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.

August 2017
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)
2. Send emails to your CEC group members

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.
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.

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
4. Edit group details

Manage Group

- Mail group members

* Edit group details

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**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.

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**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)**

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

- Allowed file types: png and jpg jpeg
- Images must be between 736x100 and 1200x1200 pixels.

**Title**

IUCN CEC Meso and South America 2017-2020

**Group type**

- Commission group

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

**Group status**

- Active

The status of the group

**Campaign ID**

XXE2323A5-2323-2323-2323-23232323232323

The ID of the Campaign

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2. Save

1. Preview