



How To Use Wisconsin Brewers Guild Groups

Wisconsin Brewers Guild Groups function as a combination email listserve and web-based message board/discussion forum for member breweries and designated staff. It allows you to post to groups interchangeably via groups.wibrewersguild.com or simply receive and post messages via email. To take advantage of all features, you can update your profile and set your account preferences.

All emails sent to a group email address will be received by members of that group and will simultaneously appear as posts to the same group at the WBG Groups website. Conversely, all posts to a group at the website by group members will be sent to the group via email. You have the ability to do both, stick with one method only, or opt for custom settings for each group to which you belong. You have full control to customize how you access information.

By default, you are subscribed by email. If this is okay for you, you don't need to do anything. It is recommended that you create a login and password so you can access archived messages at any time but it is not required that you do so.

If you already created a login and password:

Login at:

<https://groups.wibrewersguild.com/> and click the button to Sign In

(Skip to step 5 below when you're logged in)

If you don't already have a login and password set up:

- 1.) Click the link for "[Reset Your Password](#)"
- 2.) Enter your email address and hit the Reset button
- 3.) You should receive an email with password instructions
- 4.) Click the password reset link and choose a password. Click on the Change Button

Choose your email settings:

- 5.) You can choose one of three options:
 - Receive every email that gets sent to the groups that you are subscribed
 - Receive 1 email per day that combines all posts sent to your groups
 - Turn off emails completely but still retain access to read and post in your groups at the web forum

You can set preferences for each group to which you are subscribed by clicking the gear icon in the upper left corner of each group page. Examples and direct links to those preferences are below:

To set your **Announcements** preferences:

https://groups.wibrewersguild.com/groups/wbg-announcements/email_settings.html

To set your **Members** preferences, go to:

https://groups.wibrewersguild.com/groups/wbg-members/email_settings.html

Make your selection and click the “Change” button

To set your **Brewers** preferences, go to:

https://groups.wibrewersguild.com/groups/beerchat/email_settings.html

Make your selection and click the “Change” button

To set your **Classifieds** preferences, go to:

https://groups.wibrewersguild.com/groups/classifieds/email_settings.html

Make your selection and click the “Change” button

6.) No matter what settings you choose, you can still post to your groups by sending emails

To post to the Members group: send an email to members@groups.wibrewersguild.com

To post to the Brewers group: send an email to brewers@groups.wibrewersguild.com

To post to the **Classifieds** group: send an email to classifieds@groups.wibrewersguild.com

You can also post and read other posts via the web if you are logged in and visit the groups at:

<https://groups.wibrewersguild.com>

About each Group:

Members is restricted to brewery owners and/or designated representatives who are authorized to represent their brewery in business decisions.

Brewers is open to any Guild member employee to discuss brewery operations, sourcing ingredients and materials, equipment support, etc. Anyone can request to be added to the Brewers group.

Classifieds is open to any Guild member employee to post items to buy, sell, exchange, barter, or inquire about used equipment and excess supplies.

Announcements is not a participatory discussion group. It is used by the Guild to send general announcements from time to time.

You can view all groups at <https://groups.wibrewersguild.com> and there may be other groups you wish to subscribe to.