

## The GroupMe App for Burn Associations

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### Step 1- Initial Download

GroupMe (Figure 1) is a free mass texting app that allows you to connect with many different people within your contacts list by only sending a single message. Here is a step by step to help you learn how to download and further operate the app.

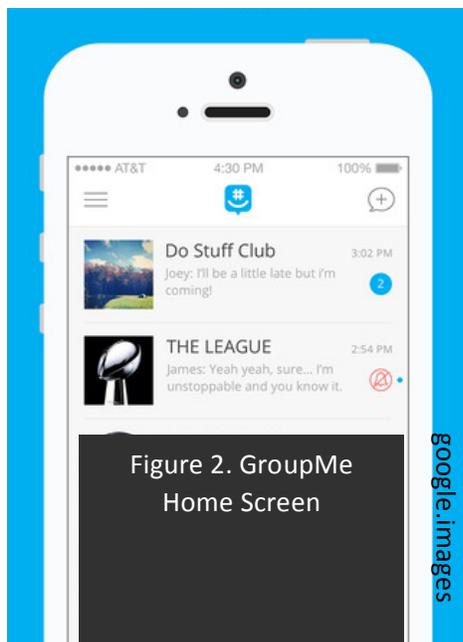


1. Go to the appropriate app store for your phone. Type in the search bar GroupMe.
2. Download the app.
3. GroupMe will ask several different questions following the initial download.
4. The first one is, “Can GroupMe be allowed to send you notifications.” Accepting this allows you to know when someone has messaged the group.
5. The second pop-up is, “Sync contacts with GroupMe.” Syncing your contacts makes it easier to enter contacts into your texting group.
6. The third item GroupMe asks for is the user to send a pre-typed text to a number. Doing this allows the app to verify your phone has a working number.

On the home screen (Figure 2) there are two icons, one at the top right and the other on the top left. The left icon is three bars lined up on top of one another. This is where you can manage your personal settings, as well as view other people that you might have in your group. On the upper right there is an idea bubble with a plus sign in the center of it. This is where you create your group.

### Step 2- Creating a Group

To start a new group, tap the idea bubble in the upper right hand corner. Two options will appear, Start Group or Start Direct message. The Start Direct Message only works if the contacts you add have already downloaded GroupMe. Since most people will not have the app downloaded, we don't recommend using it at this time. Begin by clicking the Start Group button. By doing this, messages can be sent out and received by people who have smartphones, but have not downloaded the GroupMe app.



1. Begin by tapping the idea bubble or “Create Group” button. The next window to appear will be a blank photo and a

bar. This is where you can type the name of your group such as, “*Southern Oklahoma PBA*”. These two settings can be changed by the creator and all of the group members at any time. Type a name that is sufficient and tap “Next” in the top right hand corner.

2. The next step is to add members. You can add as many members as you want using their email or phone numbers. As you select people with multiple numbers, a pop-up will appear asking which number to send the message too. Then select the number.
3. Finally, type a personalized message, for example: “*Let me know if you’ve received this message?*” and hit send (the paper airplane). Your message will be sent to all members of the group.

### Step 3- Managing your Group

If at any time you want to delete a group, remove yourself from a group, or remove others. You can do this by first selecting the group you want to edit. Here are the steps to follow:

1. Once in the group, click the photo in the top right hand corner.
2. Click the Members tab.
3. To add a person, click the blue button at the top of the screen, “Add Members.”
4. Type their number in the search bar. If the number isn’t already in your contacts list, click the create contact button. Type their name. Hit ok, and then tap done in the top right hand corner.
5. To remove a person, click the on the individual person in the members tab. At this point you can either click Direct Message or Remove from group.
6. To remove yourself from the group, tap the settings tab. This allows you to leave a group or clear your chat history or mute the group.

### Step 4- Event Planning

Adding events to the calendar such as a burn or an upcoming annual meeting are two examples of activities one could have. Events can be added by anyone in the group. Here are the steps:

1. Once in the group, click the photo in the top right hand corner.
2. Look down the tab list and click the calendar tab.
3. To add an event click the “+” sign in the top right hand corner. In doing this you can add the preferred start time, end time, location, description, and also set reminders for the group such as, “*Burning at the Edgerock Ranch north pasture*”.
4. When finished, press the paper airplane in the top right hand corner.

This app can be a quick and effective way to contact burn association members about upcoming burns, meetings or providing them with other information.