



# Ocean Decade Network Tutorial for Group Leads

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# Welcome Group Leads!

There are many groups on the Ocean Decade Network (ODN), organized in five categories:

- National Decade Committees (NDCs)
- Thematic Communities of Practice (COPs)
- Regional Communities of Practice (COPs)
- Open Groups
- Working Groups

For more information about the **types of groups**, please review our "Understanding Groups" fact sheet under the "Resources" tab of the ODN.

Each group has been assigned either a **Group Lead** (in the case of COPs) or **Group Admin**. This designation gives you authority to edit and manage your own group, including adding members, posting content, and coordinating discussions.

If you are a Group Lead or Admin, please take a moment to flip through this user guide.

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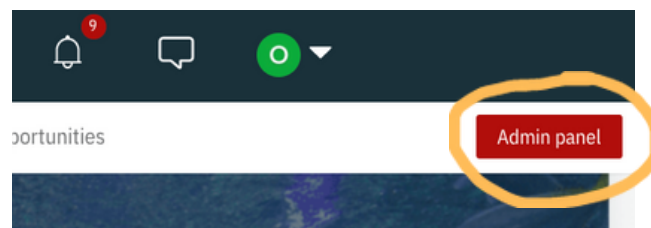


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# Admin Panel

If you are a Group Lead or Admin, you will see this "**Admin Panel**" upon logging in. This will take you to the back-end of the Ocean Decade Network (ODN) to edit information about your group.



Among other things, you can change your group's photo, add and manage members, add a group description, and add files to the group's Media Centre.

**If you think you should be a Group Admin** but do not have access, please reach out to the Ocean Decade Network Manager ([oceandecadenetwork@unesco.org](mailto:oceandecadenetwork@unesco.org)) with your group's name.

There can only be **one Group Admin per group**. However, some groups have created a group email address (and an associated ODN profile), which allows multiple members to help manage the page via the one email address.

If you would like details about how to begin a new group, please first review the "Understanding Groups" and "What are Communities of Practice?" Fact Sheets, found under the Resources tab of the ODN.

# Find your group

Go to the "Groups" tab and type a unique keyword in the Search function to find your group. Then click on the name to go to your group.

Search a unique keyword to find your group

You can choose which features to activate. All are allowed *except* "Memberships", which is not used for the ODN.

The screenshot displays the 'Groups' management page. At the top, there are tabs for 'Groups', 'Super categories', 'Settings', 'Imports', and 'Exports', along with a 'Create group' button. Below this, there's a section for 'GROUP CATEGORIES (5)' with a search bar and a 'New group category' button. The main section is 'GROUPS (81)', featuring a search bar and a dropdown for 'Categories'. Below the search bar are buttons for 'All', 'Pinned in suggestions', and 'Not in Category'. A table lists groups with columns for 'Cover picture', 'Group ID', 'Title', 'Categories', 'Features activated', 'Members', and 'Publication'. The 'Early Career Ocean Professionals (ECOPs)' group is highlighted. To the right of the table, there's a settings panel for the selected group, showing a list of features to activate: Home, Events, Members, Memberships, News, Media centre, Forum, Projects, and Opportunities. The 'Public' and 'Published' options are checked. There are also buttons for 'Open Groups', 'Edit', and 'Pin to suggestions'.

Click your group's name to go to the group

Do NOT adjust these settings. All groups should be set to "public" and "published", regardless of their specific privacy settings.

# First steps

## Home Page

Once in your group, make sure your group's home page is updated with a logo, banner photo, group description, key team members, important links, and partners.

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## Settings

Next, go to the "Settings" tab, where you can adjust key information about your group (including which pages you would like to feature, notifications you will receive, and auto-emails to interested members).

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## Resources

Take a look at the User Guides & Tutorials under the "Resources" tab of the ODN. Please guide your group members to the "ODN User Guide" so that they can learn the platform's basic functions, including how to set up their profiles.

# Home page

Groups > Coastal Ecosystem and Community Resilience (COP)

Home Members & Prospects Engagement Scoring Memberships Member requests (129) Events News Campaigns Media centre Projects Forum

Opportunities Group tabs Payments Admins Settings

**GENERAL INFORMATION**

This is a private group

Hide from global group list for non-group members

Automatically pre-approve prospects

Name  
Coastal Ecosystem and Community Resilience (COP)

Location  
Type & select a location

LOGO  
Recommended 150x150px - The file must not exceed 8 MB

**BANNER / COVER PICTURE**

Cover picture wide  
Recommended 1143x260px (ratio 4.40) - The file must not exceed 8 MB  
Final display will depend upon the user's resolution and screen size. So that your users get the best display possible, it will be beneficial not to add text, a logo or people near the edge of your image as they might get cut off.

Cover picture narrow  
Recommended 757x418px (ratio 1.81) - The file must not exceed 8 MB  
Final display will depend upon the user's resolution and screen size. So that your users get the best display possible, it will be beneficial not to add text, a logo or people near the edge of your image as they might get cut off.

Video URL

Description's language English (GB)

Description

The Coastal Ecosystems & Communities Resilience (COP 8) is a community of practice under the United Nations Decade of Ocean Science for Sustainable Development an open space in which debate and exchange best practices about the coastal areas around the world.

The Community is a volunteering group in which discuss about specific items. All the interested in the Community must be subscribed in the COP8 as endorsed action at the Stakeholder Global Forum website.

The area of work of the COP8

**CATEGORIES**

Categories

X Thematic Communities of Practice

**LINKS**

Title \* URL

Save

Do NOT adjust these settings nor the name of your group. Contact the ODN Manager if you feel they should change.

Update the logo and banner photo for your group. This will make it look much more "complete" for users who are scrolling through the groups.

Don't forget to save!

Add a promo video here, if you have one

Add a short description of your group

Do NOT adjust this. Contact the ODN Manager if you feel it should change.

Here, you can add links to social media, YouTube, etc.

# Home page, continued...

Add key contact people here. It will link to their ODN profile (which means they must already be a member of the ODN to appear here).

To add more people, click the + sign. Note that they will appear in the order that you add them and you cannot adjust the order afterwards without deleting them.

The screenshot shows two main sections: 'CONTACT(S)' and 'PARTNERS'. The 'CONTACT(S)' section has a header with a '+' icon on the right. Below it are two input fields: 'User' and 'Title', with a red trash icon to the right. The 'PARTNERS' section also has a '+' icon on the right. It contains two entries. The first entry has a logo field with a red trash icon, a 'Name' field containing 'The Global Estuaries Mon', an 'End date' field, a 'Url' field containing 'https://www.oceandecade.org/actions/global-estuaries-mc', and a 'Description' field containing 'The Global Estuaries Monitoring (GEM) Programme is co-designed by partners and stakeholders with a view to developing a global network to monitor environmental...'. The second entry has a logo field with a red trash icon, a 'Name' field containing 'Ocean Cities, an internati...', an 'End date' field, and a 'Url' field. Orange arrows point to the '+' icons, the 'User' and 'Title' fields, the logo field of the first partner, the 'Url' field of the first partner, and the 'Name' field of the second partner.

Add partners here, including their logos, websites, and descriptions.



# Settings

## Coastal Ecosystem and Community Resilience (COP)

Home Members & Prospects Engagement Scoring Memberships Member requests (129) Events News Campaigns Media centre Projects Forum  
Opportunities Group tabs Payments Admins Settings

### FEATURE ACTIVATION

- Home tab enabled
- Live Feed tab enabled
- Events tab enabled
- Members tab enabled
- Memberships tab enabled
- News tab enabled
- Media centre tab enabled
- Forum tab enabled
- Projects tab enabled
- Opportunities tab enabled
- Display network bar in the public office



You can choose which features to activate. All are allowed *except* "Memberships", which is not used for the ODN.

### SELECT THE LANDING PAGE

Please choose which page the user will land on when they enter the group from the Groups' tab.  
Please ensure the page is not restricted to only some users, and avoid deactivating a page that is set as your landing page.

Live feed

Click "Edit" to adjust the auto-email text. We recommend that you make the emails more personalized for your group's needs.

Make sure the Group Lead's email and name appears here



### EMAILS SETTINGS

#### SENDER

Sender email

nadia.pinardi@unibo.it

Sender name

Coastal Ecosystem and Community Resilience (COP)

#### INVITATION EMAIL

Invitation email enabled

This is the email sent to external users (i.e. users who aren't part of the community yet) when you invite them to join your group. You can edit it.

From: Coastal Ecosystem and Community Resilience (COP) <nadia.pinardi@unibo.it>  
Subject: Join the topic Coastal Ecosystem and Community Resilience (COP)

Here is a named invitation to join Coastal Ecosystem and Community Resilience (COP).  
To register and get started, click below,  
Kind regards

Edit

If you are vetting Member Requests, enable these three auto-emails:

"Invitation" will be sent when you invite users directly to your group.

"Confirmation" will be sent when you accept a member request.

"Rejected" will be sent when you deny a member request.

#### CONFIRMATION EMAIL

Confirmation email enabled

This is the email sent when a user joins your group. You can edit it.

From: Coastal Ecosystem and Community Resilience (COP) <nadia.pinardi@unibo.it>  
Subject: Welcome to the Coastal Ecosystem and Community Resilience (COP)

Thank you for joining Coastal Ecosystem and Community Resilience (COP).  
We are excited to have you aboard  
Kind regards

Edit

#### REJECTED EMAIL

Rejected email enabled

This is the email sent when an admin rejects a user's request to join the group. It can be edited.

From: Coastal Ecosystem and Community Resilience (COP) <nadia.pinardi@unibo.it>  
Subject: Your request to join the group: Coastal Ecosystem and Community Resilience (COP) has been rejected!

Edit

Sorry but it seems that you are not allowed to join the group Coastal Ecosystem and Community Resilience (COP) and your request has been rejected!  
Warm regards,

# Members

If you are administering an open group (either an NDC that has chosen to be an open group or another non-COP), you will not need to manage **member requests**, as people will be able to join automatically. Also, if you are managing a closed NDC or Working Group that has a specific list of committee members, you do not need to manage member requests. In either of these cases, please contact the ODN Manager to remove the "Member Request" tab for your group.

If you are managing a Community of Practice (which only accepts members who are affiliated with endorsed Decade Actions) or another closed group that requires vetting, you must individually approve or deny member requests. We ask that all Group Leads review member requests at least weekly.

You can add members as long as they are already part of the ODN. If you would like to add members who do not yet have an ODN profile, please reach out to the ODN Manager.

Under "Members & Prospects", you can see all of your group's members

This screenshot shows the 'Members List' interface. At the top, there are navigation tabs: Home, Members & Prospects (highlighted), Engagement Scoring, Memberships, Member requests (129), Events, News, Campaigns, Media centre, Projects, and Forum. Below these are sub-tabs: Opportunities, Group tabs, Payments, Admins, and Settings. The main content area is titled 'MEMBERS LIST' and shows '126 users found'. There are search filters for Keywords, First name, and Last name, along with a 'Show filters' button. The table below has columns for Name, Contact email, Clusters, User status, and Last visit. Each row includes an 'Edit' button. Action buttons at the top include 'Send invites', 'Export members', 'Import users', and 'Add/Remove members'.

You can export member lists here

This screenshot shows the 'Member requests' interface. At the top, there are navigation tabs: Home, Members & Prospects, Engagement Scoring, Memberships, Member requests (129) (highlighted), Events, News, Campaigns, Media centre, Projects, and Forum. Below these are sub-tabs: Opportunities, Group tabs, Payments, Admins, and Settings. The main content area is titled 'MEMBER REQUESTS' and shows '129 requests found'. There are search filters for Keywords, First name, and Last name, along with a 'Show filters' button. The table below has columns for First name, Last name, Maiden name, Cluster, Email, and Date of request. Each row includes 'Next' and 'Deny' buttons. Action buttons at the top include 'Send invites', 'Export members', 'Import users', and 'Add/Remove members'.

You can see all of your member requests here

Click "next" to accept or deny their request

# Media Centre

This is where you can store files (and links to external files), such as PDFs, documents, photos, and videos. Only the Group Admin can update this page.

You can add folders or files here

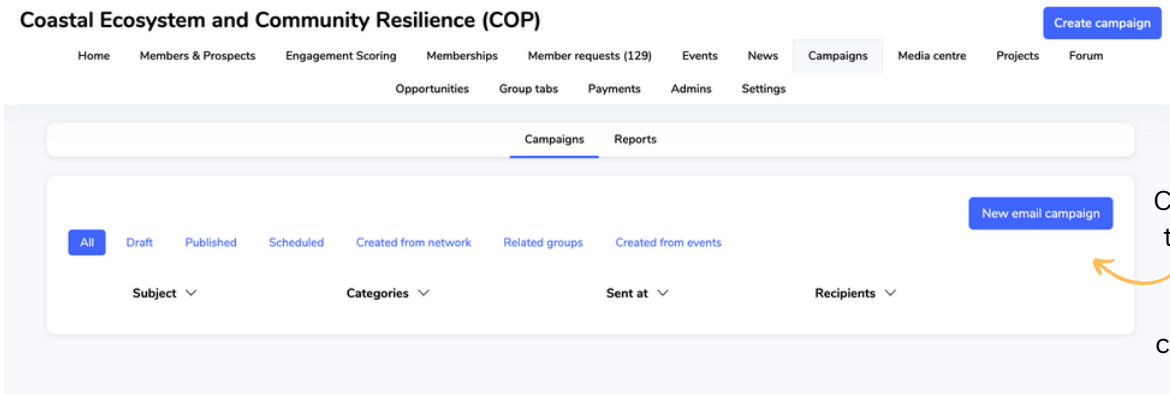
The screenshot shows the Media Centre interface for Coastal Ecosystem and Community Resilience (COP). At the top, there is a navigation menu with items: Home, Members & Prospects, Engagement Scoring, Memberships, Member requests (129), Events, News, Campaigns, Media centre, Projects, Add files, Opportunities, Group tabs, Payments, Admins, and Settings. Below the navigation, there are two buttons: 'Add folder' and 'Add content'. The 'Add external file' button is circled in orange. The main content area is titled 'Media Center' and includes a search section with a search box and a filter dropdown. Below that, there is a 'FOLDERS (0)' section and a 'FILES (3)' section. The 'FILES (3)' section has tabs for 'All', 'Communications & Outreach', 'Guidelines', 'Other', 'Policy & Strategy', and 'Report'. A table lists three files with columns for Name, Description, Created at, and Last updated. Each file has an 'Edit' button and a dropdown arrow.

Name	Description	Created at	Last updated
first meeting	Video of the Meeting 22nd of November 2021 first meeting of the COP 8	4 Jan 2022 18:52	13 Mar 2023 16:29
1rst Meeting_COP8.docx	Minute of the 22nd of November 2021 meeting	4 Jan 2022 18:56	13 Mar 2023 16:29
Meet and Greet Notes.docx	Notes of the 22nd of November 2021 meeting	4 Jan 2022 18:57	13 Mar 2023 16:29

"External files" means you can add a hyperlink

# Email Campaigns

You can send email campaigns to all of your group members - essentially mail-outs and newsletters, similar to Wix Shout-Out or Mailchimp



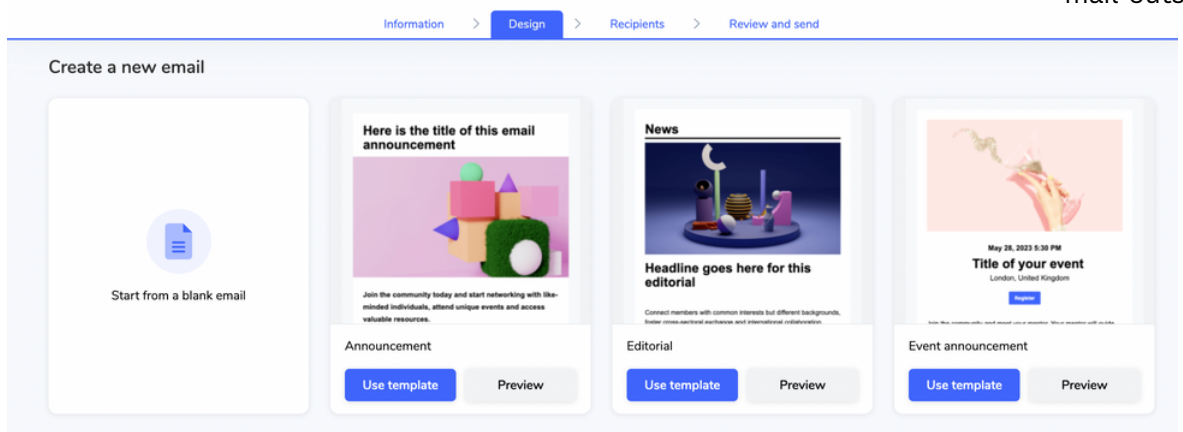
Click here to create a new email campaign

## Email campaign | Draft

Follow the step-by-step instructions, starting with inputting the basic information for the mail-out

You can create templates (or use pre-made templates), which can be saved for future mail-outs

## Email campaign | Draft



This section is similar to the main Events tab of the ODN. The difference is that events created within your group are *only* for your group members.

# Events

If you would like to create a public event (for all ODN members), go through the + (share) tab located on the top right of the main page, not through your group page. If you would like to link your public event to your group, please reach out to the ODN Manager who can do this for you.

## Coastal Ecosystem and Community Resilience (COP)

Home Members & Prospects Engagement Scoring Memberships Member requests (129) **Events** News Campaigns Media centre Projects Forum

Opportunities Group tabs Payments Admins Settings

EVENTS (2)

Keywords  Locations  Type & select a location  Category  Select an option

All Upcoming Past Draft Published Public Private Created from network Pinned on Feed(s) Online Events

Event name	Creator	Category	Start Date	Location	Registrations	Public
	Coastal Ecosystem and Community Resilience (COP)		23/3/2023		0	<input type="checkbox"/>
	Coastal Ecosystem and Community Resilience (COP)		30/12/2021		0	<input type="checkbox"/>

## Coastal Ecosystem and Community Resilience (COP) | English (GB)

Details **Registration** Participants **Communications** Custom tabs Report

This event was created from Coastal Ecosystem and Community Resilience (COP)

**GENERAL INFORMATION**

TITLE  
85 characters max advised (to optimise mobile views)

DATE AND DURATION

Start date  23/03/2023 19:41

End date  23/03/2023 19:41

Timezone  Europe - London

HOW TO GET THERE

Venue

Address  Type & select a location

Virtual  URL - Must be http(s):// before the link

Expose URL on event page

Add Zoom Meeting

Add a Zoom account in your in your back office under the Social Media tab to enable Zoom meetings.

**EVENT IMAGES**

THUMBNAIL  
Recommended 400x400px - The file must not exceed 8 MB

BANNER / COVER PICTURE  
Recommended 1352x698px (ratio 1.9) - The file must not exceed 8 MB  
Final display will depend upon the user's resolution and screen size. So that your users get the best display possible, it will be

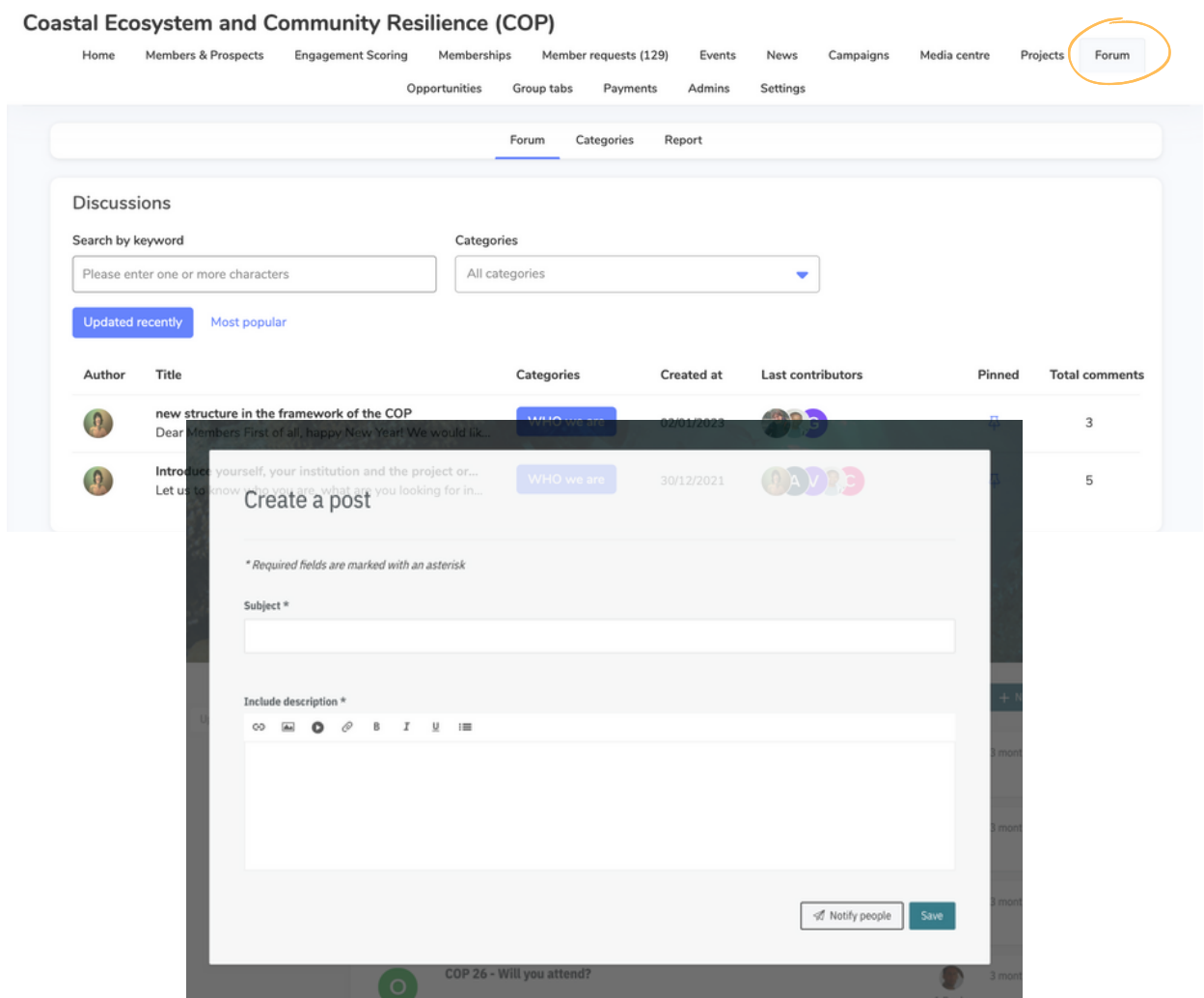
Once you fill out the details and publish the event, you can manage the event by tracking how many people have registered and by sending out communications (reminders, changes, links) to all participants.

# Forums

Under the "Forum" tab, you will see a discussion board. All group members can add their own threads (by clicking "+ **New discussion**") or contribute to existing threads.

This space is a great way to get involved in ongoing conversations about a specific topic, project, or committee, so that they don't get lost on the Live Feed.

The forum is only visible to group members.



# Other functions

## News

All group members can add news items. These will only be visible to group members. If you would like to publish news items for all ODN members, you can do so through the main + (share) button rather than through your group.

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## Projects

Most groups are disabling the "Projects" tab, as it is not relevant. If you do decide to use it, you may choose to do so for sub-committees or group projects you would like to showcase. However, please DO NOT use this function to replicate already-existing endorsed Decade Action pages.

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## Opportunities

All group members can add to this space to share jobs, internships, collaboration opportunities, or volunteer opportunities with other group members. Like with the News, Forum, and Events tabs, these will only be shared within the group. If you would like to share opportunities publicly, please use the main + (share) button on the top right of the main page instead of from within your group.



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# Schedule a live tutorial

Thank you for acting as Group Lead. Your role is pivotal to building important dialogue around the Ocean Decade goals.

If you would like to schedule a Live Tutorial and Q&A to help you more efficiently manage your group, please reach out to our ODN Manager.



© Alex Lindbloom





## Questions?

Please reach out to our Ocean Decade Network Manager!

### **Network URL**

[forum.oceandecade.org](https://forum.oceandecade.org)

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### **Email Address**

[oceandecadenetwork@unesco.org](mailto:oceandecadenetwork@unesco.org)