

Your coworker group starter kit

A practical guide for a voluntary social group, with invitations, a welcome post, and a first month of easy plans.

01 / Before you invite people

1. Ask a few coworkers whether a social group would be useful and what they would enjoy.
2. Choose a group name, a workplace ZIP code, and a clear description of who belongs.
3. Start at nayborlee.com/for/workplaces. The application starts with private, invitation-only settings. Review Organizer requirements before submitting.
4. Wait for Nayborlee review and complete group setup before inviting people.
5. Agree who will welcome people and manage membership. Hosts and organizers can remove ordinary members from the Members page.
6. Invite people personally, post a welcome, and suggest one optional plan. Share invitations only with their intended recipients.

Your first month

Week 1: Say hello - Invite a few coworkers and ask what they enjoy outside work.

Week 2: Try a small plan - Suggest a coffee or a short lunch walk with clear details.

Week 3: Share an interest - Ask what people would like to do together next.

Week 4: Keep what works - Repeat a favorite plan and welcome someone new.

02 / Words you can make your own

Replace every bracketed prompt before sharing. Use a public introduction link on a public flyer; share one-use invitation links only with their intended recipients.

An invitation

We're starting [group name] on Nayborlee for [coworkers / people in our shared workplace]. It's a voluntary place for coffee, lunch walks, hobbies, and plans outside work. Once the group is approved and set up, use your personal invitation to join. Our first idea is [activity]. Join in when it suits you.

Your first welcome post

Welcome to [group name]! Share your name and something you enjoy outside work, if you like. Our first plan is [activity/date/time/place/access/cost]. Participation is optional. Member conversations are visible to other group members, including any managers who join. Keep confidential work information out of posts and ask before sharing someone's photo.

A simple first-plan template

Who would like to join [activity]? When: [day and time]. Where: [confirmed meeting place]. Access: [step-free route / seating / other useful notes]. Cost or what to bring: [details]. Reply by [date] if interested. Backup plan: [rain or space alternative].

A few community agreements

- Make joining and participation optional. No one needs to explain why they cannot attend.
- Keep conversations social and respectful. Use official work channels for work matters.
- Keep confidential work information and access codes out of posts. Ask before sharing personal details or photos.
- Members, including any managers who join, can see group conversations. Circles are open to everyone in the group.
- Review membership when someone leaves. Organizers can remove ordinary members; contact Nayborlee for organizer changes or restoration.

03 / Make it local

Keep this worksheet for your organizing team. Share only the details appropriate for your public introduction or member group. Add official links instead of unverified advice.

Group name / workplace / ZIP

Who belongs / invitation guidance

Organizers / membership contact

First activity / date / time

Meeting place / accessibility / travel

Cost / what to bring / weather backup

Nearby café / park / useful local links

Local links last checked: _____ By: _____

Useful starting points

Find a group: nayborlee.com/explore Start a group: nayborlee.com/start County activities and area guides: nayborlee.com/happenings Current pricing and trial terms: nayborlee.com/pricing

Neighbors participate free. A public-introduction group is free. Fully private groups use an Organizer plan. Review current pricing and any applicable trial renewal terms before choosing a paid plan.