

Content Posting Handbook for Sponsors

YouthLead

This is a handbook pilot. A more formal handbook will be provided after the YouthLead launch, and will take into account users' feedback.

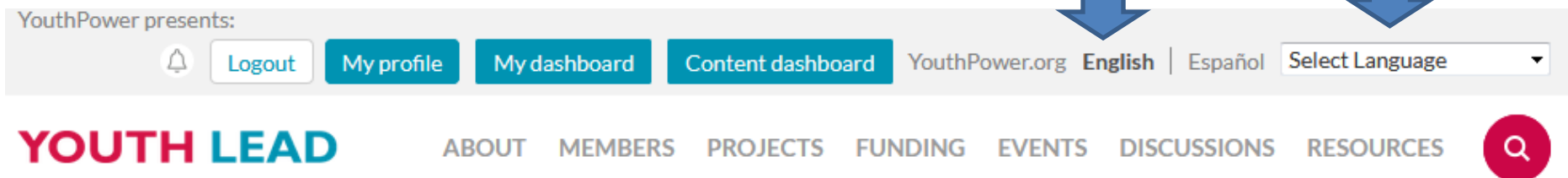
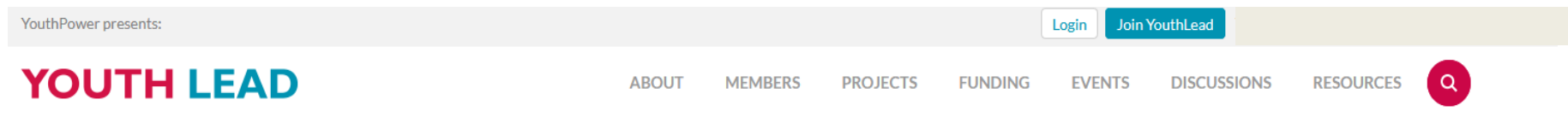
Table of Contents

• Getting Started	Page 3
• Posting Resources	Page 5
• Posting Events	Page 12
• Posting Funding Opportunities	Page 17
• Posting Projects	Page 21
• Translation	Page 25
• Creating and Managing Discussion Groups	Page 31
• Posting questions and comments in discussion groups	Page 39

GETTING STARTED

Getting Started

- Registration:
 - Contact Maria Brindlmayer at maria@makingcents.com to get a sponsor id.
 - Go to <http://youthleadaws.assyst-uc.com/discussion-groups>.
 - Use your sponsor id and password to log into the site. (You will not be able to post content unless you are logged in).
 - Only logged-in users will have access to the Members section and Discussion Groups.
 - Only logged-in users will be able to post comments on the site.
 - When you have logged in, you will see “My Profile”, “My dashboard” and “Content dashboard”.
- You can select your language before you start. If you start with English, the site will assume that the resources that you post are in English, unless you select otherwise.
- If you select Spanish, the site will assume that the resources you post are in Spanish (but you can again select otherwise). At this point, the navigation and taxonomy have only been translated into Spanish. Other languages are planned in the future.
- The “Select Language” button lets users translate any page on the site with Google Translate.

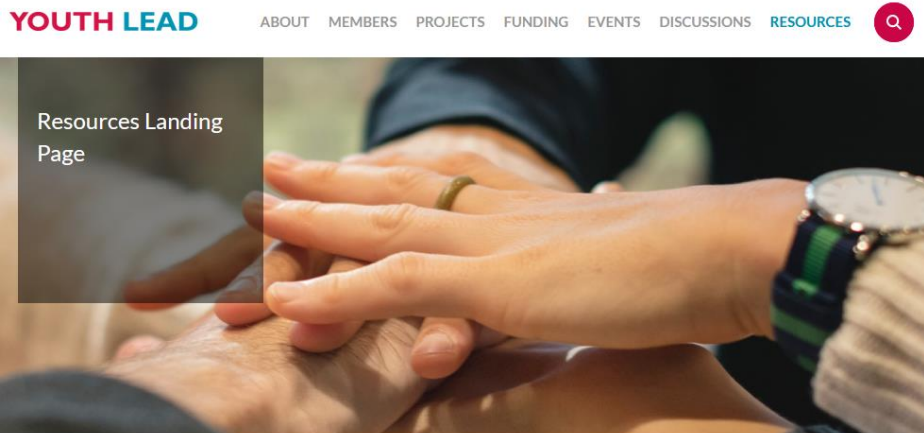


POSTING RESOURCES

Posting Resources



- Go to RESOURCES
- Click on ADD YOUR RESOURCES



Edit

Resources Web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy.



Filter By

[CLEAR FILTERS](#)

Type +

Sector +

Country +

Topics +

Content Language +

Search

Q

Sort by : [Relevance](#) ^ | [Date](#) ^ | [Title](#) ^ | [Most Liked](#) ^

ARTICLE

test es en

09/03/2018

SECTORS:
Safe and Sustainable cooking

0

2

COMMUNITY OF PRACTICE

Nunc sit amet neque eu lorem interdum pretium....

08/07/2018

SECTORS:
Clean Cooking, Oral health, Telecommunication + [More](#)

0

1

CASE STUDY

Lorem Ipsum is simply dummy text of the printing and typesetting...

08/06/2018

SECTORS:
Biomass/BioFuel, Clean Cooking, Enabling Environment

0

1

About your Resource

Resource Title*

Date Added*

09 / 08 / 2018

Description*

Format ▾ B I U [link icon] [unlink icon] [list icon] [numbered list icon] [quote icon] [image icon] [video icon] [help icon]

Long-form filtered ▾

[About text formats](#)

Enter a short description of the resource. How can this resource help others? Who should read it/use it?

Note: Fields with a red asterisk are mandatory.

Add the Resource Title

Unless you change it, the publish date is today's date

First, change the format to "Long Form Filtered". This will give you nice formatting options.
Then add the description of the resource.

This field uses a WYSWYG format (what you see is what you get). You have several formatting options (from left to right).

- Click on Format, and you can select the size of the font.
- Similar to a Word document, you can bold, italicize, and underline the text
- You can hyperlink the text
- You can add bullets, numbers
- You can add an image:
 - Click on the "Image" button, then complete the fields and save
- You can embed a video:
 - Click on the "video" button and paste the url of where the video is hosted (e.g., Youtube). You cannot upload videos here.

Description*

Format ▾ B I U [link icon] [unlink icon] [list icon] [numbered list icon] [quote icon] [image icon] [video icon] [help icon]

Legend: Boxes with red background are either mandatory fields, or fields that we consider very important.

Resource Attachments

Upload any documents or files related to this resource.

Add a new file

No files selected.

[Upload requirements](#)

Date of publication

mm / dd / yyyy

You can add an attachment: browse for the file, add the title and save. You can upload more than one attachment.

You can add a date of publication – but it is not mandatory.

Key resource details

Source URL

The link title is limited to 128 characters maximum. If your resource is hosted on another website, you can add that website here. Provide the full URL, for example: <http://www.example.com>.

URL

Link text

If this resource has been sourced from another website, you should always include the url of the source here.
And add the title of the document as Link Text.

Resource Type★

- Select a value -

You have to select a resource type from the drop-down menu

Sector★

- ☐ Safe and Sustainable cooking
- ☒ Agriculture
- ☒ Democracy, Human Rights, and Governance
- ☒ Digital Development & Enabling Technologies
- ☒ Economic Growth and Trade
- ☒ Education
- ☒ Energy
- ☐ Other
- ☒ Environment
- ☒ Gender
- ☒ Health
- ☒ Housing and Infrastructure
- ☒ Humanitarian Assistance
- ☒ Youth
- ☐ Lesbian, Gay Bisexual, and Transgender (LGBT)
- ☐ Other
- ☒ Transport & Supply Chain
- ☒ Water Sanitation and Hygiene (WASH)

Please select the sectors and sub-sectors related to your resource. Click on the plus (+) icon on the different sectors to access sub sectors. Be sure to select the sectors and subsectors that apply. When you select a sub-sector, also select the corresponding main sector.

You have to select at least one sector tag from this list. There is no maximum for how many sectors you select. The sectors should reflect the content of the resource.
Note: there are sectors and sub-sectors that you can select. Familiarize yourself with the list so that you can select the most appropriate sector(s) and subsector(s).

Topics List

You can also pick from a list of topics – but that is not mandatory.

Country*

Select the countries where your resource was created.

[Add another item](#)

[Show row weights](#)

Region*

Select the region that corresponds to the countries listed.

[Add another item](#)

You have to select at least one country (and can select as many as are relevant). If the resource is relevant at a global level, you can select “global”. If the resource applies just to one or a few countries, select the relevant countries.

Similarly, select the appropriate regions (Global is one of the options).

You click on “Add another item” to add another country or region.

Language

English

Domain Access*

☐ YouthPower

☒ YouthLead

Domain Source

YouthLead

☐ Promote to Homepage

☐ Featured

Image

[Browse...](#) No file selected.

[Add an image of the resource](#)

[Upload requirements](#)

Created by

- None -

This language field indicates if the resource shows up when the user selects “English” or “Spanish” as the main navigation language. If you have selected “English” at the top of the page before posting content, the site will assume that you want this resource to show up when another user selects “English” for their navigation language. But you can change that.

Note: This is not necessarily the language of the resource. There is another field further below for that.

The system will automatically select YouthLead as the Domain Access. But you can also share the same resource on YouthPower.org by clicking the YouthPower button. Note: the tags are not exactly the same on YouthPower, and the resource will appear with the YouthLead branding.

You can add a thumbnail image – click on “browse” and add the image. Please always indicate the picture credit (i.e., which organization or person took the picture).

The source author must be someone with a user profile in the site. Start writing a name (first name initial last name e.g. kshipley) to see if it come up in the site member directory. If not, create a profile or email the person to invite them to create a profile. If no resource author is listed, there will be no author listed on the innovation profile.

Key resource details

Source URL

The link title is limited to 128 characters maximum. If your resource is hosted on another website, you can add that website here. Provide the full URL, for example: <http://www.example.com>.

URL

<https://ctb.ku.edu/en>

Link text

Community Toolbox

There are two places for linking to the online resources and the source.

We propose to put the overall website URL of the site where the resource is from under “Source URL”

And if there is a specific section on the site where the information came from, or if there is a pdf, you can link to that under “Access Resources Online”.

If the information is from another site/source, it is important to always reference them in at least one of these places.

Additional resource information

Access Resource Online

The URL that directly links to the resource. Provide the full URL, for example: <http://www.example.com>

URL

<https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/develop-a-plan/main>

Link text

Section 1. Developing a Plan for Assessing Local Needs and Resources

Group

Closed
International Youth Foundation
IREX
Creative

This field will show up AFTER you have posted the resource. This field is used to then tag a resource to a related Discussion Group.

Created by

- None -

The source author must be someone with a user profile in the site. Start writing a name (first name initial last name e.g. kshipley) to see if it come up in the site member directory. If not, create a profile or email the person to invite them to create a profile. If no resource author is listed, there will be no author listed on the innovation profile.

Attribution

Language

- None -

As a sponsor, this allows you to indicate if this resource has been created by you. If it was not created by you (or by a sponsor or user that is registered on the site), then you should leave this field blank and complete the next field.

This field allows for flexible attribution for the resource. You can type in the authors, and/or the organization that has created the resource. This is a very important field.

You can select the language of the resource here. While you can post documents in any language, we ask that the resource summary should be in English or Spanish, since these are the only languages that we currently actively serve.

Resources do not automatically get published. They need to get approved by an administrator. Thus, if you have administrator rights, you would push “publish” here and the resource would go live on the site.

☒ Published

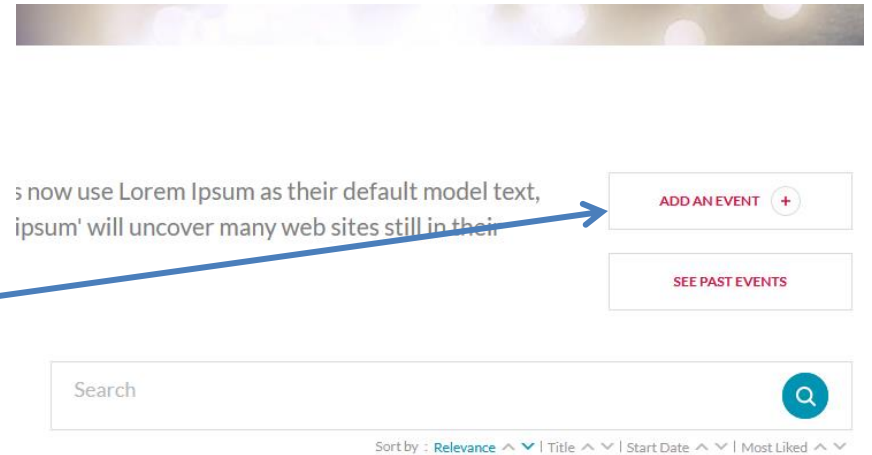
✓ Save

Don’t forget to click on “Save” at the bottom of the page!

POSTING EVENTS









Posting Events


- Many fields for EVENTS (and other types of content on the site) are similar to RESOURCES, e.g., sectors, countries.
 - Similarly, the field for descriptions of events works in the same way as the equivalent field for Resources.
 - The following pages will focus on the fields that are different or additional fields.
-
- Go to EVENTS
 - Start on the EVENTS page by clicking on “Add an Event”.



Title*

Brief Event Introduction*

Format **B** **I** **U**        

Long-form filtered  [About text formats](#)


A short description of the Event.

Language

English

This section is similar to posting resources

Start Date*

09 / 08 / 2018 


End Date

mm / dd / yyyy

Location (Country)

Country with address option

Country

Afghanistan 

Street address*

City*

Postal code

You always have to provide a start date.

You should only select an end date if it is different from the start date.

If you select a country, you will always have to provide a city and street address where the event takes place.
If this is a webinar, then you should not select a country and select "None".

Event Image



[Browse...](#) No file selected.

Share an event photo. If you don't upload your photo, one will be automatically assigned!

[Upload requirements](#)

Language

- None -

Event Type

- None -

Event URL

- Provide the full URL, for example: <http://www.example.com>
- Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add/` for an external URL such as `http://example.com`. Enter `<front>` to link to the front page.

RELATED ORGANIZATION

Region

Choose some options

We encourage you to post an image related to the event that you are posting. It will make the event look more attractive.

If the event is held in a language that is different from the country where it takes place, we suggest that you add the language.

We suggest that you always indicate the type of event, especially to allow users to distinguish between online events and in-person events.

Adding the event url is useful for user registration and for users to get additional information.

This field allows you to post the names of the organizations that are organizing the event. It is not mandatory, but is useful to give credit to the organizers.

This field allows you to post the names of the organizations that are organizing the event. It is not mandatory, but is useful to give credit to the organizers.

Choose some options

Related Sectors

☐ Agriculture

☐ Democracy, Human Rights, and Governance

☐ Digital Development & Enabling Technologies

☐ Economic Growth and Trade

☐ Education

☐ Energy

☐ Other

☐ Environment

☐ Gender

☐ Health

☐ Housing and Infrastructure

☐ Humanitarian Assistance

☐ Youth

☐ Lesbian, Gay Bisexual, and Transgender (LGBT)

☐ Other

☐ Transport & Supply Chain

☐ Water Sanitation and Hygiene (WASH)

Topics List

☐ Health

Thumbnail

No file selected.

[Upload requirements](#)

Domain Access★

☐ YouthPower

☒ YouthLead

☐ Promote to Homepage

Domain Source

☐ Featured

This section is similar to posting resources

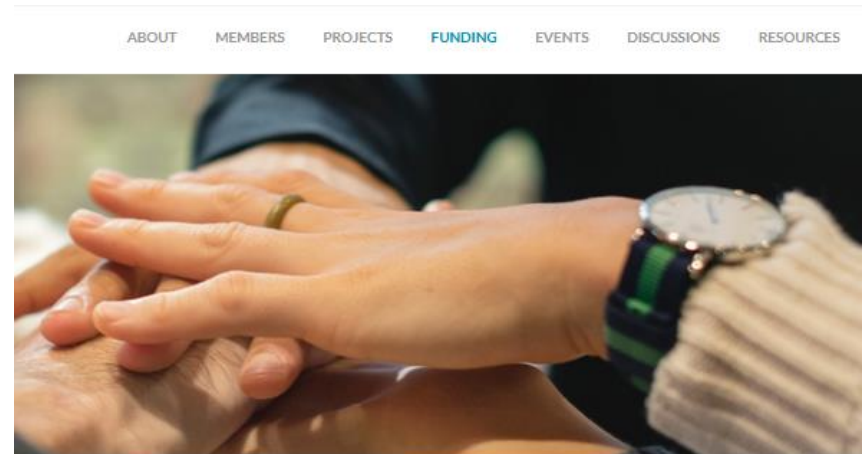
✓ Save

Don't forget to click on "Save" at the bottom of the page!

POSTING FUNDING OPPORTUNITIES

Posting Funding Opportunities

- Many fields for FUNDING (and other types of content on the site) are similar to RESOURCES, e.g., sectors, countries.
- Similarly, the field for descriptions of funding works in the same way as the equivalent field for Resources.
- The following pages will focus on the fields that are different from RESOURCES or additional fields.
- Go to FUNDING
- Start on the FUNDING page by clicking on “Add Funding”.



ackages and web page editors now use Lorem Ipsum as their
h for 'lorem ipsum' will uncover many web sites still in their

ADD FUNDING +

The title of the funding opportunity is

Description of Funding Opportunity★

Provide a short description of the funding opportunity.

Application URL 

Provide the URL to the application or additional information about the opportunity. Provide the full URL, for example: <http://www.example.com>

URL 



Link text

Deadlines

mm / dd / yyyy

Grant / Award Value \$

Funding Type★

- Select a value -

Region

Country

Choose some options

ORGANIZATION

Sector*

- ☒ Agriculture
- ☒ Democracy, Human Rights, and Governance
- ☒ Digital Development & Enabling Technologies
- ☒ Economic Growth and Trade
- ☒ Education
- ☒ Energy
- ☒ Environment
- ☒ Gender
- ☒ Health
- ☒ Housing and Infrastructure
- ☒ Humanitarian Assistance
- ☒ Youth
- ☒ Lesbian, Gay Bisexual, and Transgender (LGBT)
- ☒ Other
- ☒ Transport & Supply Chain
- ☒ Water Sanitation and Hygiene (WASH)

Please select the sectors and sub-sectors related to your innovation. Click on the plus (+) icon on the different sectors to access sub sectors. Be sure to select the sectors and subsectors that apply. Do not select a sub-sector without also selecting the corresponding sector.

Domain Access*

☐ YouthPower

☒ YouthLead

This refers to the URL where the funding opportunity has been posted. This is a mandatory field.
Link text refers to the name of the website or url where it has been posted.

Deadline and grant amount are not mandatory, but very useful to indicate if available

The type of funding is a mandatory field. Pick from the drop-down choices.

This section is similar to posting resources. The Sector tag is mandatory.

Domain Source

YouthLead

Featured Image



Browse...

No file selected.

Share a funding photo. If you don't upload your photo, one will be automatically assigned!

[Upload requirements](#)

Content Language

- None -

This is similar to Resources.

Similar to the other content types, you can upload a picture and determine the content language.



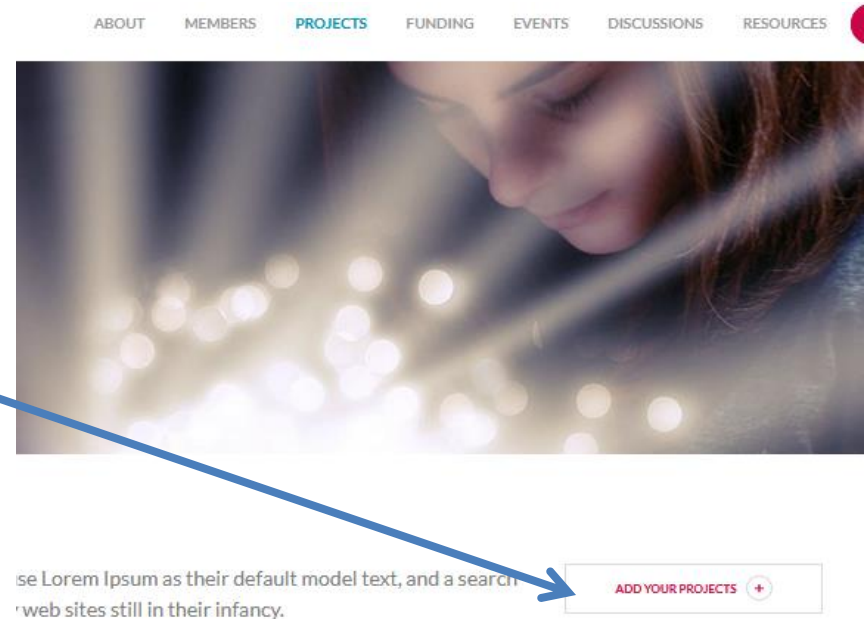
Save

Don't forget to click on "Save" at the bottom of the page!

POST PROJECTS

Posting Projects

- A few fields for PROJECTS (and other types of content on the site) are similar to RESOURCES, e.g., sectors, countries.
- The following pages will focus on the fields that are different from RESOURCES or additional fields.
- Go to PROJECTS
- Start on the PROJECTS page by clicking on “Add YOUR PROJECTS”.
- Projects can cover very projects in very different stages, from nascent ideas to pilot projects to more established organizations.



Tell us the basics

Name of project*

Image

No file selected.

This image will show up on listing pages on the site. You will be able to upload some more media later. Your image should be at least 500X300 px, no more than 10MB, and be a jpeg, png, or a gif.
[Upload requirements](#)

Description*

Format **B** *I* U Source

Filtered [About text formats](#)

If you had to describe your innovation on a napkin or over chat, how would you do it? This description should be short, clear, and concise and should focus on getting the reader to continue on.

Where do you expect your project to be implemented?*

Where did you create your project?*

Where have you implemented your project?*

In what sectors does your project belong?*

- ☒ Agriculture
- ☒ Democracy, Human Rights, and Governance
- ☒ Digital Development & Enabling Technologies
- ☒ Economic Growth and Trade
- ☒ Education
- ☒ Energy
- ☒ Other
- ☒ Environment
- ☒ Gender
- ☒ Health
- ☒ Housing and Infrastructure
- ☒ Humanitarian Assistance
- ☒ Youth
- ☒ Lesbian, Gay Bisexual, and Transgender (LGBT)
- ☒ Other
- ☒ Transport & Supply Chain
- ☒ Water Sanitation and Hygiene (WASH)

What phase of development is your project currently in?

In what stage of the development lifecycle is your innovation currently? It will be helpful for you to update this field on an ongoing basis as your innovation continues to develop and improve. This is important for potential funders or collaborators.

Project Type

Topics List

☒ Health

How can other members help you?

POINT OF CONTACT

☐ Featured

Add the Project Title

You can post a picture here. We recommend this because it will make your project look more attractive.

This field works like the field for Resources. This field is super important here. You can include a picture and embed a video. This field will be key in showcasing your project.

This field refers to the geography where your project will be implemented. You can pick multiple regions/countries. This can be different from where you reside.

This field refers to the country where you reside or where this project was created. This may be different from where it is implemented. E.g., the project may have been created in the US, but being implemented in Uganda. This field and the previous one are being used for the map on the Home page.

This is similar to Resources. Similar to the other content types, you can upload a picture and determine the content language.

This is an important field. We recommend that you complete it.

Project Types is optional, but this is a useful field for others to understand your project. Pick from a list.

Topics is an optional field. Pick from a list.

How others can help you is a very useful field for youth-led projects. Don't expect that you will immediately receive help just by completing this field, but you can reinforce your need for help in the discussion groups. Choose from a list.

POINT OF CONTACT

☐ Featured

Tell us about your Project Team.

Tell us about your Project Finances.

Tell us about your Evidence & Validation.

Domain Access*

☐ YouthPower
☒ YouthLead

Domain Source

YouthLead

Thumbnail

No file selected.

[Upload requirements](#)

☐ Promote to Homepage

Created By

- None -

Language

- None -

Only put the information here if you want to be contacted. DO NOT put private phone numbers here, only the contact information for your project or organization. You can also provide the url to the “contact” page of your project.

Be aware of the privacy needs of your project team members when completing this information. In most cases, the team size, skills and expertise are more important than names of people.

You can mention grants received and any other public or private sector funding.

This is important – if available. Include any evaluation for your project, or any monitoring data that the project is successful. You can also include relevant quotes and link to third party-reports, if available.

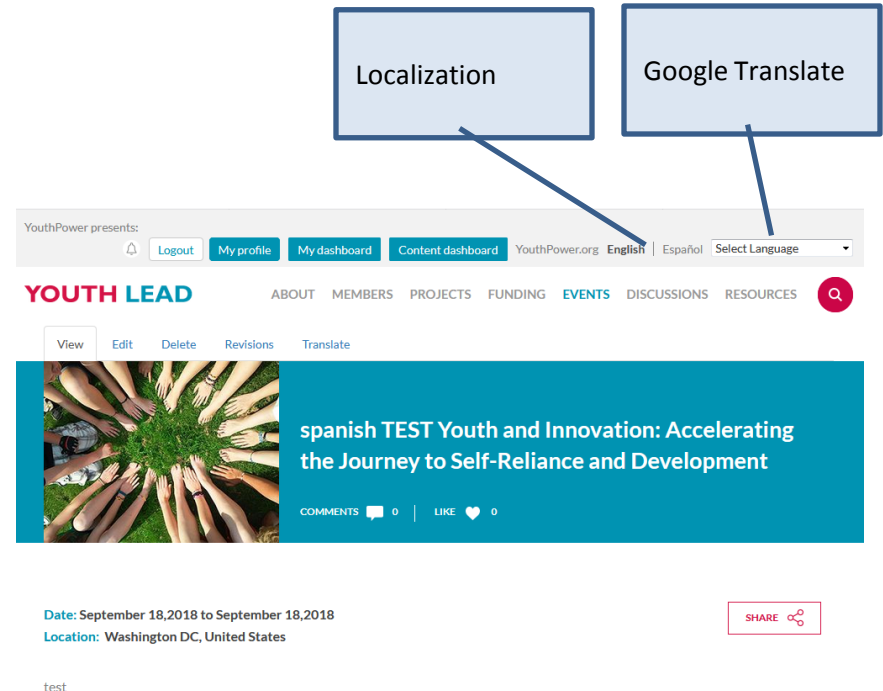
You can include a thumbnail picture. We recommend this.

You can include who created this posting, but it is not mandatory.

TRANSLATION

Translation English/Spanish


- YouthLead currently offers “localization”, which means here navigation and tagging in two languages: English and Spanish.
- Content that is tagged to “Spanish” will be displayed when a user selects “Español”. Content that is tagged to “English” will be displayed when a user selects “English”.
- Each piece of resources, funding, projects, or events can be translated from English to Spanish and Spanish to English. The person posting the content needs to do the translation and then post it as a translation.
- Content may also be posted in other languages, but the localization only exists for English and Spanish.
- All pages offer Google translation into many languages (See: Select Language).



YOUTH LEAD ABOUT MEMBERS PROJECTS FUNDING **EVENTS** DISCUSSIONS RESOURCES

Events *This is an English to Spanish Translation test event -This is the English text* has been created.

View Edit Delete **Translate**

 **This is an English to Spanish Translation test event
-This is the English text**

COMMENTS 0 | LIKE 0

Date: September 09,2018 to September 09,2018

SHARE

To make a translation of an existing event, funding opportunity or project, open the entry in the original language (English or Spanish). In this example we translate from English to Spanish. Click on the button “Translate”.

View Edit Delete Translate

 **This is an English to Spanish Translation test event
-This is the English text**

COMMENTS 0 | LIKE 0

Date: September 09,2018 to September 09,2018

SHARE

This is the event description in English

Language	Translation	Status	Operations
English (Original language)	This is an English to Spanish Translation test event -This is the English text	Published	Edit
Spanish	n/a	Not translated	Add

The page will refresh, and you will see a button that allows you to add a translation in Spanish. Click on “Add”.

Título*

This is an English to Spanish Translation test event -This is the English text

Breve introducción al evento*

Formato | B I U | | | | | | | | Fuente HTML | | | |

This is the event description in English

Long-form full

[? Acerca de formatos de texto](#)

Ingrese una breve descripción del evento.

You will see a page with the field titles in the other language (in our test case, Spanish). The text in each field is still the original English text. You only need to translate the text in two fields: Title and Brief description.

You will need to replace the text in these fields with the text in the other language (Spanish here).

Título*

Este es un evento de prueba de traducción de inglés a español. Este es el texto en español.

Breve introducción al evento*

Formato | B I U | | | | | | | | Fuente HTML | | | |

Esta es la descripción del evento traducido en español

body

Long-form full

[? Acerca de formatos de texto](#)

Ingrese una breve descripción del evento.

Type or paste the translation by replacing the English text.

☒ Published (todos los idiomas)

☒ Guardar (todas las traducciones)

When finished, don't forget to click Save/Guardar.



Events *Este es un evento de prueba de traducción de inglés a español. Este es el texto en español.* ha sido actualizado.

[Ver](#)
[Editar](#)
[Eliminar](#)
[Traducir](#)



Este es un evento de prueba de traducción de inglés a español. Este es el texto en español.

COMMENTS 0 | LIKE 0

Date: Septiembre 09, 2018 to Septiembre 09, 2018

SHARE

Esta es la descripción del evento trad



You can now see your published page in spanish

[Ver](#)
[Editar](#)
[Eliminar](#)
[Traducir](#)



Este es un evento de prueba de traducción de inglés a español. Este es el texto en español.

COMMENTS 0 | LIKE 0

Date: Septiembre 09, 2018 to Septiembre 09, 2018

SHARE

Esta es la descripción del evento traducido en español

When you click on "Translate" after having created a translation, you will see the original version and the translation listed .

Idioma	Traducción	Estado	Operaciones
Inglés (Idioma original)	This is an English to Spanish Translation test event -This is the English text	Publicado	Editar
Español	Este es un evento de prueba de traducción de inglés a español. Este es el texto en español.	Publicado	Editar

Ver **Editar** Eliminar Traducir

Este es un evento de prueba de traducción de inglés a español. Este es el texto en español.

COMMENTS 0 | LIKE 0

Date: Septiembre 09,2018 to Septiembre 09,2018

Esta es la descripción del evento traducido en español

Idioma	Traducción	Estado	Operaciones
Inglés (Idioma original)	This is an English to Spanish Translation test event -This is the English text	Publicado	Editar
Español	Este es un evento de prueba de traducción de inglés a español. Este es el texto en español.	Publicado	Editar

In order to make changes to texts that have translations, please don't click on the "Edit" button here, but instead click on the hyperlinked text for the respective version (English or Spanish) that you want to change and use the "Edit" button above the title to make the changes.

CREATING AND MANAGING DISCUSSION GROUPS

Creating and Managing Discussion Groups

- Discussion Groups are only visible to logged-in users.
- Non-logged-in users will only see generic text about discussion groups.
- A discussion group manager can edit the description of the discussion group, accept members and manage the postings inside a group.
- To get started, go to DISCUSSIONS and click on the group that you manage.
- You will see the group landing page with three tabs: Discussion Forum, Members and Overview.
- Start your set-up by clicking on “Edit”

The screenshot displays the YouthLead website interface. At the top, the navigation bar includes links for ABOUT, MEMBERS, PROJECTS, FUNDING, EVENTS, DISCUSSIONS (highlighted), and RESOURCES. A search bar is located on the right. Below the navigation bar, a banner reads "uncover many web sites still in their infancy." The main content area features a grid of discussion groups. The first group, "All YouthLead Members and Alumni," is highlighted with a red box around its "Edit" button. Other groups include "Atlas Corps," "Creative," and "Environment and Climate." Each group card shows a thumbnail image, a brief description, and a status indicator (e.g., "OPEN" or "CLOSED"). Below the grid, a section titled "YouthPower presents:" contains links for Logout, My profile, My dashboard, and Content dashboard. The bottom of the page shows the "All YouthLead Members and Alumni" group landing page, which has three tabs: DISCUSSION FORUM (selected), MEMBERS, and OVERVIEW. A search bar and sorting options are also visible at the bottom.

Enter/edit the title of the group.

Title★
All YouthLead Members and Alumni

The language displayed here will be the one that is your current navigation language. You cannot change that.

Language
English

Body

Format [Icons] Source

Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of "de Finibus Bonorum et Malorum" (The Extremes of Good and Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lorem Ipsum, "Lorem ipsum dolor sit amet..", comes from a line in section 1.10.32.

Enter the main description of your group. This is the text that will be displayed in the "Overview" section for your group.

Thumbnail Image

Alternative text
Group of young people sitting on lawn.

Title
YouthLead meeting in Mexico City (Photo: Alberto Moldovar)

IMAGE_5.jpg 62.96 KB

Remove

Upload a picture for your group. And for pictures, always add the alternative text, and - most importantly - the photo credit (as part of the picture title).

Save Delete

Do not forget to hit "Save" after having made changes.

Adding related content to a group

DISCUSSION FORUM MEMBERS OVERVIEW

Search

Sort by : Title ^ v | Dat

Test Discussion

Test Discussion test: EWTheirotqrthi tqheri toreht ore threotiart ertolierwt ertret hreitr etwertoeht erwtowhrtre terhtioerv erterthi EWTheirotqrthi tqheri toreht ore threotiart ertolierwt ertret hreitr etwertoeht erwtowhrtre terhtioerv erterthi EV toreht ore...

COMMENTS 3

JOIN GROUP MANAGE MEMBERS ADD RELATED CONTENT ADD DISCUSSIONS

Create Events
Create Resources
Create Funding Ops

As a group manager, you will see “Add related content” underneath a discussion group forum. You can select Events, Resources or Funding Opportunities.

When you click this button, you will create a new event, resource or funding opportunity. If you want to tag an existing event, resource or funding opportunity to this group, open the respective event/resource/funding and select your group under the field “Related group”.

Related Group

Environment and Climate
TEST Science Group Lorem ipsum dolor sit amet, consectetur adipiscing elit dolor sit amet dolor sit amet
Youth in Agriculture
Social Entrepreneurship
All YouthLead Members and Alumni

Status

Last saved Not saved yet

Author Maria@makingcents.com

☒ Published

Save

For any event, resource or funding opportunity, you can select if it should show up at the bottom of a discussion group as “related content”.

You will see a listing of all available groups, and by clicking on one of them, it will be highlighted. If you want to select more than one, just use “CTRL” and click on another item on the list.

Do not forget to hit “Save” after having made the selection.

JOIN GROUP

MANAGE MEMBERS

ADD RELATED CONTENT



ADD DISCUSSIONS

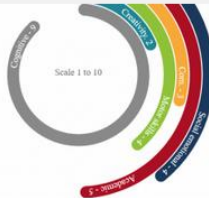


RELATED



EVENT

This is an event that is related to the "All Members and Alumni" group (Test Event)



DISCUSSION

Test Discussion



RESOURCE

TEST Resource on Science papers


The item will appear below the group description under "RELATED"

Adding Members to a Group


DISCUSSION FORUM MEMBERS OVERVIEW



Search

Sort by : Title ^ v | Dat

 **Test Discussion**

Test Discussion test: EWTheirotqrthi tqheri toreht ore threotiart ertolierwt ertret hreitr etwertoeht erwtwoerhtre terhtioerv erterthi EWTheirotqrthi tqheri toreht ore threotiart ertolierwt ertret hreitr etwertoeht erwtwoerhtre terhtioerwt erterthi EV toreht ore...


COMMENTS  3

JOIN GROUP **MANAGE MEMBERS** **ADD RELATED CONTENT**  **ADD DISCUSSIONS** 

Manage group members


Start by clicking on “Manage Members” for your group.

YOUTH LEAD

ABOUT MEMBERS PROJECTS FUNDING EVENTS DISCUSSIONS RESOURCES 

[View](#) [Edit](#) [Delete](#) [Related entities](#) **Members** [Nodes](#) [Translate](#)

[Add member](#)

User	Roles	Updated	Joined	Operations
admin	<ul style="list-style-type: none"><none>	09/06/2018 - 08:31	09/06/2018 - 08:31	View member 

Initially, only the group manager will be listed, who can then add more members. Click: Add Members.

Username*

Maria|

Maria@makingcents.com

mariama saine

Maria Paterson

MariamAdegoroye

Mariana Chibalonza Bwema

mariaabirtos

MariaHolsopple

A new page will open, and this field will be empty. Start typing the user name that you want to add, and the list of registered users will appear.

Username*

Maria@makingcents.com (2730)

Roles

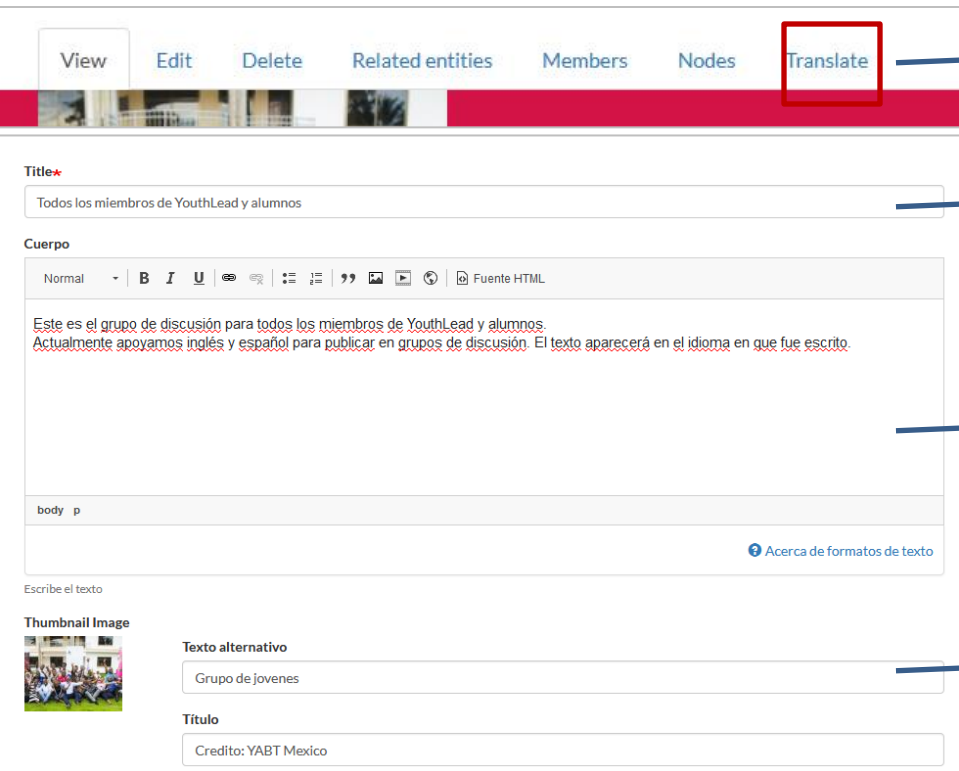
☐ Admin

✓ SAVE

Select the name and click “Save”.

For adding large numbers of members at once, please contact the site administrator.

Translation of Groups



The screenshot shows the top navigation bar with buttons: View, Edit, Delete, Related entities, Members, Nodes, and Translate. The 'Translate' button is highlighted with a red box. Below the navigation bar is a red header with a group photo. The main content area has a 'Title' field with the text 'Todos los miembros de YouthLead y alumnos'. Below that is a 'Cuerpo' (Body) field with a rich text editor containing the text: 'Este es el grupo de discusión para todos los miembros de YouthLead y alumnos. Actualmente apoyamos inglés y español para publicar en grupos de discusión. El texto aparecerá en el idioma en que fue escrito.' Below the body field is a 'Thumbnail Image' section with a photo of a group of people. To the right of the photo are fields for 'Texto alternativo' (Alt text) with the value 'Grupo de jóvenes' and 'Titulo' (Title) with the value 'Credito: YABT Mexico'.

Click on “Translate” at the top of your group page.

Translate the title of your group

Translate the description

Translate the description and title for the picture



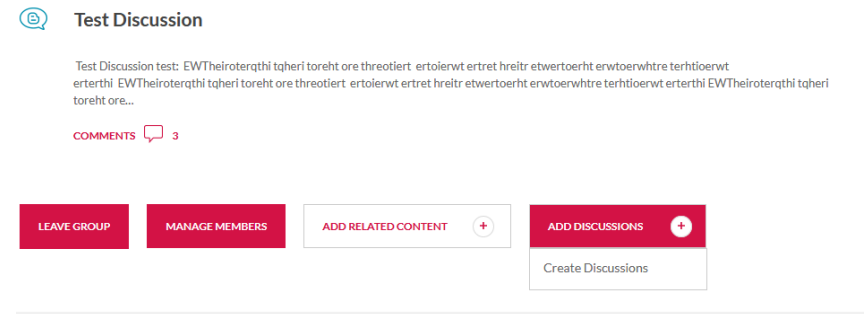
The Group will now show up when a user selects “Spanish” for their navigation. The group title and description will show in Spanish for these users.

NOTE: This does NOT mean that when a user has posted a discussion post in English that it will be translated into Spanish. The discussions will be in the language in which the author has posted. Users can use the Google translate functionality on each page to translate the content of a page.

POSTING QUESTIONS AND COMMENTS IN DISCUSSION GROUPS

Adding questions and comments in Discussion Groups

- All members of a discussion group can post questions/discussion items and comments.
- Start by clicking on the Add Discussions > Create Discussions button to get started.



Title*

What do you expect from YouthLead?

Discussion Text

Format **B** *I* U Source

I am very excited about the launch of YouthLead.

What are your expectations for YouthLead? Post your comments below.

Filtered [About text formats](#)

Created by

Maria@makingcents.com

The source author must be someone with a user profile in the site. Start writing a name ((first name initial last name e.g. kshipley) to see if it comes up in the site member directory. If not, create a profile or email the person to invite them to create a profile. If no resource author is listed, there will be no author listed on the innovation profile.

Discussion PUBLISH DATE

09 / 09 / 2018

Similar to resources, you will add a title. Having a good title is most important – this will get the attention of the other group members..
Make it clear if this is a question, call to action or a statement.

Depending on the question or topic, you may add more explanation here. We usually encourage that, but some very quick questions may not need a longer description. Similar to resources, all formatting options are available: bold, italics, underline, adding hyperlink, bullets, adding a picture, or embedding a video by providing the link. (But uploading videos is not an option).

You do not need to change or complete any of the other fields – you can just move to the bottom of the page to “Save”.
However, if you want to improve the search experience for users, we suggest that you add Sector and/or Topic information, and any other tags that you find useful.

INNOVATION PUBLISH DATE

09 / 09 / 2018

Attachments

Browse... No file selected.

[Upload requirements](#)

You may add an attachment.

Please note that these attachments do not automatically become resources on the platform.
If you want to post something as a resource, you need to add it under “Resources” and can then include the link to the resource in your discussion description. And you can also tag it as “related content” so that it appears at the bottom of the respective discussion group.

Topics List

☒ Health

Related Sectors

- ☐ Safe and Sustainable cooking
- ☐ Agriculture
- ☐ Democracy, Human Rights, and Governance
- ☐ Digital Development & Enabling Technologies
- ☐ Economic Growth and Trade
- ☐ Education
- ☐ Energy
- ☐ Other
- ☐ Environment
- ☐ Gender
- ☒ Health
- ☐ Housing and Infrastructure
- ☐ Humanitarian Assistance
- ☐ Youth
- ☐ Lesbian, Gay Bisexual, and Transgender (LGBT)
- ☐ Other
- ☒ Transport & Supply Chain
- ☐ Water Sanitation and Hygiene (WASH)

Language

English


Group

Environment and Climate
TEST Science Group Lorem ipsum dolor sit amet, consectetur adipiscing elit dolor sit amet dolor sit amet
Youth in Agriculture
Social Entrepreneurship
All Youth and Members and Alumni

Type

- None -

Discussion Image

 No file selected.

[Upload requirements](#)

Tagging your discussion item with topics and sector information will help users in the future find your discussion.


The discussion is automatically tagged to the group where you posted it. But you can also suggest to add it to other groups by selecting them. Hold down the "CTRL" button on your computer and add other groups.

Do not forget to hit "Save" after completing your text and tags.

Commenting

View Edit Delete Translate


How will you use YouthLead?

 **Maria Brindlmayer** | Sunday, September 9, 2018 - 12:00 |

I am very excited about the launch of YouthLead.

How will you use it? What are your expectations for YouthLead?





Tell us about yourself and what Youthlead will do for you?

COMMENTS 0 | SHARE 

GROUP [Atlas Corps , Youth in Agriculture , All YouthLead Members and Alumni](#)

SECTORS [Other](#)

ADD NEW COMMENT

B I U |    

Attachment

No file selected.

[Upload requirements](#)

Comment Type

- None -

When a discussion item has been posted, the author of the text, as well as the discussion group manager will be able to edit or delete it.

I would suggest not to use “translate” for dicussions and instead recommend just posting the same question anew in a Spanish group, as appropriate.

Users can share the discussion item on social media

All group members can add comments and add an attachment with their comment.

You can just type text in the text field, and can use minimal formatting (bold, italics, underline, bullets and hyperlinks).

Comments cannot include a picture, but a picture could be included as an attachment If needed.

Users can add the type of their comment (e.g., question, follow-up), but that is optional

Do not forget to hit “Save” after having posted the comment text and possibly attachment.

**THANK YOU FOR SHARING YOUR
CONTENT AND KNOWLEDGE ON
YOUTHLEAD**