

Open Impact Community Members Guide

Welcome to the Open Impact Community

You have joined a multi-sided ecosystem of People, Organizations, Communities, and Funders collaborating to resource, connect, and coordinate projects and initiatives to collectively address our most pressing challenges. Open Impact empowers the exchange of capital, skills, and knowledge in service of transparent, measurable impact allowing us all to be the greatest levers of change. Together we are adding to a global dashboard of real-time progress on key imperatives as we measure in stride contributions and impacts through the act of collaboration.

We are honored to have you join us as an early part of our community, creating the foundational culture of the Open Impact ecosystem while testing and refining the platform, as we grow together towards our public launch. As we release new versions of the platform, you will have access to increased features along with opportunities to join programming to support greater networking and resourcing within the community.

Here are a few tips to get you started as you learn how to participate in the platform

All the activity happens as you join Groups and Projects and make personal Connections from the Community. If things are feeling a little quiet, join Groups and Projects and reach out to grow your connections. Add to posts and discussions as a way to contribute.

Set up Personal Profile- Set up your personal account by signing up at <https://impact.openfuturecoalition.org> or through a customized invite link sent to you by an Organization or Project.

TUTORIAL VIDEO FOR CREATING INDIVIDUAL PROFILE

Update Settings and Profile Overview

- Go to your icon in the upper right corner to access your drop down menu.
- Click on “Settings” to access and update various settings options.
- You can add profile and banner pictures along with a personal description and bio. Logo dimensions are approx. 400x400, banner dimensions are approx. 1200 x 450. The system will adjust for larger images, as long as they meet the minimum size requirements. There is also a cropping tool to edit the image once uploaded.
- You can also tag your profile with skill, knowledge, or purpose categories to be searchable in the Community..

- In Settings on the Public Addresses page, there is a place to add Latitude and Longitude. If you enter these coordinates for your location, your profile will appear as a point on the map view of the Directory. To find your coordinates, click the “Use Map” button, and select the “search” icon in the upper right of the map. This will allow you to enter the project address or location. You may adjust the location of the pin by clicking another location on the map. Click the “save” button to finish. To view the map, visit the Community, select the People tab (on left) and the map pin icon in the upper right.

Check notifications

Next to your icon on your personal profile, in the upper right corner, you will see a bell that indicates when you have a new notification and what activity has happened. The notifications drop down window will show your invitations to groups and projects, as well as new discussion posts. You can choose to “accept” or “decline” invitations and click on the discussion notification to be taken to a discussion thread. You will also receive email notifications for new discussions, new tasks, new invitations, etc. Email notifications will come from the email donotreply@openfuturecoalition.org.

Connect with other members

- You can grow your connections within the community to network and collaborate.
- To make a connection with other members, go to the “Community” by clicking the tab in the menu at the top of the page. In the Community, under the “People” tab in the left sidebar, you can search by name, by skill, knowledge, or purpose tag, or by scrolling through the profiles to find other members. You can click “read more” on the pop up, and “view member profile” to see their whole profile. In their profile banner image there is a button that says “Connect”. Click this to invite the member to become one of your connections.
- The member will need to “Accept” this request to connect.
- Other members will also make requests to you, which you can accept or decline via your notifications bell.
- Once you are connected to another member, you can make and see posts on your personal profile “Feed” between your “Connections”. You can use the “Discussions” tab to create private topic threads with Connections. You can create a Project or a Group and invite your Connections to become Collaborators of that Group or Project.
- *****Please note*- if you make a Project or Group signed in as your personal profile vs. an Organizational profile, you can only invite your personal connections. Please create Groups and Projects intended to include your Organization or Network members signed in as that Organization. In order to do this, you will need to be given access to an Organizational account, or be given the right permissions by your community manager.

Join Groups or Projects

- In the top header, you will see tabs for “Projects”, “Groups” and “Community”. Once you’ve joined a Group or Project, you will see them listed in these tabs.
- To access the Group or Project, click on the Group or Project title to be routed to the Profile for the selected Group or Project.

There are 3 ways you can join a Group:

- 1) If you have been invited directly to join a Group, you will get an email notification that guides you to “Click to Join”- which will connect you with the Group.
- 2) If you were sent an invitation link to sign up for an account and join a Group, when you create your account, your request to join will be sent to the organization. They will need to “accept or decline” the request. Once it’s accepted you will receive a notification and see the Group in your “Groups” tab.
- 3) The third way is to search the “Community” tab to find Groups, open their profile, and select the “Join” button in the banner of the Group. The Group will then need to “accept” your request for you to join the Group. Once it’s accepted you will receive a notification and see the Group in your “Groups” tab.

Here is how you join a Project

- A manager of a Project sponsored by a Group you are a part of can add you as a collaborator to a project.
- Once you have joined a Group or Project, you can visit the Group or Project “Feed” to post or comment, see Calendar events, or Attachments. You can go to “Discussions” to add to a Discussion thread.

Use Group or Project Feed

- The “Feed” tab within a Group or Project allows you to create a post + add images or links to videos, etc. to share with other members of the Group or Project. You can also comment on other member’s posts to add to conversations.
- To post a link and generate a preview, just add the link and then add a space after the link to create a live link.
- The posts within a “Feed” are a running set of posts that will cycle off as more posts are added over time. For ongoing topics of discussion that are archived and tagged for searchability, use the “Discussions” tab.
- Under the “Feed” tab you will also see any “Calendar” dates, shared “Attachments”, etc. associated with the Group.

Use Group or Project Discussions

- Much like in the Feed you can add attachments or comment on topics within a Discussion thread.
- You can search “Discussions” via tags or by keyword to access all Discussions that are tagged with specific skill, knowledge, or purpose- creating a dynamic knowledge repository.
- Only Community Managers can create a new “Discussion” topic for a Group or Project. You can create a Discussion in your own personal profile and add “Connections” to join your Discussion.

Your Personal Profile Page

On your personal profile you will also have tabs for “Feed”, “Discussion”, “People”, etc. These are the aggregates of activities and communications from the various Groups or Projects that you belong to, along with your Connections, so you can view all the posts and discussions connected to your Groups, Projects, and Connections in one place.

- You can make comments to your Groups/Projects “Feed” or “Discussion” posts directly from your personal page - or by visiting the Group/Project to add directly.
- To create a new Post that you want to be shared in a Group or Project “Feed”- please go to the Group or Project profile to add a new Post directly.
- You can use the “Discussion” tab from your personal profile to create a personal discussion thread between yourself and your Connections.
- On your Feed page in the right sidebar, you can view tasks that have been assigned from projects you are participating in (To Do’s), a calendar of events for any Groups or Project you are a part of, and Attachments associated with a Group or Project.
- You can also use the To-Do’s function to make a personal check list of To-Dos.
- You can make personal Calendar events in addition to seeing the events from the Groups or Projects you are a part of. Your events will be shown in the time zone you have set in Settings on the “Address and Settings” tab.

Change User Name or Profile URL

If you need to change your Username or Profile URL, please write to support@openfuturecoalition.org.

Feedback and Support

If you would like to share feedback or ideas about improving the platform or if you need any support, you can reach us at support@openfuturecoalition.org or by joining our “Open Future Coalition Community” Group.