

In these guidelines, you will learn how to access, join and add content to an Online Community. You will also become familiar with its format, functionality and features.

**Content**

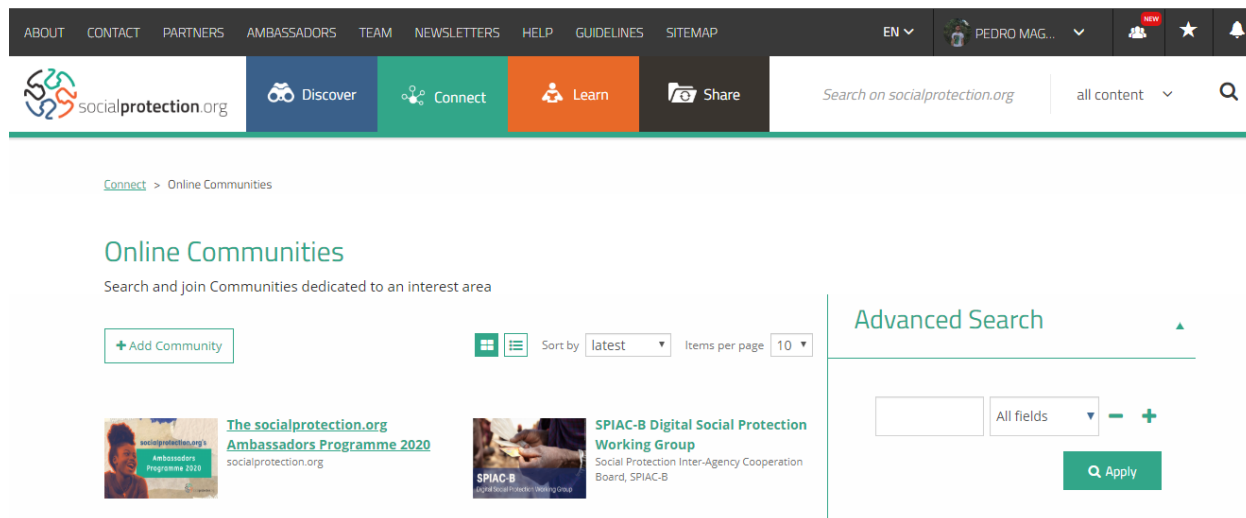
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**Not in socialprotection.org yet? Become a member!**

To join an Online Community (OC), you must first register as a member of [socialprotection.org](https://socialprotection.org). Just click on ‘Join us’ (located on the right-hand side of the header of the webpage) and fill in the registration form. Find out more on our “[How to become a member](#)” guidelines.

**1. Accessing the Online Communities**

Open socialprotection.org in your browser, access the **Connect** section and click on [Online Communities](#).



The screenshot shows the socialprotection.org website. The top navigation bar includes links for ABOUT, CONTACT, PARTNERS, AMBASSADORS, TEAM, NEWSLETTERS, HELP, GUIDELINES, and SITEMAP. The user is logged in as PEDRO MAG... with a profile picture, a star icon, and a bell icon. The main navigation bar has buttons for Discover, Connect, Learn, and Share. A search bar is present with the text "Search on socialprotection.org" and a dropdown menu for "all content".

The "Connect" section is active, showing "Online Communities". Below the title, it says "Search and join Communities dedicated to an interest area". There is a "+ Add Community" button. The main content area displays a list of communities, including "The socialprotection.org Ambassadors Programme 2020" and "SPIAC-B Digital Social Protection Working Group". An "Advanced Search" sidebar is visible on the right, featuring a search input field, a dropdown for "All fields", and an "Apply" button.

Here you will find a list of the Online Communities available on the platform. You can search the listed Online Communities by using the **Advanced Search**.

## Online Community Member Guidelines

You can also use the **Filter search** for Social Protection Programmes, Social Protection Topics, Cross-Cutting Areas, Countries, Regions, Organisers, and Language.



**USP2030 Webinar Series Online Community**  
socialprotection.org



**Grupo de Trabalho - Monitoramento, Avaliação e Aprendizizado**  
Brazil - Agência Brasileira de Cooperação, ABC (Brazilian Cooperation Agency), International Policy Centre for Inclusive Growth, IPC-IG



**The socialprotection.org Ambassadors Programme 2019**  
socialprotection.org



**EU Social Protection Systems Programme**  
EU Social Protection Systems Programme, EU-SPS



**Gender-Sensitive Social Protection**  
International Policy Centre for Inclusive Growth, IPC-IG, Food and Agriculture Organisation of the United Nations, FAO



**R-UNDG-RIASCO Inter-Agency Social Protection Platform for Southern Africa**  
United Nations Development Group

### Filters

Social protection programmes	▼
Social protection topics	▼
Cross-cutting areas	▼
Countries	▼
Regions	▼
Organiser(s)	▼
Language	▼

## 2. Joining Online Communities

To join an Online Community you must be logged in to socialprotection.org. If you are not, a message will appear on the home page of the selected OC inviting you to log in.

[Connect](#) > [Online Communities](#) > Gender-Sensitive Social Protection



Food and Agriculture  
Organization of the  
United Nations



Gender-Sensitive Social Protection

International Policy Centre for Inclusive Growth, IPC-IG  
Food and Agriculture Organisation of the United Nations, FAO

Only members of the community can access this content while logged into their socialprotection.org member account. To learn more about online communities, please check out the [Help page](#). To login, please click [here](#).

Online Communities can have five different types.

- **Public:** you can click on **Join** to become a member
- **Semi-Private:** you click on **Join** to request to become a member – you will join after the approval of an OC administrator
- **Private:** You can only join by invitation from the OC administrator
- **Archived:** You cannot join – content of this type of OC are available only for existent member for consultation only
- **Repository:** you can access its content without joining

#### Join

In public and semi-private communities, click the 'Join' button to become a member:



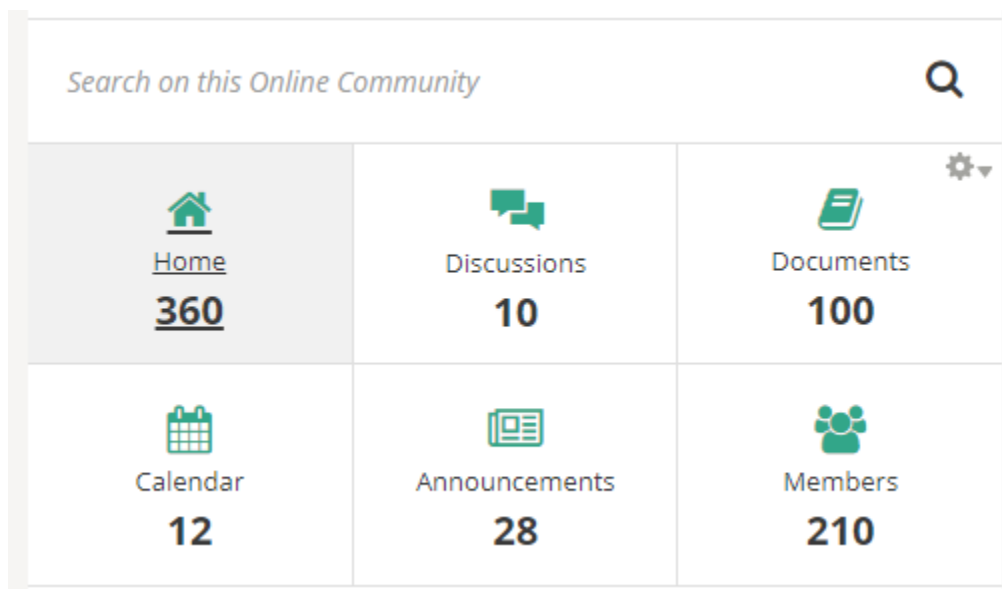
### 3. Adding Content to the Online Community

*Once you have joined an Online Community, in general<sup>1</sup>, you become able to add content to the OC, including **Discussions**, **Documents**, events to the **Calendar** and **Announcements**. You are also able to view the profile of fellow members.*

To add content, first access the homepage of an Online Community. You can access the features available through the button on the left-hand panel. To add content, click on a corresponding button. You can find below a detailed description of the required steps.

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<sup>1</sup> These permissions can vary depending on the OC's settings defined by the administrators



### Content approval

All content included on an Online Community must undergo revision by community administrators. Once the administrator has approved your inclusion, it will become available to all community members.

### 3.1 Create a Community Discussion:

*The discussion feature is designed to facilitate member debate and knowledge exchange on the OC's topic. Discussion can support the establishment of best practices and networking.*

Click on the Discussions icon on the Online Community homepage, then click on **Add discussion**.

 Add discussion

- You will be directed to the **Create Community discussion** page. Fill in the fields, noting the required fields (marked with an asterisk).

Title \*

Description [\(Edit summary\)](#)

Source

Format

**B** *I* U ~~S~~

body

p

- Then **Save** or **Preview** the content.

Save

Preview

- To comment on a Discussion, access the post and scroll down to **Add new comment**.
- You also have the option of attaching multiple files to your comment. Simply click on **Choose File**, select the file for upload, then click on **Upload**.

Add new comment

Your name **Raquel Tebaldi**

Comment \*

**B** *I* U

body

p

Switch to plain text editor

Attachments

Add a new file

Choose File

No file chosen

Upload

More information

Send

- Once complete, click on **Send**. Your comment and attachments will immediately appear on the Discussion page.

### 3.2 Add a Community Document:

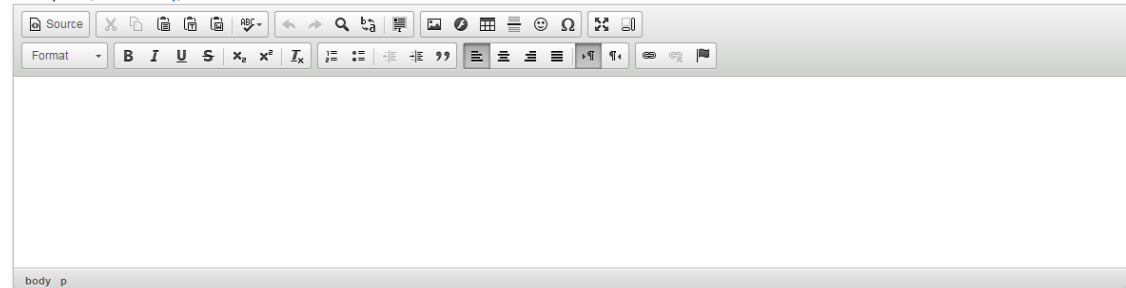
Members who have the respective permission are able to add documents to the Online Community. Documents must be specifically related to the Online Community and intended to support knowledge exchange and support community dialogue. Documents must be appropriate for Online Community viewing.

- Click on the Document icon on the Online Community homepage, then click on **Add document**.



- You will be directed to the **Create Community document** page. Fill in the fields, noting the required fields (marked with an asterisk).

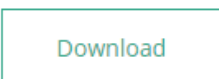
Title \*

  
☐ Private  
Document type \*  
☐ File  
☐ URL  
Description ([Edit summary](#))  
A rich text editor interface with a toolbar containing various icons for text formatting, alignment, and insertion. Below the toolbar is a large text area for entering the document description. The status bar at the bottom shows "body p".

- Then **Save** or **Preview** the content.



- Added documents will then be available for **Download** by fellow community members under the Documents tab.

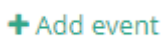




### 3.3 Create a Community event on the Calendar:

Members with the respective permission are able to add events to the Calendar of the Online Community. Events must be specifically related to the Online Community and its interest area.

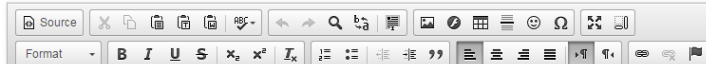
- Click on the Calendar icon on the Online Community homepage, then click on **Add event**.

 + Add event

- You will be directed to the **Create Community event** page. Fill in the fields, noting the required fields (marked with an asterisk).

Title \*

Description \*(Edit summary)



body p

- Then **Save** or **Preview** the content.

Save

Preview

- Saved events will then appear on the Online Community's Calendar.

Month

Week

Year

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28 13:15 Team meeting	29	30	31	1

### 3.4 Create Community Announcements:

Members with the respective permission are able to add announcements to the Online Community. Announcements are messages sent out to all OC members. This tool is commonly used to advertise new content (job opportunities, calls for papers, publications etc.) or notify members of any updates (inclusion of a new community page, discussions, webinars, events).

- Click on the Announcements icon on the Online Community homepage and then on **Add announcements**.


 **Add announcements**

- You will be directed to the **Create Community announcements** page. Fill in the fields, noting the required fields (marked with an asterisk).

Title \*

Body [\(Edit summary\)](#)

Source



Format

**B** *I* U S x x I

body p


- Then **Save** or **Preview** the content.

Save

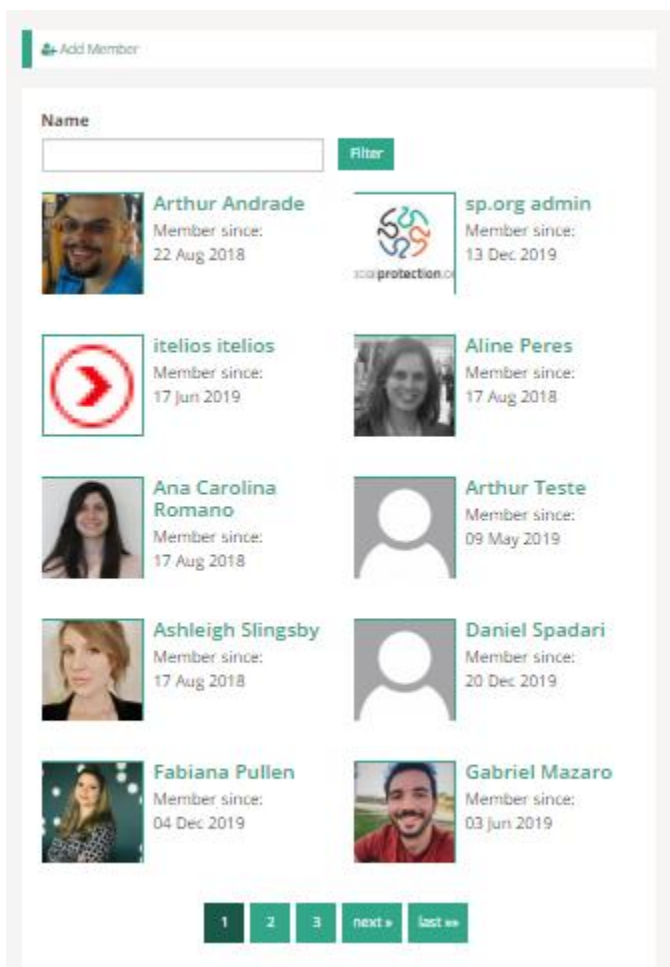
Preview

### 3.5 Viewing the profiles of fellow Online Community Members:

- Click on the Members feature on the Online Community homepage to access the profiles of fellow Community Members.

  
Members  
24

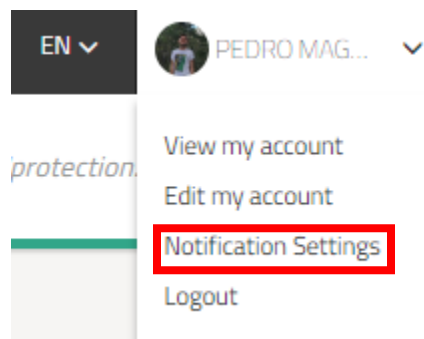
- A list will be displayed, showing their respective names and pictures.



- Click on the profile you intend to visualize.

#### 4. Notifications

Socialprotection.org features a notification system. This system allows you to receive automatic e-mails about any interactions and uploads made in the online community. To set your personalised notification settings, hover your mouse over your profile on the upper-right corner of the page, then select 'Notification settings'.



On this page you can select the types of notifications you would like to receive as well as their frequency (the options are: never, as it happens, once a day, once a week, once a month).

Here you can select the types of notification that you would like to receive and their frequency (never, as it happens, once a day, once a week, once a month).

User notifications

<b>A Document is added to your Online Community.</b>
Once a day
<input checked="" type="checkbox"/> Notify via e-mail

<b>An Event is added to your Online Community.</b>
Once a day
<input checked="" type="checkbox"/> Notify via e-mail

<b>A Discussion is added to your Online Community.</b>
Once a day
<input checked="" type="checkbox"/> Notify via e-mail

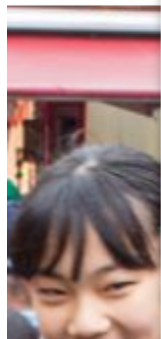
<b>News are added to your Online Community.</b>
Once a day
<input checked="" type="checkbox"/> Notify via e-mail

If you choose not to receive the notifications via e-mail, they will appear under the bell button on the upper-right corner of the page.



socialprotection.org

## Latest Notifications



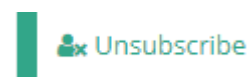
The new document SPIAC-B Gende...  
on Fri, 24/01/2020 - 19:36



socialprotection.org Knowledge Ma...  
on Tue, 21/01/2020 - 17:23

## 5. Leaving a Community

Access the Community's home page and click on the **Unsubscribe** button. You will no longer be a member of the Online Community.



Thank you!

In case of doubts, please, contact our team at [contact@socialprotection.org](mailto:contact@socialprotection.org)