Clubs.kidsecoclub.com

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User Documentation

CREATING A CLUB

1. Go to kidsecoclub.org and click on either the kids or teens site
2. Click on the "Eco Clubs" link in the main navigation
3. Scroll to the bottom and click on "start custom club webpage now!" button (direct link: http://clubs.kidsecoclub.org/)
4. Click on the "click here" link at the bottom of the login box (direct link: http://clubs.kidsecoclub.org/club_signup)
5. Fill out the form completely
6. Add initial students (optional)
7. Add initial projects (optional)
8. Click on "let me in" which will forward to the user profile homepage

EDIT PROFILE INFORMATION

1. Click on "My Profile" tab at top of page
2. Click on pencil icon in grey frame
3. Add text to "About Me" section for bio
4. Click "Add Photos" button to add a bio image
5. Click "Add Files" to add images to your profile slider area (large blank area next to bio area)

EDIT CLUB INFORMATION

1. Click on "Manage" tab at top of page
2. Click on "Club Info" button in right side navigation
3. Add title and club description
4. Click "Add Photos" to add header photo to club

VIEW CLUB

1. Click on "My Club" tab at top of page
2. From here you can view the club activity feed
   a. The feed consists of all the clubs user activity
3. On the club page you can also view the club projects and all of the club members

ADD STUDENT PROFILES

1. Click on "Manage" tab at top of page
2. Click on "Club Members" button in right side navigation
3. Click plus sign button at top right of white content area
4. Add student data
5. Send the username and password to student so they can begin using their account.
   a. Send them to the login page: http://clubs.kidsecoclub.org

ADD PROJECTS

1. Click on "Manage" tab at top of page

2. Click on "Projects" button in right side navigation
3. Click plus sign button at top right of white content area
4. Add project details
5. Click "Upload Cover" to add main header photo for project
6. Click "Add Files" to add images, videos, PDF's, and words docs to be downloadable links from the project page.

VIEW PROJECTS

1. Click on "My Club" tab at top of page
2. Scroll down until "Club Projects" appears on the right side
3. Click on project title to view project
4. To view project files scroll down until "Project Files" appears on right side
   a. Click on any file to download

ADD EVENTS

1. Click on "Manage" tab at top of page
2. Click on "Events" button in right side navigation
3. Click plus sign button at top right of white content area
4. Add event details
5. Click "Add Files" to add images, videos, PDF's, and words docs to be downloadable links from the project page.

VIEW EVENTS

1. From profile page scroll down until "Upcoming Events" appears on the right side
2. Click on event title and a window will appear with event details
3. To download event resources click on any link on the right side of the events window under the "Event Resources" headline

ADD POST

1. Click on "My Profile" tab at top of page
2. Click on "Add Post" tab underneath profile bio area
3. Add post details
4. Choose a project and/or category of post
5. Click "Add Files" to add photos or videos to the post
6. Click "Create Your Post" to post it into personal and club feed or click "Save As Draft" to keep it private

POST OPTIONS

1. Delete a post by clicking the "X" button at the top right of the post
   a. Educators can delete any post
   b. Students can only delete their post
2. Flag a post by clicking on the flag icon at the bottom right of the post
   a. The flag posts can be view in the "Manage" area
3. Edit a post by clicking on the pencil icon at the top right of the post
   a. The post will appear in the drawer area below the profile bio for editing

4. Comment on a post by clicking either the dialogue button at the top right or by clicking on the comment link at the bottom left of the post.

FINDING AND ADDING FRIENDS

1. From your profile page scroll down until the "My Friends" area appears on the right side
2. Use the search box to find other members
3. Click on a member – this will take you to their profile
4. Click "Add Friend" button next to the user profile picture
   a. The user will need to confirm friend request

VIEWING FRIEND'S ACTIVITY FEED

1. From your profile page click on the swap icon at the top right of the "My Post Activity" area
2. Your activity feed will be swapped with your friends activity feed
3. You can now read and comment on all of your friend's posts.

CREATING SEARCHABLE CONTENT (HASH TAGS)

1. During the process of creating a post, place a hash tag/pound sign/number sign in front of the word you'd like to make searchable. By doing this you're creating "tags" that make your post searchable. This will also create links from within your post that will bring up search results of other posts using the same words.
   a. Example: #dolphins
   b. In the post dolphins will become a link and when clicked will go to the discover page with other posts listed with the keyword dolphins

SEARCHING CONTENT

1. Click on the "Discover" tab at top of page
2. There are two options to begin searching
   a. You can browse posts from any given category by clicking on a category underneath the headline "Browse by Category" on the right side of the page
   b. Or search with keywords by using the search field at the top of the page

NOTIFICATIONS

1. In order to view notifications click on the icon in the upper left corner of the website. It looks like three horizontal lines with a number next to it.
   a. The number indicates how many notifications you have
   b. There are 4 categories of notifications: friend requests, post activity, events, and projects
2. Click on the arrow next to each category in order to view the notification list for the given category

BEFRIENDING CLUBS

1. Click on "Manage" tab at top of page
2. Click on "List Clubs" button in right side navigation
3. Click on the "Befriend" link next to each club you'd like to befriend
   a. "Befriend" will turn to pending request until the other club accepts your friendship
   b. If you're already friends with a given club there will be a label "Friend"

CLUB FRIEND REQUESTS

1. Click on "Manage" tab at top of page
2. Click on "Friend Requests" button in right side navigation
3. In the options section there are two different actions that can be taken
    a. Accept will immediately allow the club to view your club page
    b. Deny will reject their request for friendship

MANAGE CLUB FRIENDS

1. Click on "Manage" tab at top of page
2. Click on "List Friends" button in right side navigation
3. In the options section there are two different actions that can be taken
    a. Unfriend will block that specified club from viewing your club page
    b. Comment rules has three options
        i. Allow All lets every member of the specified club to make comments on posts without any approval needed
        ii. Require Approval gives every member permission to leave comments, however, the comments will need to be approved before they appear on the post
        iii. Allow None does not allow any commenting, it is only for viewing purposes

MANAGE CLUB FRIENDS COMMENTS

1. Click on "Manage" tab at top of page
2. Click on "Comment Queue" button in right side navigation
3. A list of all comments are displayed with two options
    a. Allow Comment immediately displays comment on specified post
    b. Remove Comment deletes the comment from the system and it will not display on the specified post

CLUB CODE SIGNUP PROCESS

1. Click on "Manage" tab at top of page
2. Click on "Club Info" button in right side navigation
3. Take note of the number next to "Club Signup Code"
    a. Give that number to each student who is elected to create their own user account
    b. The student will then go to this link: http://clubs.kidsecoclub.org/club_signup/create_account, or they can click on Create Account link from the login page
        i. In order for the student to create an account they must provide the club signup code as well as complete the entire form
        ii. Upon account creation, the student will automatically be logged into the system and will be associated with the specified club