



Online Community Organizing at SaveDarfur.org

Our online tools will help grow your local Darfur groups, spread the word about local Darfur events, and connect you to other Darfur activists. This is an instructions guide for best using all of our online organizing tools. Enjoy!

Create an Account

1. Go to www.savedarfur.org/login.
2. Scroll down to the Signup section, then fill in your contact info and click Signup.
3. Your newly created account will now appear, and you are now logged in.

Sign In

1. Go to www.savedarfur.org/login, enter your password and click **Login**.

Online Groups

Use our groups tool to organize on Darfur issues in your community. Find an existing group, or create one of your own! You'll be able to communicate with other Darfur activists who have also come to savedarfur.org looking for local activist opportunities.

Create a Group

1. Sign in at www.savedarfur.org/login.
2. Select the **Groups** tab.
3. Scroll to the bottom of the page. In the Start a Group section, type in your group name and select the button labeled Start Group.
4. Fill in the Group Information in the spaces provided. When you have finished creating your group, click **Save Group** at the bottom of the page.
5. A message will appear, alerting you that your group was saved. It must now be approved by a Save Darfur Coalition moderator.
6. As the group administrator, you have the ability to change group settings, such as managing and approving new members and list serve messages.
7. Encourage your friends to join your group by clicking the **Invite Friends** button on your group's webpage.

Join a Local Community Group

1. Go to www.savedarfur.org/groups. Under the Find a Group Section you have the ability to search for a group by zip code, State, keyword or group category.
2. When you find a group you want to join, select the join Group button. For private groups, the group administrator will need to approve your membership.

Sending Messages using Listserv

Communicate with group members using your group's listserv!

1. Sign in at www.savedarfur.org/login and select the groups tab.
2. Under Listserv, click the link to send a message to the whole group, or paste the email address shown into the email that you are composing.



Our online events tool lets local activists know about the various Darfur events taking place in the community. The Save Darfur Coalition relies upon local community activists to take action and raise local awareness about the genocide in Darfur.

Posting an Event

1. Sign in to your account at www.savedarfur.org/login.
2. Click **Dashboard**, then find **My Events**, and click on the link **Plan an Event**
3. Follow the prompts, entering your zip code and the type of event you have planned, and then click **Continue to Step 2**.
4. Fill out additional information about your event, and then click **Create Event** at the bottom of the page.
5. Your event has been created! You can now invite people to your event via email, and personalize the invitations you send out.

Getting the Most Out of the Events Tool

1. Go to <http://www.savedarfur.org/page/event/myevents> to get to *Event Central*. Then click **Manage Event** for the event you are working on.
2. **Recruiting Volunteers:**
 - a. After completing #1 above, click **Edit Event Details** and make sure that the **"Ask attendees to volunteer"** box is checked.
 - b. Enter your volunteer message describing what volunteer responsibilities you are looking to fill.
 - c. Scroll down and click **Save This Event**.
3. **Invite Attendees:**
 - a. After completing #1 above, click **Send Invitations**.
 - b. Enter the email addresses for the people you wish to invite, then edit the subject line and enter the text for your email.
 - c. Click **Send Invitations** when you are done!
 - d. You will be alerted if your messages were sent correctly.
4. **Contact Attendees:** You have the ability to email all of those who have RSVP'd for your event.
 - a. After completing #1 above, click **Email Attendees**.
 - b. Enter the subject line and email text.
 - c. Select which attendees you wish to email.
 - d. Click **Send Email**.
5. **Edit Your Event Details:**
 - a. After completing #1 above, click **Edit Event Details**.
 - b. Edit the settings you wish to change.
 - c. Scroll down and click **Save This Event**.
6. **Download a List of Attendees:**
 - a. After completing #1 above, click **Export Attendees**.

Your Online Network

1. Click the **My Networks** tab.
2. To invite people to sign up and join your network, click **Invite New Friends** under the *Friend Requests* section.
3. Request to be "Friends" with other activists throughout the network by clicking the **Profiles** tab and searching for other members. When you become "friends" with another person in the network you can communicate with them by clicking the **Network** tab and choosing **Compose Message**.
4. Manage your settings by clicking **My Settings** on the **Network** tab.