

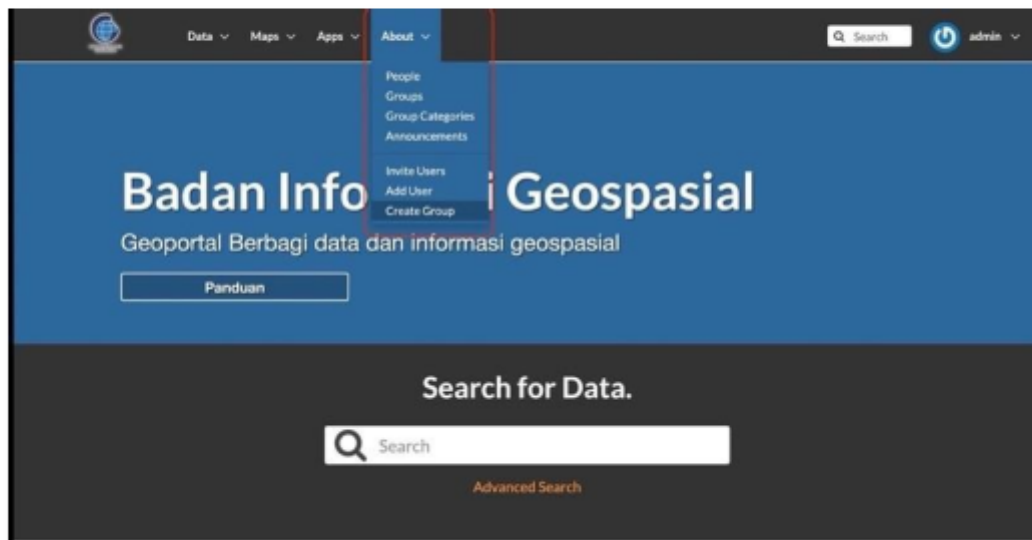
# Cara Mengelola Grup

- [Membuat Grup](#)
- [Menambah Anggota Grup](#)

# Membuat Grup

## Membuat Grup

1. Masuk ke menu **About**→**Create Group**



2. Isikan informasi detail tentang grup yang dibuat

A screenshot of the 'Create a Group' form on the BIG website. The form has the following fields:

- Title**: A text input field containing 'Pusat PPIG'.
- Logo**: A file upload button labeled 'Choose File' next to the text 'logo-big.png'.
- Description**: A text area containing 'Pusat Pengelolaan dan Penyebarluasan IG'.
- Email**: A text input field containing 'ppig@big.go.id'. Below it is a note: 'Email used to contact one or all group members, such as a mailing list, shared email, or exchange group.'
- Keywords**: A text input field containing 'ppig'. Below it is a note: 'A space or comma-separated list of keywords'.
- Access**: A section header for the final part of the form.

3. Tentukan Tipe Akses Grup lalu Klik tombol Create untuk Selesai

**Public:** semua pengguna bisa melihat dan bergabung di grup

**Public (invite-only):** Hanya user yang di invite bisa melihat dan bergabung di grup

**Private:** semua user termasuk anggota grup tidak bisa melihat detail g

**Email**  
ppig@big.go.id  
Email used to contact one or all group members, such as a mailing list, shared email, or exchange group.

**Keywords**  
ppig  
A space or comma-separated list of keywords

**Group Type**  
Public  
☒ Public (invite-only)  
Private

Public (invite-only): Any registered user can view the group. Only invited users can join.  
Private: Registered users cannot see any details about the group, including membership. Only invited users can join.

**Categories**

**Create**

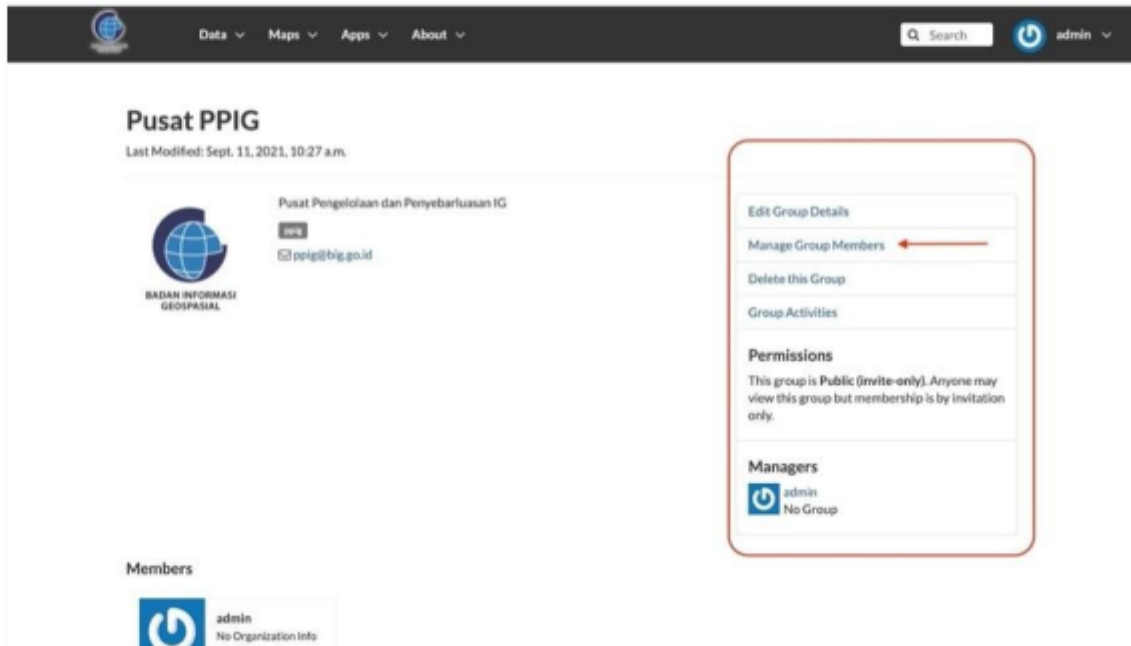
Powered by GeoNode version 3.2.2  
Developers | About

English

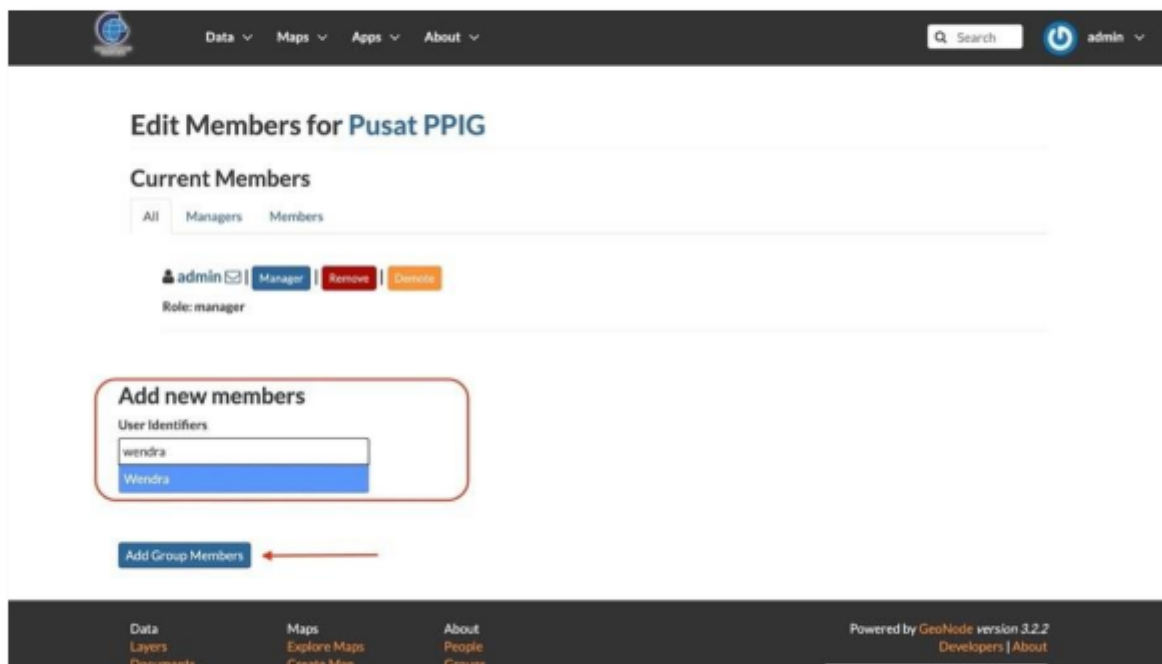
# Menambah Anggota Grup

## Menambahkan Anggota Grup

1. Setelah grup selesai dibuat di klik menu **Manage Group Members**



2. Pada Tab **All** atau tab **Members**, cari nama user yang ingin ditambahkan ke Grup lalu pilih **usernya** kemudian klik tombol **Add Group Members**



3. Anggota Grup Sukses ditambahkan

