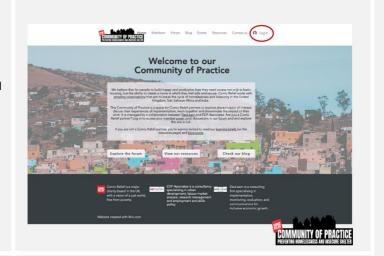
First steps in our CoP online platform

Sign up!

Anyone can access the <u>CoP online platform</u> but not everyone can become a member! If your organisation is a Comic Relief funded partner and has been invited, you can sign up using Facebook, Google mail or any other email account.

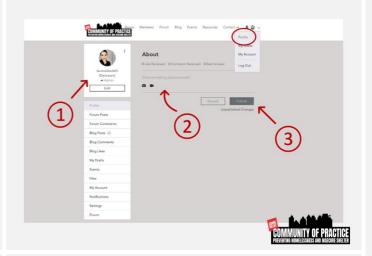
The Community of Practice team will approve your request as quickly as possible and in no longer than two working days.



Create a profile

After logging in for the first time, you should create a profile. This will allow other members to see you and find more information about you. You are encouraged to upload a personal picture and to share a little about your role and the organisation you work for. Please add your organisation in brackets as shown on the right.

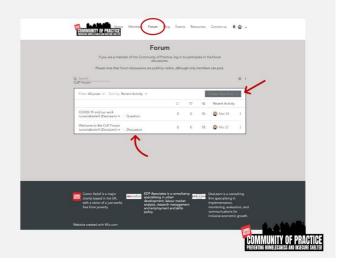
Remember that each organisation can have more than one person join the COP and add a profile.



Share ideas in the forum

If you are a member, you can participate in our CoP forum discussions. Please note that forum discussions are publicly visible, only members can post!

Sometimes the CoP uses the forum to give more detail on documents uploaded in the <u>resources</u> page. In those cases, discussions are closed.



Write a blog

If you are a member of the CoP and you want to share information, you can write a blog post at any point. You can post it yourself or send it to us and we'll post for you.

Please note that all blogs are publicly visible! Permission to publish will be granted by the Community of Practice team as soon as the content is reviewed.



Dates for your diary

We will be posting our events (and other events that might be of your interest!) in a CoP calendar. Some events are public and some are only for members - each event will specify. You can also contact us if you would like to advertise one of your events.

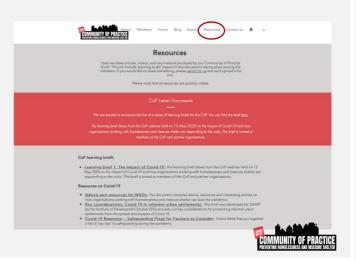
In the red box we will advertise our CoP webinars so you can save the date. Invitations and registration emails are sent by Comic Relief.



Resources

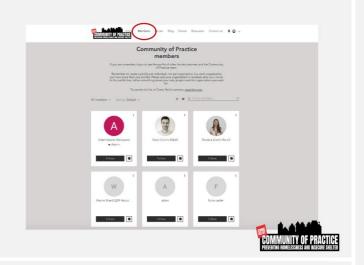
Here we share articles, videos, and any material produced by our CoP. This will include 'learning briefs' based on the discussions taking place among the members. If you would like to share files, you can send them to us and we'll upload them for you.

Please also note that all resources are publicly visible.



Members page

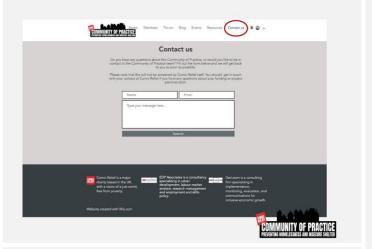
Only members can see the content of this page. If you are a member, log in to see who else is part of our CoP.



Contact us

If you have questions about this CoP or how to use it, you can always fill out this form and we will get back to you as soon as possible.

Please note that this will not be answered by Comic Relief staff. You should get in touch with your contact at Comic Relief if you have any questions about your funding or project administration.



Chat with other members

If you want to send a message to another CoP member, go to our Members page and click the speech bubble icon in the person's profile box or at the bottom right corner of the Members page.

If the person you want to message is visiting the CoP site, they will see a pop-out window at the bottom right corner of the Members page. If the person is offline, they will receive an email.

