**SI South West and Channel Islands – Tour of the Hub – 18 November 2023**

Good afternoon, and thank you for inviting me to show you the Hub.

I’m please to say that 62% of members in the Region have signed up to the Hub, and half of these have logged in in the last couple of months, which is great news.

I’m not going to show you the sign up or log in process here as you need a unique sign up link to do so. Similarly, if you have signed up but have forgotten your password you need a unique password reset link. So in either case, if you do want to get onto the Hub, please contact me for your link.

To access the Hub, you need to put <https://thehub.sigbi.org> in the address line of your browser, then enter your email and password to log in. (show login screen).

As I’m an Administrator for the Hub, I’m going to log in as an ordinary user, to show you around. Log in as Kay Turner (she’s not a manager)

The first thing you will see is the Newsfeed. This is the content that you will be receiving in the SIGBI News Digests on 7th and 21st of each month, but you can check each time you log in to see if there is anything new. The Newsfeed is for information that comes from the SIGBI Board or SIGBI HQ, so ordinary members cannot post to it, although they can like items that they read.

If something is headed as a “blog” you can click to read more. We post Director’s blogs on a Friday, and they alternate between the Directors.

News items will be complete so you don’t need to click Read More. They may be accompanied by a picture or a video.

Across the top you can see several menu items: Newsfeed, Address Book, Events, Programme and Library. This may act differently if you’re viewing on a mobile device, the menu may be in a hamburger icon, so just be aware of that.

Before I look at those sections, I’ll show you how to view and edit your own profile. Where your name is at the top right hand side of the screen, click and there are four options: profile, settings, feedback and logout.

Click on “My profile” – you can also access the settings from there.

Click the “Edit” icon to edit your profile. You can change your email, phone number, add any social media accounts that you have, your occupation, address and date of birth (if you see that it’s incorrect). You can even change your name.

Why not add a photo and a biography – it’s just some information about yourself that you’re happy for other people to see. The biography will be visible to other members. Please be assured that no one else can see your contact details unless you have said that they can – I’ll show you that in a minute. The photo does need to be square and quite small.

The dietary requirements and Additional requirements fields may be of use when booking for Conference, but are not used for any other purpose.

Unfortunately, you can’t update your gift aid preferences, so please contact me if they need to be changed. New members are asked to gift aid when they complete the online membership form.

If you look at the settings on your profile, you can see that this is where you can change your password if you wish. You can also change your email settings, although it is recommended that they are all ticked so that you don’t miss out. It would be worth you just checking that they are all ticked. If you are not getting the News Digest it may be because the option isn’t ticked.

You can also review your privacy settings. Note that these begin with the word “Hide”, so if they are ticked that item is hidden from other members. You may wish to allow other members access to your email address only, so you can just untick that option.

The other two options in the settings are not used.

Simply click “Return to profile” to go back to your details.

So how do you contact other members if you can’t see their contact details?

Using the Address book you can search for individual members, Clubs (if you want to contact the Secretary for example), Regions/National Associations/Networks or someone in the Federation.

Type the search term (eg Cheltenham) in the address line, then in the contacts tab find the secretary. Click the “message” icon next to your name top right hand side and start a new conversation with this icon. Type the person’s name in this field, and the message in the field at the bottom of the screen. They will receive an email if they haven’t read the message within a couple of hours. Keep checking for a response, or include your email address if you prefer them to email you.

If you want to start a conversation with more than one person then put all the names in the To field. When one person responds all the members will see the response. It’s similar to Whatsapp.

I’m going to skip Events and Blogs, as blogs appear in the Newsfeed and there are no Events to show at the moment. I’m going to go straight to Library, and hopefully there will be enough time to do Programme Reports as well.

The Library resembles your own desktop, with folders which contain documents or subfolders. Right at the bottom of the top level folders, is the Using the Hub folder, which contains useful information on finding your way around.

There is a search function. Click the magnifying glass to bring up the search field and type in your term. Keep it simple as the document title does need to contain the exact search term. Therefore, Constitution will bring up all the constitutions, Friendship Link will bring up all documents concerning Friendship Links. A grey icon indicates that there is a folder with the search term. It’s worth opening the folder because there may be documents in it that don’t contact the term (eg Orange).

Just click on the document that you need to open it (PDFs will open in a separate tab, but word documents may need a second click to open them).

If the document is a link then it will be shown as a link icon. Eg Trello Boards or Videos will be links.

Is everyone happy with using the Library?

So now we’ll look at Programme Reports. Every member can add a Programme Report, but of course you should do this in liaison with your Programme Action Officer.

Click the blue “New” button. (go through completing a report).

**Notes:**

If you put a thumbnail picture on please do repeat the picture in the pictures section later on.

Also if you put a partner organization, make sure you select the Partnerships for the Goal SDG later on, either as the primary one or secondary.

A draft of the report will be saved, so you don’t lose your information. If you can’t complete it there and then, you can return to it, but you can’t start a new report until this one is submitted. (Go to another section then return to the report).

In the “Supporting Materials” section, this is really for putting pictures, reports or YouTube videos, so even though it says “Start typing here”, it’s not for text. If your report is already on a website somewhere then you can type the link in, otherwise you can click the “upload files” icon. This is the upload images icon and for the YouTube icon, it will ask you to put a link in as you can’t directly upload your video. It will embed the video into the report.

On the last screen, choose your primary SDG (1 only) and as many secondary SDGs as you like (entitled Programme Focus). In the How many people benefitted field it should either be N/A or a whole number. Don’t mix a whole number with any characters, or the field cannot be included in a total when producing a report.

The amount field can include pounds and pence, but there must be something in this field, so if no money was raised put a zero. Add a quote if applicable then submit your form.

If the form won’t submit then you will need to put the zero in the amount raised field again – this is particularly if you return to your form after leaving it.

I do try to approve all reports the same week that they are submitted, obviously occasionally I may be on leave so there is a slight delay.

To search reports, you can search for general terms using the large search field (eg Orange Cafes), but if you want to find out which reports your Club has submitted, for example, you need to open the “Advanced” tab and enter your club in the bottom field, entitled Club.

Click the “Export Filtered as CSV” to produce a CSV file with your reports. You can delete the first column as it’s a computer generated ID number. The report IDs are in the second column. You can then see the details of all your reports and total the number of people benefited and/or the amount raised if needed.

I hope you’ve found this demonstration useful, and I’m happy to take any questions you have if there’s time.