friendship force
international

Using my.friendshipforce.org

Contents:

1. Logging In

When the new Friendship Force website is ready in a few months' time there will be a purple
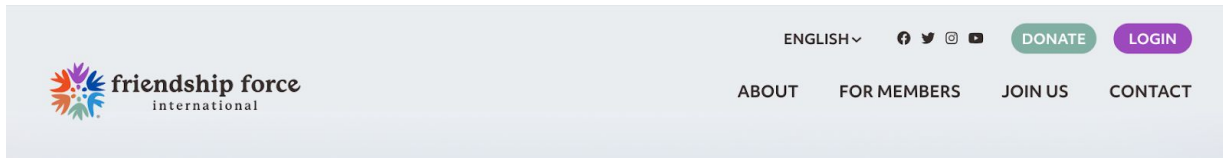
LOGIN button on the top right, where you can access your own member page.

For now though, simply type **my.friendshipforce.org** in your browser. You will see the Member Login screen. Click on the purple SIGN UP button on the bottom right of the screen:

From there you will be guided through a few short questions to establish your online account. You are welcome to upload a picture and share some information in your profile section if you wish (and you can edit all this later after your account has been confirmed by your club - see section 4). However, you don't have to share information if you don't want to. The minimum information required for the member account is (1) your name, (2) club/country, and (3) a valid email address.

2. Navigating the Home Page

After logging on, the first screen you will see is your Member Home Page. For now, it will look something like this.
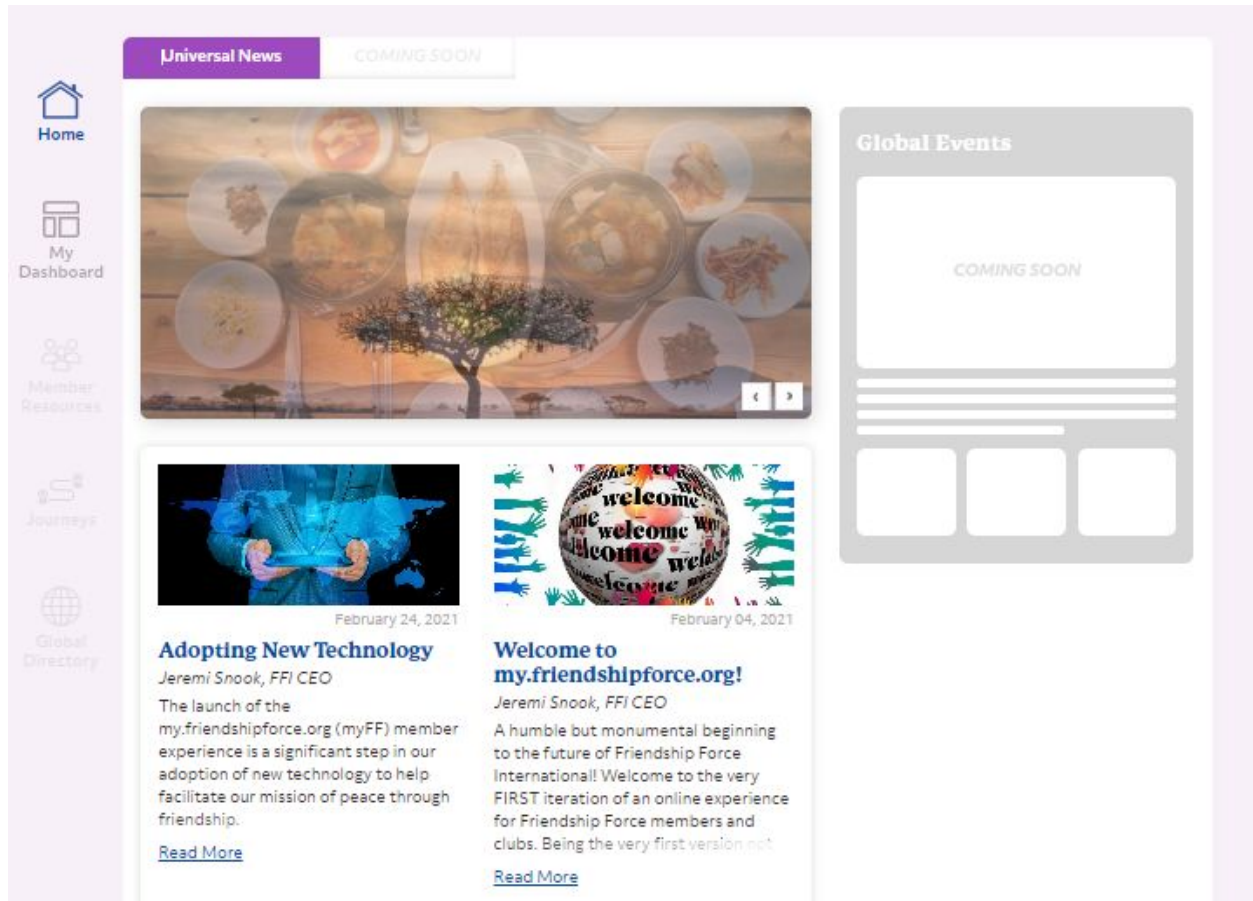
At the top left of the navigation bar, the logo has changed to say "My Friendship Force" which
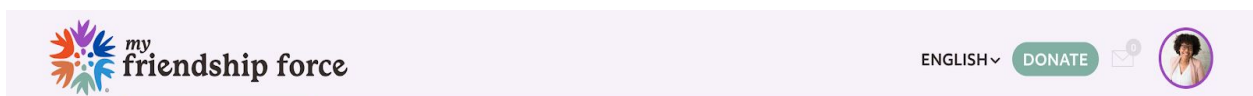

lets you know that you are in the private, Members-Only side of the platform. This top navigation bar also gives you a place to select your preferred language.

This is also where your messages will show when this feature is created later this year.

On the left side of the screen, you will see a different menu that will help you quickly navigate to the different membership information that you need. This version of the platform only has two

pages: "Home" and "My Dashboard." The rest of the pages are in development, which is why they are light gray and you cannot click on them.

Finally, you see the main content area. This home page is currently showing "Universal News" content that is relevant for all friends globally. It currently has an image slider that will feature any important announcements and can be navigated using the left and right arrows. There is also a section that displays the most recent Friendship Force blog posts. Just click on a post to read more. There is also a featured section for "Global Events" that will be available shortly.
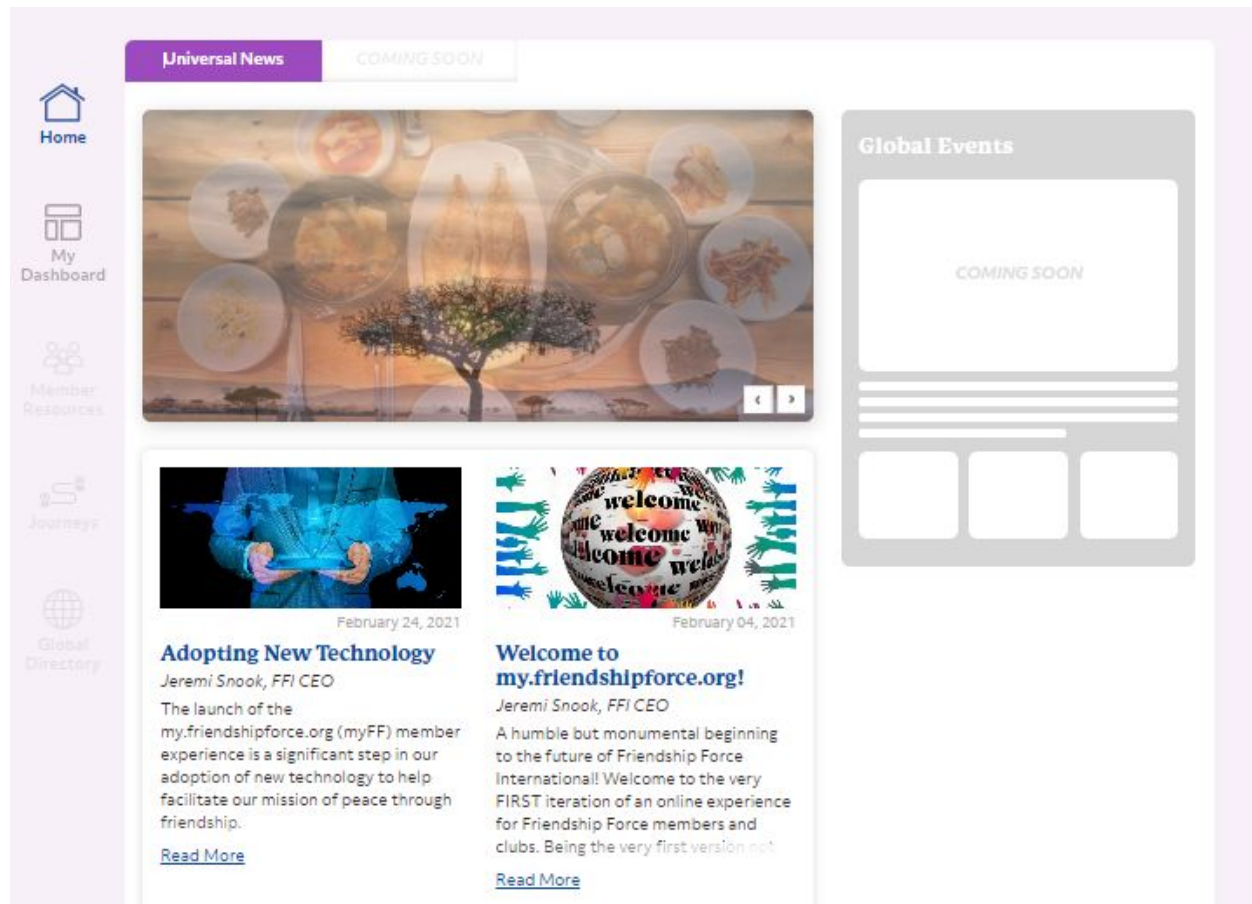
The final "coming soon" feature on this page is the tabs that you see in the very top left corner. The tab is currently set to "Universal News" but in the future, you will be able to toggle between this Universal Homepage and a Regional Homepage that contains more curated content.

3.Navigating the Dashboard Page

When you click on "My Dashboard" on the left menu bar, you will be brought to a new page of content that looks something like this.
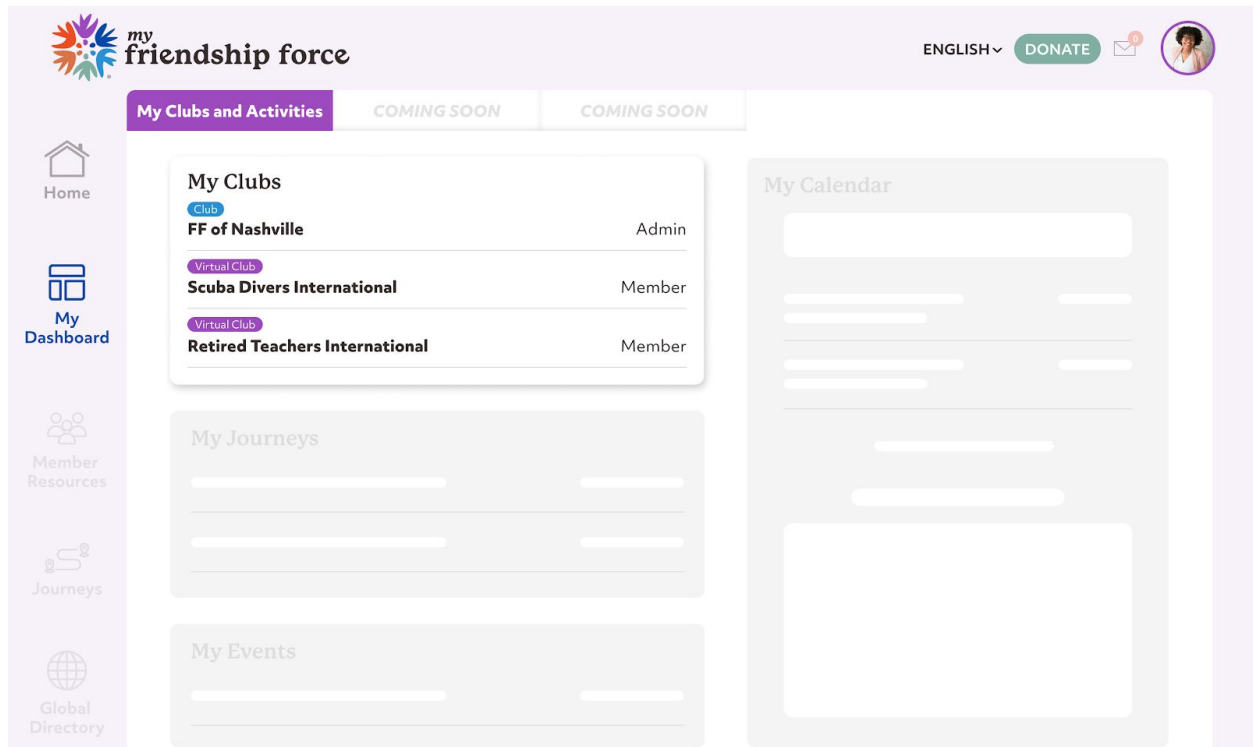
You will see your Friendship Force Club and, eventually, any interest groups that you have selected. Interest groups will be a later development phase of the site.

The grayed-out sections on this page are features that you can look forward to seeing later on: a place to view any of your "Upcoming Journeys", "Upcoming Events", and a personal "Calendar". This page also has tabs in the top left corner that will eventually allow you an even more personalized look at your Friendship Force Membership, where you will be able to include things like ambassador or host forms, upcoming payments, and more!

4. Club Presidents and Club Admins

During the sign-up process there is a question asking if you are a club president. If you select "yes" there will be a form in your Dashboard for notifying FFI of your Club Admin(s). The Club Admin can be you, or any other member of your club who checks their email at least once a week. The Club Admin's role is to verify club member account requests, a simple process that takes just a minute:

(1) Once FFI has received your form and identified your Club Admin, the Club Admin periodically receives an email notification that new club accounts that have been created. It may be a good idea to have more than one Club Admin.

(2) The Club Admin logs in to their dashboard to view pending accounts

(3) The Club Admin clicks "Approve" to verify a member account, or "Reject" for anyone erroneously identifying themselves as a member of your club. Later on, they might also use "Suspend" if someone leaves the club for any reason.

Remember: a member will not be able to edit their profile until the Club Admin has verified a member account by clicking "Approve".

Sign Up Now: my.friendshipforce.org