Witanworld
Build | Share | Engage

MEMBER GUIDE

Using Witanworld Groups

Join, post, discuss and run groups around what you know, with the do's and don'ts

Updated November 2026

Who this guide is for: every Witanworld member who wants to join, take part in or start a group.

Also read: the Witanworld Groups Community Guidelines at witanworld.com/groups-guidelines/

© 2026 Witanworld. Free to share with Witanworld members.

Contents

1. What Witanworld Groups are....3
2. Finding and joining groups....4
3. Inside a group....5
    3.1 Writing a post....5
    3.2 Mentioning someone....5
    3.3 Polls....6
    3.4 Events....6
    3.5 Comments, replies and reactions....7
    3.6 Editing or deleting what you wrote....8
    3.7 Inviting people....9
    3.8 Reporting a problem....10
4. Creating and running your own group....12
5. Do's and don'ts....14
    5.1 Do....14
    5.2 Don't....14
6. If your content is removed....15
7. Questions....16

1. What Witanworld Groups are

Groups are where Witanworld members learn together around a subject: ask questions, share experience, run polls and events, and get known for what you know. Promoting your own work is welcome when it is relevant and useful to the group.

Type of group	What it is
Category groups	Official Witanworld groups (for example Health and Wellness, Artificial Intelligence, Education). New Sapience articles in their category appear in them automatically
Community groups	Groups created by members around a profession, industry, city or interest
Public groups	Anyone can read the posts; members can post and comment
Private groups	Only members can see the posts; you ask to join and an admin approves

2. Finding and joining groups

Go to **Community › Groups** (witanworld.com/groups/). Search by name, or filter by **Category groups**, **Community groups** or **Your groups**.

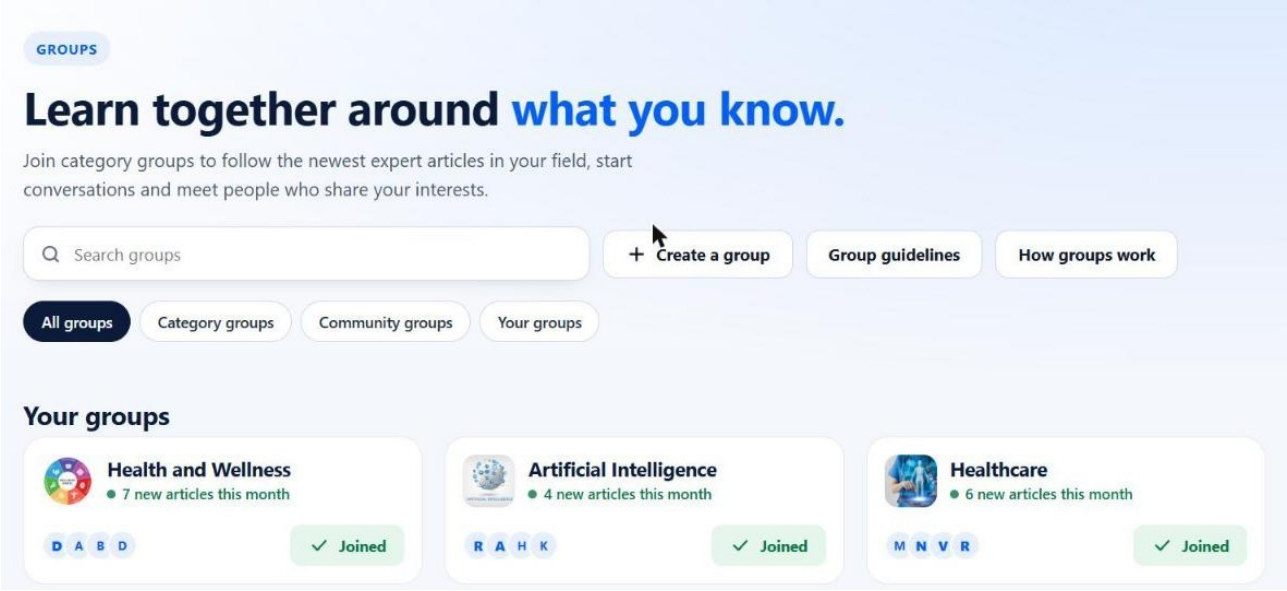

Figure 1 – *The Groups directory: search, Create a group and Group guidelines*

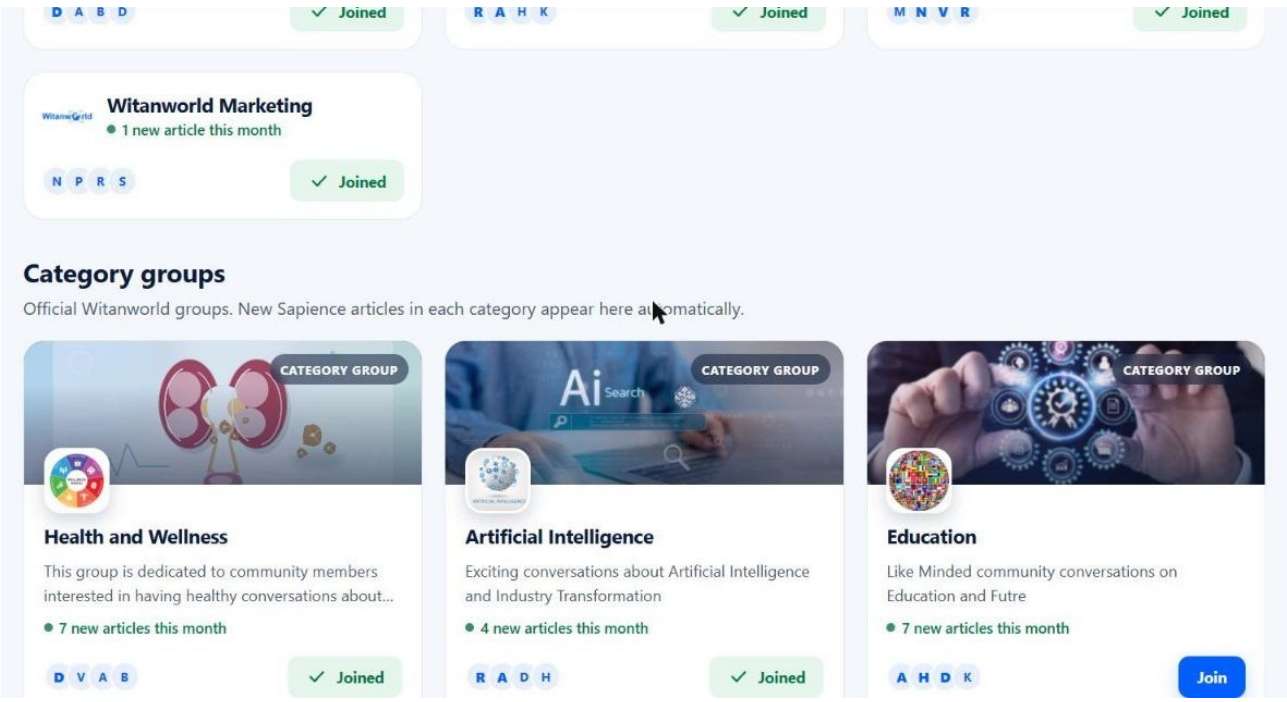

Figure 2 – *Your groups and the official Category groups, each with Join or Joined*

- **Public group:** click **Join**. You are a member at once.
- **Private group:** click **Join** and your request is sent. The button shows **Request sent** until an admin approves, and you get a notification when you are in.
- **Invited by someone?** Open the invitation in your notifications and join straight away.
- **Leaving:** open the group and click **Leave group** in the About box.

3. Inside a group

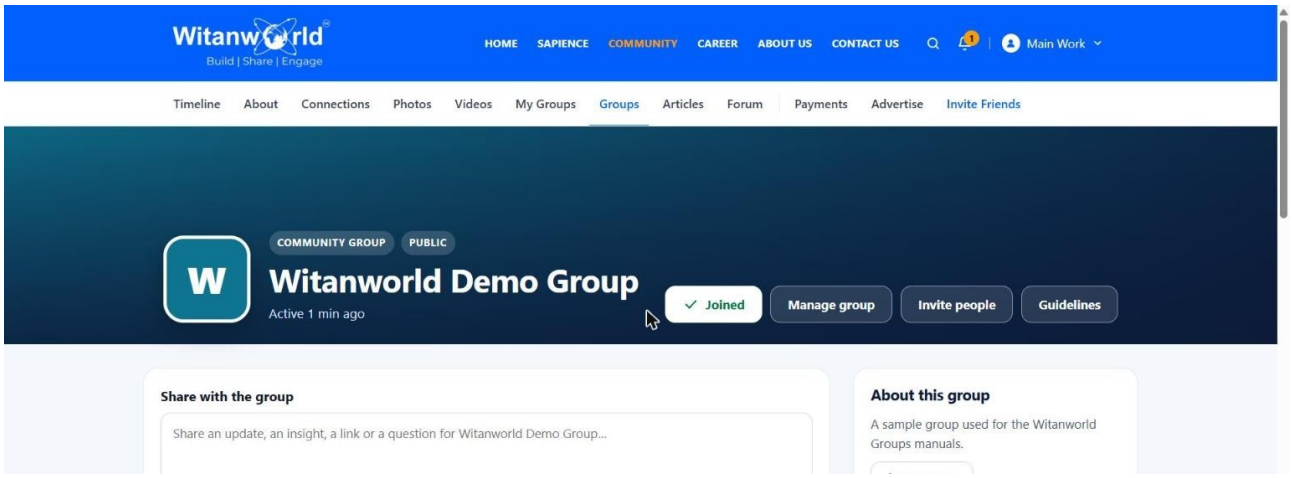

Figure 3 – *A group page: name, type, and the Invite people and Guidelines buttons*

The group page shows the group's posts, an **About this group** box with its description and rules, the members, related questions from the Forum and similar groups. The **Guidelines** button opens the Groups Community Guidelines at any time.

3.1 Writing a post

Use **Share with the group** at the top of the feed. Write your post, then optionally:

- **+ Add photos** to attach pictures.
- **+ Poll** to ask the group to vote (see 3.3).
- **+ Event** to announce a session or meetup (see 3.4).

Click **Post**. Members of the group see it in the feed, and they may get a short notification that there are new posts.

3.2 Mentioning someone

Type @ followed by the first letters of a name. Pick the person from the list. They get a notification and their name becomes a link to their profile.

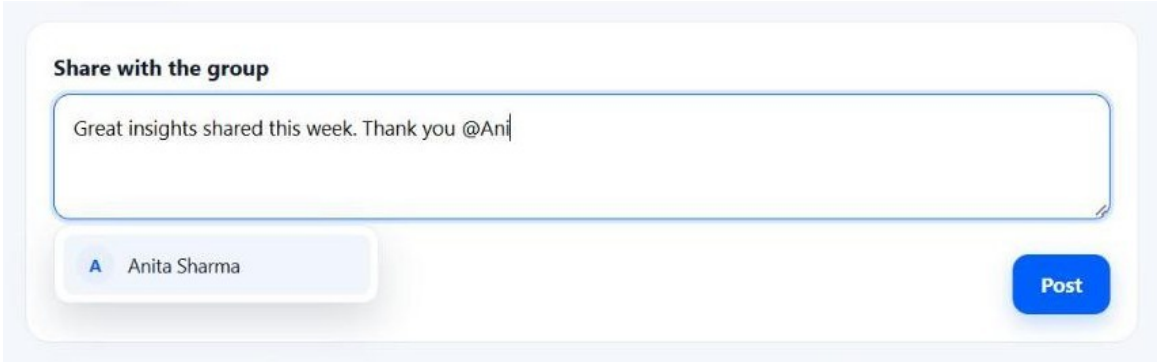

Figure 4 – *Typing @ and a name shows matching members*

3.3 Polls

Click **+ Poll**. Your post text is the question; add 2 to 6 options and choose how long the poll stays open. Members vote with one click and can change their vote until it closes; everyone sees the results as percentages.

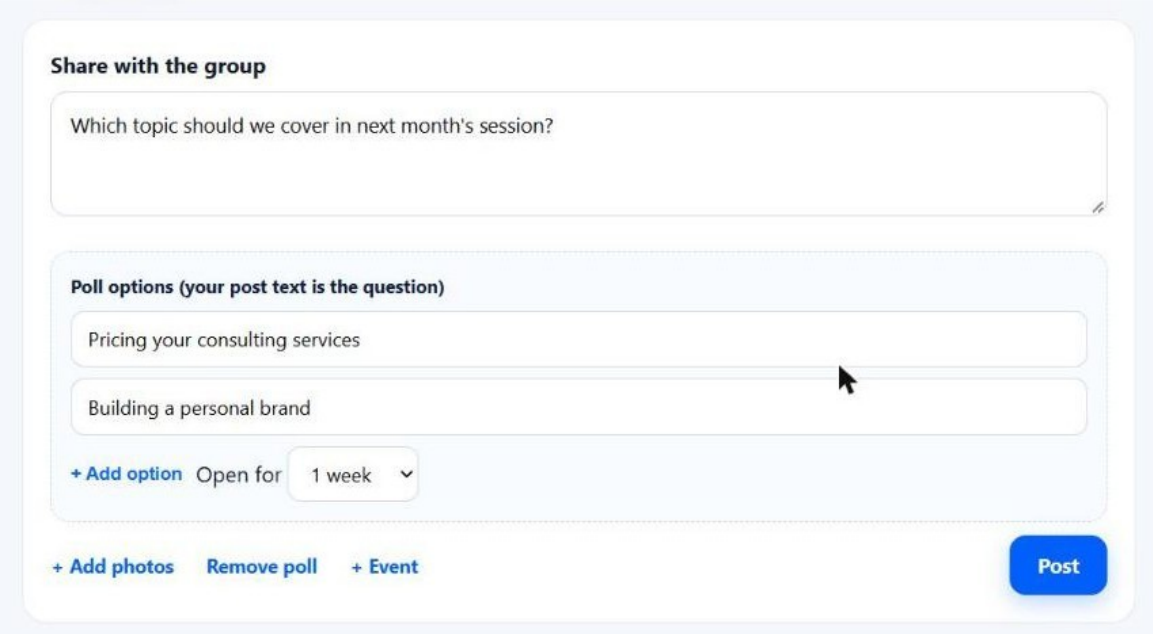

Figure 5 – *Creating a poll*

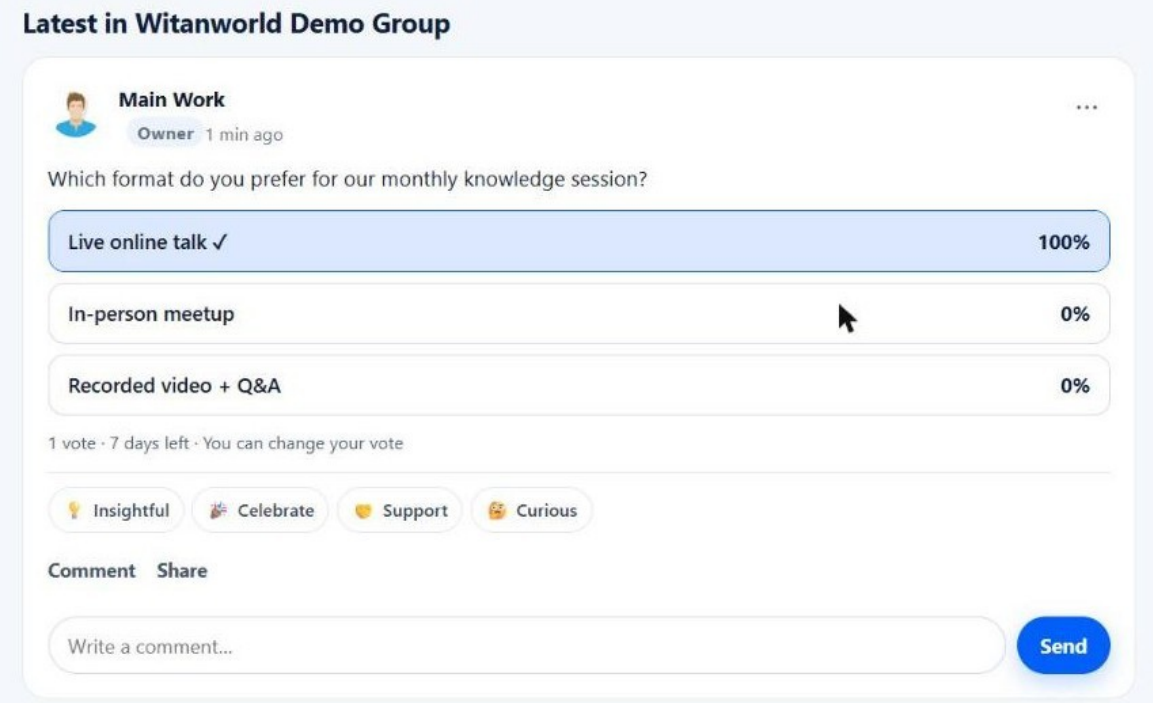

Figure 6 – *A poll in the feed after voting*

3.4 Events

Click **+ Event** and fill in the event name, date, start time (in your time zone) and either an online link or a place. Members click **Going** to RSVP, and those going get a Witanworld reminder in the 24 hours before it starts.

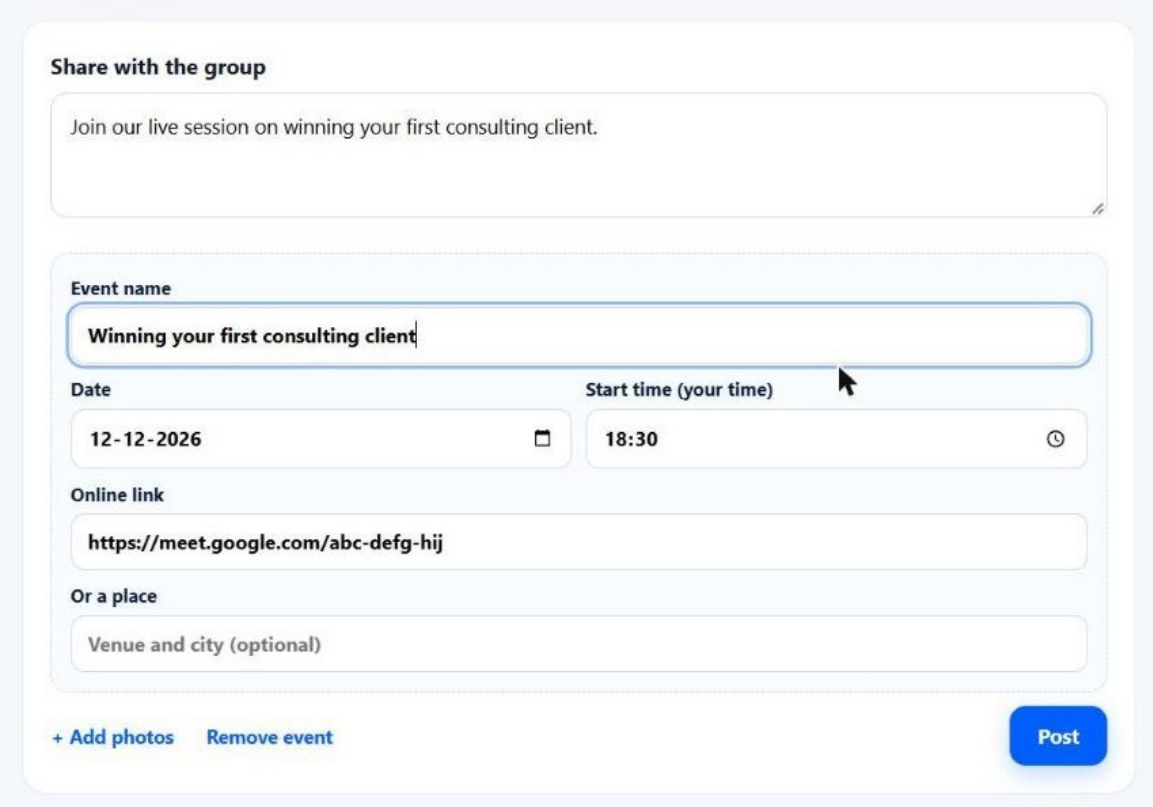

Figure 7 – *Creating an event*

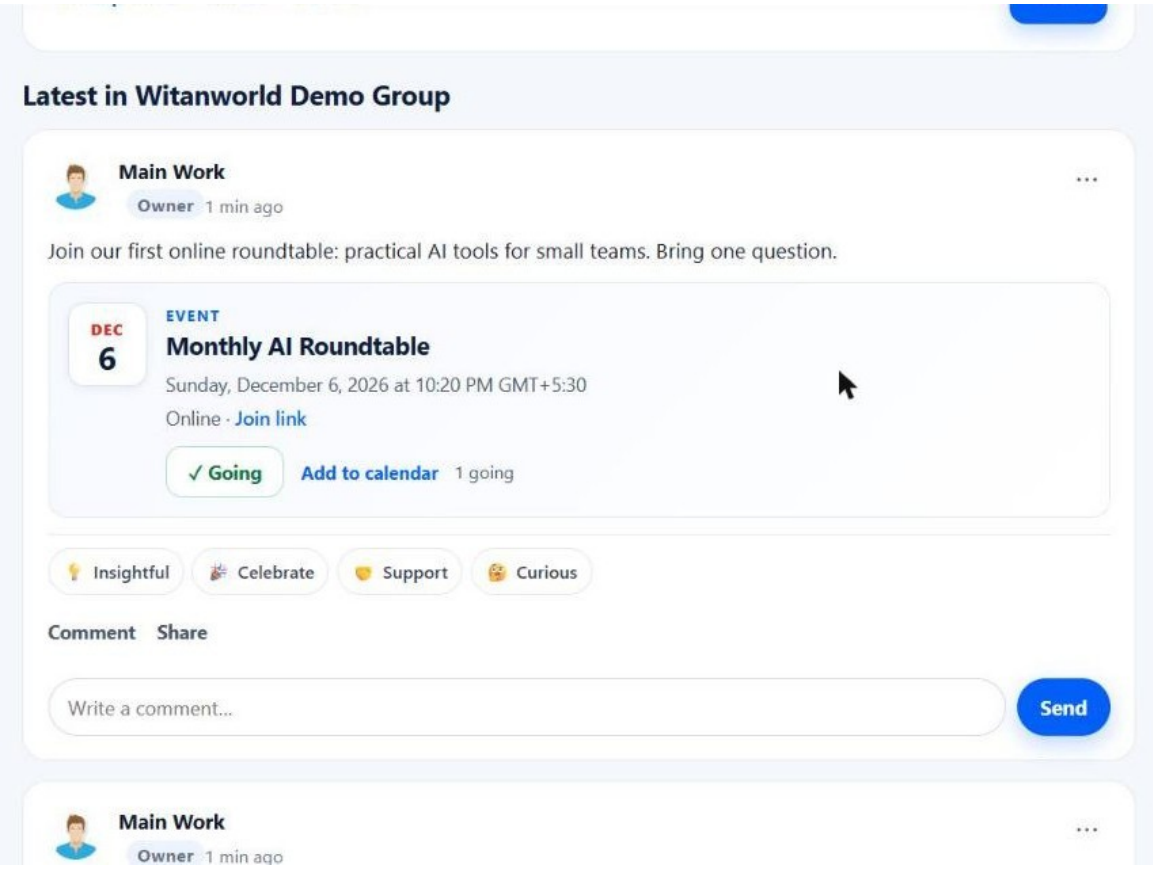

Figure 8 – *An event in the feed with the Going button*

3.5 Comments, replies and reactions

- React to a post with **Insightful**, **Celebrate**, **Support** or **Curious**.

- Click **Comment** to join the discussion, and **Reply** under a comment to answer someone directly.
- The author is notified when you comment; the person you reply to is notified too.

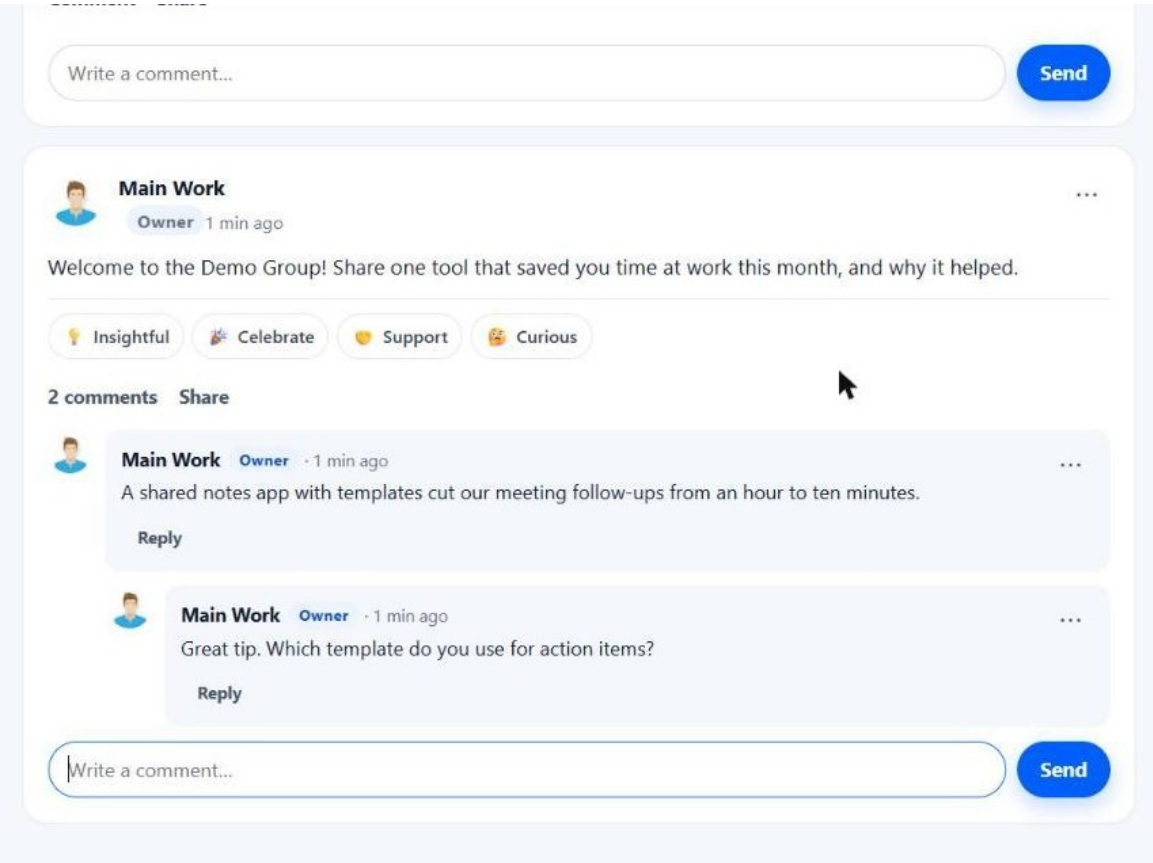

Figure 9 – *Comments with a reply*

3.6 Editing or deleting what you wrote

Click ⋯ on your own post or comment and choose **Edit** or **Delete**.

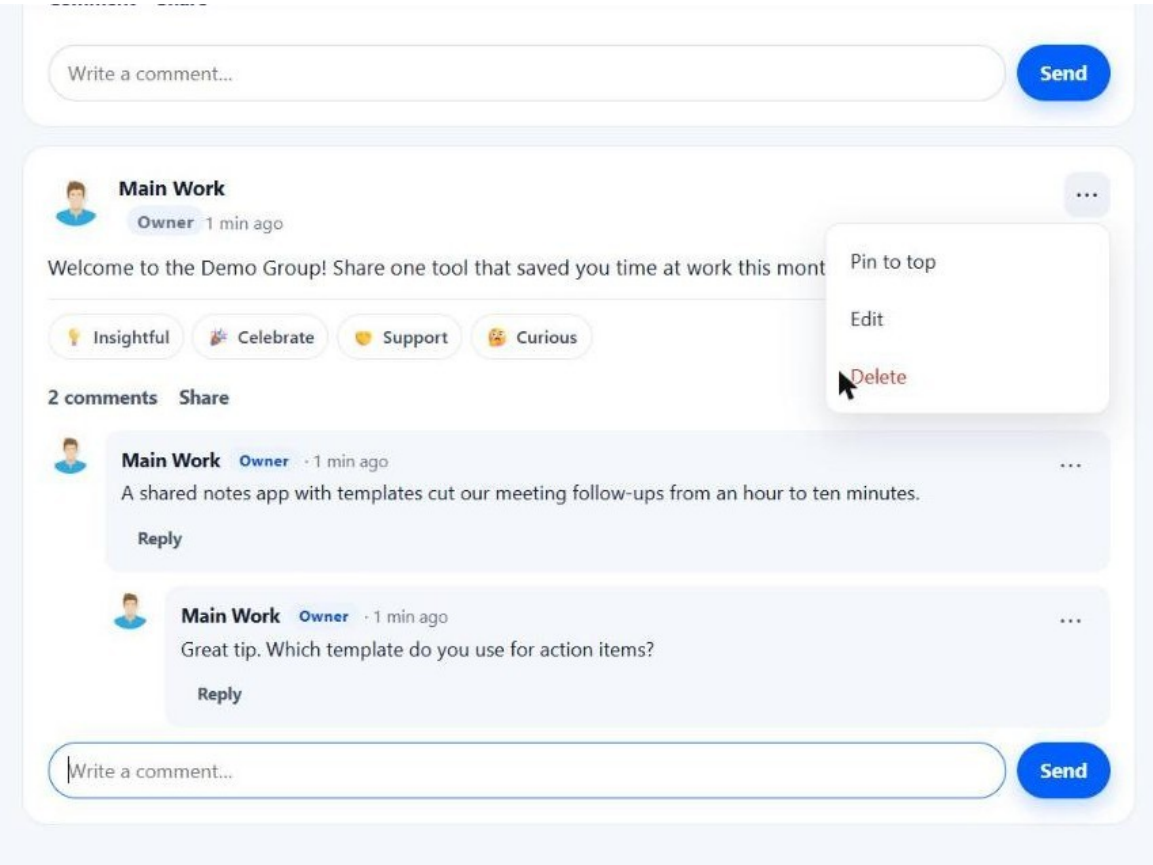

Figure 10 – *The ⋯ menu on your own post*

3.7 Inviting people

Click **Invite people**. Copy the link or share it on WhatsApp, LinkedIn, X, Facebook or email, or search for Witanworld members by name and click **Invite**. Invited members can join straight away, even private groups.

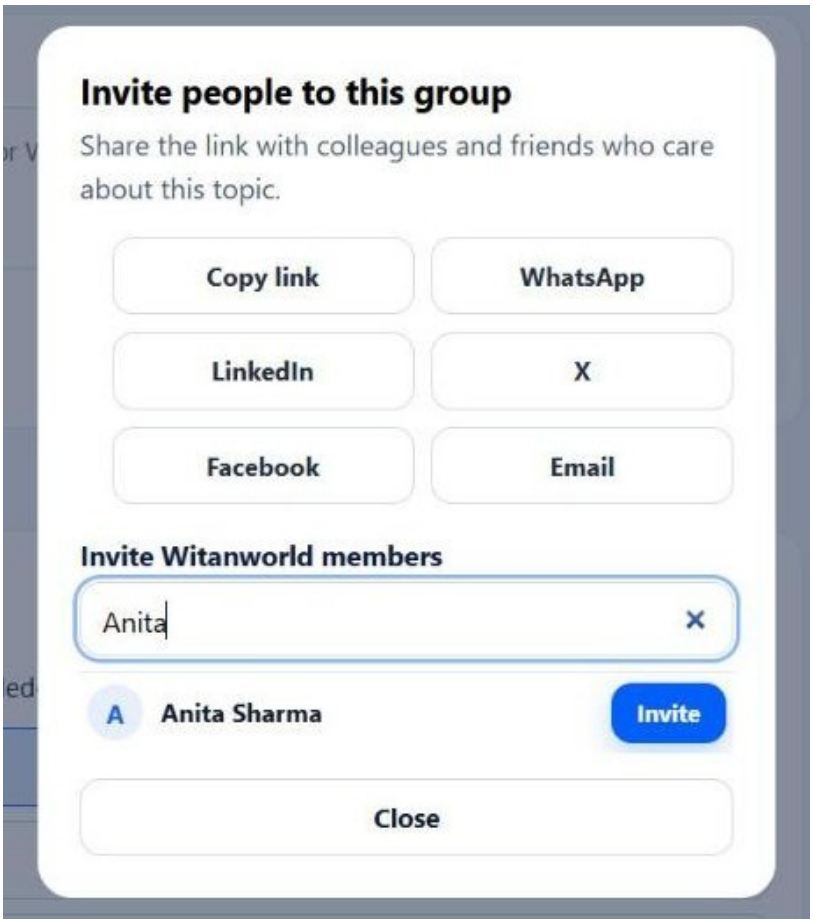

Figure 11 – *Invite people: share the link or invite members by name*

3.8 Reporting a problem

If a post or comment breaks the guidelines, click ⋯ › **Report**, choose a reason and add a note if it helps. The group's moderators review it; your name is never shown to the author.

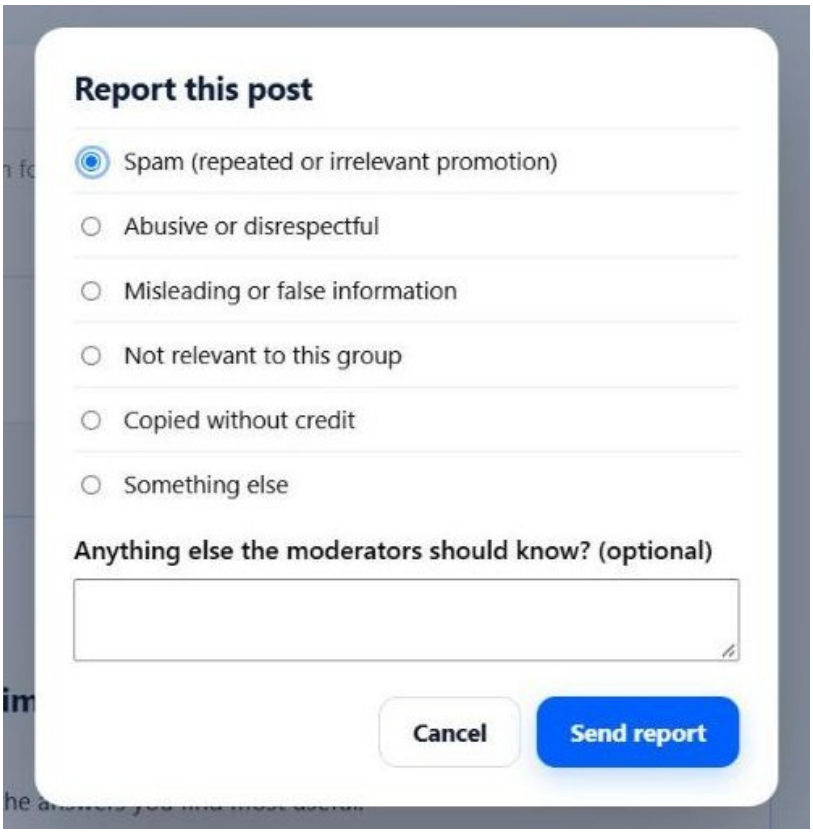

Figure 12 – *Reporting a post*

4. Creating and running your own group

From the Groups directory click **+ Create a group**.

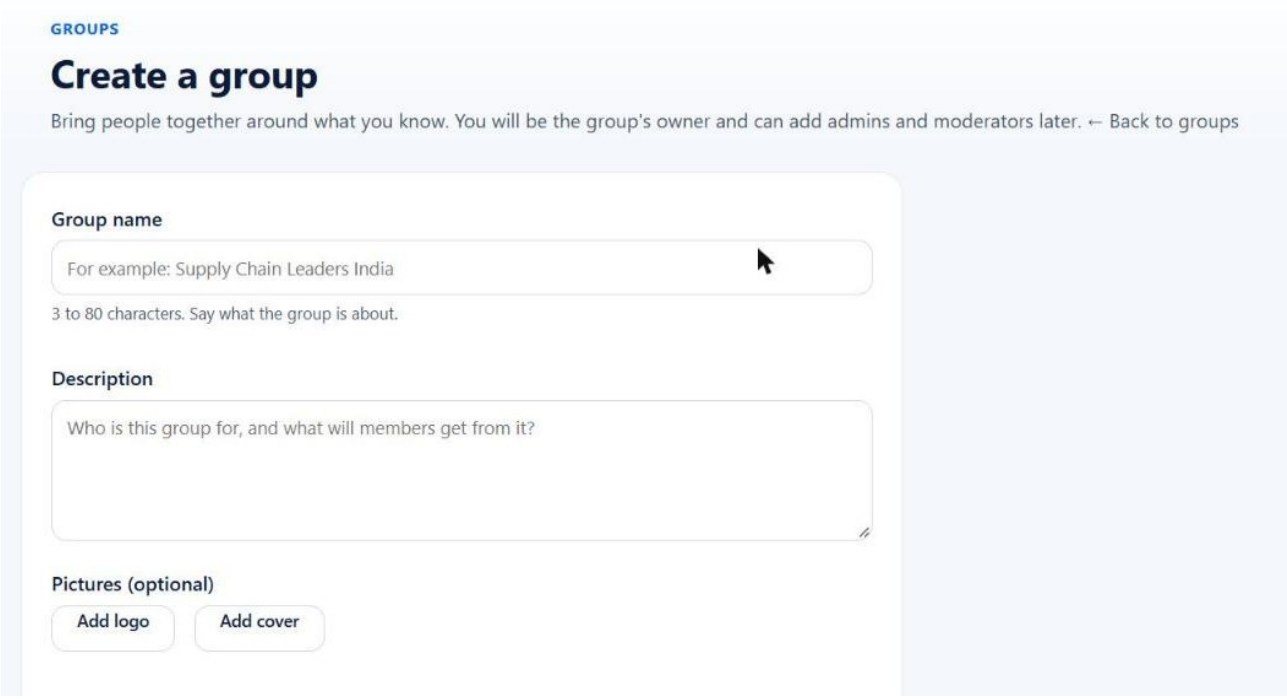

Figure 13 – *Create a group: name and description*

1. Give the group a clear **name** (3 to 80 characters) that says what it is about.
2. Write a **description**: who the group is for and what members get from it.
3. Add a **logo** and **cover** picture (optional, but groups with pictures get more members).
4. Choose **Public** or **Private**.
5. Tick the box to agree to the **Groups Community Guidelines** and the **User Terms & Conditions**, then click **Create group**.

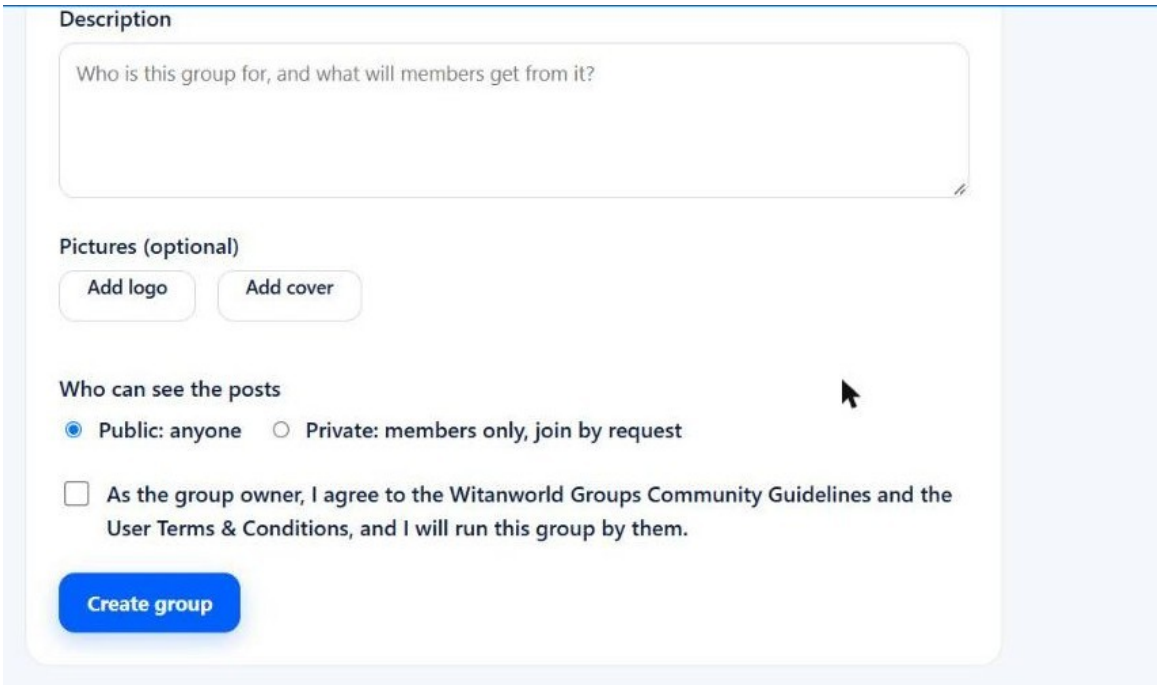

Figure 14 – *Privacy, the agreement and Create group*

As the owner you can then use **Manage group** to add admins and moderators, approve join requests, review reports, set group rules and see Insights. Owners can create up to three groups a day, and each group name must be unique.

> **TIPS FOR A THRIVING GROUP**
>
> Pin a welcome post that says what the group is for and how to take part.
>
> Post something useful every week: a question, a poll, a short lesson, an event.
>
> Invite colleagues who care about the subject and thank people who contribute.

5. Do's and don'ts

5.1 Do

- ☐ **Share real knowledge:** what you have learned from work, study or research, with examples and sources.
- ☐ **Promote your work when it is relevant:** your article, course, service or product is welcome if it helps the group. Say clearly that it is yours.
- ☐ **Ask clear questions:** say what you have already tried, and thank people who help.
- ☐ **Disagree respectfully:** challenge ideas, not people. Assume good intent.
- ☐ **Give credit:** name and link the people, articles and studies you draw on.
- ☐ **Stay relevant:** post in the group the content fits best.
- ☐ **Protect privacy:** keep personal details, yours and others', out of public posts.
- ☐ **Report, don't retaliate:** if something is wrong, use Report and let the moderators handle it.

5.2 Don't

NOT ALLOWED IN WITANWORLD GROUPS

Spam: the same link or message again and again, or promotion unrelated to the group.

Abuse: insults, harassment, hate speech, threats or personal attacks.

False or dangerous information, especially about health, money or the law.

Copying: posting someone else's work as your own.

Scams and shady offers: exam dumps, guaranteed returns, "WhatsApp me" schemes, betting, adult content.

Sharing private information about other people without their consent.

Fake accounts or pretending to be someone else.

THE SPAM FILTER

Posts with many links, known spam phrases, or the same message repeated many times are held automatically until a moderator reviews them. If that happens to a genuine post, you will be told and a moderator will restore it.

6. If your content is removed

Moderators can remove posts and comments that break the guidelines, and in serious cases remove a member from a group. You will receive a Witanworld notification with the reason. Nothing is permanently deleted.

If you think a decision was wrong, you can **appeal within 30 days** through **Contact Us**. A Knowledge Moderator reviews it and replies; if the decision was a mistake, your content is restored.

7. Questions

Question	Answer
Why can't I see a group's posts?	It is a private group. Click Join to send a request
My join request has been waiting	The group's admins approve requests; you will be notified. You can also message the owner
I can comment but not post	Some groups let only the owner, admins and moderators post. You can still comment and react
My post disappeared	It may be held by the spam filter or removed by a moderator; check your notifications
Can I promote my business?	Yes, when it is relevant to the group and adds value. Don't repeat it or post it everywhere
How do I leave a group?	Open the group and click Leave group