



Guide for CEC Group Managers - IUCN UNION PORTAL

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For more content on the IUCN Union Portal please refer to the official guides in [English](#), [French](#) and [Spanish](#) and video guides in [English](#), [French](#) and [Spanish](#).

You can access the IUCN Union Portal in [English](#), [French](#) or [Spanish](#).

1. Commission group Web space

1 click Commissions

2 type CEC in Name field to obtain all CEC Groups

3 click the folder to view docs, news, consultations, events, opportunities of your region (Ex. CEC Meso and South America)

IUCN Commissions and Commission groups

Name **2** Acronym

▸ Statutory Region

Search

This list contains 19 entry(ies).

Name	Acronym	Region	WebSite
IUCN CEC Community Management, Traditional Knowledge, Empowerment 2017-2020			
IUCN CEC East Asia 2017-2020			
IUCN CEC East Europe, North and Central Asia 2017-2020			
IUCN CEC Eastern and Southern Africa 2017-2020			
IUCN CEC Europe 2017-2020			
IUCN CEC Higher Education, Knowledge Management and Capacity Development 2017-2020			
IUCN CEC Media and Communications 2017-2020			
IUCN CEC Meso and South America 2017-2020			
IUCN CEC NatureForAll, CEPA, Social and Behaviour Change Communications 2017-2020			
IUCN CEC North Africa and Middle East 2017-2020			
IUCN CEC North America and Caribbean 2017-2020			
IUCN CEC Oceania 2017-2020			
IUCN CEC Outreach 2017-2020			

IUCN CEC Meso and South America 2017-2020

What's new Documents News Consultations Events Opportunities Related groups

About this group

Group type:
Commission group

Parent group(s):
IUCN Commission on Education and Communication

Affiliation: People

Member

Add to Favourites

Manage Group

- Mail group members
- Edit group details

What's new

Title / Description contains

Consultations Documents Events News stories Opportunities

▸ Sort options

Search

Inspired by Nature to fight Climate Change in Cartagena Colombia
Wednesday, August 23, 2017 - 06:01 > [News](#)
Juliana Acosta Jaramillo IUCN- CEC member, in 2016 joined the Climate Change Plan of Cartagena – Plan4C, to contribute to her country Colombia, in

General information

Managers options

Group's space filters and contents

2. Send emails to your CEC group members

Manage Group

- [Mail group members](#)
- [Edit group details](#)

You can: 1 add images, 2 add documents, 3 add web links

Preview and submit. The mail will be sent to all commission group members by the Union Portal, using IUCN Exchange Email Server.

To add a document you need to upload it first to the Portal as explained below. When you prepare your email to members just click on icon 2 (document manager) and attach your document.

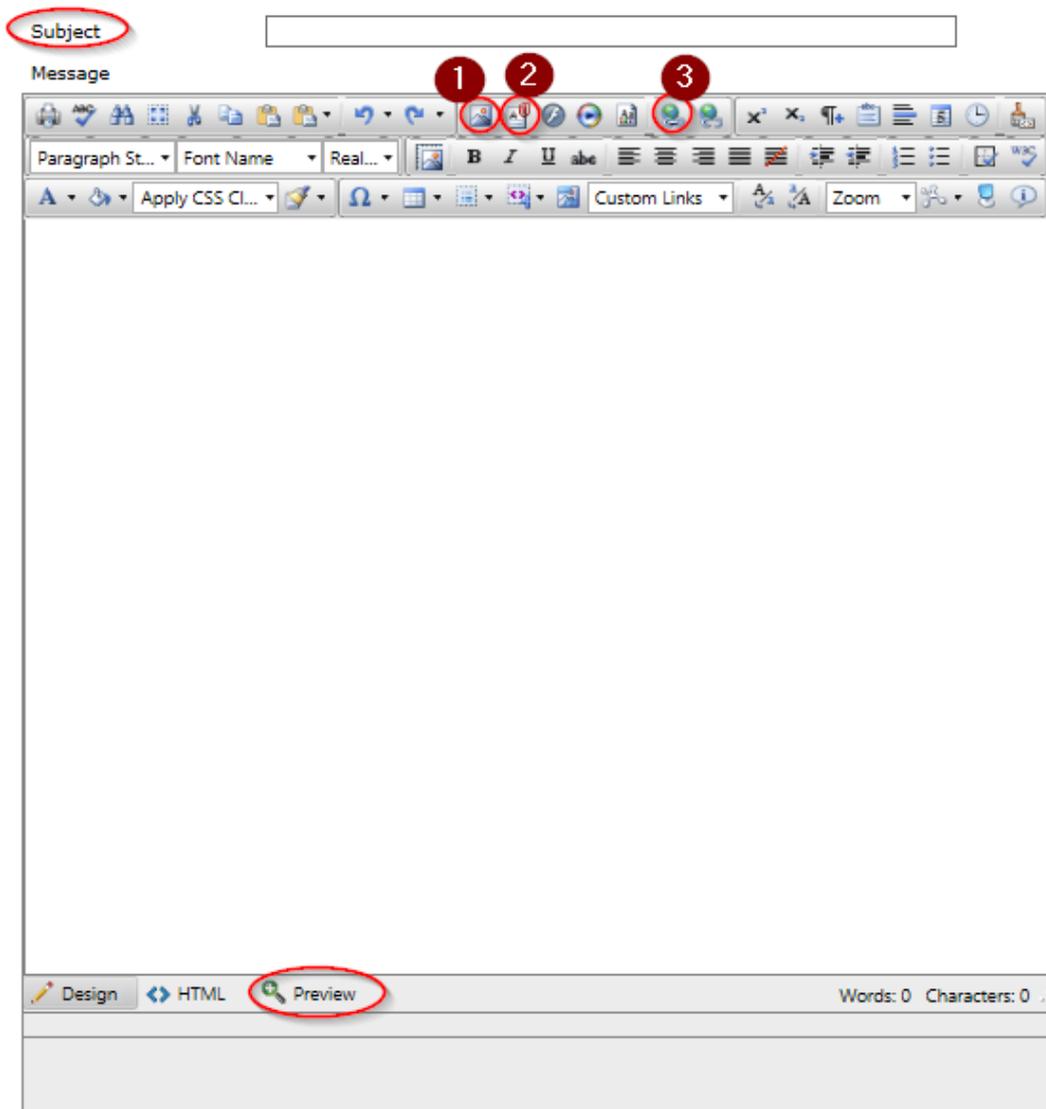


Mail to group Members

Subject

Message

1 2 3



Design HTML Preview Words: 0 Characters: 0

Submit

3 Upload a document before attaching it to the email (less than 10 MB)

Click Create & Upload and select Documents.

You have the option to create content in French or Spanish.

IUCN

Union Portal

My IUCN ▾ People IUCN Members ▾ Commissions Council Secretariat User Groups **Create & Upload** ?

Create & Upload

Documents & Folders

Documents upload reports, publications, newsletters, and many other types of documents.
Folders help you organize documents within the document section of a web space.

Content

Consultations to post information that is open for discussion and invite users to provide their feedback.
Events to promote your events.
News stories to communicate updates, results, news, announcements, etc.
Opportunities to share opportunities for job openings, funding, awards, etc.

Groups

User generated Groups to create your own group and share content with a specific group of people.

FR ES

There are two very important sections *Content* and *Publishing info*.

Under the *Content* section you input the data for the content you are creating, i.e. title, type, body (with the option to edit a body summary), image, documents, links, etc.

For more information read the specific descriptions under each field.

Under the *Publishing info* specify:

- parent folder: under which Group you want to publish the document (you can select more groups)
- access level: use private if you want to share the doc with group members only, public to share with all portal users
- add managers: add the leader of your CEC region or country
- allow comments or not
- publishing option: publish when the document is finalised

Create Documents

Content * **Publishing info ***

Parent folder(s) *

IUCN CEC Meso and South America 2017-2020 :: Group ✕ IUCN CEC CEPA, Social and Behaviour Change Communications 2017-2020 :: Group ✕

Select the folder(s) under which this document should appear. The same document can be published in various folders.

Access level *

Private

Public

Private: grant access only to users affiliated to the related group(s) of the folder(s) under which this document is listed

Public: grant access to all portal users

Managers

Add Managers

Additional users that should have editing rights over this content

Note: Content owner will always be a Manager

Allow comments *

Closed

Open

Open: grant access to users to post comments in the content

Closed: hide comments section to avoid users comments

Publishing options *

Hide/Unpublish

Publish

Publish: the content is "published" in the site

Hide/Unpublish: the content should be removed/hidden

2 Save **1** Preview

4. Edit group details

Manage Group

- [Mail group members](#)
- [Edit group details](#)

Edit Official Group IUCN CEC Meso and South America 2017-2020

[View](#) [Edit](#)

Language

Language neutral ▾

Language neutral: Content will be shown regardless of the language chosen by the user.

Language neutral doesn't allow you to create other language versions.

English: English version of the content. Other language versions are possible.

French: French version of the content. Other language versions are possible.

Spanish: Spanish version of the content. Other language versions are possible.

Group * [Custom navigation *](#)

Description *

This is where you can add a preview of the information that you are sharing. Insert a brief announcement or "teaser" text.

Image(s)

 [Browse...](#) [Upload](#)

Insert an accompanying image. If you don't add an image a default random gallery of images will be displayed.

Files must be less than 2 MB.

Allowed file types: png gif jpg jpeg.

Images must be between 175x100 and 1200x1200 pixels.

Commission Group editable fields

Title *

Group type

The type of the group that comes from the CRM group definition

Group status *

The status of the group

Campaign ID *

The ID of the Campaign

[Save](#) [Preview](#)