



HOW TO EDIT YOUR HUB & RALLY

The “*OPTIONS*” section gives Admins the ability to quickly and easily customize certain aspects of the Hub or Rally.

EDIT THE HUB OR RALLY

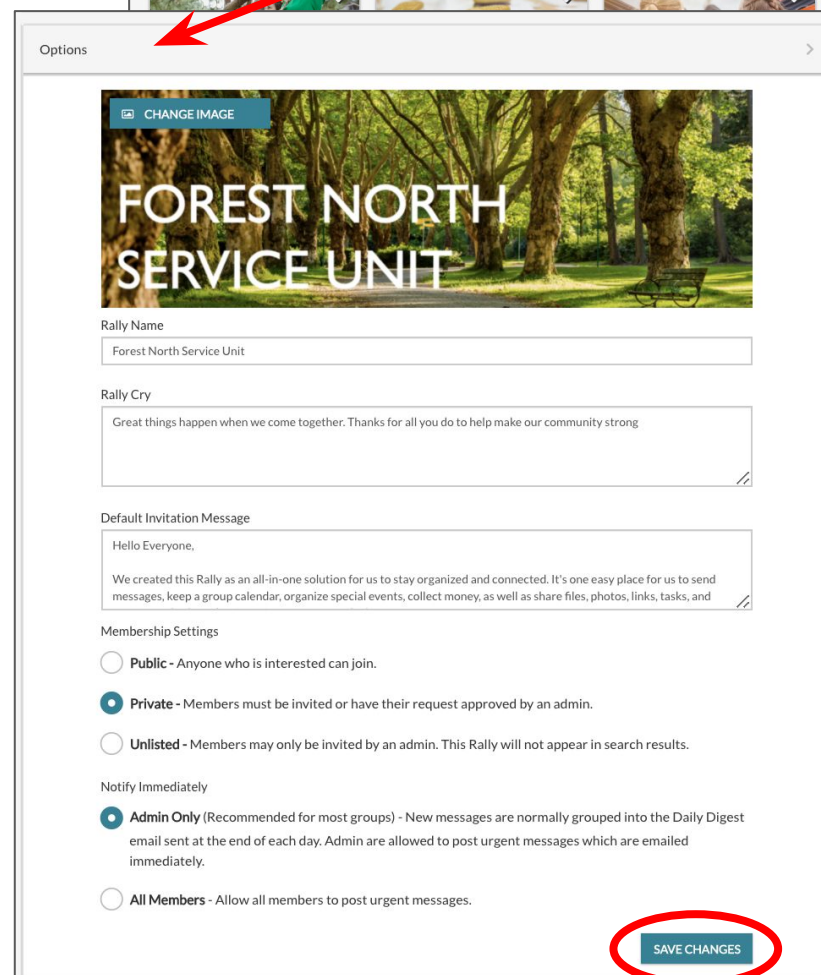
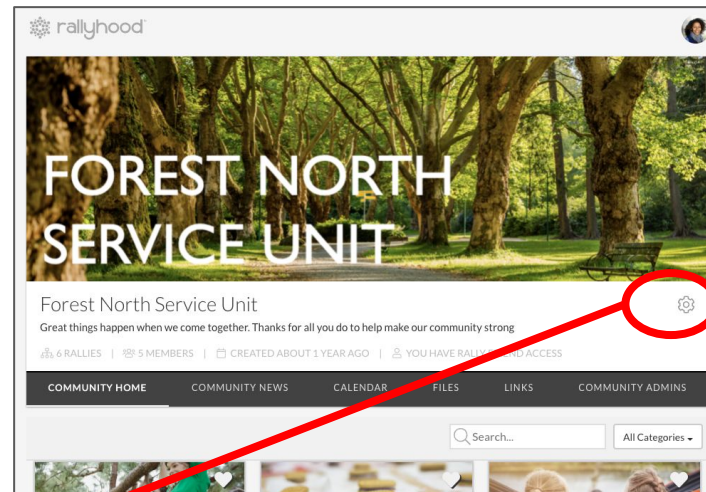
1. From the Homepage, click on the “Gear” icon in the upper right corner.
2. Click on the “Options” tab.
3. From this view you can:
 - Change the Rally Image
 - Edit the Rally Name
 - Edit the Rally Cry
 - Customize a Default Invitation Message
 - Change your Membership Settings *Public, Private or Unlisted*
 - Change Member’s Notify Immediately Abilities *Admin Only or All Members*
4. Once you make you desired changes, please be sure to click “Save Changes

Help Tips:

Your **Rally Name** will appear on the invitation message when you invite members to your Rally.

The **Rally Cry** is a description of what brings your group together, and what members can expect if they join this Rally.

Customize your **Default Invitation Message** so when you add members to a Rally they receive a personalized invitation that explains the purpose of that Rally.





HOW TO EDIT YOUR HUB & RALLY, *continued*

Help Tips, Continued:

There are [Membership Settings](#) at the bottom of the Options page, which are also referred to as Privacy Setting for this particular group site.

Every Hub or Rally has Three Privacy settings:

Public - Any Rallyhood user who is interested in the rally can join

Private - Members of the Rally have been invited by an Admin or their request to join was approved by an Admin

Unlisted - Members of the rally have been invited by an Admin only and the rally is unsearchable meaning it will not appear in search results

Notify Immediately is a super helpful feature in the Message Wall if you have an urgent or time-sensitive message that you want to send out immediately. The Notify Immediately check-box, will push out an email right away, and it will also send a push Notification in the Mobile App. This will ensure your message gets sent prior to the Daily Digest email that goes out at the end of the evening summarizing your day's activity.

As an Admin, you can also choose how you want this feature to be utilized:

- You can set a standard that only gives Admins the ability to Notify Immediately (this might be used in an instance where there are 1000's of members and the Admin wants to have more control over emails that are generated to the audience.)
- Or you can allow All Members to use this functionality (this is the most commonly used option.)

