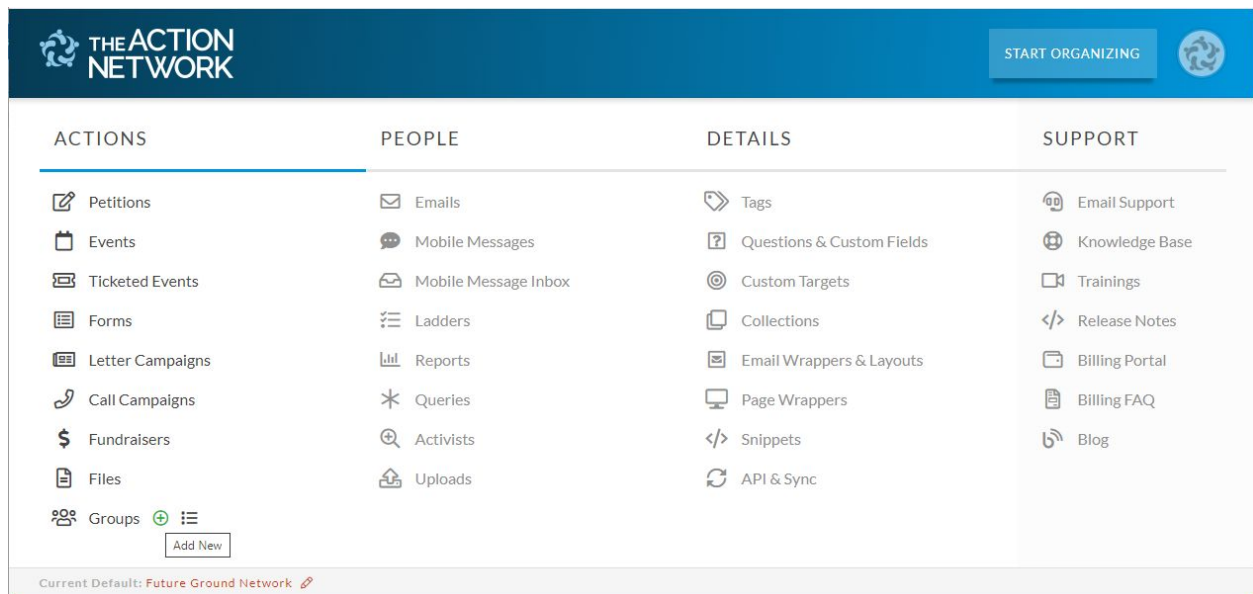


Administrator Setup

When setting up a new group, administrators should follow the steps below to create it.

Create a New Group

1. Hover over “Start Organizing” and click the “plus” (+) button next to “Groups.” This will create a new group.



2. Fill out all the information and select the applicable parent group, then hit “Save and Publish.” The parent group will be where the information flows. For example, a Blue Dot group should be set under the Blue Dot group.

Edit Group:

Group Name *

ZIP Code (optional, US only)

- Future Ground Network
 - Blue Dot
 - Blue Dot Hamilton
 - Blue Dot Northumberland
 - Blue Dot Toronto

Flag Group As Spam

Set Group Permissions

1. Go back to the main “Future Ground Network,” or the top-level group in that organization.
2. Select “Network” and click “Permissions” next to that group.

The screenshot shows the Future Ground Network interface. At the top, a blue navigation bar contains the following menu items: Statistics, Actions, Emails, Reports, Activists, Syndication, Discussion, Organizers, Invitations, Network (highlighted), and Settings. Below the navigation bar, the main content area is titled "Network" with a help icon. A search bar is present. A list of groups is displayed, each with a "PERMISSIONS" button (highlighted with a yellow circle) and a "MANAGE" button. The groups listed are: Future Ground Network (David Suzuki Foundation), Blue Dot (Blue Dot), Drawdown (Drawdown), DSF Test Group (DSF Test Group), Neighbours for the Planet (Neighbours for the Planet), Targeting Climate Change (Targeting Climate Change), and test (Test). At the bottom of the list, there is a green button labeled "DOWNLOAD ADMINISTRATOR REPORT" and a help icon. On the right side, there is a sidebar titled "CREATE A SPONSORED ACTION" with a "Hide Sidebar" button. The sidebar contains text explaining that actions or emails created for the group will be added to the group's email list. Below the text is a grid of icons for various action types: Event Campaign, Campaign Page, Petition, Event, Ticketed Event, Form, Fundraiser, Letter Campaign, Files, and Email.

Statistics Actions Emails Reports Activists Syndication Discussion Organizers Invitations **Network** Settings

Network ?

Q

⌕ Future Ground Network (David Suzuki Foundation)

| | | |
|--|-------------|--------|
| ⌕ Blue Dot (Blue Dot) | PERMISSIONS | MANAGE |
| ⌕ Drawdown (Drawdown) | PERMISSIONS | MANAGE |
| – DSF Test Group (DSF Test Group) | PERMISSIONS | MANAGE |
| – Neighbours for the Planet (Neighbours for the Planet) | PERMISSIONS | MANAGE |
| – Targeting Climate Change (Targeting Climate Change) | PERMISSIONS | MANAGE |
| – test (Test) | PERMISSIONS | MANAGE |

DOWNLOAD ADMINISTRATOR REPORT ?

CREATE A SPONSORED ACTION Hide Sidebar

Create an action or an email for this group. Activists who take action on these pages will be added to the group's email list. As a group administrator, you can manage any action created by any group organizer or administrator, as well as access the group's email list.

- Event Campaign
- Campaign Page
- Petition
- Event
- Ticketed Event
- Form
- Fundraiser
- Letter Campaign
- Files
- Email

3. Uncheck the following permissions. Your new group will not have access to these options unless given permission.

Actions

- Campaign pages
- Files
- Groups
- Syndication

People

- Mobile messages
- Ladders
- Mobile messaging inbox

Details

- Collections
- Snippets
- API & Sync

Adding Administrators

Administrators are organizers within the network. You can give them different permissions depending on what you want them to access.

1. To add a new administrator, go to “Groups,” click the list icon and go to your new group.

The screenshot shows the dashboard for 'THE ACTION NETWORK'. At the top right, a blue button labeled 'START ORGANIZING' is circled in yellow. Below the header is a grid of navigation categories: ACTIONS, PEOPLE, DETAILS, and SUPPORT. Each category contains a list of items with icons. The 'ACTIONS' category includes Petitions, Events, Ticketed Events, Forms, Letter Campaigns, Call Campaigns, Fundraisers, Files, and Groups. The 'PEOPLE' category includes Emails, Mobile Messages, Mobile Message Inbox, Ladders, Reports, Queries, Activists, and Uploads. The 'DETAILS' category includes Tags, Questions & Custom Fields, Custom Targets, Collections, Email Wrappers & Layouts, Page Wrappers, Snippets, and API & Sync. The 'SUPPORT' category includes Email Support, Knowledge Base, Trainings, Release Notes, Billing Portal, Billing FAQ, and Blog. At the bottom left, the text 'Current Default: Future Ground Network' is visible with a small red icon.

| ACTIONS | PEOPLE | DETAILS | SUPPORT |
|------------------|----------------------|---------------------------|----------------|
| Petitions | Emails | Tags | Email Support |
| Events | Mobile Messages | Questions & Custom Fields | Knowledge Base |
| Ticketed Events | Mobile Message Inbox | Custom Targets | Trainings |
| Forms | Ladders | Collections | Release Notes |
| Letter Campaigns | Reports | Email Wrappers & Layouts | Billing Portal |
| Call Campaigns | Queries | Page Wrappers | Billing FAQ |
| Fundraisers | Activists | Snippets | Blog |
| Files | Uploads | API & Sync | |
| Groups | | | |

Current Default: Future Ground Network

2. Select “Invitations” and invite that person’s email address.

The screenshot shows the 'Invitations' page in the Future Ground Network interface. The top navigation bar includes 'Statistics', 'Actions', 'Emails', 'Reports', 'Activists', 'Syndication', 'Discussion', 'Organizers', 'Invitations', 'Network', and 'Settings'. The 'Invitations' tab is active. Below the navigation bar, there is a 'Send Invitations' section with a search icon and a text input field labeled 'Email Address *'. To the right of the input field is a blue button labeled 'SEND INVITATION'. Below this is a 'Pending Invites' section with a search icon and a message that says 'There are no pending invites.' On the right side of the page, there is a sidebar with a 'Hide Sidebar' button and a section titled 'CREATE A SPONSORED ACTION'. This section contains a paragraph of text explaining that actions or emails for the group will be added to the email list, and as an administrator, you can manage any action created by any group organizer or administrator. Below the text are six icons representing different action types: Event Campaign, Campaign Page, Petition, Event, Ticketed Event, and Form.

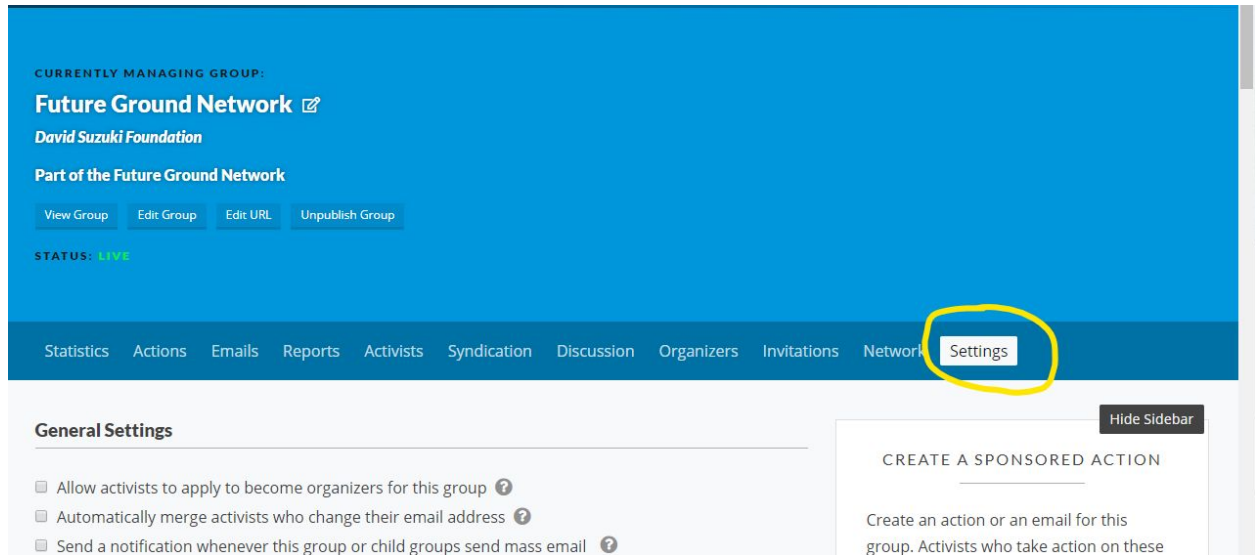
3. Go to “Organizers” and make them an administrator. To remove them, click “Remove User.”

The screenshot shows the 'Organizers' page in the Future Ground Network interface. The top navigation bar includes 'Statistics', 'Actions', 'Emails', 'Reports', 'Activists', 'Syndication', 'Discussion', 'Organizers', 'Invitations', 'Network', and 'Settings'. The 'Organizers' tab is active. Below the navigation bar, there is an 'Administrators' section with a search icon and a list of one administrator. The administrator's name is redacted with a black bar. To the right of the name are three buttons: 'EDIT PERMISSIONS' (green), 'REVERT TO ORGANIZER' (blue), and 'REMOVE USER' (red). Below this is an 'Organizers' section with a search icon and a list of one organizer. The organizer's name is redacted with a black bar. To the right of the name are two buttons: 'MAKE USER ADMIN' (blue) and 'REMOVE USER' (red). The 'MAKE USER ADMIN' button is circled in yellow. On the right side of the page, there is a sidebar with a 'Hide Sidebar' button and a section titled 'CREATE A SPONSORED ACTION'. This section contains a paragraph of text explaining that actions or emails for the group will be added to the email list, and as an administrator, you can manage any action created by any group organizer or administrator. Below the text are six icons representing different action types: Event Campaign, Campaign Page, Petition, Event, Ticketed Event, and Form.

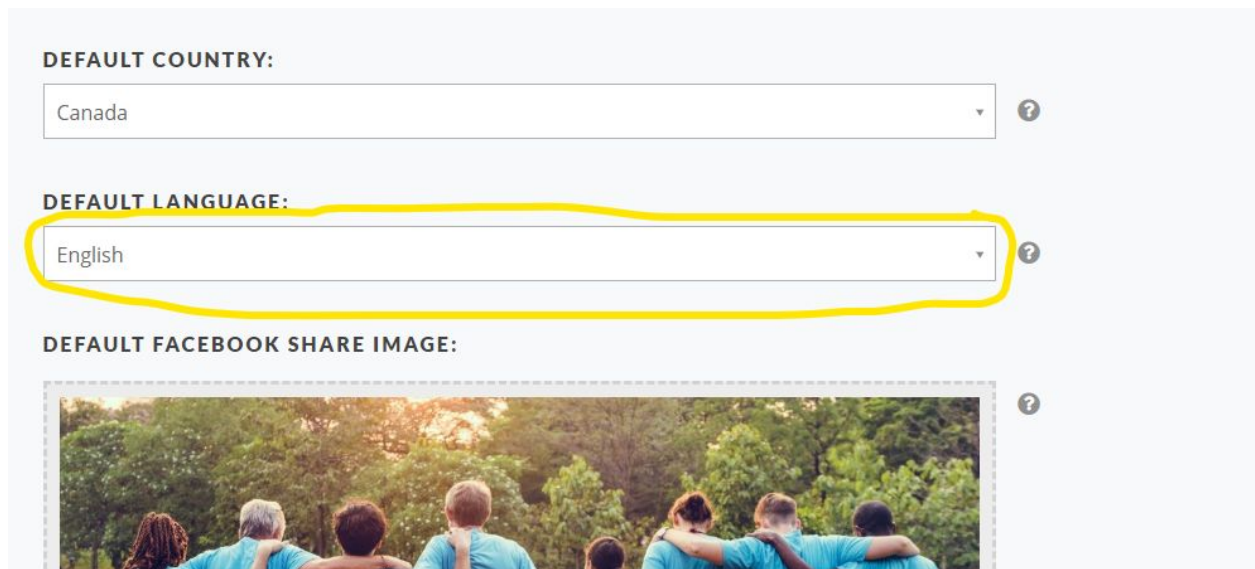
4. If the person is the top-level group administrator, select all permission boxes and click “Save Permissions.” If this person isn’t someone who should have access to everything, only give access for their specific role.

Default Language

1. If your group is French, go to settings to change the language.



2. Select French as the Default Language.

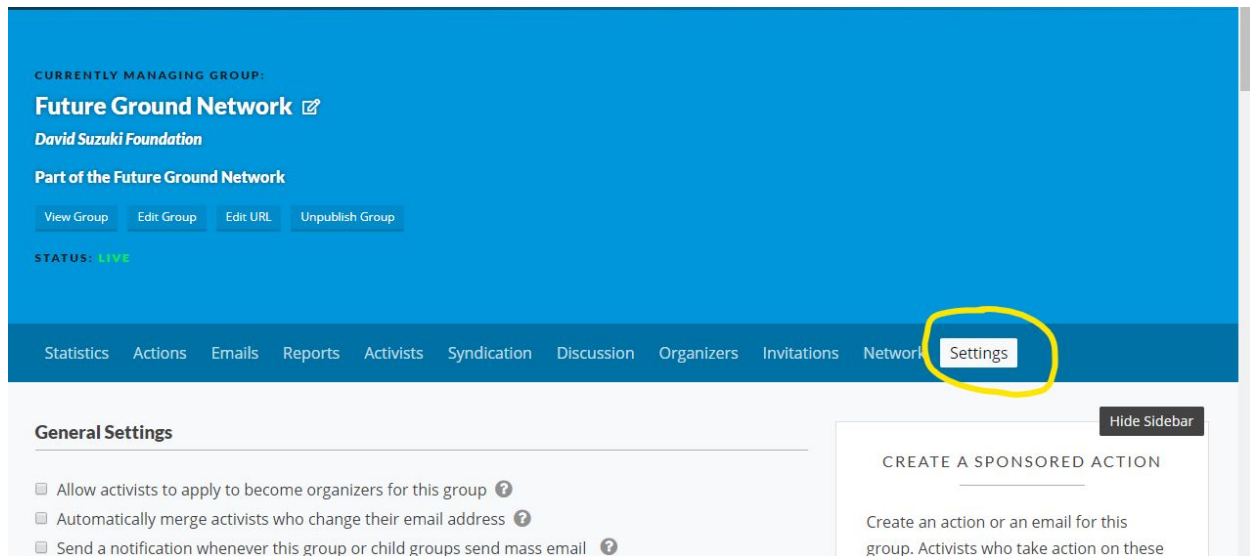


3. Scroll to the bottom and click "Save Changes."

Sharing Info

Sharing is important. When someone takes an action within the group, an automated sharing image will appear. Groups can add their own for each action. In some cases, groups may not have an image. It's therefore important you have a generic one uploaded to that group.

1. Go to "Settings."



The screenshot shows the user interface for managing a group. At the top, it says "CURRENTLY MANAGING GROUP: Future Ground Network" and "David Suzuki Foundation". Below that, it says "Part of the Future Ground Network" and provides buttons for "View Group", "Edit Group", "Edit URL", and "Unpublish Group". The status is "LIVE". A navigation bar contains links for "Statistics", "Actions", "Emails", "Reports", "Activists", "Syndication", "Discussion", "Organizers", "Invitations", "Network", and "Settings". The "Settings" link is circled in yellow. Below the navigation bar, the "General Settings" section is visible, with three checkboxes: "Allow activists to apply to become organizers for this group", "Automatically merge activists who change their email address", and "Send a notification whenever this group or child groups send mass email". A "Hide Sidebar" button is also present. On the right, there is a section titled "CREATE A SPONSORED ACTION" with the text "Create an action or an email for this group. Activists who take action on these".

2. Scroll to “Default Facebook Share Image.” Upload this generic image by clicking on it and downloading -

https://can2-prod.s3.amazonaws.com/groups/default_facebook_images/000/161/721/original/group-of-volunteers-network-standing-together.jpg?1590432643

DEFAULT FACEBOOK SHARE IMAGE:



CHOOSE SHARE IMAGE