The Grassroots Network Platform

How-to’s and Tips for Making the Most of Your Page

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Objectives for Today’s Session

- Get familiar with the site
- Understand how to create a team page
- Guidelines/tips for using your team page effectively
  - Content
  - Images
  - Documents
- New site features
- Site features coming online soon
- Questions/Discussion
The Basics:
● Online Presence for your team
● Space for collaboration via blog posts
● Ability to share variety of documents
Creating Your Team Page

Your Team Page Includes:

- Brief description of your team
- Longer description of your team
- Blog Post - a.k.a. “Team News & Views”
- Links to your Facebook page and other sites
- Links to your team’s Google Calendar
- Links to OARS (Online Activity Registration System), if you use it

Tip: Before creating your page, write your descriptions and gather your info beforehand. But you can always go back and edit.
Creating A Team Page

From the Home Page, click on the Create a Team Button
Creating a Team Page

**INSTRUCTIONS**
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**EXAMPLES**
- [IUCN 2016 WCC](#) Last activity on March 10, 2015, 7 Members | Join now
- [Edisto River Water Sentinels](#) Last activity on December 31, 1969, 6 Members | Join now
- [Electric Vehicles Campaign](#) Last activity on December 31, 1969, 9 Members | Join now

**CREATE A TEAM**

**Title**
Grassroots Webinar Demo Site

**Team Photo**
Browse... No file selected. Upload

**Team Photo**
An optional photo for the team.
Files must be less than 500 KB. Allowed file types: png, gif, jpeg.

**Short Description**
A one-line description of this team.

**Long Description**

**Google Calendar ID**
Optional. Include this if you want to display a google calendar on the Team Page.

**OARS Calendar URL**
An optional OARS calendar you can embed on your team page.

**Facebook Page URL**
Optional. Include the URL of your team's Facebook page, and your team's page on Grassroots Network will show a Facebook activity feed and Like button.

**Team Links**

**Require Approval**
Check this box to require admin approval for any new membership requests.
Tips for Creating Your Page

- Gather all your information first
- Make sure that your team image is less than 500kb
- Keep your team descriptions brief (a couple of sentences at most) - Save longer material for documents you will upload
- The “Blog” feature won’t show up until you actually post something.
Uploading Documents

From your team page, click “Upload Document”
Uploading Documents

1. Give Your Document a Title
2. Select the Team where you want the posting to appear.
3. Provide a brief description of the document, if you like.
4. If you want to keep this document near the top of the list, check the box.
5. If you want to receive email notifications of people’s comments, check the box.
Uploading Documents

6. Click on “Choose File” and select the file you want to upload (note file size and types accepted).
7. Once you have selected the file, and it appears in the space provided, click “Upload.”
8. Optional: include key words here to help people find your document in a search.
9. Visibility - Who do you want to see this document? Everyone, or just your team members. Use this line to choose.
10. The system will create a URL for you, or you can uncheck the box and input your own.
11. Click “Save” at the very bottom of the page, and you’re done!
Managing Your Team

Click on the “Team” Tab to manage the people on your team.
Managing Your Team

This is where you can

- Approve new members
- Assign/change roles
- Block people from your team
Improving the Grassroots Network Site

New Features We Hope You’ll Like

- Organize Your Documents
- Subscribe to Posts
- Get Notifications of New Members, New Posts, etc. (Team Leaders)
- More Extensive Team Leader “Dashboard”
- Reach Out to Other Grassroots Network Members
- Improved site security to reduce spam
  - Additional “Captcha” requirement for postings
  - Email verification for new accounts
Organize Your Documents

Do you want to make sure certain documents stay at the top? You can now make designated items “sticky.” To start, go to “See All Team Documents.”
Organize Your Documents

Do you want to make sure certain documents stay at the top? You can now make designated items “sticky.” To start, go to “See All Team Documents.”
Organize Your Documents

Click on the document you want to bring to the top, and click the “Edit” tab.
Organize Your Documents

Once you are in the “Edit” screen, scroll down to the “Keep at Top” box, and check it.
Organize Your Documents

The document will move to the top -- or near the top if you’ve prioritized other items in addition to this one.

(Note: Default posting is in reverse chronological order, and this is true of your “sticky” documents, too.)
Core Team Leaders can now view a comprehensive list of team activities via a new Team Leader Dashboard.
Team Leader Dashboard

Here on the dashboard, you can see what the action was and who took that action.
To give others on the Network Permission to contact you, go to your Profile and click on the “Edit” tab.
Make sure the box under “Contact Settings” is checked. This allows others to contact you. They will not get your email -- you must provide it to them in response to their message, if you choose.

Be sure to click “Save” once you’ve made your changes!
Contact Form

To contact someone, click their name within the team listing or wherever it appears hyperlinked. This will take you to his/her profile.
If they’ve opted in, there will be a “Contact Form” button on their profile.

Click on the Contact Form button to open the contact form.
Once in the contact form, you can provide your preferred email address, and type your message.
Contact Form

When you finish your message, check the box if you want to receive a copy, complete the Captcha, and click send!
Subscribing to Items

You can now subscribe to blog and document posts to get notified via email of new comments on an item you’re interested in following.
Subscribing to Items

To track your subscriptions, go to your profile and click on the “Subscriptions” that will appear once you’ve subscribed to something.
Subscribing to Items

You can easily see which subscriptions you have subscribed to by going to your profile and clicking on the “Subscriptions” tab.
Subscribing to Items

Once you’ve subscribed to something, an “Unsubscribe” button will show at the bottom that item. If you want to stop getting notifications, just click it.
Questions/Discussion
Resources

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OARS (Online Activity Registration System)
http://clubhouse.sierraclub.org/communications/web/support/activities/default.aspx

Google Apps Webinar
https://www4.gotomeeting.com/register/842054639