

SESYNC Community Portal

Your SESYNC Community Portal is a place for your group to organize content, edit documents, collect feedback, create blog entries and plan events. In addition, SESYNC will use your group portal as a way to push documents and logistical information about meetings and other resources you may need at the center.

Accessing Your Site

To access your SESYNC site you can point your web browser to <http://community.sesync.org> and use the username and password previously provided. When you connect, you will see current activity for any group to which you belong.

Recovering Username/Password

To retrieve your username or password, you will need to go to SESYNC's password manager located at <https://pwm.sesync.org>. From there, you can change your password or retrieve a lost username or password.

Mailing List

A mailing list has been created for your group on our list server. Please go to <http://lists.sesync.org> to manage subscribers or view list archives. You or any group member may send mail to your list by sending an e-mail to your_group@lists.sesync.org.

Creating Content

The community site is organized around creating different types of content. Each of these content types serves a slightly different purpose. A few popular types of content are described below

- Document – Create a document on the community site. You may upload any type of attachment.
- Wiki – Versioned document which may only have images attached.
- Discussion – Threaded discussion.
- Event – Meeting announcement or other event.
- Poll – Multiple choice poll displayed to your group members

Storing Files

In addition to allowing content creation on our community site, SESYNC provides basic file storage to all groups. There are a few ways to access this file storage.

- First, at the bottom of your community site, you'll see a list of files and directories. You can use this to quickly browse or upload/download single files into your group's Document Repository
- The second way to see your file storage is to click 'Manage Files' on the left of your community site. This will take you to a fully functioning file portal where you can upload, download, and share your groups' files. You may be prompted for a username and password. Please use the same login information as you did for the SESYNC Community site.
- You can access this portal directly by going to files.sesync.org. Note that your group may have two repositories, one for "Documents" and one for "Data." Use the drop down arrow in the upper left corner of the screen to change between them. Only files in the "Document" repository are linked and shown on community.sesync.org.

For more information, please go to <http://www.sesync.org/sesync-community-website-documentation>