

USER MANUAL FOR ECF INTRANET

European Cyclists Federation

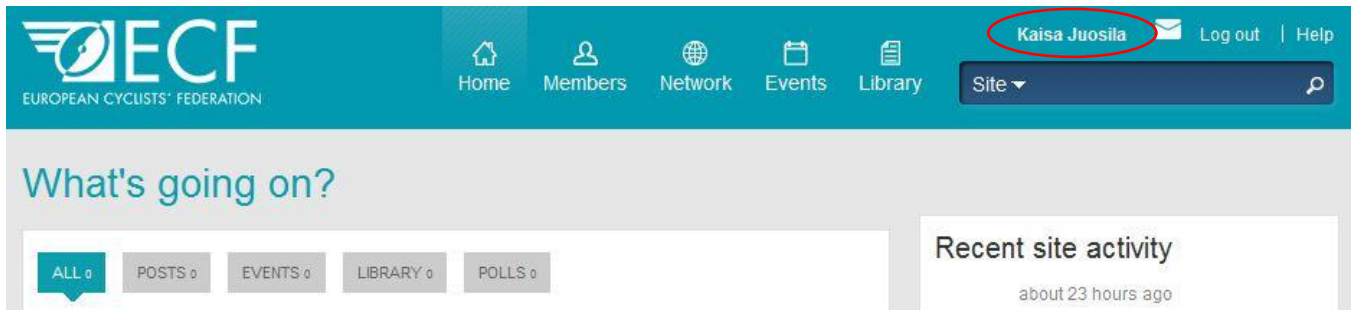
23.10.2015

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1. Edit your account

You can access your account details by clicking your name on upper right corner of the page

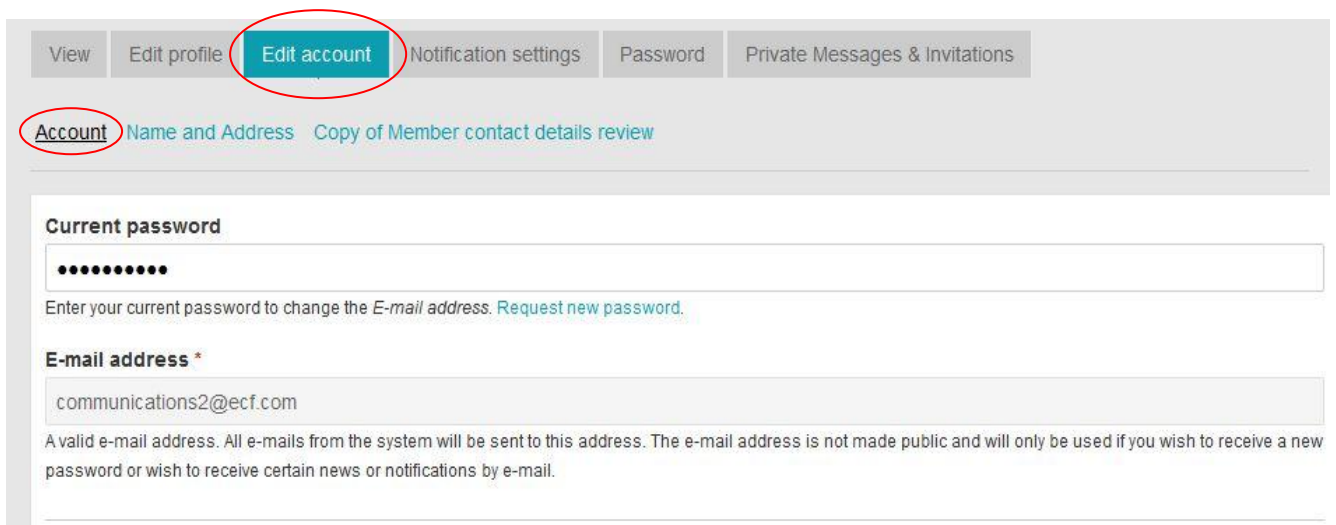


1.1 Changing e-mail address

You can change your e-mail address by going to: **Edit account** -> **Account**

Here you can change the e-mail address that you use for logging-in to the intranet. All notifications from the intranet will be sent to this e-mail.

Type in your current password and a new e-mail address. Click **Save** at the end of the page


 A screenshot of the 'Edit account' form. The top navigation bar is grey and contains tabs for View, Edit profile, Edit account (circled in red), Notification settings, Password, and Private Messages & Invitations. Below the tabs, there are links for Account (circled in red), Name and Address, and Copy of Member contact details review. The form has two main sections: 'Current password' with a text input field containing eight dots and a note to 'Enter your current password to change the E-mail address. Request new password.'; and 'E-mail address *' with a text input field containing 'communications2@ecf.com' and a note: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.'

1.2 Changing password

You can change your password by clicking on your name on the upper right corner of the page and selecting the **Password** -tab.

Select new password and confirm it. Click **Save**.

View Edit profile Edit account Notification settings **Password**

Current password

.....

Enter your current password to change the Password. [Request new password.](#)

Password Requirements

- Password must contain at least 2 characters of different types (lowercase, uppercase, digit or punctuation).
- Password may only be changed in an hour from the last change.
- Password must have a minimum of 2 *digits* in order to place any digits at the start or end of the password.
- Password must not match last 3 passwords.
- Password must be at least 8 characters in length.
- Password must contain at least 2 letters.
- Password must not contain the username.

Password * Password strength:

Confirm password *

To change the current user password, enter the new password in both fields.

1.3 Changing profile picture

You can add and change a profile picture by going to: **Edit account** -> **Account**
 Upload the picture and click **Save** at the end of the page

Picture



Upload picture

No file selected.

Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down.

1.4 Updating your name and address details

You can update your name and address details by going to: **Edit account** -> **Name and Address**

[View](#)
[Edit profile](#)
[Edit account](#)
[Notification settings](#)
[Password](#)
[Private Messages & Invitations](#)

[Account](#)
[Name and Address](#)
[Copy of Member contact details review](#)

Name and Address

First Name
 Last Name
 Street Address (Home)
 City (Home)
 Postal Code (Home)
 Country (Home)
 State (Home)

2. Notification settings

You can control what notifications you receive by going to your **Notifications settings**.

Here you will see all the groups and networks you are part of. By clicking the **Follow** button after the group name you will see updates in your activity stream.

By ticking the **Send e-mail** –box you will receive e-mail notification about updates in the group.

[View](#)
[Edit profile](#)
[Edit account](#)
[Notification settings](#)
[Password](#)
[Private Messages & Invitations](#)

Control how you are notified of new content and activity. When you follow a group, topic, user, or other content, you'll see updates in your content and activity streams, and you will automatically get email updates unless you disable emails or unfollow.

Send email notifications by default.
 If checked, you'll automatically sign up for email notifications when you follow something. Leave unchecked to default to signing up only for activity stream notifications

Groups
 Other content
 Topics
 People

Title

Send email?

3. Private messages & Invitations

You can send private messages and invitations to all users that are your trusted contacts. All users that are members of the groups you are part of are automatically your trusted contacts, but you can also add other users in your trusted contacts list.

3.1 Adding a trusted contact

You can find users by typing their name in the search field on the upper right corner of the page



To send a trusted contact request click on **Add trusted contact** –button



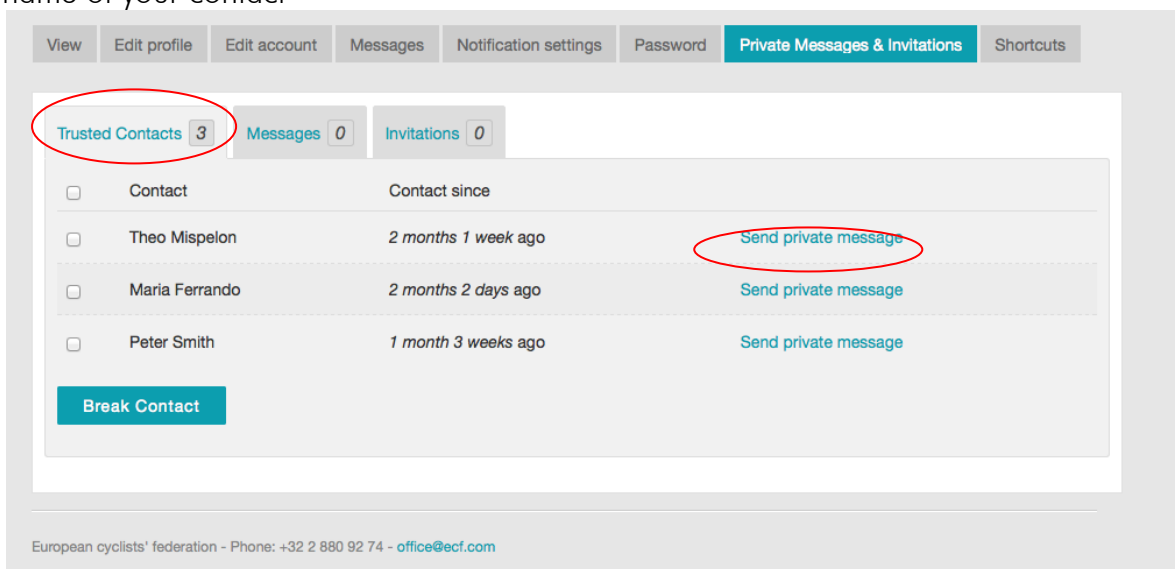
The user will then receive an e-mail notification with the option to **Approve** or **Ignore** the request.

You can also see all your requests under the **Invitations** –tab in your **mailbox** where you can accept and reject requests. You can access your mailbox from the **envelope icon** on the upper right corner of the page.

3.2 Sending private message

Access your mailbox from the **envelope icon** on the upper right corner of the page.

To send private messages go to **Trusted contacts** and click on **Send private message** after the name of your contact



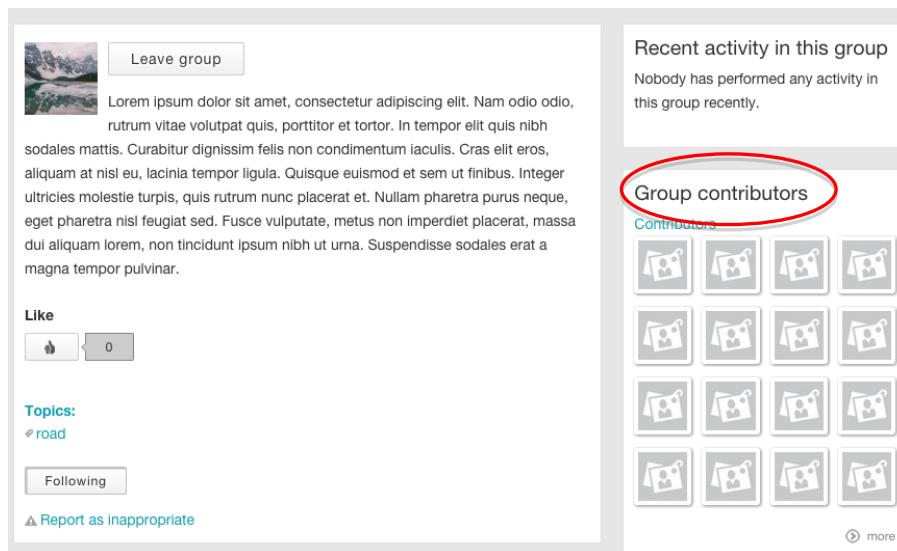
4. Groups

4.1. Leaving a group

Click on the **Leave group** button located at the top right-hand corner of the group description.

4.2. Finding contributors

Click on the group name (eg. **Road Safety**) then click on the **more** button in the lower right-hand corner of the Group contributors box. This will allow you to see all of the different contributors.



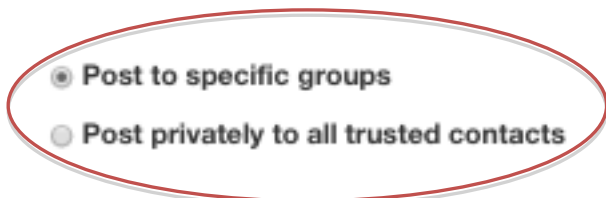
4.3. Posting in a group

4.3.1. **Option 1:** Click on the **Posts** box at the bottom of the group page and type a post into the **What's on your mind** box. You can add an image or video by clicking on the **Browse** button that will appear once you start typing in the **What's on your mind** box. Click on the **Post** button at the very bottom of the page to publish your post.



4.3.2. **Option 2:** Click on **Go to full form**. To limit who sees your post within the group select the option to post privately to all trusted contacts. To preview your post before publishing it, click on the **Preview** button at the very bottom of the page. Click **Upload** or **Save** to publish your content.

4.3.3. **Option 3:** To create one post for several different groups click on **Go to full form**. Select the **Post to specific groups** option and specify in which groups you would like to post your content. Follow the steps in 1.3.2. to preview and upload your text.



Post to specific groups

Post privately to all trusted contacts

Groups

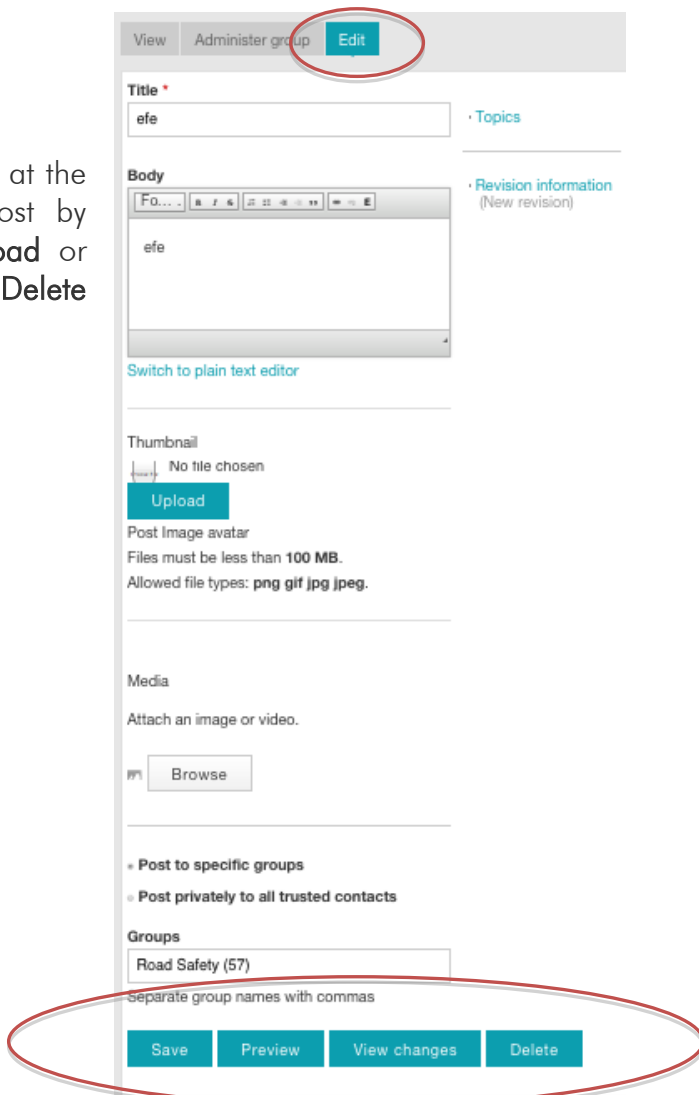
Road Safety (57)

Separate group names with commas

Save **Preview**

4.4. Editing or deleting a post

Click on the post then select the **Edit** option at the top of the page. Preview your edited post by clicking on the **Preview** button. Press **Upload** or **Save** to publish the edited post. Press the **Delete** button to delete the post.



View Administer group **Edit**

Title *
efe

Body
efe

Thumbnail
No file chosen
Upload

Media
Attach an image or video.
Browse

Post to specific groups

Post privately to all trusted contacts

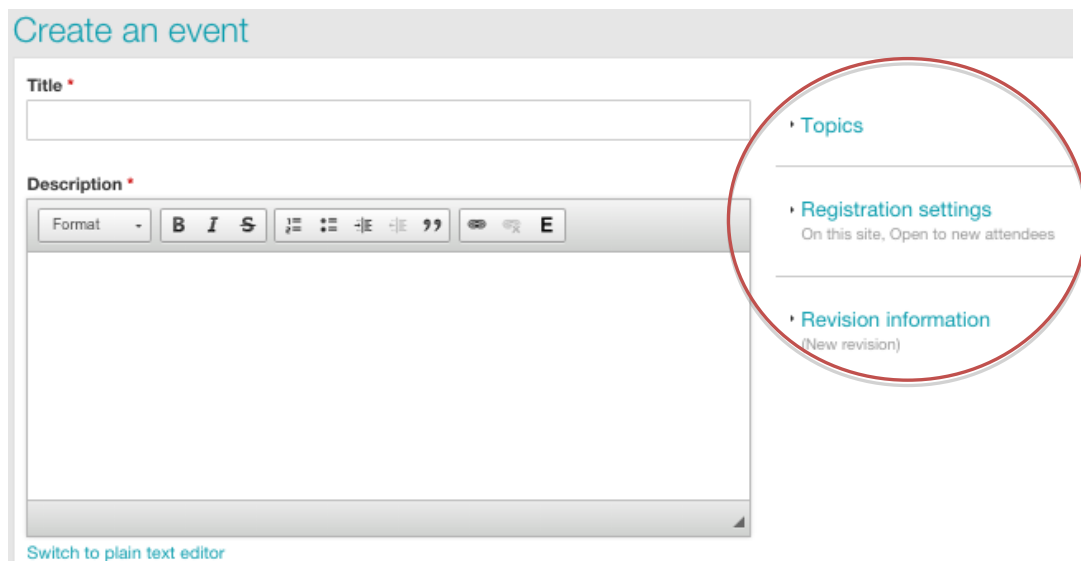
Groups
Road Safety (57)

Separate group names with commas

Save **Preview** **View changes** **Delete**

4.5. Creating an event

Click on the **Events** box (see 1.3.1.) then click on **Go to full form**. Click on **Registration settings** (on the right-hand side of the page) to select the status of the event. You can make the event **open to new attendees** or **closed**. If you wish to make any changes to your event after it has been created, click on **Revision information** (located below **Registration settings**) and explain what the changes are and why you have made them. Scroll to the bottom of the page to post the event. You can either **post the event to specific groups** or **post privately to all trusted contacts** (see 1.3.3).



Create an event

Title *

Description *

Format - **B** **I** **S** [List icons] [Link icon] [Quote icon] [Media icon] **E**

Switch to plain text editor

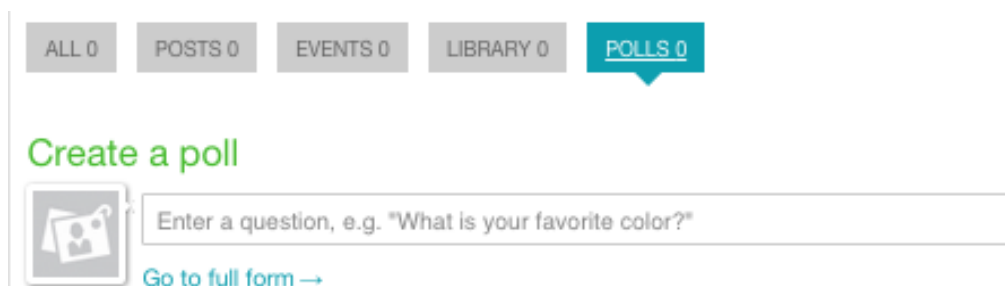
- Topics
- Registration settings
On this site, Open to new attendees
- Revision information
(New revision)

4.6. Creating a Poll

Click on the **Polls** box

4.6.1. **Option 1:** Enter your question into the box entitled Enter a question

4.6.2. **Option 2:** Click on **Go to full form** and post your poll by clicking **Upload** or **Save** (at the bottom of the page). To preview your poll click on the **Preview** box. To make changes to your poll after it has been created, click on **Revision information** and explain what the changes are and why you have made them. Scroll to the bottom of the page to post the event. You can either **post the poll to specific groups** or **post privately to all trusted contacts** (see 1.3.3.)



ALL 0 POSTS 0 EVENTS 0 LIBRARY 0 **POLLS 0**

Create a poll

Enter a question, e.g. "What is your favorite color?"

Go to full form →