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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1. **Accessing the Online Communities**

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

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**.

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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](http://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.
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.

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.
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:

![Join](image)

### 3. Adding Content to the Online Community

*Once you have joined an Online Community, in general*, 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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1 These permissions can vary depending on the OC’s settings defined by the administrators
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.

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

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

  ![Save and Preview buttons]

• 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 form]

• 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).

- 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).

  ![Create Community event page]

  - Then Save or Preview the content.

  ![Save and Preview buttons]

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

  ![Calendar with event]

  contact@socialprotection.org
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.

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

- Then Save or Preview the content.

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.
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).

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.
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