

Getting Started with New Community

A User's Guide for CCL Volunteers

Welcome to New Community! Thank you for your help and willingness to take on learning a new platform that aims to help you find what you're looking for more quickly, communicate across our network more easily, and provide you with cleaner, clearer designs.

Follow the guide below to familiarize yourself with the new platform and set up your personal profile. By following these section instructions, you be ready to go as CCL's full transition to new Community begins.

Table of Contents

Section Name	Page Number
1. Logging In	1
2. Where To Find Help	2
3. Staying Updated	5
4. Fill Out Your Profile	6
5. Update Your Account Settings	14
6. How to Bookmark a Page	18
7. Get To Know Your Group Page	19
8. Jump in on the Forums	23
9. How to Search	29
10. Finding & Sharing Events	30
11. Navigate your Dashboard	32
12. Contact Community Members	33
13. Finding Training Topics, Resources and Tools	34

1. Logging in

Want to watch someone navigate the login?

[Watch how to log in from the email instructions you receive and update your password.](#)

- All users should have received an email from Madeleine Para with the subject: “Check out the new CCL Community”
- In that email you were provided with your username, initial password assigned, and the login to the new Community.
- Go to **community.citizensclimate.org**.
- Click the login button in the green bar at the top of the page.



- In the login popup box type in:
 - (1) Your email address that was emailed from Madeleine.
 - (2) Your initial password provided in the email
 - (3) Click “**Login**” (not Join)
 - (4) If you are having any challenges logging in, click the “forgot password” link or email **membership@citizensclimate.org**.

Community is better when you log in!

Email Address

Password

Remember me [Forgot password?](#)

Login

Register

2. Where to Find Help

Want to watch someone navigate these options?

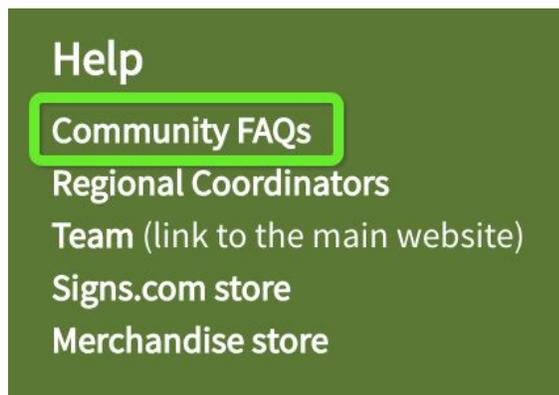
[Watch this training on where to find help on New Community](#)

The [“Help With Community”](#) page, located on the top menu navigation with a question icon:

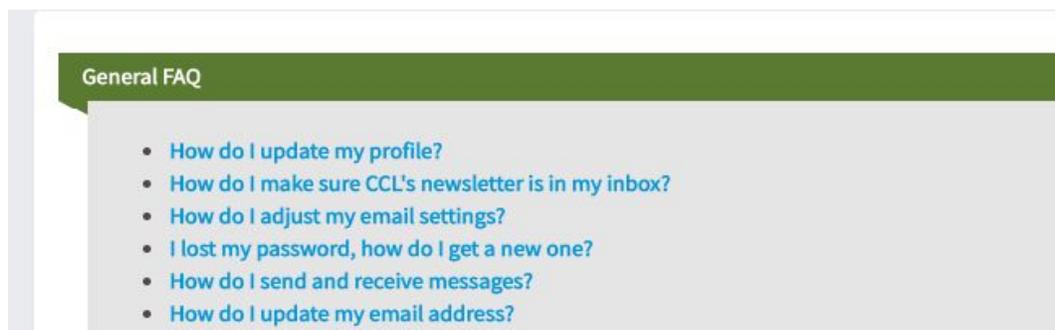


Community Frequently Asked Questions (FAQs)

- You can also find answers to frequently asked questions on the Community FAQs page.
- To get there from any page in New Community, scroll down to the bottom green footer and click on the [“Community FAQs”](#) link.



- On the [FAQs Page](#), scan down the list of FAQs. If you see your question, click the question link to auto-scroll down to the answer.



- If you can't find your question on the FAQs page, let us know in the “Ask Us Anything” forum.

Forums on new Community

- Ask your question on the Sitewide Forums. To get there - go to your top menu bar as shown below and click on “Connect With Others.” From there, click on the “Sitewide Forums” link on the right side of the drop-down menu.



- Once in the Sitewide Forums, click on the [Bugs and Feature Requests forum](#) if you find any bugs (a link or page not working properly) or have any feature requests.
- You can also click on the [Ask Us Anything forum](#) if you can't find something or have another question about New Community.
- **Note:** If you want, open a new tab in your browser for these forums so that you can toggle back and forth between the page where you are more easily.
- Once in the Forums (1) look through the topic list, (2) use the search forum feature to see if your question has been asked and/or answered to get help with your questions.
- If you can't find the answer to a question by searching, then start a new topic. First, click the “Start New Topic” button.



Add a brief three to four word subject , add a message , and click “Post” at the bottom when you’re done. It’s not necessary to add tag, but ideally include the webpage URL of the page that you have a question about in your message body.

When you post a topic, you’re automatically subscribed to the topic, which means you’ll receive replies in your personal email inbox.

Post a Topic

Subject *

Email *

Font - Size - | A - A - B I U S | [List Icon] [Link Icon] [Image Icon] [Source Icon]

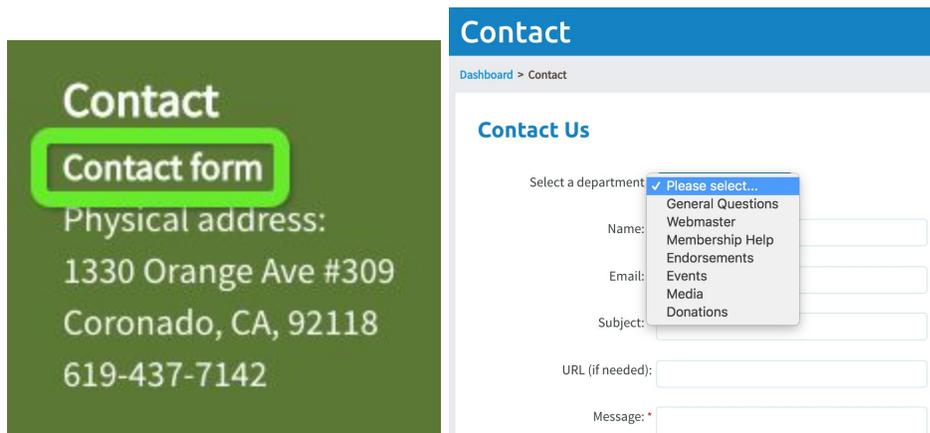
None. Use the paper clip icon in the editor options above to attach a file.

Tags (separate tags with a comma)

Post

Contact Staff Form

- Submit your question to a CCL staff member by clicking on the “Contact form” link also on the bottom green footer of every page.



- Clicking the “Contact form” link should open a [new “Contact Us” page](#).
- On this page:
 - (1) Select “General Questions” from the “Select a Department” dropdown
 - (2) Fill in the required fields and question
 - (3) Check the reCAPTCHA box to verify that you’re not a robot
 - (4) Click “Send.”

Translate into other languages

Want New Community in another language? Click on [Translate](#) on the bottom green footer to instantly Google Translate New Community into over 100 other languages. Choose your language from the dropdown menu and you can change your language at any time.



3. Staying Updated

One benefit New Community provides is the bulletin update and release schedule.

Want to stay current on all that’s happening in CCL and on Community online? Make sure to subscribe to the [Community Bulletin](#)!

You can find the latest [Bulletins](#) on your dashboard and by scrolling down to the green footer on any page in Community and then clicking on the link labeled “[Community Bulletin](#)” (see right image).

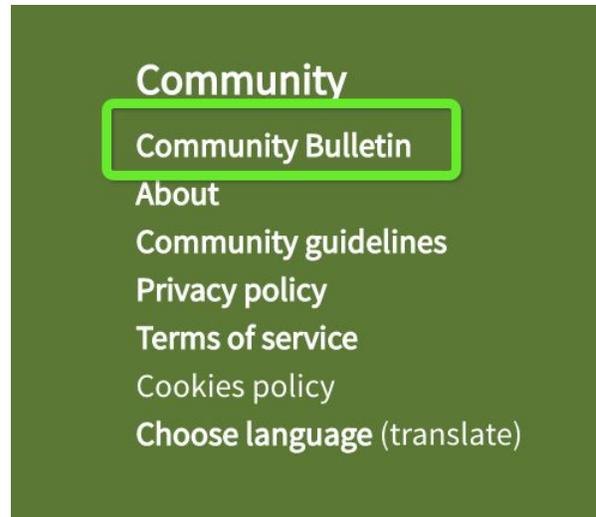
The [Community Bulletin](#) allows CCL volunteers three important features:

1. Every other Monday, New Community will unveil a release (a package of software updates to improve users’ experiences on Community) that includes new features and addresses key issues ([click here for an example](#)).
2. Quick updates about the Energy Innovation Act and other CCL related activity.
3. Archive of CCL’s Weekly Briefing and Monthly Newsletter key updates and actions.

Featuring the release notes and all of this information in one consistent location will help CCL group leaders and Community users be able to more easily stay updated and accurately track how the platform is improving to meet the requests being made.

To subscribe to the [Bulletin](#), click on the green “Subscribe” button (see right) in the upper right box and select your level of frequency (instant, daily, or weekly). You will then receive an email with the Bulletin updates at that level of frequency selected automatically ([more on subscriptions here](#))

As the bulletin posts expand, you can also search its archives by category, author, or month posted to find a specific updated you’re looking for as well as comment for questions.



Community Bulletin



The latest news and updates about CCL, your work, and Community.

4. Fill Out Your Profile

Want to watch someone navigate these options?

[Watch this video to see how to get your profile setup](#)

Complete your profile so that other volunteers can easily find you and learn more about you. On any page, move your mouse to the top green banner and click on your name.



Profile Page

This is your profile page (example below), take a look around.

- Up top: About me and bio box.
- Left side: Username, profile photo and change profile photo link.
- Below that: User actions box with edit profile and the option to bookmark your profile.
- Below that: CCL information, including your local chapter, electoral district, city/town, state/province and country.
- Bottom middle: Section where other users can post a comment to you.

Member Profile

Dashboard > Members > Member Profile

Test Testerson

[Change Profile Photo](#)

User Actions

- [Edit Profile](#)
- [Bookmark](#)

Add to my Chapter

[Add to my chapter](#)

CCL Info

CCL Chapter: [KY Lexington](#) [Edit]

Electoral District: [KY06](#)

City/Town/Municipality: [Lexington](#)

State/Province/Division:

About Me

Bio: [Edit]

Test is an avid CCL fan who enjoys working together with their local group and building political will for climate action and a livable world.

Outside of volunteering with CCL, Test enjoys working on database management, hanging out with family, cooking delicious food together with friends and morning walks along the local beach.

Fun fact: Test has been to all 50 state highest points!

Member Since: [2009](#)

My Interests

I'm interested in: [Edit]

[Public Speaking](#), [Writing Letters to the Editor](#), [Recruiting](#), [Diversity Outreach](#)

Say something to me...

[Post](#)

Regarding privacy: only logged in CCL members can view your profile. *Your contact information including your mailing address, email address and phone numbers are never displayed on your profile.*

Edit Profile - About Me Tab

Click the edit profile link in the user actions box to go to the edit profile page.

In the “About Me” tab, tell people about yourself, including your name, your background, and a fun fact or two about you.

NOTE: Moving from one tab to another doesn’t save your updates, you *must* click save at the bottom of each section to save your updates.

The screenshot displays the 'Edit Profile' interface. On the left, a user profile for 'Test' is shown with a 'Change Profile Photo' link and 'User Actions' including 'Edit Profile' and 'Bookmark'. The main content area is titled 'Edit Profile Instructions' and includes a privacy notice. Below this, the 'Edit Profile' section has tabs for 'About Me', 'CCL Info', 'Address', 'Phone', 'Email', 'Social Media', and 'My Interests'. The 'About Me' tab is active, showing a 'Bio' section with a tip and a 1500-character limit. A rich text editor is used for the bio, containing the text: 'My name is Testy Testerson and I'm not a real person but rather a demo user the CCL IT department created here on Community. If I were a real user I might have a bio that reads something like this: "I'm a sophomore at the University of Pennsylvania. I have a passion for the environment and citizen advocacy. At Penn, I'm studying English Literature. I love my creative writing courses. Outside of class I love rock climbing, exploring the food in Philadelphia and spending time with friends."' A 'Member Since' field is set to '2018'. A 'Save' button is highlighted with a green circle and the number '3'.

Edit Profile - Change Profile Photo

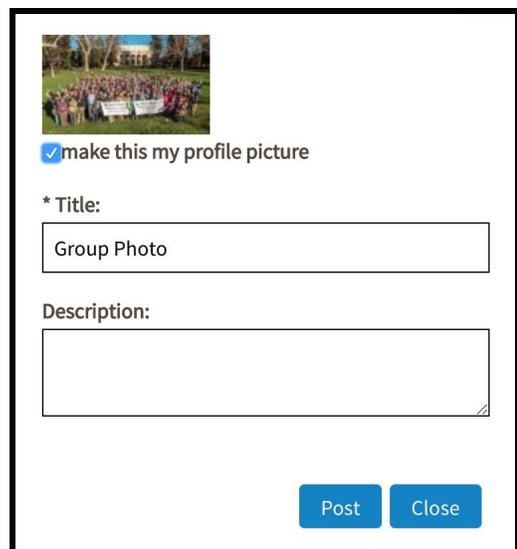
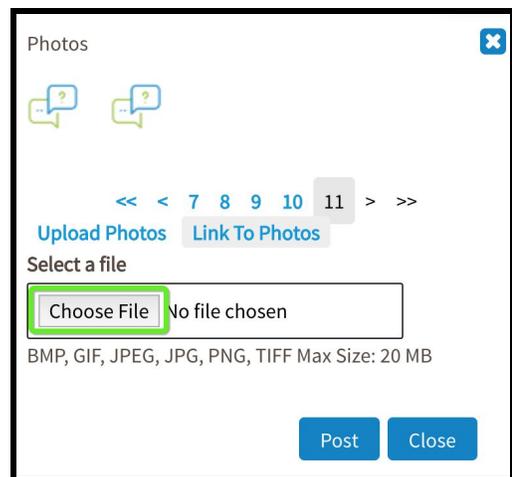
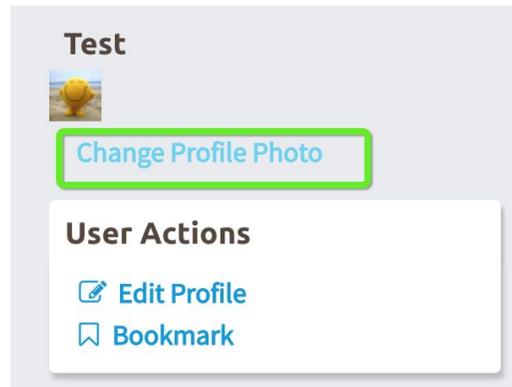
Make sure to also include a photo for your profile! To do so, go to the top left corner of your Edit Profile page and click on the “Change Profile Photo” as highlighted below.

This will bring up a new dialogue box as shown below:

From here - click on “Choose File” and select whichever photo file you’d like to use. The acceptable file types are listed (JPG, PNG, TIFF, GIF, BMP), and the maximum size allowed is 20 MB.

Once you’ve selected your preferred photo - click “Open” in the dialogue box and then scroll down to confirm with the following three actions:

1. Check the box “make this my profile picture” to confirm it as your new profile photo
2. You will need to enter a title - it can be your name or any text you prefer.
3. After this (no need for a description to be entered) - click “Post” at the bottom and it will now be your profile photo moving forward.



Edit Profile - CCL Info Tab.

Here you can see your primary chapter and electoral district. **NOTE:** you can't update your chapter and district directly on the page but rather you must click the link as shown below.

Edit Profile

[About Me](#) **CCL Info** [Address](#) [Phone](#) [Email](#) [Social Media](#) [My Interests](#)

Note: To change your primary local chapter or electoral district, please use the form at [this link](#).

CCL Chapter
This is your primary local chapter.

TX San Marcos-SE Austin

Electoral District

TX30

Update Chapter and District Form

Select your country, chapter and district. Click save. Using this form moves you to another chapter throughout CCL and puts you on the new chapter's roster. You will be added to the new chapter's group on Community during the nightly data sync (i.e., it won't be automatic).

Note: You can only be in one chapter at a time (you can however join as many Action Teams as you want).

Update Your Chapter and District

Country*

CCL Chapter

Congressional District

Not sure? [find your district here.](#)

SUBMIT

Edit Profile Page - Address Tab

From here, members can update and save their mailing address with CCL. Your mailing address will never be displayed publicly or to another Community member. Click “Save.”

NOTE: Any changes made to your mailing address, phone number and email will be saved directly back to CCL’s Salesforce database. Moving forward, all users will be able to keep our database up-to-date with your personal information through the profile page information without having to update CCL HQ every time there’s a move, etc.

Edit Profile

About Me CCL Info **Address** Phone Email Social Media My Interests

Mailing Street Address
3333 Harry Hines Blvd Apt 12149
31/150

City/Town/Municipality
Dallas

State/Province/Division
Tip: For U.S., Canada, and Australia, enter the two letter state, province or division code. For all others, enter the equivalent subdivision of your country.
TX

Mailing Zip/Postal Code
75201-6041

Country
United States

Save

Note: After making any changes, make sure to scroll down to the bottom of the page and click “Save” before exiting away from this screen. Otherwise, your updates will not save.

Edit Profile Page - Phone Tab

From here, members can update and save their phone numbers.

- **NOTE 1:** Your phone numbers will never be displayed publicly or to another Community member.
- **NOTE 2:** Please enter the number *only* in the format requested: (###) ###-#### (Otherwise it will not store/save properly).



Edit Profile

About Me CCL Info Address **Phone** Email Social Media My Interests

Mobile Phone
Tip: If in the U.S. or Canada, please use the following format: (###) ###-#### . For example: (213) 555-5555. This format ensures a proper sync with our database.

(214) 555-7789

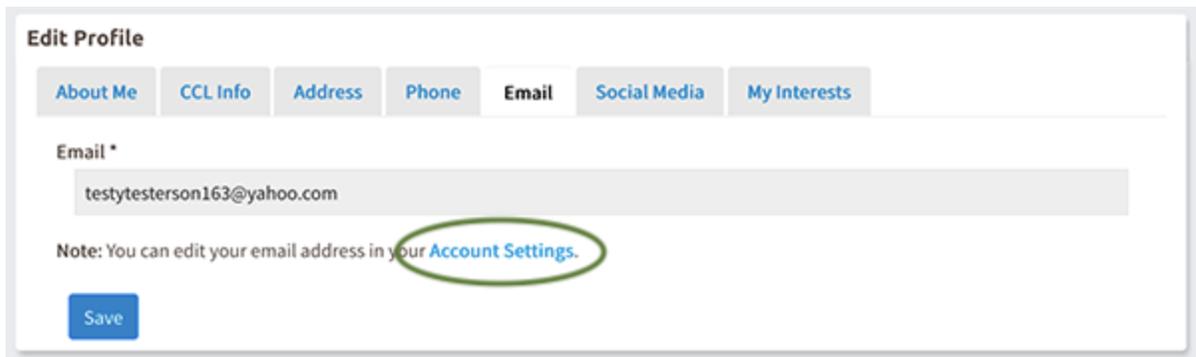
Home Phone
Tip: If in the U.S. or Canada, please use the following format: (###) ###-#### . For example: (213) 555-5555. This format ensures a proper sync with our database.

(214) 555-7789

Save

Edit Profile - Email Tab

Your email address is displayed here, but to update your email with CCL, you'll need to do so on the Account Settings page. Click the Account Settings link to update your email address.



Edit Profile

About Me CCL Info Address Phone **Email** Social Media My Interests

Email *

testytesterson163@yahoo.com

Note: You can edit your email address in your [Account Settings](#).

Save

Note: After making any changes, make sure to scroll down to the bottom of the page and click “Save” before exiting away from this screen. Otherwise, your updates will not save.

Edit Profile - Social Media Tab

If you want to display links to your social media accounts on your profile page, enter the full web address / URL for each handle on this tab.

Edit Profile

[About Me](#) [CCL Info](#) [Address](#) [Phone](#) [Email](#) [Social Media](#) [My Interests](#)

Facebook
Tip: Entire entire URL. For example: <https://www.facebook.com/xxxxxxx>

Twitter Handle
Tip: Enter entire URL. For example: <https://twitter.com/citizensclimate>
Instagram
Tip: Entire entire URL. For example: <https://www.instagram.com/xxxxxxx>
LinkedIn
Tip: Entire entire URL. For example: <https://www.linkedin.com/xxxxxxx>
My Website
Tip: Entire entire URL. For example: <https://www.mysite.com>

Note: After making any changes, make sure to scroll down to the bottom of the page and click “Save” before exiting away from this screen. Otherwise, your updates will not save.

Edit Profile - Interests Tab

The “My Interests” tab is where you, as a volunteer, can tell us what you’re interested in doing within CCL. Within CCL, we know there are many ways a volunteer can get involved. If you share with us what you’re interested in, we can recommend content and connect you with others who are also interested in your area(s). Your group leaders will also be able to help send you specific actions tailored to your interests.

At first, we recommend that you select two or three of the areas you’re most interested in getting involved with and, as you take on more responsibility or interests, feel free to update and add additional areas.

Edit Profile

[About Me](#) [CCL Info](#) [Address](#) [Phone](#) [Email](#) [Social Media](#) [My Interests](#)

I'm interested in:

- Lobbying Representatives
- Call or Write Representatives
- Tabling
- Public Speaking
- Coordinating Events
- Writing Letters to the Editor
- Writing Op-Eds
- Social Media
- Editorial Endorsements
- Radio / TV
- Endorsements
- Local Resolutions
- Assisting Group Leader
- Recruiting
- Mentoring
- Conservative Outreach
- Diversity Outreach
- Student Outreach

Save

Note: After making any changes, make sure to scroll down to the bottom of the page and click “Save” before exiting away from this screen. Otherwise, your updates will not save.

5. Update Your Account Settings

Want to watch someone navigate these options?

[Watch this tutorial on updating your Account Settings on New Community](#)

In addition to the information on your Community profile, users can manage their CCL account settings from within the Community platform.

Go to the Account Settings page

On any page, move your mouse to the top green banner and click on the wrench tool icon highlighted below.

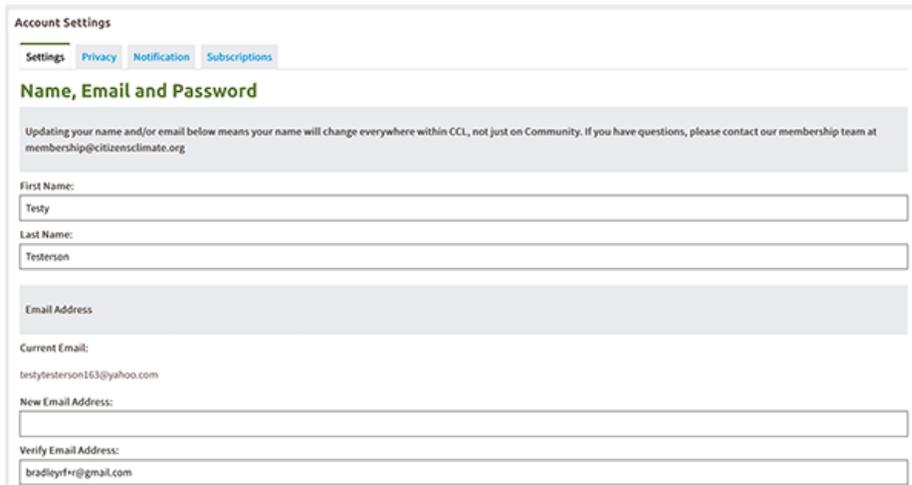


Account Settings - Settings Tab

Under the [“Settings” tab](#), you will be able to update your name, email address, Community password and site signature (not necessary).

By default, your profile field information (not email or phone) is viewable to everyone on Community. [Adjust your settings here on New Community.](#)

NOTE: Since Community integrates with our database, Salesforce, updating your name and/or email address on the Account Settings page means your name and email will change *everywhere* within CCL, not just on Community.



Note: If an existing user fills out an online donation form or action with a different email address, it will update their CCL email address, and they will be locked out of Community. When this happens, we will send them an email notifying them of the change.

Account Settings - Privacy Tab

We've included privacy in the design of our Community platform. Personally identifiable information such as email address, mailing address and phone numbers are never displayed on your profile. In addition, you can control which users see other parts of your profile.

On the Privacy Tab of the Account Settings page, you can select whether “Everyone” on Community, “Friends” on Community only, or “Nobody” can do or view the following categories (default settings are for “Everybody” with each of these):

The screenshot shows the 'Account Settings' page with the 'Privacy' tab selected. Below the navigation tabs, there is a 'Privacy Settings' section with a descriptive text box. The main content is a table with four columns: 'PROFILE AREA', 'FRIENDS ONLY', 'EVERYBODY', and 'NOBODY'. Each row represents a different profile area, and the 'EVERYBODY' column is selected for all of them. A 'Save changes' button is located at the bottom left of the table.

PROFILE AREA	FRIENDS ONLY	EVERYBODY	NOBODY
Send me private messages	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create profile comments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
View profile comments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
About Me	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
CCL Info	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Social Media	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
My Interests	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
My Files	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
My Photos	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
My Videos	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Save changes

Note: After making any changes, make sure to scroll down to the bottom of the page and click “Save” before exiting away from this screen. Otherwise, your updates will not save.

Account Settings - Notifications Tab

Choose what type of notifications you want under the "Notifications" tab. For example, whether you want to receive a personal email every time your group sends out a message.

Note: Any action that it is marked with a check is toggled on, meaning you'll receive an email notification instantly whenever someone does that action. We suggest starting with "All Communication." However, this may be too much for you, and you can modify what types of notifications you receive here. There are no options to receive notifications like these as a daily or weekly digest, so adjust accordingly.

By default, you will be notified when the following activities happen:

Account Settings

Settings Privacy **Notification** Subscriptions

Notifications

Turn your notification settings on to ensure you receive communications from other members. We suggest starting with All Communication. However, this may be too much for you so you can modify what types of notifications you receive here. There are no options to receive notifications like these as a daily or weekly digest so adjust accordingly.

Send me an instant email for the following actions when there is new content:

ACTION ON THE COMMUNITY

- All communication (recommended):
- Someone sends me a private message:
- Someone comments on my profile:
- Blog subscription (to subscribe to CCL blog):
- Someone invites me to an event:
- Group notifications:
- Someone replies to my Forum post:
- Someone Likes my content:
- Email me when someone mentions me:
- Unsubscribe from everything

Save changes

Note: After making any changes, make sure to scroll down to the bottom of the page and click "Save" before exiting away from this screen. Otherwise, your updates will not save.

Account Settings - Subscriptions Tab

You can think of forums like a digital newspaper service. When you subscribe, you can choose the frequency of email notifications for sitewide forums as well as group forums you belong to. Each can be controlled to their own level of specificity individually.

Subscription options:

- **Instant:** sends an email each time there is new content
- **Daily (recommended):** aggregates all content with this frequency selected and sends in one daily email
- **Weekly:** aggregates all content and sends in one weekly email
- **None:** only notified in your Community inbox, no personal email.

Currently, you can either set your subscription level at the overall category level in the Forums (i.e. the [Energy Innovation Act](#) category) or at an individual post level (i.e. [Recommendations For Working With Rotary](#)). For example, if you have your subscription for the [General Discussions](#) category at weekly - all new posts and responses within that category will be sent to you in a weekly digest.

Account Settings

[Settings](#) [Privacy](#) [Notification](#) **[Subscriptions](#)**

Subscriptions

FORUMS	INSTANT	DAILY	WEEKLY	NONE
The Energy Innovation Act	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
General	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Room Share	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
General Discussions	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Upcoming Events	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
News & Reports	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bug Reports and Feature Requests	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Feature Requests	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bug Report	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Introduce Yourself!	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ask Us Anything	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lobbying	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working with the Media	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engaging the Grassroots	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engaging Community Leaders	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chapter Organizing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

GROUPS

[Manage subscriptions for Regional Coordinators](#)

[Manage subscriptions for Higher Education](#)

Note: After making any changes, make sure to scroll down to the bottom of the page and click “Save” before exiting away from this screen. Otherwise, your updates will not save.

6. How to Bookmark a Page

[Watch how to bookmark your favorite page\(s\) with this short training video.](#)

Whenever you find a page in Community that you want to easily find again, you have the opportunity to “bookmark” it. In order to achieve this quick trick, follow these two simple steps:

 **Bookmark**

 **Bookmark**

1. When you are on a page you want to save for later, look for the “Bookmark” icon. It could be blue or green and might be located at the top or toward the bottom of the page. Events, groups, forum discussions, trainings, resources, files and profiles are all classes of pages you can bookmark. Whenever you click “Bookmark,” the link you clicked will change to indicate: `Bookmarks Updated`
2. To find any of your bookmarks, go back to your home [dashboard page](#) (click the upper left “My CCL Dashboard” menu bar option from anywhere in Community). In the upper left of your dashboard, you will see a section titled “My Bookmarks.”

My Bookmarks

[Profile](#) (1)

[Groups](#) (3)

[Content](#) (2)

- [Climate Conversations With New Acquaintances](#)

[Remove](#)

- [The Power of Storytelling](#)

[Remove](#)

Here you can click on any of the categories listed (Profile, Events, Groups, Content, etc.) to expand the list to the number of bookmarks you’ve created and immediately see the page you want to quickly access.

Note: Tools cannot be bookmarked because there is a “My Tools” section immediately below your personalized bookmark section. On most pages where the bookmark is available it will either be found at the top of the page and or towards the bottom, feel free to search (Ctrl+F) the page for “bookmark” if you want to make sure it’s there. A simple rule of thumb for those pages that *aren’t* bookmarkable is if they don’t have a number in the URL,

these pages will not have a bookmark link due to limitations of the platform currently.

Note: No one will know or be notified if you bookmark their event, forum post or profile.

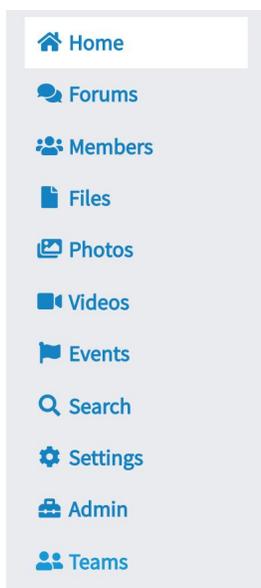
Bonus: If you ever want to remove a page in Community that you have bookmarked, just click the blue “Remove” button right below that bookmark in your Dashboard’s “My Bookmarks” section.

7. Get To Know Your Group Page

Every local CCL chapter has their own group page where group members can get to know each other through forum discussions, share information, and see upcoming events.

Note: If you do not have a local chapter yet, find the group nearest you by using the [Chapters homepage](#), clicking on the chapter pin closest to you and reaching out to get plugged in!

If you already have a chapter, to go to your [group's home page](#) click on the group icon in the upper green menu bar from any screen (see below) and then select your chapter's name from the list. You can also go to your [My CCL Dashboard page](#) and then click on your group in the "My Community Groups" on the left-hand side.



On the landing page of your group, you'll see three sections.

Left Side: Chapter Submenu

The left side is where you can see the directory of the different group pages in your chapter and click to be taken to any one of them. This left side submenu will stay in the same place across any of your group pages.

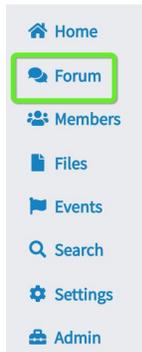
Right Side: About Us & Latest News

The right side displays your group's About Us section details and latest news with any helpful links. Every group's homepage allows users to post updates as well. For groups (action teams, chapters, etc.) that you have already joined, you can see this column and the center post updates.

Center: Recent Forums posts

The center of the homepage is a place where all group members can see recent updates from the group's forums (see more information below)

Group Forums



Group Forums function very similarly to the Sitewide Forums ([see the next section](#)). To access your group’s Forum, click on the Forum icon as shown on the left-hand side of the screen. You’ll be directed to a group page where you will see a similar Forums Category List as in any of the Sitewide Forums. Participate in your group forums, set up the subscription settings, and use the bookmarks following the same instructions as the sitewide forums highlighted in the section below.

Note: Group forums do not have a search feature like sitewide forums do, but you can search your group’s content from the left-hand submenu the “Search” option.



Group Members

The Members page in any group displays three kinds of information for the group’s members:

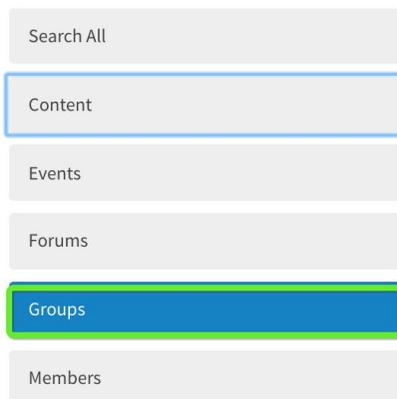
1. Members’ names alphabetized.
2. The group leaders
3. The newest members to join

You can click to add any member of the group as your friend and also privately message other group members this way.

Group Files / Group Photos / Group Videos

share sitewide

Filter By



The Files / Photos / Video pages allow you to view all of the files you and other chapter members have uploaded onto your group page. It also allows you to upload and share files with your group and larger CCL Community. To upload a file, follow the same [instructions as uploading a photo to your profile](#). The only key additional feature is the optional checkbox that will be available to allow your file to be shared sitewide if shown. If you choose to fill in this box, your file(s) will be accessible for any Community member outside of your group to find when searching on the [main Community search page](#) if they select the “Group” filter for where they are looking for files and pages within. Leaving it unchecked restricts to your group.

Group Events

See the [Finding & Sharing Events Section](#) for more details.

Group Search

Group Search allows you to search through any of the content files, comments, members, events and forum discussions to locate any chapter-specific material you are looking to pinpoint.

My Individual Group Settings: Notifications

By default, you will be notified about new group forum posts as a daily digest. You can set the types of group events that you will be notified about by going to Settings from your group home page. Select “Notifications” to toggle notifications on and off:

Note: After making any changes, make sure to scroll down to the bottom of the page and click “Save” before exiting away from this screen. Otherwise, your updates will not save.

Subscriptions

You also have the ability on the Settings page to set how frequently you would

like to receive updates from any forum discussions you’ve subscribed to in this group. If you would like to receive no emails, select “None.” See the [Forums section](#) below for additional information:

Notifications **Subscriptions**

My Individual Group Settings

Notifications Subscriptions

NOTE: There are no options to receive notifications like these as a daily or weekly digest

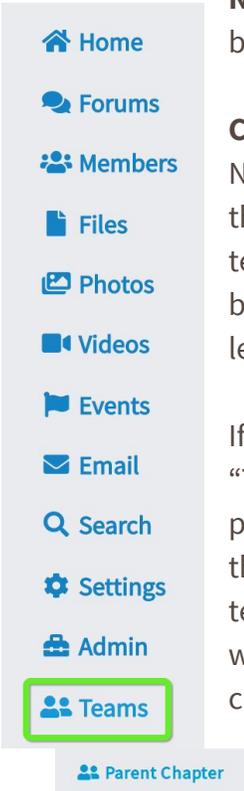
Send me an email for the following actions when there is new content:

- Notify me of new Forum posts or replies
- Notify me of new Members
- Notify me of new Files
- Notify me of new Photos
- Notify me of new Videos
- Notify me of new Events
- Notify me of emails from the leader of this group or team

Save changes

FORUMS INSTANT DAILY WEEKLY NONE

KY Lexington - Planning Committee ○ ● ○ ○



Note: After making any changes, make sure to scroll down and click “Save” before exiting away from this screen. Otherwise, your updates will not save.

Chapter Teams

New Community also allows volunteers to form and join chapter teams within their chapter (i.e., a letter writing team or a lobby strategy team). Each chapter team page has the same layout as a group page, and only chapter members can be part of a chapter team. You will be able to access your chapter teams from the left side menu bar or from any bookmark set up.

If your group has chapter teams set up, you can access them by selecting the “Teams” menu item from your chapter home page. Once on the “Chapter Teams” page, you can view and select from a list of your teams. The chapter teams have the same features that your parent chapter page does, and you can interact with team members the same way (via posts, forums and file sharing) as you interact with a normal group page. To return to your chapter page from a team, simply click on the “Parent Chapter” link on your Team right side submenu, located immediately below the Admin link in the sidebar menu.

Joining Action Teams

Even though you will only be assigned to one primary local chapter, you may join as many [Action Teams](#) as you like. When you visit [Action Teams](#) you will see a “Join” button at the top of the group home page. Simply select that button to join the group. For *public* groups, you will immediately be added to the group, but for a *private* group a request will be sent to the group leader, who will either add you to the group or reach out to you. You can leave a group that you are a member of by clicking on the left side submenu option "Settings" on the group's homepage. On the top part of the group page a green "Leave Group" button will appear beneath the group name at the top of the screen. Click that button in order to leave the group.



8. Jump In On The Forums

CCL Forums: Share Your Thoughts, Learn From Others

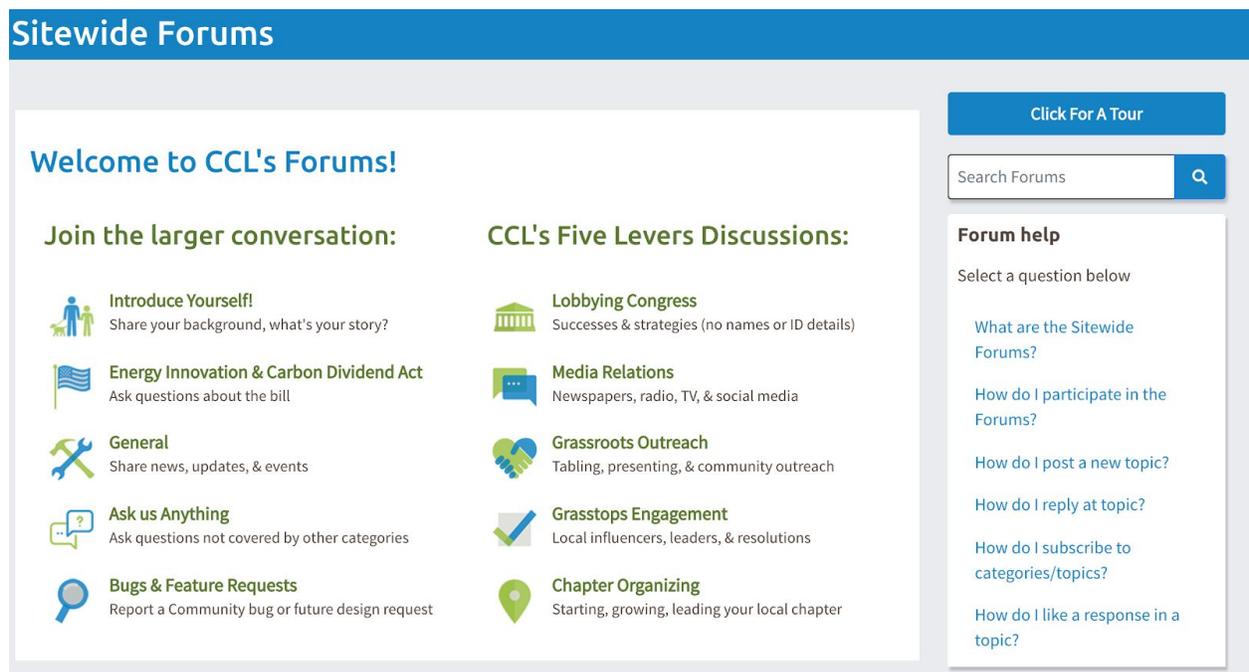
One of the biggest advantages of New Community is the prominent role that Forums play. If you have a question, want to share an important update or resource, or are curious about how others are handling a certain challenge, we encourage all Community users to post in the Forums.

Sitewide Forums

To access the sitewide forums (where all Community users can see and share), hover over the “Connect With Others” option on the drop-down menu bar across the top of your screen.



Then, move your mouse below and over to right to the “Sitewide Forums” area of the menu and click on [“Sitewide Forums.”](#) See below for what this looks like on the main screen:



Once in the Forums below the welcome banner, you have the choice to select where you would like to post.

The categories on the left side are broader, more general topics including introducing yourself to the Community, sharing updates, asking any questions, or submitting a request or report about a technical issue you're having with the site. The categories on the right side are organized by CCL's five levers of political will for your specific questions or interests in activities related to that topic.

If you click on any specific category, you will be directed to its topic stream. Below you'll see what a topic stream looks like. Note the breadcrumbs in the upper left corner to help you get back to the main Forum page. Below that you have several options:

1. Start New Topic
2. Subscribe to Category
3. Bookmark
4. Read/respond to previous topics

Forums / Introduce Yourself!

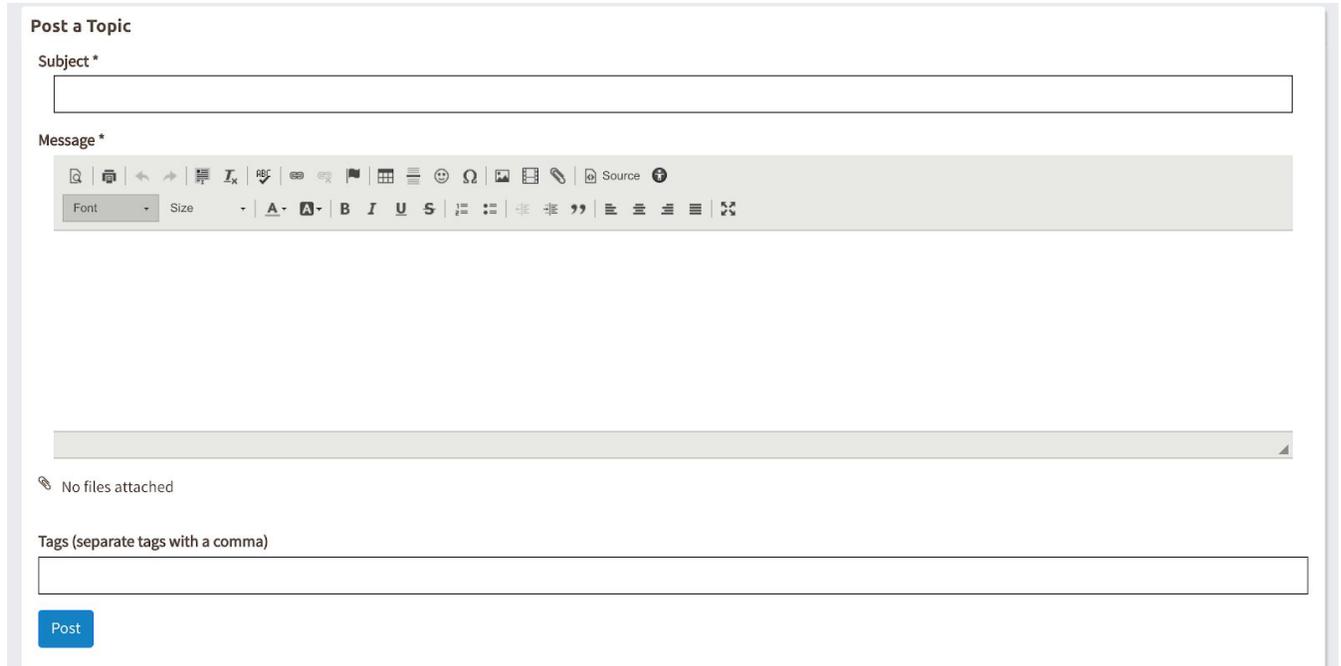
Discussion Topic List

1 [Start New Topic](#) 2 [Subscribe](#) 3 [Bookmark](#)

Topic	Replies	Views	Last Post
Hi! Jill Mitchler here! by Jill Mitchler - Oct 26, 2018 4	1	9	Re: Hi! Jill Mitchler here! by Test Testerson Oct 30, 2018 5:58 am
Hello from Abhaya Thiele in Florida by Abhaya Thiele - Oct 26, 2018 10:56 am	1	8	Re: Hello from Abhaya Thiele in Florida by Test Testerson Oct 30, 2018 5:57 am

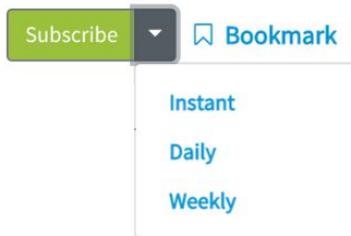
1. Start New Topic

If you have a specific question or would like to share something new, click on the blue button that says “+ Start New Topic.” It’s in the upper left below the category topic. Once you’ve clicked on that button, a new box will appear with the following fields:



- **Subject Field**
The subject field should be short and clearly communicate your question or topic.
- **Message Field**
The message can be as long/in-depth/detailed as you would like. You can include photos , videos , links , attachments , and spell-check  your post by clicking on the corresponding menu tool option icons. You can also format your writing with significant Rich Text Editor formatting options. If you have any questions about what certain icons represent, hover your mouse over the icon and after 2-3 seconds of remaining stationary, a small description box of its purpose will appear next to the icon.
- **Tag Field**
Tags are not required and are intended to help the user identify key concepts or themes from a post to help other users search for that tag later on. For example, if I had a question about local city councils, I might include tags “city council, local government” in my post. (For more on using tags go to [Forum Tags](#) below).
- **Click Blue “Post” when finished Posting**
The bottom of the box has a blue “Post” option. Make sure to click this when finished.

2. Subscribe to Category



This option appears under any specific forum category or subcategory. If you post within a category, you will be automatically subscribed to instant notification every time someone posts on that same topic.

You can also change your notification frequency by going back to the topic in which you posted (or larger category) and looking for the “Subscribe to

category/topic” link:

Once you hover over this link, a drop-down menu bar will appear with three options - “Instant,” “Daily,” and “Weekly.”

- Selecting “Instant” will result in you receiving **all** notification emails anytime a new post is made on this category/topic.
- Selecting “Daily” will result in you receiving **one** notification email **each day** that consolidates all new posts made on this category/topic into a digest.
- Selecting “Weekly” will result in you receiving **one** notification email **each week** that consolidates all new posts made on this category/topic into a digest.

To unsubscribe, click on the green “unsubscribe” button, which will result in you receiving **no** notification emails anytime a new post is made on this category/topic.

Note: You can update your frequency for any specific topic/category subscription at any time. If you subscribe to the category in which a topic is housed, you will be notified of every post made within your topic and every other topic in that category. For more information on how to update your sitewide notifications, go to: [Account Settings - Subscriptions Tab](#)

3. Bookmark



If you would like to save any specific forum topic or category right to your dashboard, click on the “Bookmark” above the conversation thread. For more information on how to use bookmarks, go to: [How to Bookmark a Page.](#)

4. Read/respond to previous topics

In any forum category, you can also see what previous posts have been made and read through other responses.



To look at previous topics, scroll down the list and click on the title of any topic that stands out to you. Once you're in the discussion, you can enter the dialogue by clicking the blue "Reply" button in the lower right corner and typing your response via the same process highlighted above in "Starting a New Topic."

Reply By Email

Currently the only "Reply By Email" option available for responding to any messages in new Community is via instant notifications of forum posts you've subscribed to. For more information, [visit our Community FAQ](#) on this topic.

Forums Help

Along the right side of the main Forums page is a series of FAQs to help address your general questions about the Forums. If you have additional Forums questions you'd like to see on the Help or this guide, fill out your request on the [Community Contact Page](#).



Search Forums

You can also search for previous Forum topics in the upper right corner of any Forum page. By typing your keyword(s) into the search box, you will be directed to a new "Forum Search Results" page where you will be able to help refine your search even further through several filters on the left side.

You can filter "By Category" or "Time Frame," as well as sort the resulting list by topics appearing on top that are "Most Recent," "Top Rated," "Most Commented," or by "Relevance."

Filter By Category

If you want to search only a particular Forum or set of Forums to narrow your results, click on the left side of any number of boxes for the Forum Categories you still want to include in your search. For example, say you are looking for a question about writing a letter to the editor, but would like to look to see if others have posted in forums outside of the "Working with the Media" category as well. You can broaden your search results by selecting additional categories (when selected filters are blue). You can narrow your search by deselecting categories (when deselected, filters are gray).

Filter By Time Frame

Similar to Category filters, select which box on the left hand side suits your search criteria to narrow the results.

Sort List By

Immediately below the Search Results title in the main block of the Search page is a toggle option that allows you to sort your search results four different ways:



The default setting is relevance, which matches your results based on how close they are to your original search term. However if you want to rank order the results so that the most recent appear on top and are sorted chronologically below, scroll your mouse up to select “Most Recent.” “Most

Commented” sorts all results by how many comments they have received with the most appearing on top. “Top Rated” sorts all results by how many likes they have received.

Forum Tags



One additional way that you can search for keywords in your search process is through the use of Forum Tags.

The Forum Tag cloud in the lower right corner of the Forum page is a perfect way to see what kinds of topics are trending currently.

When searching you can also include the term “@tags” ahead of any particular search term to see what related tagged topics come up.

Forum Activity



One last way to sort through the Forum Activity is the bottom three options available on the main Sitewide Forums page’s three tabs: “Recent Topics,” “Popular Topics” and “My Topics.”

- **Recent Topics**
Displays the five most recent Forum topics.
- **Popular Topics**
Displays the five most commented on recent Forum topics.

- **My Topics**

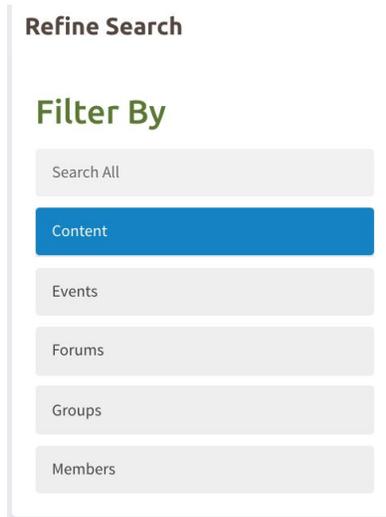
Displays the five most recent topics you've posted/commented on.

9. How to Search

You can [access search](#) from any page by clicking on the search bar in the upper toolbar:



To start, type in the keyword you're looking for or simply click the blue magnifying glass icon. You will be directed to the [search main page](#), where you will be able to further refine your keyword search two additional ways:



1. Filters

The default search filter category below is set to "Content," which entails any training page, resource page, or topic page.

You can narrow or expand your search results to additional pages by clicking on the other categories to select from. For example, clicking on "Events" would add all pages on Community from an event created, clicking on "Forums" would also search and display any forums posts with your keyword(s), clicking on "Groups" will search all CCL chapters and action teams, and clicking on "Members" will also search through all CCL Community members. Clicking "Search All" will search across every one of these categories.

Note: Currently the way our developer has set up the search weights, topic pages come up towards the bottom, which is not ideal. We are working with them to address this limitation as well as the need for tools pages to show in the search (for now, use the ["My Tools"](#) link. Lastly, we are also aware that in "Search All" filters, duplicate pages show at times.

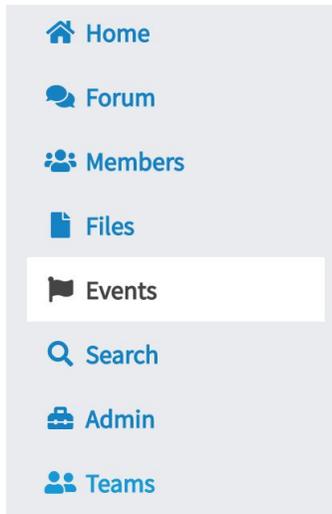
2. Advanced Search Bar

Community's Search page allows you to perform advanced searches as you would for Google:

- You can use quotes (") if you want your search to perform an exact match.
- Use - to exclude certain terms. For example, Introductory -Flyers would search within your filters for resources that have "Introductory" but no "Flyers"
- Use + to include certain terms. For example, Introductory +Flyers would search within your filters for resources that have "Introductory" and also the term "Flyers"

Note: Search pages are also at the bottom of both [Resources](#) and [Training Topics](#) homepages.

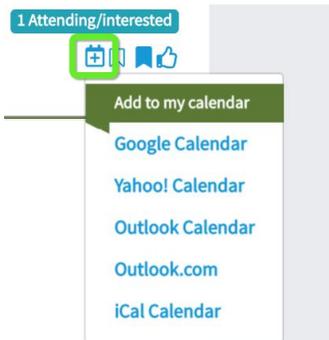
10. Finding & Sharing Events



New Community builds on the structure of other events calendars and provides groups the chance to create their own local events. It also allows you to see & sign up for upcoming [CCL national events](#).

Some of these advantages for your group include:

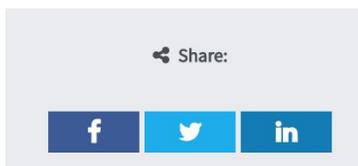
- (1) finding out about upcoming group events and being able to add them to your own preferred calendar app.
- (2) being able to receive updates/attachments to the event if you've RSVPed.
- (3) coordinate moving parts or share updates with other event attendees in the comments
- (4) you can share your events to social media with one click.



Note: [Local Chapter Events](#) and [Action Team Meetings](#) for groups you belong to now both show up on the [CCL national event calendar](#) and in search under their own category block.

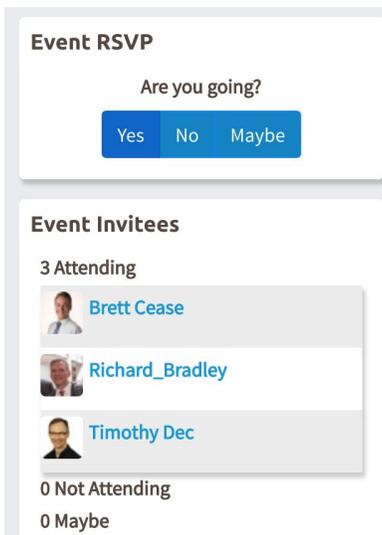
Add to my calendar

With all events in New Community, you will be able to integrate them with your own preferred calendar system by clicking on the calendar “+” icon below the event image then select your calendar.



Sharing on Social Media

With one click you can now share your event on social media to your broader online followers to help spread the word. The event page functions differently than calendar invites as it is public facing and more easily shared.



Event RSVP

Events feature a means for fellow Community members (both inside and outside of your group) to RSVP and indicate their attendance interest. In future releases, group leaders will be able to use this RSVP feature to track their volunteers' attendance and further segment and target their nurturing and support for

volunteers. Event organizers are able to send all volunteers who have RSVP'ed (or attended the event afterwards) communication about any event updates.

Checking In

When the event is happening the “Event RSVP” block will change to a “Check In” block where you as an attendee will be able to check in and register your attendance at that event, whether it be online or in-person.

You can also comment on the event’s information, share updates, and interact with the conversation through the Event Comments feature. This can be a great feature to help plan or coordinate details, as well as engage other attendees who might have questions.

Event Comments

Post



Timothy Dec

This should be great!

Posted Tue 16 Oct 2018 07:43 PM PDT | [Edit](#) | [Delete](#) | 1

Note: If you would like to help your chapter leader maintain the events page, there are additional admin tools they can provide you access to, including adding new events and communicating with the group about upcoming opportunities.

11. Navigate Your Dashboard



The Dashboard is where you can find links to all of the most important resources within New Community. You can reach the dashboard from anywhere within Community by clicking on the CCL logo or the “My CCL

Dashboard” link in the main menu:

Left Sidebar Quick Links

On the left sidebar, you will find links to:

- My Bookmarks: The My Bookmarks block will give you access to the resources, pages and forum topics that you’ve bookmarked on the site ([How to Bookmark a Page](#)).
- My Community Groups: Will allow you to quickly access your chapter group, as well as any action teams or subgroups that you are a member of
- My Tools: This section has links to various tools available on Community. You can use these links to quickly access tools such as field reports, CCL stats, and action tools
- My Messages: Will allow you to access Messages, Friend Requests and Subscriptions
- My Files: Will give you quick access to files that you’ve uploaded, both for Forum posts, groups and your [profile](#)

Dashboard Main Content

The main section of your dashboard will be updated frequently with relevant actions, featured events, training opportunities, and customized content based on your interests:

Check back frequently to become aware of new actions, events and resources which are relevant to your interests.

To make sure that your dashboard is featuring content that is relevant to your advocacy interests, also [update your Interests fields](#) in your Profile with the specific areas of involvement you would like to find out more information about.

Tweet your appreciation to the members of the Climate Solutions Caucus

Take Action

Featured Discussion

What climate change impacts are you noticing in your local community?

Share your story in the forum.

[Join the discussion...](#)

Upcoming Training

Preview New Community

On Thurs. Oct 25th, CCL's IT Director Ricky Bradley & Education Coordinator Brett Cease walk through the new Community.

[RSVP for the live training!](#)

Recommended for you

Media Outreach

Is your chapter looking to boost local media and editorial coverage? Letters to the editor and op-eds are critical to CCL's success. CCL's Flannery Winchester [shares best practices](#).

Grassroots Outreach

Tabling is a great way to build engagement and find new chapter members. This video will [get you up to speed on tabling](#) - perfect for newer CCL members interested in getting involved.

12. Contact Community Members

Email Community Members

You can reach out to community members and chapter members via email using the

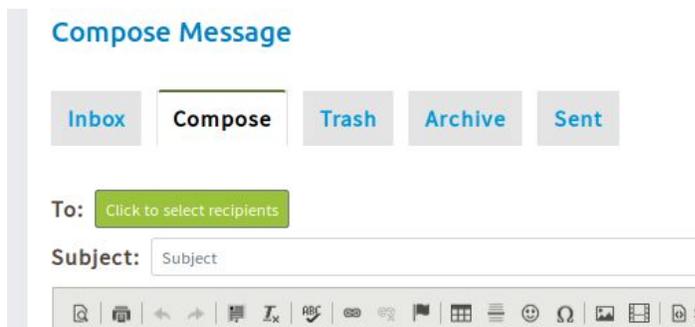
Messaging screen. To get to the messaging screen, click on the Email Envelope in the top toolbar (you can also send a direct private message to someone else from their [profile page](#)).



Compose Message

To send a message to a Community member, click on the “Compose Tab.”

To specify to whom to send your message to, click on the “To: Click to select recipients” green button to show a dialogue where you can search for and select recipients.



Note: Community Friends will populate by default, but you can also type into the text field to search among other Community members and search to friend them in the [Member Directory](#).

Note: If you would like no one or only friends to be able to send you private messages, be sure to adjust your [Privacy Settings](#) as outlined above: [Update Your Account Settings](#)

Message Field

The message can be as long, in-depth, and detailed as you would like. You can include photos

 , videos  , links  , attachments  , and spell-check  your post by clicking

on the corresponding menu tool option icons. You can also format your writing with significant Rich Text Editor formatting options. If you have any questions about what certain icons represent, hover your mouse over the icon and after 2-3 seconds of remaining stationary, a small description box of its purpose will appear next to the icon.

13. Finding Training Topics, Resources & Tools

Your Dashboard

The best first place to look for up-to-date and relevant topics is right on [your Dashboard](#).

There are several blocks of content that will be customized based on your interests, including a featured discussion and action to take, upcoming training to RSVP for, and anything else that you've bookmarked.

In the "Recommended For You" section you will find featured and upcoming live training events, as well as recommended training topics that are based on the [interests](#) you've set in your profile.

The dashboard features three main sections:

- Featured Discussion:** A prompt asking "What climate change impacts are you noticing in your local community?" with a "Join the discussion..." link.
- Upcoming Training:** A "Preview New Community" section for Thursday, Oct 25th, featuring CCL's IT Director Ricky Bradley & Education Coordinator Brett Cease. It includes an "RSVP for the live training!" link.
- Recommended for you:** Two items: "Media Outreach" (asking if the user's chapter wants to boost local media coverage) and "Grassroots Outreach" (promoting tabling as a way to build engagement and find new members).

"Resources & Training" Top Menu

The "Resources & Training" Top Menu provides quick access to our Training Topics, Resources and Tools home pages, including direct links to several of the most popular pages for each category.

The top menu includes the following navigation options:

- My CCL Dashboard**
- Resources & Training** (Active)
- Connect With Others**
- CCL Events**
- Search...**

Below the menu, three categories are highlighted with green boxes:

- Training Topics:** Includes a link for "All topics..." and a list of topics: The Energy Innovation Act, Organizing a Local Group, Working With Congress, and Effective Climate Communications.
- Resources:** Includes a link for "All resources..." and a list of materials: Energy Innovation Act Fact Sheet, Infographic, Brochure, and Primary Ask (Leave Behind).
- Tools:** Includes a link for "All tools..." and a list of forms: Field Reports, Action Tools, Grasstops Engagement Tracker, and CCL Statistics.

New Volunteer Page

If you are a new volunteer, the [New Volunteer Page](#) highlights the best training resources for quickly getting you up to speed as a CCL volunteer, including information on registering for our Climate Advocate Training, connecting with your local group, taking initial actions, and featuring several helpful tours of New Community.

Training Topics Homepage

To access the [Training Topics homepage](#) click on the "All topics..." link as shown above - from the top of the menu bar. On the homepage you will see several of CCL's featured key

topics at the top, and then scrolling down you will also be able to browse other topics you're looking for by category and see upcoming live online trainings along the right side. Below this you can further refine your search within all of CCL's trainings by using the filters and keywords to target what you're looking for (see [How to Search](#)).



Each Training Topic consolidates everything you need to know about a particular subject from “Working with Congress” to “Using Social Media” into one overarching page. These topics provide skill-building instructions grouped together according to themes and topic pages and hold a collection of Trainings and Resources related to a larger theme.

On an individual Topic page, you will see links to relevant training pages, as well as related resources. To jump to the training page, click “Learn now!” Clicking on any of the key resources or links will take you to the featured link and away from the training topic. If there are a lot of resources, you can expand the list by clicking on the “More...” link.

<p>Introduction To The Energy Innovation Act</p> <p>Walk through how the Energy Innovation & Carbon Dividend Act's components work, including the fee, dividend, carbon border adjustment, and regulatory adjustments Learn now!</p>	<p>Key Resources & Links</p> <ul style="list-style-type: none">• Energy Innovation Act Q&A• Energy Innovation Act Forum• More...
---	---

Standalone Training Pages

Training pages are specific how-to guides. You will find step-by-step guides, videos and podcasts on specific subjects such as “Using Twitter and Instagram,” “Giving a Presentation,” and “The Power of Storytelling.” Each training page is standalone and is aimed to help you learn, practice, and explore taking on a new dimension of climate advocacy whether you're just getting started or are looking for a refresher.

Navigation Overview

On an individual training page, you'll see a brief description of the training. If the training is part of a broader topic you will find a link back to the topic page (i.e. Dashboard > Topics > Training) at the top of the main training section. You will also be able to navigate between the related trainings in that topic by clicking on the left side menu bar.

Below the top description are several tabs that will take you to any related video or audio resources, where you will also find related downloads like slides.

Introduction To The Energy Innovation Act

[< Back to Topics](#)

Climate Policy & Science Topics

Understanding the Energy Innovation Act [▲](#)

Introduction To The Energy Innovation Act

Take Action on the Energy Innovation Act

Communicating About the Energy Innovation Act

The bipartisan [Energy Innovation and Carbon Dividend Act](#) of 2019, [H.R. 763](#), a bill which aligns closely with CCL's carbon pricing principles, has been re-introduced in Congress. CCL fully supports this bill and is working diligently toward its passage. The guide below provides a walkthrough of the components of the legislation and you can also choose to watch or listen for an introduction behind this legislation.

[Guide](#) [Watch](#) [Listen](#) [Resources](#)

In This Guide

1. [About the Legislation](#)
2. [How it Works](#)
3. [CCL's Analysis](#)
4. [Details from the 115th Congress \(2018\)](#)

Go Deeper

[See our public website for more details](#) on the benefits of this policy

Discussion Topic

Share your experience or ask questions related to this training in the forums.

[Energy Innovation Act Forum](#)

To Print

Instructions for [printing this page on Community](#).

Training Right side options

The right sidebar provides quick access to recommended links to go deeper on any training topic as well as related forum topics connected to each training so you can engage the larger CCL network with any questions or recommendations that have worked for you. Each training page also provides the opportunity to print out the guide for your use offline and as another instructional resource. To remember how to print a screen from your computer click on the printing instructions link.

Resources Homepage

The [Resources homepage](#) is where you can find all materials that you would normally look to print out or share digitally such as reports, handouts and images. Additional examples range from brochures and trifold for tabling to primary ask sheets, business cards and the CCL style guide.

The [Resources homepage](#) is broken down into the top feature block which spotlights some of our newest, most important or most popular resources. Below the featured resources is CCL's list of resources grouped by categories, such as all resources you might be looking for related to the Energy Innovation Act, to help you sort and scan through what's available more quickly.

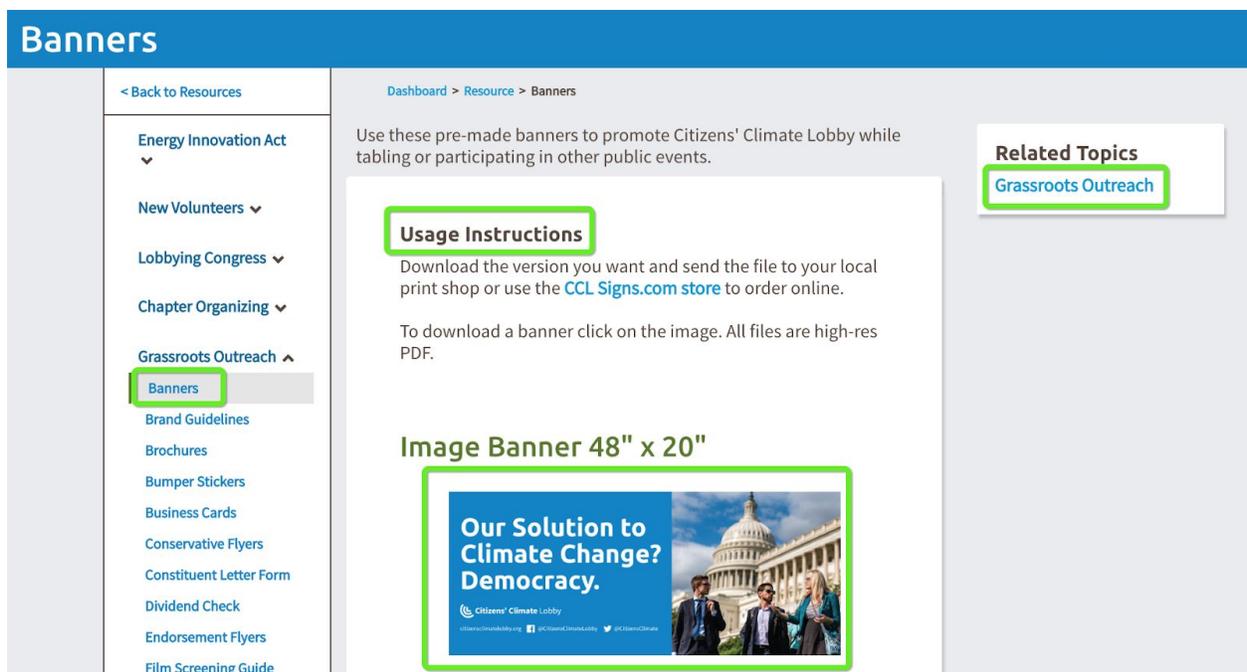
-  [Energy Innovation Act](#) ▼
-  [New Volunteers](#) ▼
-  [Lobbying Congress](#) ▼
-  [Chapter Organizing](#) ▼

Below the categories, at the very bottom the resource page also includes a search block (see [How to Search](#)) tailored to search through all CCL resources to help you locate any specific resource you want to narrow your search for via keywords and filters as well.

Standalone Resource Pages

Each resource page has a specific, individual resource for your use to download, print, or save for later sharing. On an individual resource page, you'll see a brief description of the resource at the top. You will also find a link back (called breadcrumbs) to the Resources homepage at the top of the description section. The left side menu bar allows you to click around to different related resources associated with that same category.

Below the top description are typically usage instructions as well as instructions on how to download the resource. The right side tab provides a link to related training topic page(s) if you are interested in finding out more about the context for this resource or advice on where and how to use it beyond what is provided in the description.



Tools Homepage

The [Tools homepage](#) is where all the tools you'll find helpful to record your activity and store data in your work with CCL can be found. Many of the featured tools are for specific tasks like submitting field reports or meeting minutes as well as keeping track of a connection with the Grasstops Engagement Tracker and other update forms.

Citizens' Climate Lobby Tools

All the tools you'll find helpful to record your activity, access data, and update key information in your work with CCL.



Field Reports

Record your chapter actions, like media outreach, letters or phone calls to Congress and tabling events.



CCL Stats

Most recent volunteer and chapter statistics. Available for the U.S. and by state.



Grasstops Engagement Tracker

Find and manage relationships with local influencers.

However, the Tools page also links to CCL's suite of online action tools like calling or writing Congress as well as featuring specific CCL statistics for your group to be able to highlight.

Lastly, the [Tools homepage](#) also provides specific tools for roles within our CCL groups like our Chapter Roster editor, Chapter Page Editor or Custom Group Editor.

The [Tools homepage](#) is also available via your "[My Tools](#)" block on your personal dashboard and as New Community gets up and running this page will feature more opportunities for us to fully leverage our powerful volunteer network.

Above all, have fun as you get to know New Community!

That's all! We hope you've found this guide useful and please pass on any additional questions and feedback to the ["Contact Us"](#) form as highlighted in [Where To Find Help](#).