

## Collaborative Philanthropy Hub Quick Start Guide

The Hub is an online community that provides a virtual space for all groups housed at MCF on the collaborative philanthropy spectrum. MCF's Hub facilitates ongoing discussion, troubleshooting and connections in-between meetings. The Hub has replaced listservs as a more robust way for members to connect. On the Hub you can:

- Request assistance on a specific topic, problem or issue
- Pose a question or share an opportunity with your peers (no solicitation, please)
- Comment on posts from peers
- See collated responses to questions you or others have asked
- Upload a file or document
- Discuss timely issues
- View members of the network and their email addresses

### **Frequently Asked Questions to Get You Started**

#### **How do I log in?**

1. Go to [bit.ly/MCF\\_hub](http://bit.ly/MCF_hub)
2. Enter your email address as your username and enter your password
  - a. If you don't remember your password or it's your first time logging in, use the Forgot Password link
  - b. MCF encourages you to use the same password you use for the MCF website
3. Hit Log In

#### **How do I change my password?**

1. Click on the icon next to your name at the top right of the page
2. Click on My Settings
3. At the top left, click on Change Password
4. Enter your current password, and select and verify your new password
5. Click Save

#### **How do I post on the Hub?**

1. From the welcome page, click on the name of the group you want to post in
2. Under the Post area, click on the box that reads, "Share an update..."
3. Type your post.
4. To attach a file, click on the clip icon below the text box
5. To mention someone in your post, type @ and begin typing their name. Select them from the list that appears below the text box
6. When you are done composing your post, click Share

#### **How do I join a new group?**

1. From the welcome page, click on My Groups, and change the selection to Active Groups
2. Click on the name of the group you want to join
3. Click on the "Ask To Join" button
4. You will receive an email when the group administrator has approved your request

#### **How do I change my notification settings for a group?**

1. From the welcome page, click on the name of the group
2. Below the name of the group, click on Manage Notifications
  - a. In some cases, you will have to click on the dropdown arrow to see this button
3. Select the new format in which you would like to receive notifications.



### **How do I change my general notification settings?** [for when people comment or like your posts, etc.]

1. Click on the icon next to your name, at the top right of the page
2. Click on My Settings
3. Scroll down to the Email Notifications area
4. Change your settings, and then click Save

### **How do I change the visibility of my contact information?**

Note: None of the pages in MCF's Collaborative Philanthropy Hub are visible without logging in. By default only your name, title and email address are visible to other members of the Hub. However, you can choose to make additional information, such as an email address, visible to Hub members.

1. Click on the icon next to your name, at the top right of the page
2. Click on My Settings
3. Scroll down to the Profile Visibility section
4. Change the visibility of your contact information
  - a. Restricted – visible only to MCF employees
  - b. Members – visible to other group members of MCF's Collaborative Philanthropy Hub
  - Public –not applicable to the Hub, since MCF doesn't make any pages publicly available

### **How do I leave or unsubscribe from a group on the Hub?**

1. From the welcome page, click on the name of the group
2. In the right-hand corner of the group page, hover over the box that says Member. Once you hover over it, it will change to Leave Group. Click the box.
3. Click Leave Group in the pop-up box to remove yourself from the group.

## **Discussion Policies**

The following policies apply to discussions conducted on MCF's Hub:

1. Participation in MCF's Hub discussions is limited to Hub members; members must be approved by a representative of MCF.
2. Information shared on the Hub should be considered confidential, unless otherwise stated. Hub members should not forward any part of online discussions to others without group approval. MCF staff on the Hub will be held to the same confidentiality requirement. As a courtesy, ask for permission from the source to quote anything posted on the Hub.
3. No organization seeking funding from Hub members will be discussed in relation to its grant proposals.

## **Disclaimer**

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