the next two weeks).

Book Selections

TO EDIT CURRENT BOOK LIST

On Group Details screen, click 2021 Book list and Edit your book list

Meetings 2020 Book List **2021 Book List** 2022 Book List Read Books

[Edit your book list!](#)

Order: Priority

Order	Priority	Book Title	Author	Status	Read Status
0	B2220	The Children Act	Ian McEwan	Active	Not Read
1	B0012	A Passage to India	E.M.Forster	Active	Not Read
2	B1414	Modern Interiors	Andrea Goldsmith	Active	Not Read
3	B0002	Wuthering Heights	Emily Bronte	Active	Not Read
4	B0010	Cranford	Elizabeth Gaskell	Active	Not Read
5	B0001	Emma	Jane Austen	Active	Not Read
6	B0003	Heart of Darkness	Joseph Conrad	Active	Not Read
7	B0018	No Place for a Nervous Lady	Lucy Frost	Active	Not Read
8	B0007	Moll Flanders	Daniel Defoe	Active	Not Read

Remove a book by clicking on the red bin button.

1	B2220	The Children Act	Ian McEwan	Active	● Not Read	^ v	
2	B0012	A Passage to India	E.M.Forster	Active	● Not Read	^ v	
3	B1414	Modern Interiors	Andrea Goldsmith	Active	● Not Read	^ v	

Add a book by searching at the bottom of the page. You can search by title or book code.

Add Books

CODE	TITLE	READ?
B2310	We Must Be Brave	● Not Read

Click on the book title to add to your list. Click 'save list'.

For books in priority order, you can also change the order by using the arrows to the right of the book title, or by dragging the title to the appropriate spot. Ensure to save any changes.

NEW BOOKLIST

Click on '2022 Book List' (or applicable year).

Meetings [2020 Book List](#) [2021 Book List](#) [2022 Book List](#) [Read Books](#) [Past Members](#)

Could not find a booklist for this year

Click 'create a book list'.

Select book order – prioritise or randomise.

Year

2022

Book Order:

 Randomise Prioritise

Book List: 2022

My selected books

No books added

Search by book code or title. Click on book to add to your list.

Once completed, click 'save list'. Please ensure you have sufficient books for the year – at least 15 for 6 meetings, 22 for 9 meetings and 30 for 11 meetings.

Frequently Asked Questions

I am unable to login.

Ensure you are using your username provided by book groups staff, and have set up a password at <https://password.boxhill.edu.au/index.php?fa=spa.resetrequest>

If you are still having login issues please get in touch.

Why are members missing from my group?

These members likely did not enrol last year and have not been enrolled for this year.

I can't find a certain book on the booklist when compiling a booklist.

You may have already added it to your booklist, or it is not in our current catalogue.

What if I prefer not to enter our selections online?

That is not a problem. If you require any changes for this year please let us know. For next year we can send you a selection card, and hard copy catalogue if requested.

I can't add the correct number of meetings.

The number of meetings listed should be based on the number of meetings your group has enrolled in. If this is incorrect, please let us know.

What if I have other questions or feedback?

Please contact us on bookgroups@cae.edu.au or (03) 9652 0611.