

Intro to Rallyhood: The Basics

A quick and simple way to get your Rally going!

1. How to Create An Account



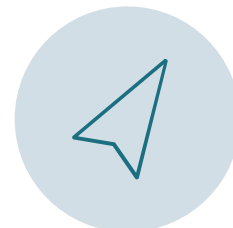
ACCEPT YOUR INVITATION

Locate Rally invitation in your email inbox and click "Join this Rally."



JOIN THIS RALLY

Fill out your basic information and click "Join this Rally."



TAKE A TOUR

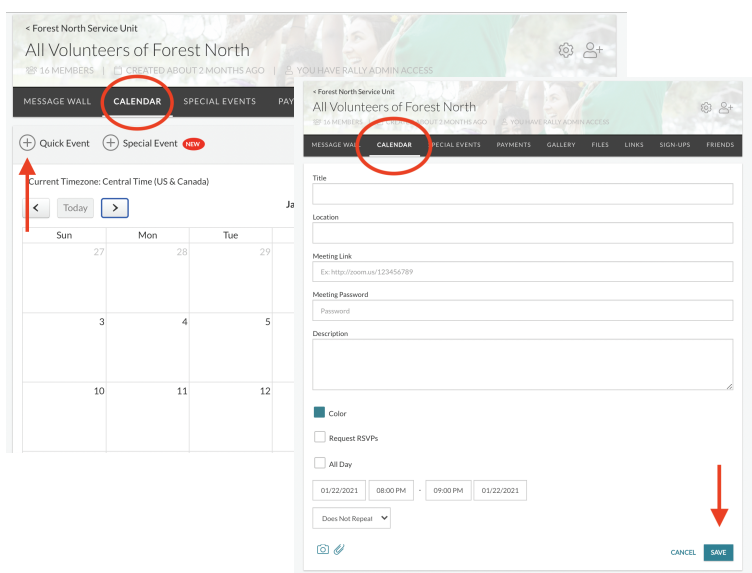
And you're in! Browse the Rally and start sharing with the group.

2. Add Events to the Calendar

Add events to a shared calendar to keep everyone on the same page with troop meetings, outings and more.

CREATING AN EVENT

1. Click on "+ Create Event" under the Calendar tab
2. Fill in the basic information of the event
3. Click "Save" to add the event to your Rally



OTHER FEATURES

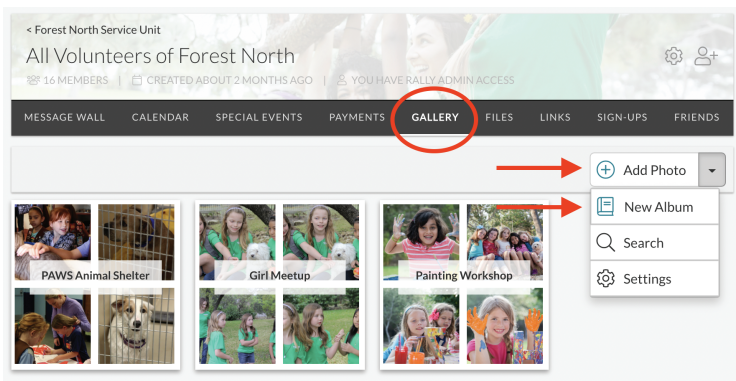
RSVP, sync with personal calendar, attach files to events, enable automatic reminders.

3. Upload Photos to the Gallery

Upload photos from past troop events. Upload, download, and comment on photos in the shared Gallery.

UPLOADING PHOTOS

1. Under the Gallery tab, either add a single photo by clicking "Add Photo" or create a "New Album" to add multiple photos to a single album
2. If you made an album, give your album a name and click "Save"
3. In your album, click "Add Photo" and select photos from your computer and click "Open"



CENTRALIZE TROOP PHOTOS

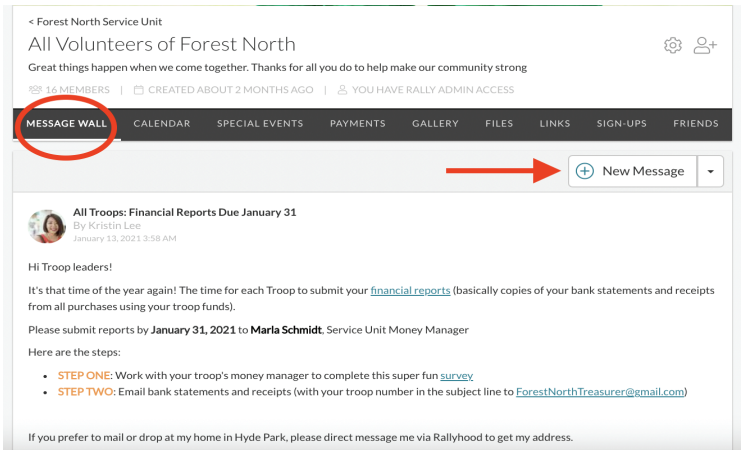
Let Rallyhood be THE place for all your group's photos. Download favorite past photos to customized albums and enjoy past experiences.

4. Post a message on the Message Wall

Rather than communicating with long email chains, let the message wall become the place where everyone communicates by posting messages and leaving comments.

HOW TO POST A NEW MESSAGE

1. Click “New Message” on the Message Wall page
2. Type in your subject title and message content
3. Click “Post” to add your message



MESSAGE WALL IS GREAT FOR

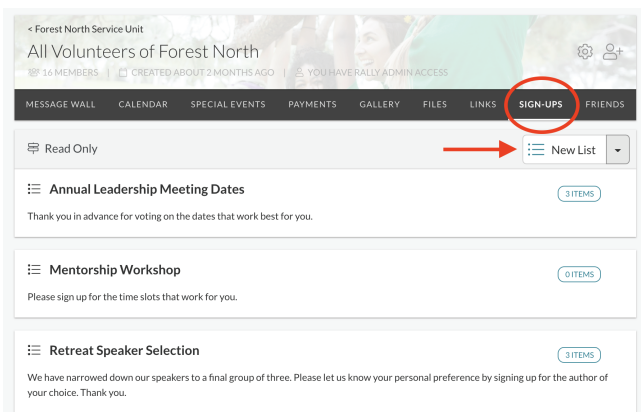
Creating discussions with group members, posting reminders, sharing documents or photos and sharing event information.

5. Create Sign-ups

Sign-ups make it easy to ask for help or get feedback from the group. Anyone in your Rally can sign-up.

HOW TO CREATE A SIGN-UP FOR GROUP ADMINS

1. Click on “New List” under the “Sign-Up” tab. Next, name your list, give it a description and click “Publish”
2. Once your list is created, click on the list and select “New Sign-Up” in the top right corner to start adding new items



OTHER SIGN-UP IDEAS

Voting, surveys, feedback, ride shares to events, group potlucks, surveys, volunteer, hours or cookie assignments.

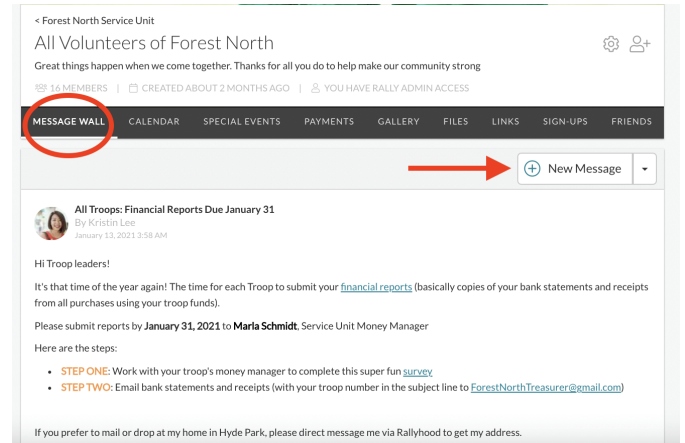
Assign friends to items, or let them assign themselves, and click “Save” to finish

6. Upload documents to Files

End your search for email attachments. Anyone in your Rally can upload and download shared files.

HOW TO UPLOAD DOCUMENTS

1. Click “Add File” under the file tab in your Rally or select “New Folder” to create a folder to group multiple files together
2. Select the files from your computer you want to upload
3. Click “Open” to begin uploading

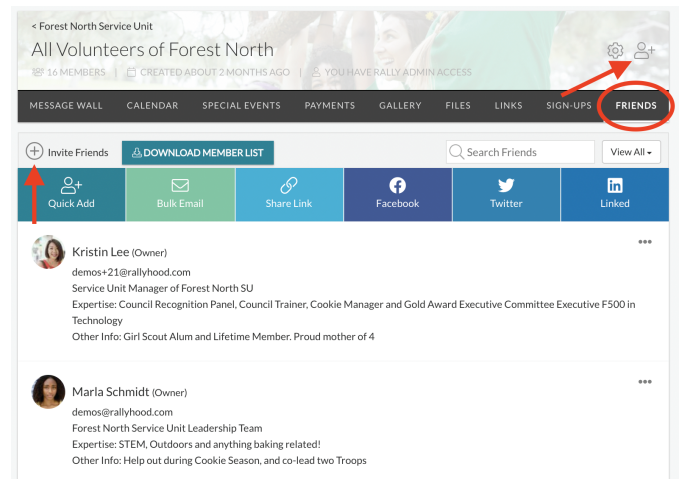


7. Invite your friends

Once you add your content to your new Rally, start inviting your Rally Friends.

INVITE FRIENDS

1. Under the “Friends” tab, either click on the “Invite” icon in the upper right corner or the “Invite Friends” under the navigation bar.
2. In the pop-up select how you would like to invite your friends
3. Enter the required fields and click “Invite!”



Need Support?

If you have any questions, our team would love to help! Drop us a line at support@rallyhood.com

Rallyhood: Glossary

ECOSYSTEM:

The digital network of your Council's Hubs, Rally-Sites and members on the Rallyhood platform.

USER DASHBOARD:

Your dashboard, also referred to as "My Rallyhood," aggregates all the Rally-Sites you as an individual are a member of, in one place.

RALLY:

A Rally, also referred to as a Rally-Site, is a private digital space for your group, with a suite of collaboration features to help you share information and coordinate events and activities. The suite of collaboration tools includes: message wall, shared calendar, file sharing and archiving, links and pinboards, gallery for photos, signups for voting and task sharing, events registration, payments, fundraising pages and more.

HUB:

A Hub, also referred to as a Community Hub, is a landing page with a grouping of related rallies under one umbrella. The benefits of a Hub include the ability to push down messages to all the Rallies within the respective Hub and the ability to categorize all the Rallies within each Hub.

PREMIUM ADMIN:

Premium Admin is a workspace for council staff to manage the Council's ecosystem and have visibility into aggregated engagement analytics. The Premium Admin tools include 1) Ecosystem Builder: Start, Edit, Manage, and Customize Rally-Sites & Hubs, 2) Content and Message Management: Target, Schedule and Publish Content, Message Wall Posts and Push Notifications. 3) Member Management: Manage Invites & Group Assignments, Member Profiles, and Member Activity. 4) Analytics: Oversee Engagement Analytics, Download Reports.

SPECIAL EVENTS:

Special Events is a marketplace for Council and volunteer-led events that require registration. Attendees can explore events, sign-up, and pay. Organizers can create, manage, promote, download reports and collect payments. Rallyhood integrates with Stripe as the third-party payment processing platform and will soon offer payment processing via PayPal as well.

DAILY DIGEST:

Daily Digest emails show a summary of any activity in the Rally that occurred that day (i.e. message wall posts, events, files, or photos added). Daily Digest emails deploy each evening at midnight and will only go out if there was activity in the Rally. Users have the option to opt-in or opt-out of receiving the Daily Digest emails. The Digests can be merged or sent separately for each Rally.

USER ROLES AND PERMISSIONS:

Friend: Can edit and delete their own content, but can not edit or delete someone else's content.

Admin: Can edit and delete any content in the Hub or Rally (e.g. roles and permissions) and download member lists. Admins can turn features in the Hub or Rally on/off and rename tools in the navigation bar (e.g. changing the "Links" name to "Resources.") Admins also have the ability to add/remove users in a Hub or Rally and can also change a user's role from Friend to Admin (or vice-versa) at any point in time.

Owner: Can do the exact same actions as an Admin. Only Owners have the ability to delete a Rally.