

CAE Book Groups Online Guide



Book Groups Online: at a glance

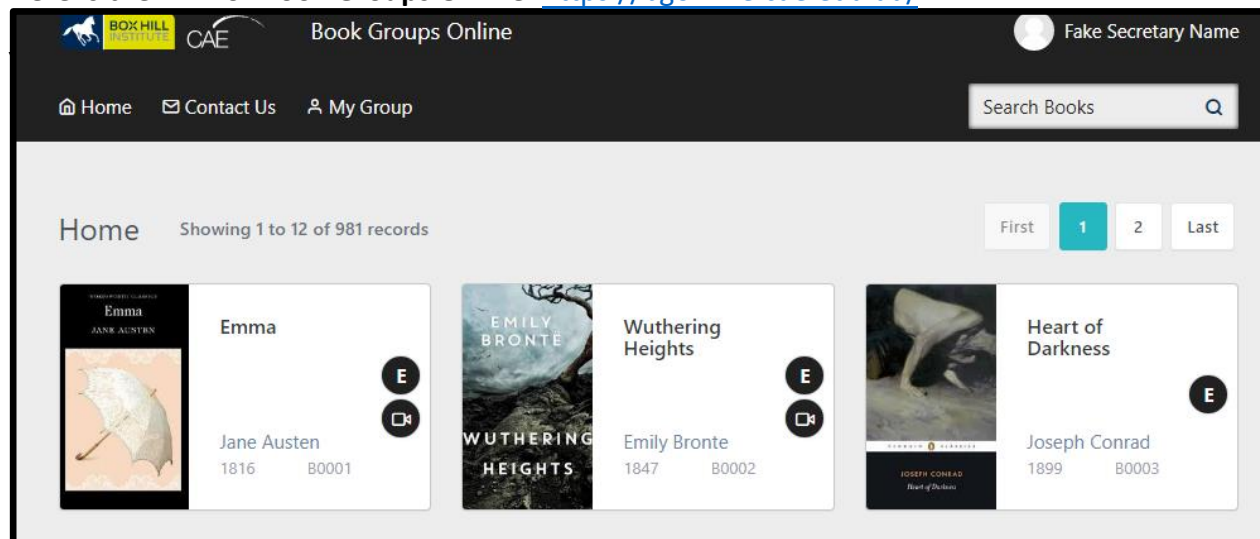
- Book Groups Online is the online portal for entering selections and meeting dates, updating secretary details, and checking group information. This information can be accessed at any time.
- Only secretaries can add or change selections and dates. Members will be able to view this information only.
- It is not compulsory to use Book Groups Online, the catalogue, selection forms and enrolment forms are still available digitally or in hard copy.
- Book Groups Online provides up to date information on titles such as those that are currently available as an eBook.

When you login

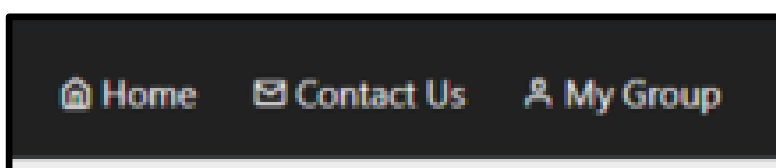
Book Groups Online can be accessed via browsers such as Google Chrome or Microsoft Edge. Your login details are **your student ID number** (this may also contain letters eg. S100654654 or CAE101010) and a **password**.

If you have not set up a password yet, you will need to set up a password at <https://password.boxhill.edu.au>

Here is the link for Book Groups Online: <https://bgonline.cae.edu.au/>



This is the main catalogue, where you can search our book collection.



In the top left corner is your menu bar for other functions.

My Group

This is where you can view and update your group details.

Group Details

Test Group 1 - -1

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 < >

Edit Group Details

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

Delivery Address

Delivery Suburb

Delivery Post Code

Delivery Instructions

Save Delivery Details

Group saved successfully!

Ensure that you click 'save details' if changing the delivery address information. Please update the delivery address details as soon as possible and allow at least 1 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, and referral of new members. Please ensure that all fields are completed and updated as needed. Be sure you 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

Meeting Dates

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

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 < >

Enter the dates and times of your meetings. If you have a meeting which does not fall on the usual schedule, this can be changed later.

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

Note: Delete meetings system-generated that do not apply to your group. Click 'save'.

Generate Meetings

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

Up to 8 meetings will be created

- Sun May 03 2020
- Sun Jun 07 2020
- Sun Jul 05 2020
- Sun Aug 02 2020
- Sun Sep 06 2020
- Sun Oct 04 2020
- Sun Nov 01 2020
- Sun Dec 06 2020

[Save](#)

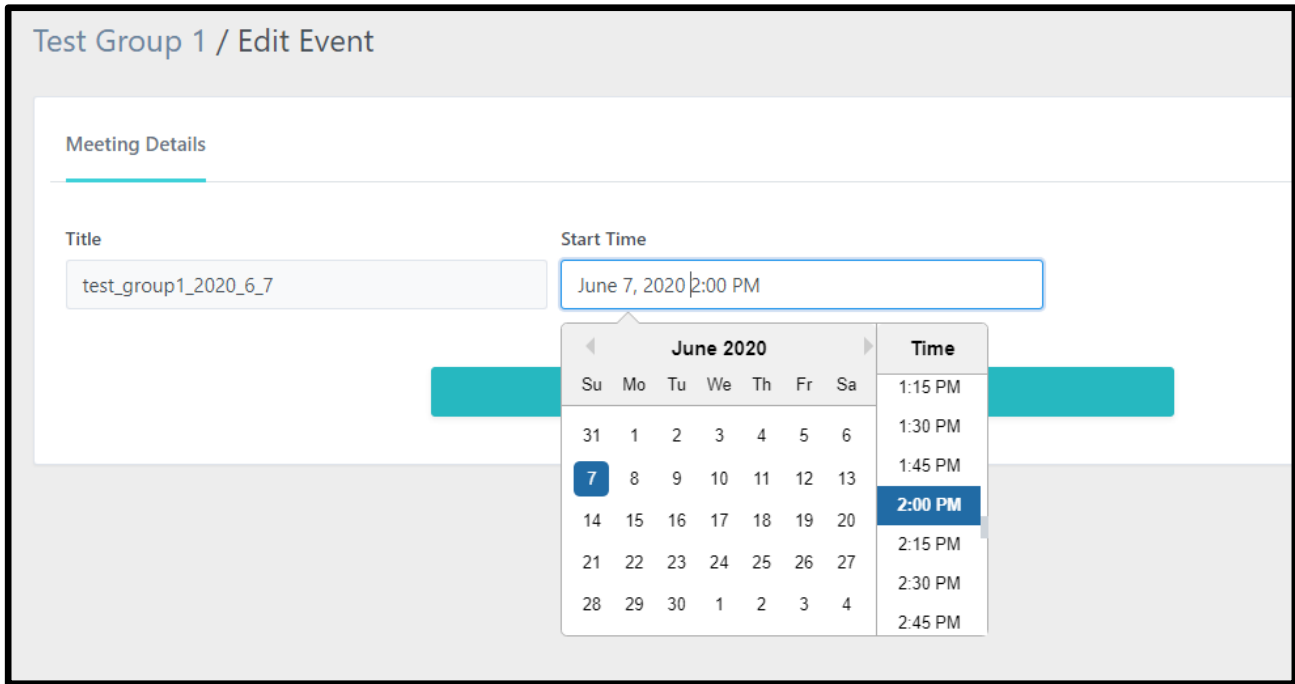
To change an individual meeting, return to the My Group main page. Click on the meeting you would like to change (under the date).

2020 Add new meeting Generate yearly meetings < >

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 meeting to bring up details

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



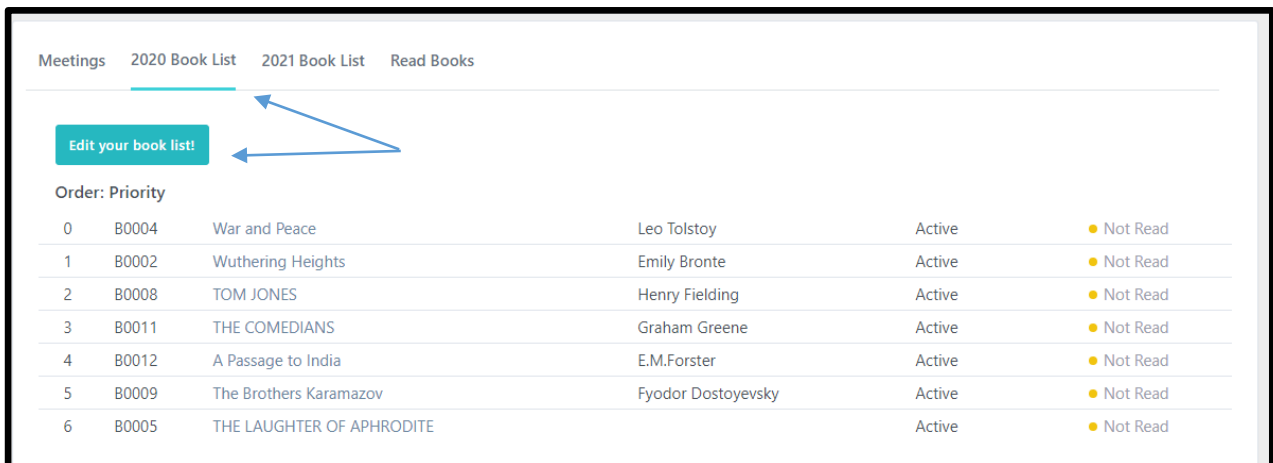
Please make sure you press 'save'.

You can also add meetings one-by-one if you prefer by using 'Add Meeting'.

Book Selections

Edit Current Book List

On Group Details screen, click the year-relevant book list and then edit your list.



Remove a book by clicking on the red bin button.

Book List: 2020

My selected books

1	B0004	War and Peace	Leo Tolstoy	Active	● Not Read	<input type="button" value="↑"/> <input type="button" value="↓"/>	<input type="button" value="🗑️"/>
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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'.

NEW BOOKLIST

Click on the applicable yearly book List.

Meetings 2020 Book List 2021 Book List Read Books

Could not find a booklist for this year

Click 'create a book list'. Select book order – choose either Prioritise or Randomise – for example:

Book Order:

Randomise

Prioritise

Book List: 2021

My selected books

No books added

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

Once completed, click 'save list'. Please ensure you have sufficient books for the year – at least 15 titles for a 6-meeting group, at least 22 titles for a 9-meeting group, and 30 titles for an 11-meeting group.

Frequently Asked Questions

I am unable to login.

Ensure you are using your username (student number) 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. Once members have enrolled, they will be added to the member list.

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?

Selections can also be made by filling the selection form in the catalogue, available digitally or in hard copy. Please contact us if you need a selections form.

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. During enrolment period, this will be set as the same number as the previous year. If this is incorrect, or you are changing the number of meetings, please let us know.

What if I have a temporary delivery address?

If you have a temporary delivery address, simply change the address to the temporary address and re-enter the original delivery address when you are ready to change it back. Please note that if you have an upcoming delivery you will need to change the address beforehand.

What if I have other questions or feedback?

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