

## Children's Alliance Board Online Working Group Guide

The Children's Alliance Board working group is a restricted section of the Children's Alliance website that is only visible to Children's Alliance Board members Children's Alliance staff who login with a password.

You can use this guide to help you learn how to make the most of the working group page.

Click on the little bookmark icon on the left of this page to see some quick links to content in this guide.

### Where is the Children's Alliance Board working group?

It's a part of our website at [www.childrensalliance.org](http://www.childrensalliance.org). There is no visible link to the page. It's your own super secret page. Here's the URL (web address):

<http://www.childrensalliance.org/about-us/board/private>

Click above or paste the address into your browser.

### How do I login?

Your username is your first name, followed by the first initial of your last name. If your last name is hyphenated, then use both of the first initials of your last names. (Ie: Kristin Rowe Finkbeiner is: KristinRF)

Your password is the first initial of your first and last names, and the number 1. No capitals. (Ie: Claire Bishop's password would be cb1. You can change your password at any time (and probably should). For more information read "How do I manage my account?"

### Quick Tour of the Board Working Group

Here's a screen shot of a similar working group page - As you can see, when you login you will see a page that looks like the rest of the website, with a few changes.

The screenshot shows the Children's Alliance website interface. At the top, there is a navigation bar with 'Contact Us' and 'Home' links, and a search bar. The main content area is titled 'ELAA Logistics - Calendar, Schedules, Contacts'. Below the title, there are 'View' and 'Edit' buttons. A message states 'The Coalition Post has been updated.' Below this, there is a text block: 'You can always come back to this post for calendar updates, contact and task force information and our meeting schedule. Here are [tips for using this working group](#).' A section titled '2009 Session: ELAA Meetings and Task Force Contacts' contains a calendar. The calendar shows 'Monday, March 16' and 'Wednesday, March 18'. A meeting is listed for 'Wednesday, March 18' at '12:00pm ELAA lobbyist meeting'. On the left side, there is a sidebar with 'EARLY LEARNING WORKING GROUP' and links: 'Create Coalition Post', '50 members', 'Manager: admin', and 'My membership'. Below this is a search bar and a 'SEARCH' button. At the bottom left, it says 'Member: siobhan' and 'Logout siobhan'. On the right side, there is a section 'ELAA TAGS' with 'Coalition Operations (1)' and 'Meetings (1)'. Below this are buttons for 'JOIN' and 'GIVE'.

## Content

The content of the page (the middle section) is made up of "posts". Posts are the only way to create content for the page. Each post has a title and a body. It can contain links to other files or web pages. It can also have attachments that others can download.

There is a "sticky post" that will always be at the top of the page. It contains the calendar and a list of files you can download that are useful to board members (bylaws, contact sheet, policies, etc). All other posts will appear under the post with the calendar. They will appear with the most recent one first.

## Tags

On the upper right side of your screen you'll see a list of terms with a number in parentheses after the term, like this: [Board Meeting Materials](#) (1). These are the tags for your group. Tags are like file folders. When you click on one you will see all the posts that have that tag. There is a list of tags for your page. Each time anyone creates a new post (piece of content) the author of the post chooses which tags apply to that post. Tags appear at the bottom of each post, as well as in this list. These tags help you sort and find posts you are interested in.

## Group Navigation

On the upper left hand side of the page you will see a list of links to help you navigate the working group. It looks like this:

### [CHILDREN'S ALLIANCE BOARD WORKING GROUP](#)

- [Create Coalition Post](#)
- [6 members](#)
- [Manager: siobhan](#)
- [My membership](#)

The top link will always take you back to the home page of the working group, with the calendar post. The Create Coalition Post link will open a page where you can add a new post (directions below). The My Membership link will take you to a page where you can change your password, or your settings (more info on this later).

## What can I do in the Children's Alliance Board Working Group?

- **You can read posts.** Click "Read more" or click the title of a post to see the full content of that post.
- **You can download files you need.** There is a list of files you might frequently need to refer to on the first post, under the calendar. Other files such as meeting minutes, or drafts of board communications or positions can be added later.
- **You can read posts on specific topic.** To read all the posts on a specific topic click on the Children's Alliance Board tag on the upper right hand corner. You see a list of all posts on that topic.

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- **You can comment on a post.** You'll see [Post a comment >>](#) at the bottom of any post that accepts comments. If you click you'll be provided with a form to submit your comment. It will immediately show up under the original post.
- **You can make your own post.** You'll see on the upper left hand side of the page there is a set of navigation links. To create a new post click "Create Coalition Post." When you click a form will open for you to add your post- it will look like the picture below.

The screenshot shows the 'Submit Coalition Post' interface. On the left, there is a navigation menu for the 'EARLY LEARNING WORKING GROUP' with links for 'Create Coalition Post', '50 members', 'Manager: admin', and 'My membership'. Below this is a search bar and a user profile for 'AgdaB'. The main form area has a 'Title:' field, a dropdown for 'ELAA Working Group Tags' (with options: None, Basic Ed Task Force, Collective Bargaining, Home Visiting, Logistics, Long Term Plan Task Force, Outreach Task Force, parent support/FFN Task Force, Quality Initiative Task Force), and a 'Body:' text area. A note below the tags says: 'Choose the tags that apply to your post. Use CTRL key to choose more than one. Need a new tag? E-mail the moderator Leslie@childrensalliance.org.' On the right, there are buttons for 'JOIN', 'GIVE', and 'ACT', and a section for 'OUR CURRENT CAMPAIGN' with links for 'Early Learning', 'Cover All Kids', 'End Childhood Hunger', and 'Fostering Fairness fo'.

### To add your post:

- Write a title.
- Choose the tags that apply. You can select as many tags as are appropriate. Hold down the CTRL key to select multiple tags. Think of them as file folders. If what you're posting should be in a file labeled with a specific tag – then add it. Additional tags can be added to the list by the administrator as needed.
- Write your post in the box labeled "Body". This is a lot like writing an e-mail. You can include links, images, and attach files. Note, when writing your post you can cut and paste text from somewhere else – like a word document – but if you do then you must first paste the text into a "notepad" or other text only document, and then copy and paste into the box. Otherwise the formatting will be all wrong.
  - To add a link: You can either paste in a URL like this: <http://www.childrensalliance.org/about-us/board/private> or you can hyperlink some words to the page you want to link to. To hyperlink the words highlight the words you want to have be the link, then click the little chainlink icon on the bottom of the window that looks like this . A little box will pop up in another tab where you can enter the link URL (the link address). You have to include the full link address, so it works best to go to the page you want to link to and copy the address, and then just paste it in.
  - To add a file attachment: Scroll down below the box for body content to the link for file attachments. Click on it. A box will

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appear. Click browse. Choose the file you want to attach. Your file name should have no spaces. You can use dashes or underscores. Click attach. You'll see this:

[File attachments](#)  
Changes made to the attachments are not permanent until you save this post. The first "listed" file will be included in RSS feeds.

Delete	List	Description	Size
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Using_Working_Groups2.pdf"/> <a href="http://www.childrensalliance.org/sites/default/files/Using_Working_Groups2_0.pdf">http://www.childrensalliance.org/sites/default/files/Using_Working_Groups2_0.pdf</a>	112.09 KB

You can change the description to whatever you want. If you leave the "list" box checked it will be listed at the bottom of your post. You can uncheck the list box and instead link to the file in the content of your message. To link to it follow the directions for hyperlinking, and use the file name listed below the description as the URL.

- **To add an image:** Follow the directions for adding a file attachment, and attach the image you want to include. Uncheck the "list" box. Highlight and copy the image file address under the description box. Then click the image box at the bottom of the body window . A new window will open. Paste the address of the image file into the Image URL box. Click on the appearance tab to adjust how the image will appear. Click insert.
- IGNORE the sections called: input format and groups
- Click preview to see how your post will look. (You will see two versions – one is the "trimmed" version – the teaser that appears in the list of posts. The other is the full post.)
- Click submit to publish.

## How can I find a post I'm looking for?

Posts are on the site in chronological order – most recent post first. The tags on each post are like file folders. You can see the list of tags both at the bottom of the post, and in a list in the upper right hand corner of the page. If you click on a tag you can immediately see all the posts that share that tag – most recent post first. This is particularly useful if you are looking for all posts associated with a committee.

To go back to the working group home page just click on the [CHILDREN'S ALLIANCE BOARD WORKING GROUP](#) link in the upper left of the page.

## How do I manage my account and change my password?

Click on the [My Membership](#) link in the upper left hand corner of your screen. You will see a screen with this text:

- [Leave this group](#)

Email notification:

Your [personal profile](#) is configured to: *Never receive email notifications.*

To change any of your account terms click on the personal profile link. You will get a view of your account settings. (Note – the “Leave this group” link is to unsubscribe – click to remove your access to the Children's Alliance Board page)

- To change your password just type in a new one, type it again to confirm, scroll down and click submit.
- If you would like to get e-mail notifications of new posts or comments on the Children's Alliance Board page you can change your setting to: “Always send e-mail notifications”. *I don't recommend this setting. It will clog your inbox with a new e-mail each time someone submits a comment or a post.*
- You can add a signature that will be displayed at the end of your comments.
- You can ignore the flickr identifier field and the locale settings.

There will be adjustments and improvements to this tool as we move forward. If you have questions, suggestions or want help using the Children's Alliance Board online working group contact [Siobhan](#).