User Guide

SOCIAL VALUE INTERNATIONAL MEMBERS AREA

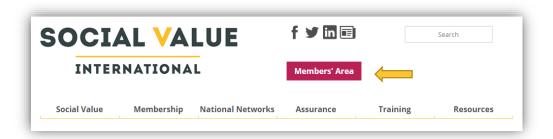
Creating your password

If you registered for Social Value International membership through our website after the new members area was launched (after 1 November 2018) you will have created a password at the same time and so can skip this step.

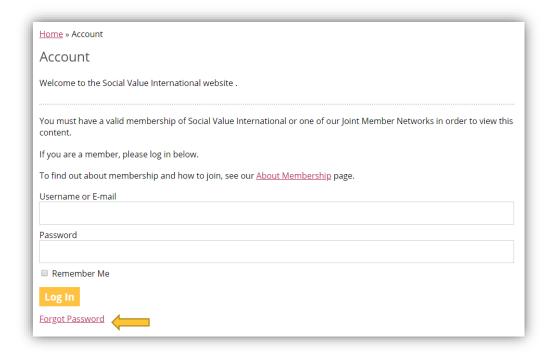
If you registered for membership before 1 November 2018 or if you did not register through our website (for example, if are a member of one of our joint networks) you will need to set up a password before you can access the members area.

Visit https://socialvalueint.org

Click on the Members Area button in the header



On the log in screen, click "Forgot Password"



Enter the email address you used to create your membership (the same email address we sent this guide to) then click "Request Password Reset". If you're not sure what email address is associated with your account, you can email hello@socialvalueint.org to check.

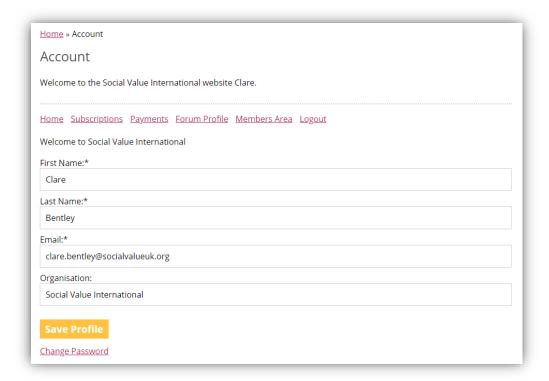


Check your inbox for the password reset email. If you can't find it, check your spam folder. Follow the instructions in the email to reset your password.

Logging in

Visit https://socialvalueint.org. Click on the Members Area button. Log in with your email address and password

Once you've logged in, you'll be taken to your account page where you will see six tabs



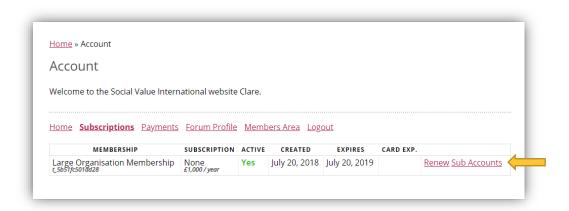
- 1. The "Home" tab shows your members area account details and allows you to edit them
- 2. The "Subscriptions" tab shows your membership type and expiry date
- 3. The "Payments" tab shows all the membership payments you have made to Social Value International
 - PLEASE NOTE: If you paid for membership before the new members area launched, those payments may not show here
- 4. The "Forum Profile" tab allows you to set up a profile which will be displayed when you post in the members area forums
- 5. The "Members Area" tab gives you access to a range of member-only benefits. Further details are provided below.
- 6. Logout

Organisational members

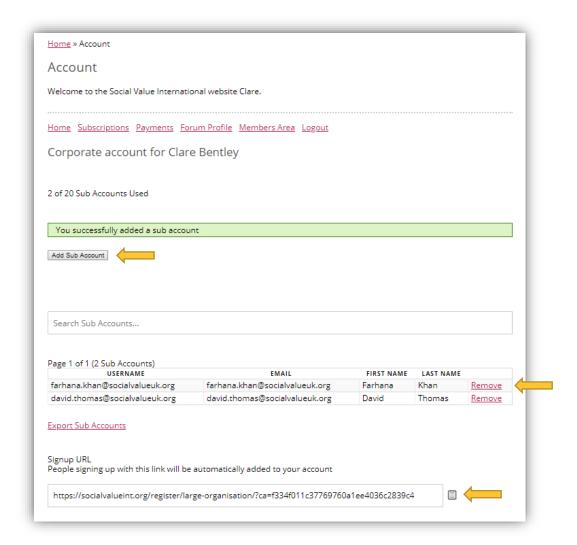
This section applies only to organisational member of Social Value International.

Lead members can view and amend the list of people who are part of their membership using the "Subscriptions" tab.

From the "Subscriptions" tab, click the "Sub Accounts" link.



On the next page you will see a list of people who are already part of your organisational membership. You will also be able to manage who is part of the membership by adding or removing people.



Click the "Add Sub Account" button to manually enter the details of the person being added to your organisational membership.

To remove someone who has previously been part of the membership, click the "Remove" link next to their name.

You can also send a special "Signup URL" to allow new people to join your membership. This is particularly useful if you want to add multiple people.

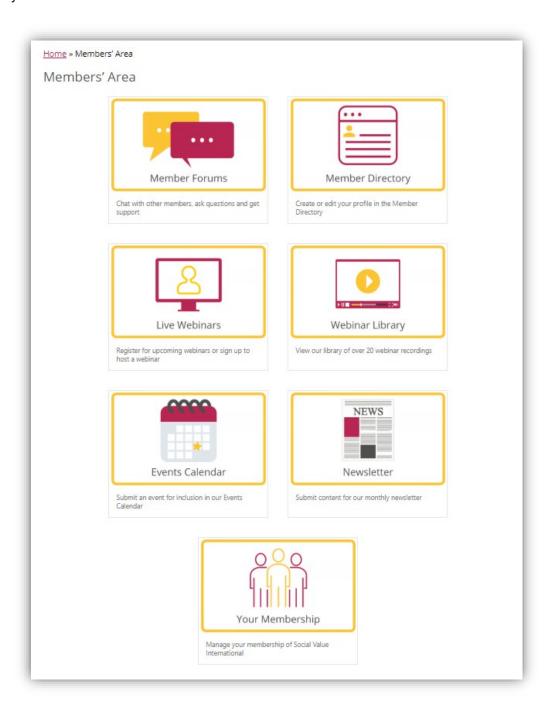
Please remember

The amount of Sub Accounts which can be added depends organisational membership

- Small organisational membership 5 individuals (the lead member plus 4 sub accounts)
- Medium organisational membership 10 individuals (the lead member plus 9 sub accounts)
- Large organisational membership 20 individuals (the lead member plus 19 sub accounts)

The Members Area

If you click on the "Members Area" tab in your account, you will see all the exclusive member benefits you can access online.



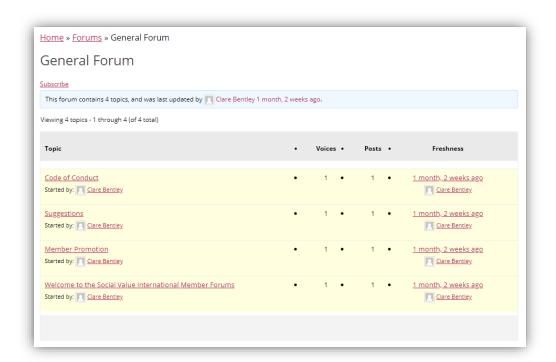
Forums

Our new forums are designed to allow members around the world to connect and access peer support.

Currently there are four forums:

- 1. General Forum is open to all Social Value International members
- 2. Hong Kong Institute of Social Impact Analysts Member Forum is only open to joint members of Hong Kong Institute of Social Impact Analysts UK and Social Value International
- 3. Social Impact Measurement Network Australia Member Forum is only open to joint members of Social Impact Measurement Network Australia UK and Social Value International
- 4. Social Value Aotearoa Member Forum is only open to joint members of Social Value Aotearoa UK and Social Value International
- 5. Social Value UK Member Forum is only open to joint members of Social Value UK and Social Value International

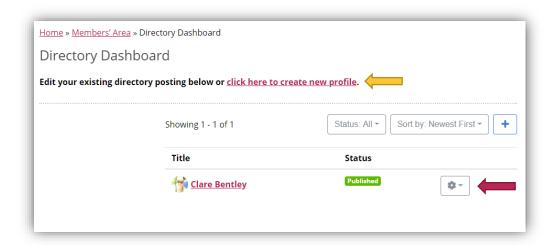
We anticipate that new forums about specific topics and sectors will be added as the forums develop. If you have a suggestion for a new forum or any other aspect of membership, please let us know by posting to the "Suggestions" thread in the general forum.



Please read the Code of Conduct before posting in the forums for the first time. The forums are moderated and any posts that violate our terms of usage will be removed.

Member Directory

Click this link to view your Member Directory Dashboard. From here you can create your profile for inclusion in the Member Directory by clicking the link at the top of the page. Once you have created your profile, a link to it will appear in your dashboard. You can edit your profile by clicking on the cog symbol next to your profile link.



PLEASE NOTE: The Member Directory is public facing. Any information you include in your profile will be accessible by all visitors to the Social Value International website.

Live Webinars

Click here to view the schedule of upcoming member webinars and to register to attend them.

If you would like to present a member webinar, you will also find a form on this page to submit your idea.

Webinar Library

We have a library of over 20 past member webinars which can be accessed here. All future webinars will also be recorded and uploaded to this library.

Events Calendar

If you would like your upcoming event to be included in Social Value International's Event Calendar you can submit the details here.

Newsletter

If you would like to share news with other members and our newsletter subscribers, you can submit your content here.

Your Membership

This link returns you to the account page where you can manage your membership.

More Information

If you have any questions, please contact hello@socialvalueint.org.