Online Community Guidelines - Member

These Guidelines are designed to aid Members of socialprotection.org in becoming a member of an Online Community, becoming familiar with the format, functionality and features of an Online Community and adding content to an Online Community.

Contents

1. Becoming a Member

To join an Online Community, you must first register as a member of socialprotection.org. To become a member of socialprotection.org, click on the **Join** button (available in the header of the webpage).

You will be directed to the **Create new account** form. Complete your profile making sure to fill in all mandatory fields marked with a *. Your Username cannot be changed, so please make sure you select a Username which identifies who you are.

How did you hear of www.socialprotection.org?

Regions of Interest

Regions of interest

- ☐ East Asia & Pacific
- ☐ Europe & Central Asia
- ☐ Global
- ☐ Latin America & Caribbean
- ☐ Middle East & North Africa
- ☐ South-Asia
- ☐ Sub-Saharan Africa

Areas of interest

Crosscutting areas

⊞ ☐ All Areas

Social Protection programmes

⊞ ☐ All Programs

Social Protection Topics

⊞ ☐ All Topics

Mailing address

Country *

Afghanistan ▾

Address 1

Address 2

Newsletter

☐ Subscribe

☐ I agree to the Terms and Conditions *

Type the text
Privacy & Terms
reCAPTCHA™
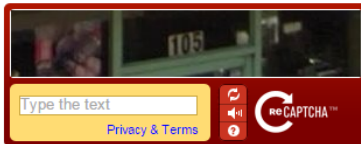
When registering, determine whether you would like to subscribe to socialprotection.org's monthly **Newsletter**.

Click the box to agree with the platform's **Terms and Conditions**.

Once you have completed the mandatory fields of your account, click on **Create new account**.

Create new account

A message will appear that the account registration is pending approval. You will also receive an email stating that the account creation is pending admin approval. Following approval by the socialprotection.org Team another email notification will be sent to you to confirm your account. Once you have confirmed your account and changed your password, you will be able to login and explore the entire site, including the Online Communities.

2. Accessing the Online Communities

Open socialprotection.org in your browser, access the **Connect** section and click on **Online Communities**.
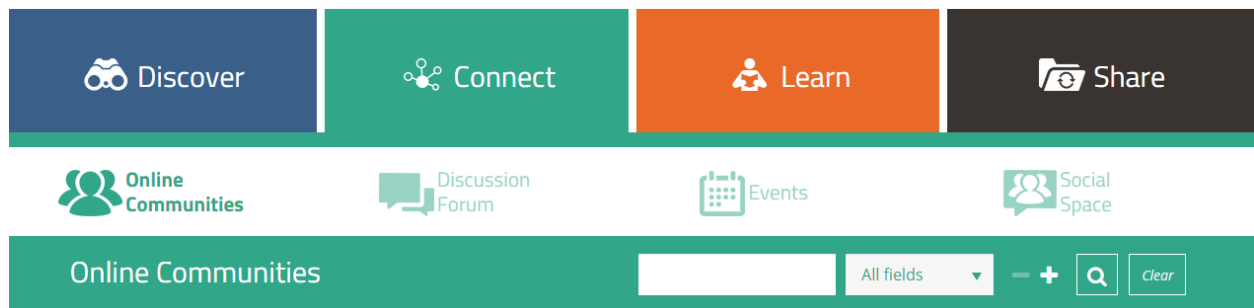
Here you will find a list of the site's Online Communities. Please note that Online Communities are either **Public** or **Private**. Private Communities require permission being granted by the Community Administrator to join. To join a Private Online Community, click on it and then click on **Join**.

Your request to join the Community will then be reviewed by the Community's Administrator(s) for approval.

You are able to search the listed Online Communities by using the **key word search** and determining which **field** to search via the drop down menu. You are then able to perform an advanced search by using the search **Filter** for Social Protection Programmes, Social Protection Topics, Cross-Cutting Areas, Countries and Developing Regions.

To join a Community you must be logged in to socialprotection.org. If you haven't logged in you will be taken to the login page upon requesting to join a Community. You are also able to **login** on the homepage of the selected Online Community Page.


To find out more about the platform's Communities click on the **Read More** button.

3. Adding Content to the Online Community

*Once you have become a member of an Online Community you are able to add content to the Community (depending on the permission settings of the Community), including **Discussions, Document**s, events to the **Calendar** and **News**. You are also able to view the profile of fellow Members.*

To add content, access the homepage of the Online Community where you will see the links to direct you to the various content pages (once again, depending on the settings of the Community):

🏠 Home	💬 Discussions
📖 Documents	🗓 Calendar
📰 News	👥 Members
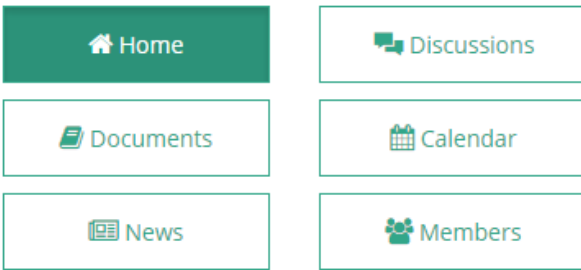
3.1 Create a Community **Discussion**:

Discussions are listed in the Discussions section under their respective titles. Discussions facilitate private debate on the topics assigned to each week of the discussion period. Please note that discussions can and are welcome to continue beyond the discussion period.

- Click the Discussions icon on the Online Community homepage and then click on **Add discussion**.
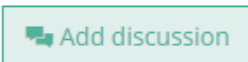
💬 Add discussion

- You will be directed to the **Create Community discussion** page. Fill in the fields, noting the mandatory fields.

Title *

Description (Edit summary)

body p

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

Save   Preview

- To comment on a Discussion, access the Discussion 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 and then click on **Upload**.

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

Add new comment
Your name **Ashleigh Slingsby**

Comment *

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 the Document icon on the Online Community homepage and then click on **Add document**.
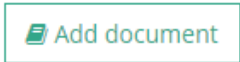
- You will be directed to the **Create Community document** page. Fill in the fields, noting the mandatory fields.

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

- Added documents will then be available for **Download** to fellow Community members under the Documents tab.
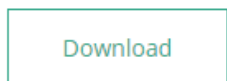
3.3   Create a Community event on the **Calendar**:

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 the Document icon on the Online Community homepage and then click on **Add event**.

- You will be directed to the **Create Community event** page. Fill in the fields, noting the mandatory fields.

Title *

Description *(Edit summary)

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

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

3.4   Create Community **News**:

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

- Click the News icon on the Online Community homepage and then click on **Add news**.

- You will be directed to the **Create Community news** page. Fill in the fields, noting the mandatory fields.

Title *

**Body (Edit summary)

- 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's homepage to access the profiles of fellow Community Members.

  👥 Members

4. Others

Edit profile

Edit your account details under the **Edit Profile** tab.

Edit Profile

Dashboard

To view and edit all your past activity, access the **My Dashboard** feature.

My Dashboard

Accessing the Homepage

Click on the **Home** button

  🏠 Home

Leaving a Community

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

  👤x Leave