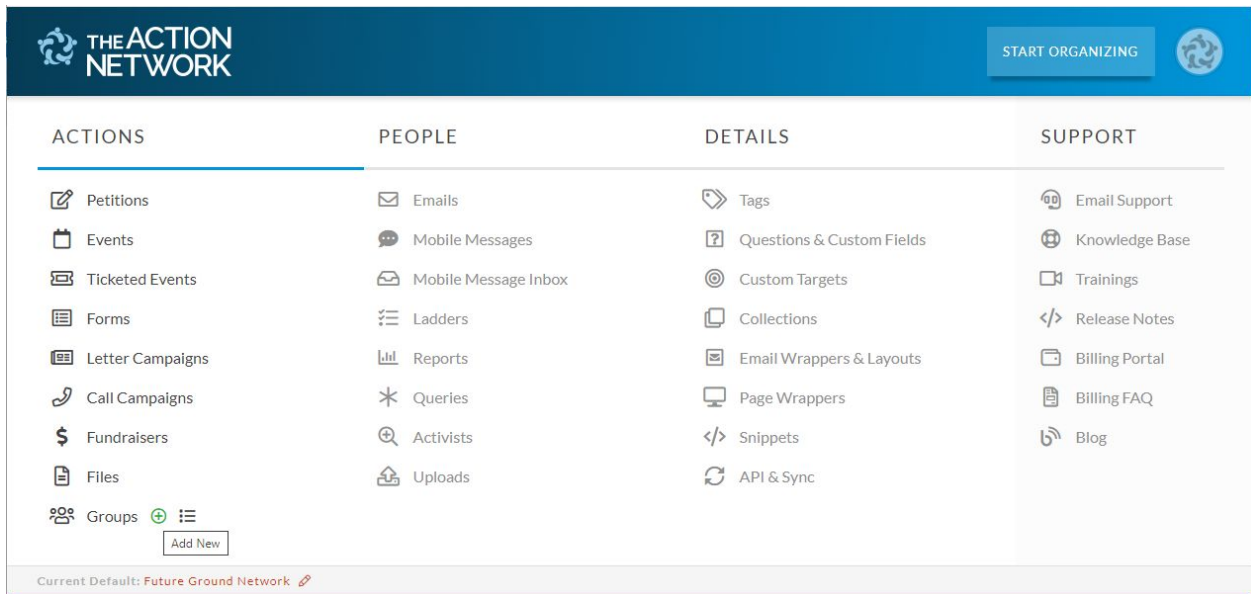


Administrator Setup

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)

[choose a parent group, or leave blank for none]

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

[choose a parent group, or leave blank for none]

JOIN THIS GROUP

Groups allow organizers to work together to publish actions like petitions or events that the public can take part in. Organizers must join the group to create actions for this group. You don't have to be an organizer to participate in the actions listed below.

APPLY TO JOIN

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 displays 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, followed by a list of groups under "Future Ground Network (David Suzuki Foundation)". The groups listed are: 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). Each group has two buttons: "PERMISSIONS" (red) and "MANAGE" (blue). The "PERMISSIONS" button for the "Targeting Climate Change" group is circled in yellow. At the bottom of the main content area, 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 a description of creating actions and a grid of 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

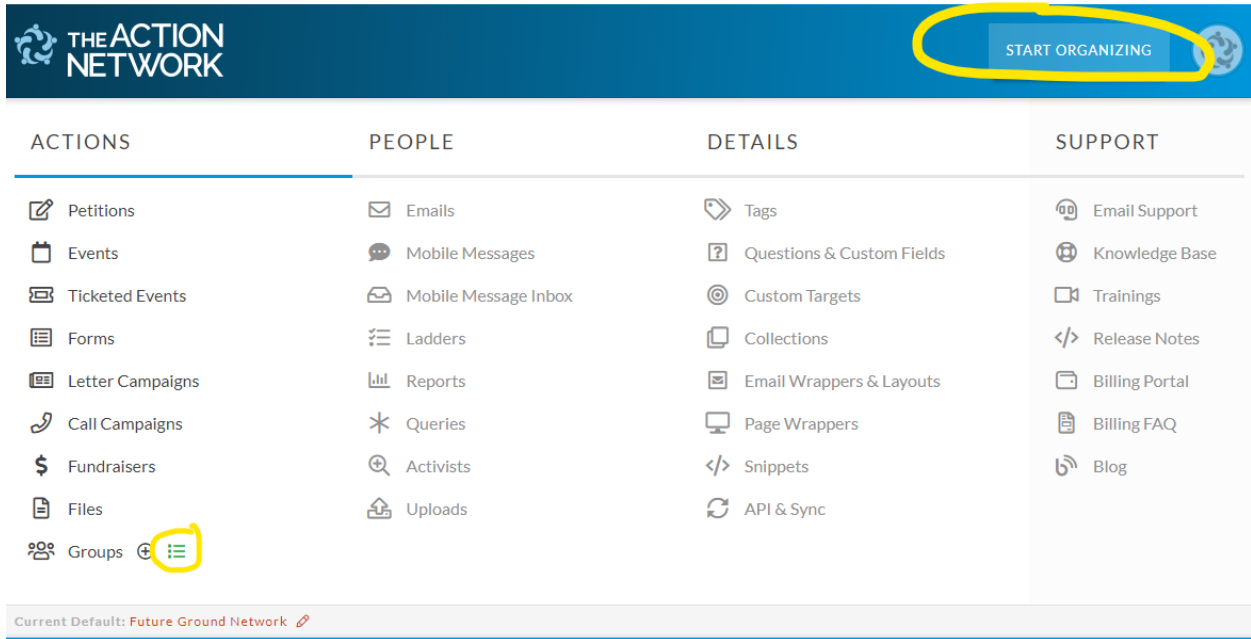
Details

- 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 group's email list. 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 group's email list. 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.


DEFAULT COUNTRY:

Canada ?

DEFAULT LANGUAGE:

English ?

DEFAULT FACEBOOK SHARE IMAGE:

 ?

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."

