



Communications and templates

Segment communication allows you to share important messages specifically with certain members, or with your entire organization. These messages are delivered directly to their inboxes.

To speed up the sharing of e-mail and educational information on the platform, we've also designed pre-written messages that can be found in the Communications **Template** section.

Create my message

Use a template

Master Calendar



Calendar

The **calendar** offers different views (day, week, month and year) as well as different filters to better monitor your teams' upcoming activities. Enjoy tray management soon (coming in 2024)!

Notification panel



Notifications ⓘ

The **notification panel** gives you an overview of all the activities taking place on each of your teams' platforms. Use the filters to target what you want to see as changes or news

Registration module (if purchased)

Waiting list for registration opening ⓘ

If you've opted for the **registration module**, it's a must-have for managing your registrations of all kinds!
Take advantage of the various **waiting lists** available in the form to manage your training camps and the creation of your teams throughout the year.



Access to the team application



Manage the team's app

As a manager, it's becoming essential to keep a close eye on each of your teams. As a result, the Team App Access tab is an essential part of your daily routine. By clicking on this tab, you'll get a list of all your active teams, and you can go directly to each team's platform to view detailed activities, including discussions (including those you're not part of, thanks to the moderation function).

Discussions

Modérations

Shared access for administrative members



Management

Manage users

Users

Roles

As a manager, it's also important to know how to share tasks and responsibilities with members of the organization. The Management tab lets you create roles on the manager's platform to facilitate the management of all your teams by other members, and create special permissions.

Connection to the manager's platform



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My Teams

My Organizations

To connect to your manager platform, you can always connect to your team platform and click on the My organizations tab at the top of the screen. Once you've logged in to the manager's platform, add the page to your Favorites so you can return to it quickly and easily.



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