STARTER GUIDE

CIVIC NETWORK
A Product of The Civic Canopy

How to Create your Profile

1) Go to http://www.civicnetwork.io and click the green "Get Started Now" button.

2) You may choose to import your profile information from Facebook, Google, LinkedIn, or just fill out the form.

   Fields required to complete a profile have a red asterisk next to them & include:
   1. E-mail
   2. Password
   3. First & Last Name
   4. Issue Area (You must choose at least one)
   5. City, State, Zip Code

   Complete the optional fields now or later. You can return at any time to edit your profile.

3) Once you've completed the required fields and any others you desire, scroll to the bottom of the page and click the blue "Create new account" button that looks like this:

4) Now that you've created your account, you can log on and search for networks or organizations you want to join, or create your own!

Contact us at support@civicnetwork.io

How to Search and Join Networks

1) First, check to make sure you are logged in since you'll need to be to join a network. If your name appears in the upper right corner, then you are logged in. If you see the word "Login" instead of your name, then click "Login"

If you are using a device with a smaller screen such as a tablet or phone, you may see "MENU" in the upper right corner. Click "MENU" to see options to login and search for people and networks.
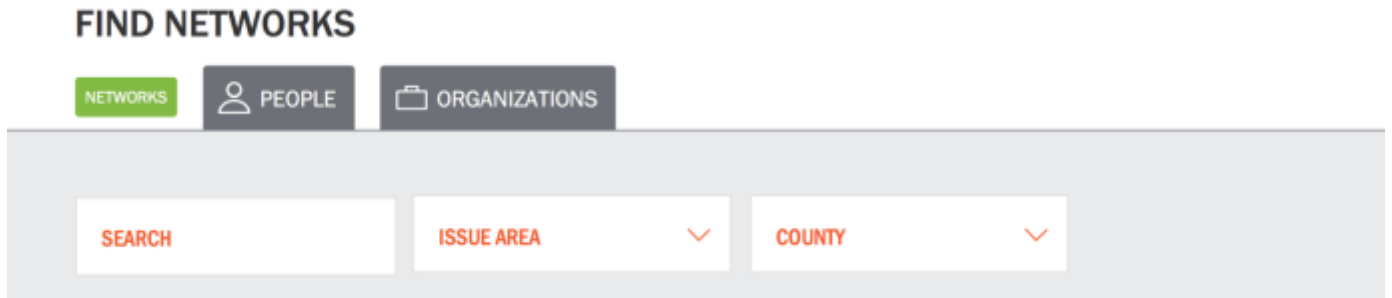

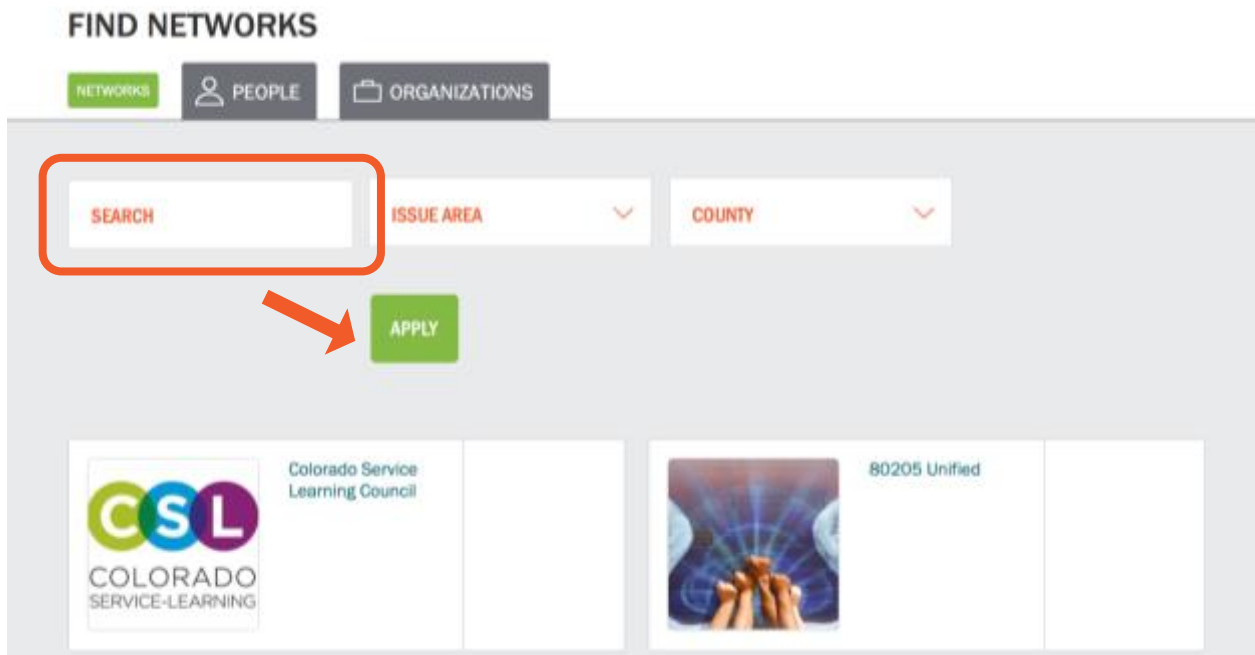2) Click "Find People and Networks" (or "Menu") in the top right corner of the page.

3) **A list of all networks will appear on the next screen. Scroll through the list until you find the network you are looking for, or narrow your search using three search filters: a) search by network name or keywords, b) issue area, and/or c) county.**

Search using one filter at a time or any combination of the three filters. *For example, you can search for all networks focused on a specific issue or limit the search to networks focused on a specific issue in a specific county.*
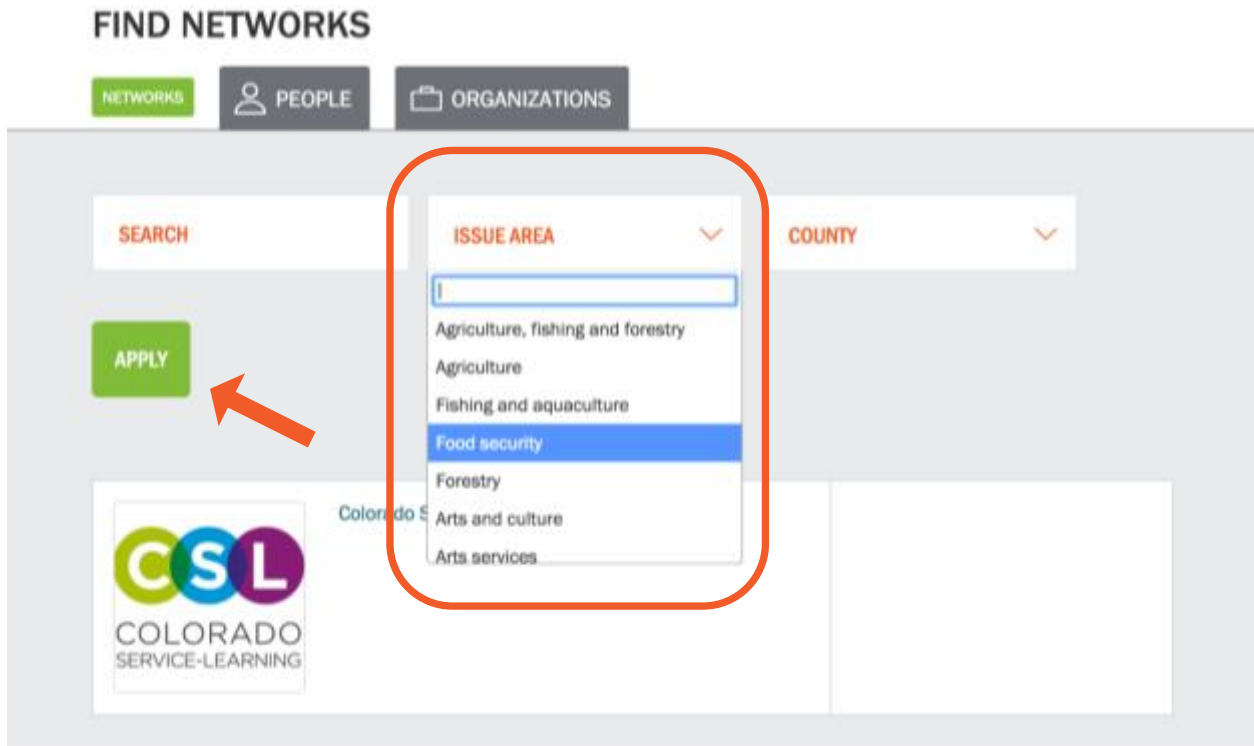

a) Search by network name or keyword.

Click on "SEARCH" and type the name of the network or word(s) you think may be in the name. Or, use keywords associated with the network such as youth, health, environment, collective impact. Then, click the green "APPLY" button (or hit enter on your keyboard). If there are networks containing the word(s) you entered, they will appear below.
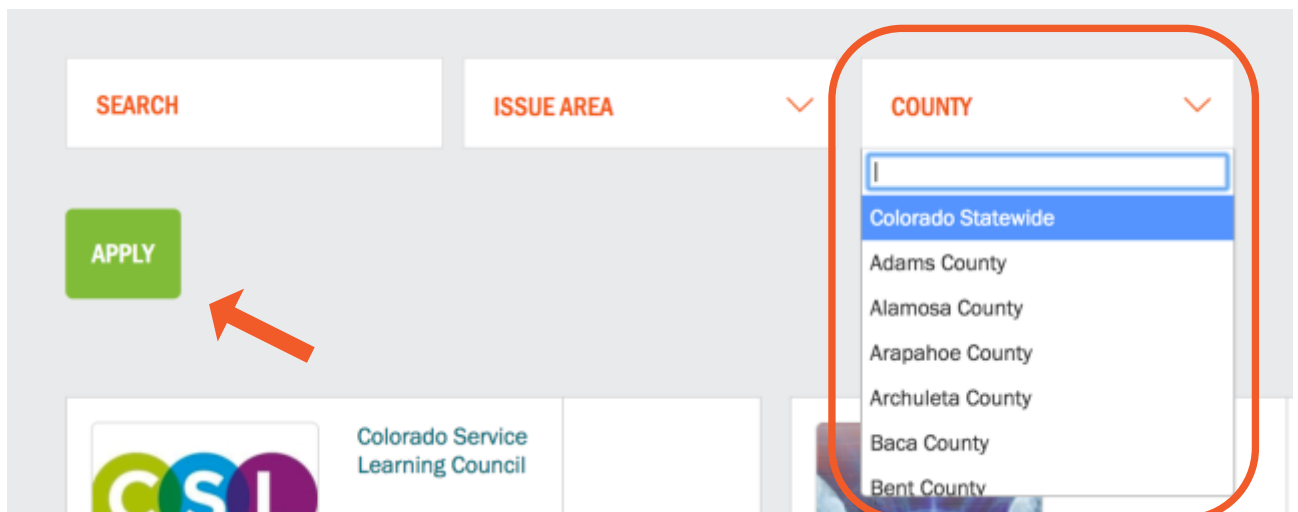
b) Search by Issue Area

If you don't know the name of the network, you can search by the issue area that the network is focused on. Click on "ISSUE AREA" and a dropdown box will appear. Click on the name of the issue area you want to select. Next, **click on the green "APPLY" button to apply the search filter.** *You can only select one issue at a time.*
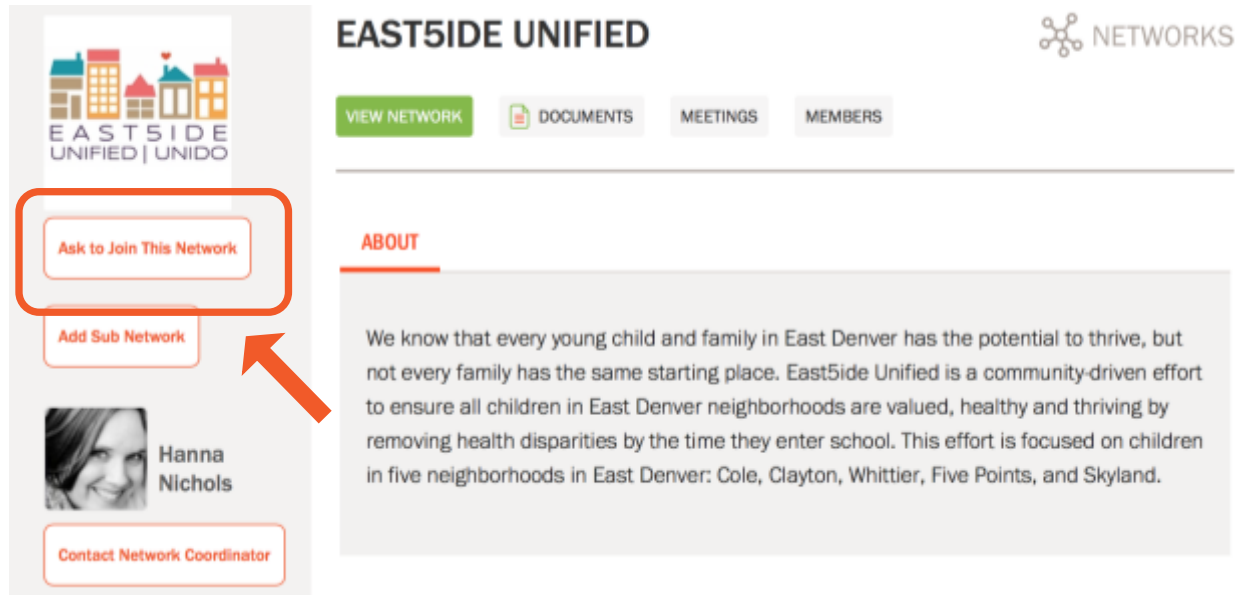

c) Search by Geography

To search by county, follow similar steps as above, click on "COUNTY" (furthest to right). Next select the name of the county, then click the green "APPLY" button to apply the search filter.
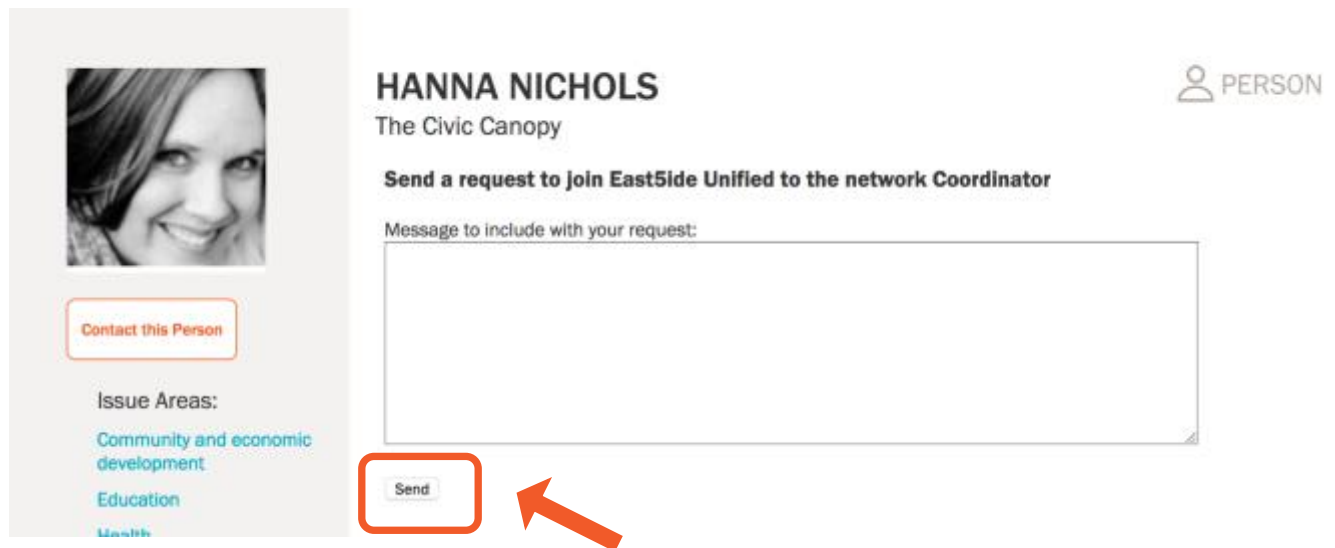
How to Join a Network

1) When you've found the network you want to join, click on the network name or logo. On the network page, click on "Ask to Join This Network."

2) On the next page, send a request to the network coordinator to join the network. If you'd like, include a message to the coordinator, then hit the "send". The coordinator must approve your request before you are added to the network.

Note: if you received an email inviting you to join the network, just click on the link in the email and you will be immediately added to the network. You do not need to send a request to the coordinator to join the network.