



Open Future Coalition Living Library of Resources

Training Guide

V.2~ January 30, 2025

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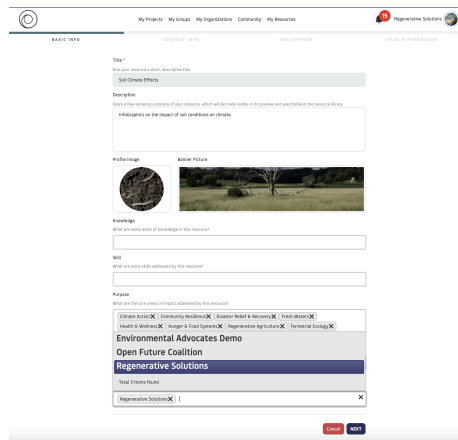
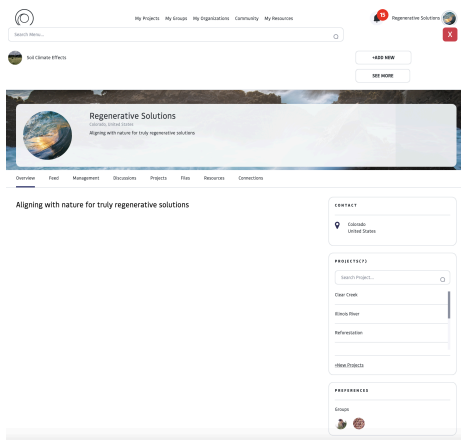
Guidelines and Best Practices for Resource Library

- The Resource Library is intended to share best practices, processes, knowledge, solutions, or project templates that support the wellbeing of planet, people, and place. Open Future Coalition's particular areas of focus include Regenerative Agriculture/Food Systems, Ecorestoration and Climate Mitigation, Community Wellness and Built Environment.
- All publicly listed Resources are subject to review and approval by the OFC Team before they are published to the shared "community" living library, based on their relevance to our wider community.
- The Living Library permissions are set by the resource author and are accessible to specific groups, to the network of trust within the Open Future Coalition community, and/or publicly when determined by the sponsoring organization (and approved by OFC). If you have specific stipulations of use or source credit for information shared- please explicitly write those stipulations or requests in the overview of the Resource profile and on any attachments or files that you share.
- While you can have one Resource profile with multiple attachments and resources, it helps with accessibility and search-ability to have one

resource/attachment with one resource profile in the library. Please tag your resources with skills or knowledge categories to also improve searchability.

Creating a Resource

- Sign in as your Organization
- Click on *My Resources* tab at top header menu
- Click on “[Add New](#)”
- Create a title and description for your Resource
- Add profile/logo image and banner image for your Resource overview
- Tag your Resource with Knowledge, Skills, or Purpose categories to help the searchability of your Resource
- Choose the “[Sponsoring Organization](#)” of the Resource in the drop down menu
- Select “[Next](#)”



❖ **Next Screen**

- On the *Contact Info* screen- add any public contact information you would like displayed on the overview of the Resource. This could include;
 - Your Organization
 - Your website
 - Your links to your social media channels
 - An address if your Resource is place based and you would like your Resource to be visible on the map

- Please Note- Selecting the “Country” is required to progress to next screen


➤ Select “Next”

❖ Next Screen

- On the *Description* tab- this will be the comprehensive description and overview of the resource or list of resources that help give context and more information about the resource.
- Under “Show in resource library”- select “yes” if you want the resource overview to be visible in the public community Resource Library or “no” if you want the resource to remain hidden from this public community view.
- On this same page you can also click the gear “⚙️” icon to set additional visibility of the Resource overview. If you select the “Privacy” drop down, your choices include;
 - *Public* - you can share the direct link to the Resource even if you do not have the Resource selected as visible in the community Resource Library
 - *Private*- only visible to your organization
 - *Connections*- will be visible to people you are connected to.
 - *Custom*- you can select:
 - “All” to indicate that all your groups and connections will have visibility

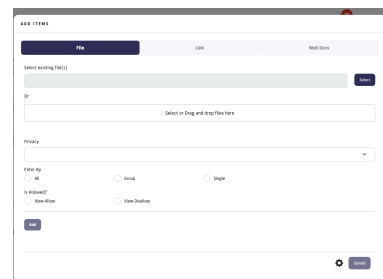
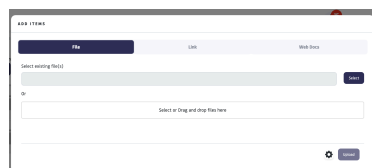
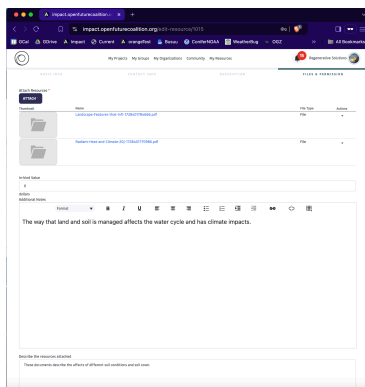
- “Group” to select groups that you would like to share the resource with (or not allow visibility)
 - “Single” to select specific people
 - Specify “allow” or “not allow” of your selected groups or people.
 - Select “[Add](#)” to save the privacy settings for each context
- Select Collaborators associated with the Resource by clicking on the “[Collaborators](#)” field and beginning to type a name or scrolling to search for the name you want to select.
- Click “[Submit](#)” to progress to the files attachment screen

❖ Next Screen

- When you are on the *Files and Permissions* tab- this is where you can upload files and attachments or connect to external weblinks.
- Click on the “[Attach](#)” button and drag and drop new files, or select from previously saved files. You can also add a link or web doc file. Once you have attached and see the document is visible- click “[Upload](#)” to add to the Resource. You can select “[Attach](#)” again to add additional files or attachments.
- You can add additional notes or other details connected to your Resource or List of Resources.
- Your attached file will be marked as public unless you select differently. To change the permissions of the attached file or link, you can click the toggle “  ”

icon to select additional privacy or visibility settings for the attached file. This is distinct from the settings you determined for the Resource overview. (*This is specific privacy for the file*) Under “[privacy](#)” you can select:

- *Public* - you can share direct link even if not in marketplace
- *Private*- only organization
- *Connections*- will be visible to people you are connected to.
- *Custom*- you can select:
 - “All” to indicate that all your groups and connections will have visibility
 - “Group” to select groups that you would like to share the resource with (or not allow visibility)
 - “Single” to select specific people
- Specify “allow” or “not allow” of your selected groups or people.
- Select “[Add](#)” to save the privacy settings for each context
- Select “[Upload](#)” to attach the file.
- You can then add additional files in the same way
- Once your attachments are uploaded, you can “[Save](#)” to come back to your work or you can select “[Submit](#)” to submit your Resource for the publishing step.
- Once you select “[Submit](#)” you will need to select “[Reopen](#)” if you need to make any changes.
- These steps will generate a Resource overview page with the uploaded attachments or files under the “files” tab of your newly created Resource.



Publishing your Resource

On the Resource overview profile page, click the gear “⚙” icon next to the Resource title in the banner.

- Select “[Publish](#)”. This opens the Publishing Wizard.
- “[Project Quality](#)” will default to ‘Standard’- select the check box
 - Click Save for the “Project Quality”
- Under “Project questions”- keep “*Attach Resources*” selected
 - Deselect “In kind value”
 - Deselect “Addition Notes”
 - Click Save “Project Questions”
- Under the “Project Files” section-
 - Under the field called ‘[file role](#)’ the setting will default to the permission you already set for the various files/ attachments you uploaded in your Resource. Confirm the privacy setting is correct.
 - If you would like to change the file permission setting, you can select a new permission setting in the dropdown menu.
 - Select the “[Publish](#)” check box to formally publish your files with the verified permission settings
 - Select “[Show in profile](#)” check box if you would like this resource to be published in your organizational profile
 - Click “Save” files - or “[Save and Close](#)”, which will save your work, finalizing the publishing of your attachments/files, and close the Publishing Wizard taking you back to the Resource Overview page.

FAQ

How can I determine who can see my resources?

There are two ways to determine who can see your resources.

- 1) When you are on the “description tab” you will see drop down under “[Show in resource library](#)”. Select “[yes](#)” if you want the resource overview to be visible in

the public community Resource Library or “no” if you want the resource to remain hidden from public view and only viewable by your selected audience.

- 2) When you are attaching a file to the Resource you can select [privacy settings](#) to determine visibility of the attached file. Note that the file will default to public view unless you indicate otherwise. Upload to save settings.

Can I share my resources publicly?

- Yes, if you have marked the Resources as “yes” to show in community Resource Library on description tab on the Resource overview AND if you have adjusted the privacy settings on the file attachment so the file setting remains as “public”
- You can also share a direct link to your Resource or File without the Resource being visible in the Community Resource Library. Just ensure that you have set the “[show in resource library](#)” as “no” and that you have the file and Resource overview permissions as “public”

Support

For support, don’t hesitate to reach out to support@openfuturecoalition.org.