

A GUIDE TO

USING CONNECT

2017

Organizing for Action

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What is Connect?

Connect is a platform that helps progressive organizers of all levels find each other and share actions they've taken in their own communities. On Connect, you can join groups of like-minded people to have conversations about the issues that matter—whether they focus on national issues or those more focused on your local community.

Why should you join?

Joining Connect allows you to stay in the loop with the latest OFA news and organizing updates. You can check on the progress of issue campaigns going on in your area, and you can take advantage of training resources to hone your organizer toolkit—no matter how much experience you have (or

Creating an account

When you first visit Connect at act.ofaconnect.com you will see a window that asks you to either log in or create an account.

First time users will need to create an account, where you will be prompted to provide basic information, including your name, zip code, and email address, as well as to choose a password.

After creating your account, you will then need to accept the [Terms of Service and Connect User Code of Conduct](#).

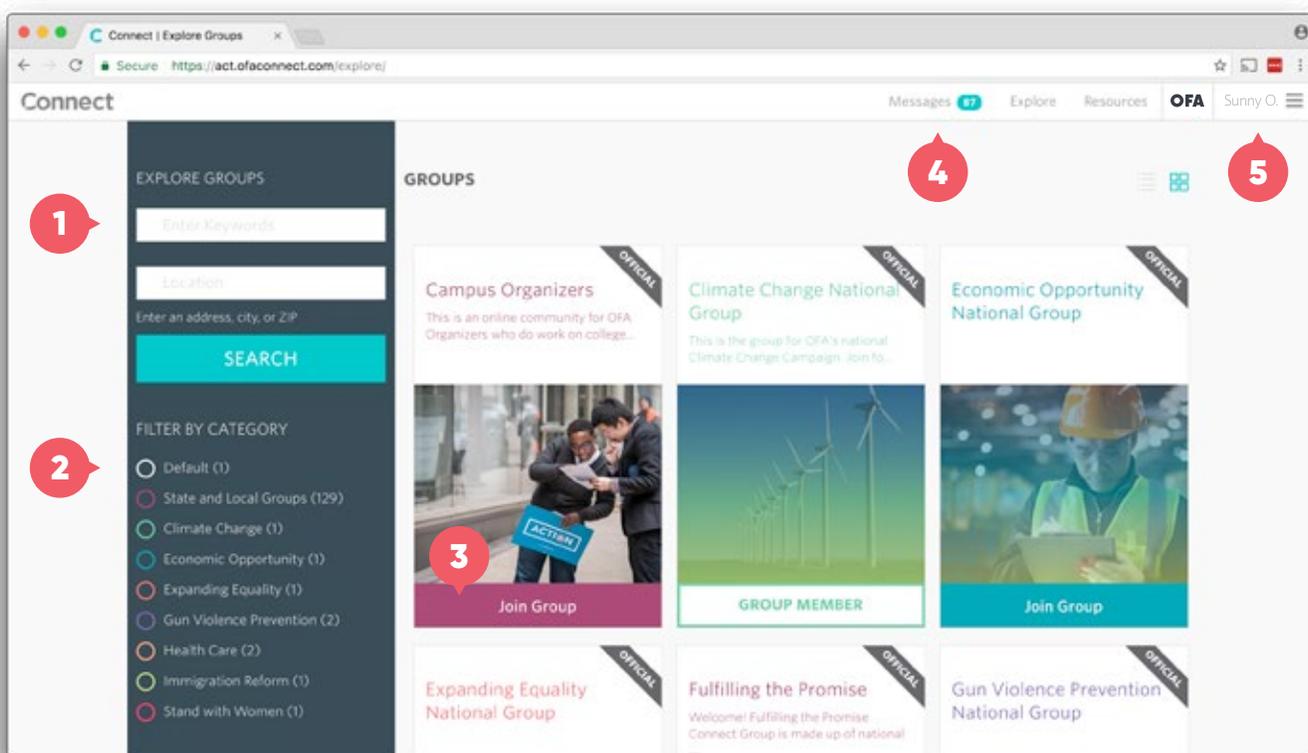
The screenshot shows a 'Create an account' form with the following fields and labels:

- Create an account** (Section Header)
- To create an account, just fill out the form below. (Instructional text)
- Your First Name: (Text input field)
- Your Last Name: (Text input field)
- Zip/Postal Code: (Text input field)
- Email Address: (Text input field)
- Password: (Text input field with a visibility toggle icon)
- Password (again): (Text input field with a visibility toggle icon)
- SIGNUP** (Red button)

Take the Connect tour

After accepting the Terms of Service, you'll have the option to take a tour of Connect. The tour will walk you through how to interact with groups, including how to:

- 1 Search for specific groups
- 2 Filter groups by category
- 3 Join both national and issue groups
- 4 Read and send messages
- 5 Edit your public profile and manage your settings



Choosing your groups

There are three main types of groups on Connect. We suggest starting with the Organizing for Action News Group, which is the best place to get general updates from OFA.

National Issue Groups focus on each of OFA's national issue areas, such as gun violence prevention, climate change, or comprehensive immigration reform. These groups are a great place for organizers across the country to share ideas and best practices surrounding a given issue. Group members are

encouraged to have conversations about the issues as well as to report back on the work they've been doing in their own communities.

State and Chapter Groups give organizers a chance to engage with those volunteers closest to them geographically. These groups are a great way for you to learn about or plan local actions or events. State and chapter groups are also the best place to post invitations for your own events.

Specialty Groups are those that might not fall into either of the two above categories, such as “Fulfilling the Promise” or “OFA Training.” These groups are geared towards specific audiences, and give volunteers an outlet to discuss issues that fall outside the broader national issues or are more specific in their focus.

There are a few ways to find a group

- You can click on the Explore button at the top of the toolbar on the right-hand side.
- You can choose to sort by list or by icon view (in the top-right corner, below the toolbar)
- You can also search by keyword or location, filter by category, or scroll to locate desired group.

When you find a group you want to join, click the *Join Group* button.

TIP: To find a state-based group, filter by using the two-letter abbreviation of the state followed by a colon, e.g. “WI:”—this will find all groups that are listed under Wisconsin.

Send a message

Messages can be viewed either within the inbox or on the group page in which they are posted. Users can start their own threads or respond to a previously posted conversation.

New conversations can begin either through the inbox or on the group page. To start a new message from within the inbox, click the *Compose* button at the top-right corner of the inbox.

Once you're on the message composition screen:

- 1 Choose a group to post your message to
- 2 Enter the message subject line
- 3 Enter the message body



Replying to an existing conversation

Joining in on an active conversation is one of the most exciting features of Connect. You can reply to other organizers' messages from the main inbox view.

Once you have selected the message thread you would like to reply to, click *Reply To* for that group and follow the same steps above for composing a message.

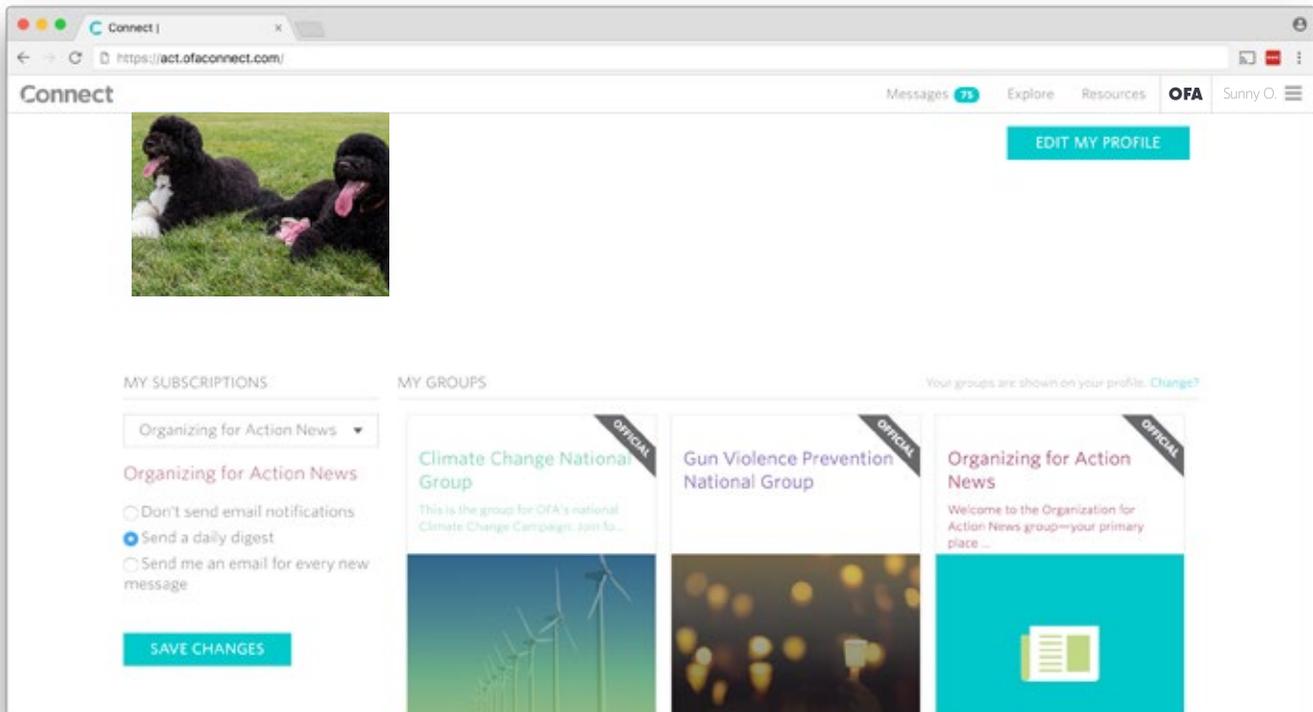
Filtering messages by group

To view only the messages from a particular group within the inbox, select the appropriate group on the left side of the inbox.

TIP: Messages in your inbox are color-coded based on the group they correspond with.

Editing your profile

- 1 Click on your name at the top right of any Connect screen.
- 2 Click *My Profile* in the toolbar that appears on the right-hand side.
- 3 Click the green *Edit My Profile* button.
- 4 Make any desired changes (name, bio, timezone, notification settings, privacy, etc.)
- 5 Click the green *Update* button to confirm changes.



Changing email notifications:

- 1 Click on your name at the top right of any Connect screen.
- 2 Click *My Profile* in the toolbar that appears on the right-hand side.
- 3 Choose a group from the dropdown menu on the left-hand side.
- 4 Select your notification preference.
- 5 Click green *Save Changes* button to confirm updated notification preferences.

Submitting a question or comment:

- 1 Scroll to the bottom of any Connect screen.
- 2 Click *Support* in the right-hand corner.
- 3 Fill out all of the required fields in the pop-up window and click *Submit*.
- 4 You will receive a confirmation message and a Connect admin will reach out to you via the email address you provided on the form.

For more information, check out these [Frequently Asked Questions](#).