

SPA Online



User Guide
January 2020

Welcome to SPA Online!

SPA Online enables members of the UK Social Policy Association to connect with other members and the SPA Executive Committee. It is a place to share information and news, connect with others that share your social policy and social research interests, and contribute to SPA debates and developments. It also enables the wider social policy community (researchers, the media and policy practitioners) to connect with, share information with and find out about the SPA and its members. Through SPA Online you will have access to all three journals attached to the association. It also provides the mechanism for facilitating elections linked to our AGM.

This guide provides information about how to get started and how to make the most of SPA Online.

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1 Getting started

1.1 Sign up

As a member of the SPA you will receive an email inviting you to sign up and log in to SPA Online. If you are a member and haven't received an email inviting you to sign up, this could be because the email address contact for you that the SPA holds is out of date. If this is the case please email admin@social-policy.org.uk

The email invitation to sign up to SPA Online will contain a webpage link to SPA Online. Follow the link in the email invitation and you will be taken to the login screen in Fig. 1.1.

The screenshot shows the SPA Online sign-up page. At the top, there is a navigation bar with the SPA logo, 'Social Policy Association', and links for 'Events', 'Forum', 'Announcements', 'Resources', and 'Messaging'. Below the navigation bar is a large white form area. At the top of the form are five small icons: a person, a gift, a location, a gear, and a lock. Below these icons is a section titled 'Your details' containing fields for 'First Name' (with a dropdown menu showing 'Dr'), 'Last Name', and 'Phone Number'. Underneath this is a 'Membership Type' dropdown menu set to 'DD'. At the bottom of the form are two checked checkboxes: 'I accept the Terms and Conditions' and 'I accept the Privacy Policy'. A green 'Continue' button is at the very bottom of the form.

Fig. 1.1

You will then work through the next series of pages. You can input information directly or link your profile to other social media. You do not need to input social media information, this is entirely up to you.

The screenshot shows a user interface for a website. At the top, there is a navigation bar with the SPA Social Policy Association logo, followed by links for Events, Forum, Announcements, Resources, and Messaging. Below the navigation bar is a form titled "Professional details". The form contains two input fields: "Current job" and "Current Organisation", both with placeholder text "Enter your current job" and "Enter your current organisation" respectively. Above these fields are several small icons: a person with a checkmark, a briefcase, a question mark, a double exclamation mark, and a lock. Below the input fields is a blue "in" icon followed by the text "Import from LinkedIn". At the bottom of the form is a green "Continue" button with a white checkmark icon.

Fig. 1.2

The signup pages will ask you for basic personal information that will populate your user profile on SPA Online. The signup pages will prompt you through the process. A green tick will appear along each section of the signup process once all of the information has been successfully input.

Some tabs will allow you to import personal details using your social media accounts. For example in Fig. 1.2, you are asked if you would like to link your SPA Online profile to your LinkedIn profile. This will sync your SPA profile's professional details with the professional details on your LinkedIn account. This saves you time having to input this information manually. It will also take your profile picture from LinkedIn so that you do not need to upload a profile picture for your SPA Online profile. Your LinkedIn and SPA Online profile will remain in sync, meaning that if you update your professional details on LinkedIn, it automatically updates your professional details on your SPA Online profile. Connecting your social media profiles with your SPA Online profile is completely optional.

The screenshot shows a user interface for a website. At the top, there is a navigation bar with the SPA Social Policy Association logo, followed by links for Events, Forum, Announcements, Resources, and Messaging. Below the navigation bar is a form titled "Add your locations". The form contains two input fields: "Date of Birth" and "Current Location", both with placeholder text "Date of Birth" and "Enter a location" respectively. Above these fields are several small icons: a person with a checkmark, a briefcase with a checkmark, a question mark, a double exclamation mark, and a lock. Below the input fields is a blue "f" icon followed by the text "Import from Facebook". At the bottom of the form is a green "Continue" button with a white checkmark icon.

Fig. 1.3

Figure 1.3 is the next sign up page which allows you to input your DoB and current location with the option to link this to Facebook. Finally Figure 1.4 is the final login screen allows you to identify your research interests and decide which email notifications you receive.

The screenshot shows the SPA sign-up page. At the top, there's a navigation bar with links for Events, Forum, Announcements, Resources, and Messaging. Below the navigation, there are several small icons with checkmarks and exclamation marks. The main content area starts with a section titled "Tell us more about yourself". Under "Interests", there's a dropdown menu labeled "Interests..." and a text input field for "Other interests" with an "Add" button. Next is a section titled "I want to receive emails about" containing a list of checkboxes for various types of emails. Some checkboxes are checked by default, such as "All emails (Recommended)" and "Responses to subscribed forum topics". The list includes: All emails (Recommended), Responses to subscribed forum topics, Messages marked as Urgent, Comments on my Blog Posts, Updates from the Newsfeed, and Mentions of my Name. Below this is a "Privacy Settings" section with checkboxes for hiding email, address, phone number, mobile phone number, and date of birth from the profile. The bottom of the page features a large green "Continue" button with a checkmark icon.

Fig. 1.4

1.2 Login

After your initial signup, Fig. 1.5 shows the login page that will appear every time you sign in to SPA Online. Sign in using the email address that the platform invitation was sent to and the password you created during the signup process.

If you connected your SPA Online profile with a social media account when you signed up, you can then login using these accounts by clicking on the social media account you used to log in.

If you forget your password, click on the “I forgot my password” link and you will be asked to reset your password.

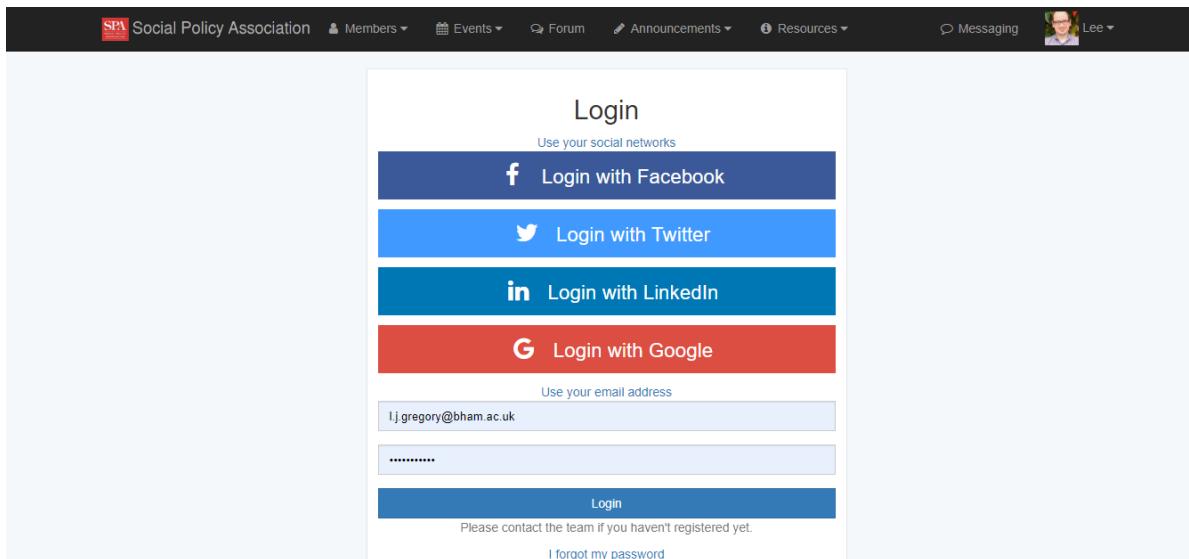


Fig. 1.3

Direct Debit members will now be set up and ready to access to platform. Members who pay through a bank transfer will then need to pay through the online process (a separate guide will be sent to existing members with various screen shots).

1.3 Platform homepage

Once logged in, the first page you see will be the SPA Online homepage (Fig. 1.4). This page will give you an overview of any news and updates posted - such as posts from members of the SPA Exec, other SPA members and SPA Online users (such as publishers/conference organisers) and SPA social media updates.

The yellow arrow on Fig. 1.4 is pointing to the area where members can share their own news and views which will be visible to the rest of the SPA community. When you share something other SPA community members will be able to “like” and reply to the posts you make. In line with the ethos and aims of the SPA, SPA Online users are expected to communicate respectfully and in non-discriminatory ways on the forum. SPA Executive Committee members have administrative roles and functions to address any issues in these respects.

To the right of the newsfeed are lists of featured blogs and a list of most recent members.

The screenshot shows the SPA Online platform. At the top, there's a navigation bar with links for 'SPA Social Policy Association', 'Members', 'Blogs', 'Membership Form', 'Feedback', and 'Account'. A yellow arrow points from the top left towards the 'Members' link. An orange arrow points from the top left towards the 'Blogs' link. The main content area has a 'Want to share something?' input field with a character count of '250 characters left' and a 'Share' button. Below it is a newsfeed item from 'Social Policy Assoc' (@SocialPolicyUK) posted an hour ago, mentioning conference bags being packed. To the right is a 'Profile' section showing a pie chart of profile completion (64%) and a 'Edit Profile' button. Further down is a 'Our most recent members' section listing 'Kyle White' (PhD Student at University of Glasgow) and 'Kevin Farnsworth' (Senior Lecturer, Social Policy at University of York), each with their profile picture and a timestamp.

Fig. 1.4

By clicking the icons just above the newsfeed (as indicated by the orange arrow in Fig. 1.4) you can sort these updates to show these posts separately. This is useful if, for example, you would like to view a list of the most recent blogs that have been posted. You press the relevant icon to filter out all other posts and only blogs relating to that source feed will appear.

As the use of the platform expands we will be increasingly communicating to members through the platform rather than email/jiscmail.

1.4 Navigation bar

At the top of every page of the platform, you will see the same navigation bar. Clicking on the Social Policy Association logo on the top left will always take you back to the home page. From here you can also access the Members' Directory and Members' Blogs, which will be explained later in this guide.

On the top right corner (as indicated by the yellow arrow in Fig. 1.5), is your Account area, where you can change your personal profile and settings. To do these, click on Account and a dropdown box will appear. You then have the option to select My Profile and Settings. From here you can also choose to logout of SPA Online completely.

The screenshot shows the SPA Social Policy Association website. At the top, there is a navigation bar with links for 'Members', 'Blogs', and 'Membership Form'. On the far right of the navigation bar is an 'Account' dropdown menu, which is highlighted with a yellow arrow. The dropdown menu contains options: 'My Profile' (with a person icon), 'Settings' (with a gear icon), 'Admin' (with a key icon), and 'Logout' (with a door icon). Below the account menu, there is a 'Profile' section featuring a pie chart graphic. To the right of the profile section, a message says 'Your profile is complete!' and provides a link to 'Edit Profile'. Further down, there is a section titled 'Our most recent members' with two entries: 'Carleen Smith' (posted an hour ago) and 'Simon Jouet' (posted 12 hours ago).

Fig. 1.5

2 Managing your account and personal details

2.1 My profile

From the Account dropdown box, click on the My Profile button to access your own personal area of SPA Online. In My Profile you can tell other members of the SPA and those visiting SPA Online about yourself by adding a short biography. You can edit your profile by clicking the pencil icon near the top right under the navigation bar (Fig 2.1).

Below your profile you can insert your social policy and research interests, selecting from the list provided. This allows other members, and non-members, to search for you based on your areas of social policy and/or research interest and expertise.

The SPA Online 'search' function is based on these details provided by members' and linked to members' profiles. You can list as many policy and research interests applicable to your professional work and research as you wish. Your name, job title and research interests are visible to non-members.

You are in full control of how much of your personal information is visible to other members. You can use the Settings area to select which information to show and what to hide (see Section 2.2).

Fig. 2.1

The left hand column contains a number of different elements many of which members will need to maintain.

Fig.2 blue arrow: this is information controlled behind the scenes by the membership secretary. Some of this you will input when you set up your account (payment type and membership band) but any edits to this will be done by contacting the membership secretary.

Fig.2. Orange arrow: this information is automatically generated. If you pay by Direct Debit then you will have an extended expiry date for your membership. Should you wish to terminate your membership at any point (or just end your direct debit), then please contact the membership secretary. Members who pay annually will see a membership expiry date a year from their sign up.

Fig.2. Green arrow: this is information you will provide as part of maintaining your profile. Similarly just below this you can input your personal address as well as an organisational address. **Please ensure you provide at least one address and identify this as your correspondence address.** This is so we can send you copies of *Social Policy Review* each year.

2.2 Settings

Click Settings on the Account dropdown box to check and to modify your personal preferences. These include privacy settings and password change options (Fig 2.2). For example, you can choose to hide your email address.

The screenshot shows the SPA Social Policy Association website's user profile settings. At the top, there are links for Members, Blogs, and Membership Form. On the right, there are links for Feedback and Account. The main content area includes sections for Saved Cards (with a message saying 'No cards saved.'), Privacy Settings (with several checkboxes for hiding email, phone number, birthday, LinkedIn profile, and Facebook profile), and Change Password (with fields for New Password and Confirm New Password).

Setting	Status
I do not wish to receive any email communication	<input type="checkbox"/>
I do not wish to receive email when people comment on my posts	<input type="checkbox"/>
Hide my email from My Profile	<input type="checkbox"/>
Hide my phone number from My Profile	<input type="checkbox"/>
Hide my birthday from My Profile	<input checked="" type="checkbox"/>
Hide the link to my LinkedIn profile from My Profile	<input type="checkbox"/>
Hide the link to my Facebook profile from My Profile	<input type="checkbox"/>

Fig. 2.2

To hide your email address from your profile, tick 'Hide my email from My Profile' (Fig 2.3).

This screenshot shows the Privacy Settings section of the SPA website. It includes checkboxes for various privacy options. The 'Hide my email from My Profile' checkbox is selected, indicated by a checked box.

Setting	Status
I do not wish to receive any email communication	<input type="checkbox"/>
I do not wish to receive email when people comment on my posts	<input type="checkbox"/>
Hide my email from My Profile	<input checked="" type="checkbox"/>
Hide my address from My Profile	<input type="checkbox"/>
Hide my phone number from My Profile	<input type="checkbox"/>

Fig. 2.3

When you tick the box the system auto-saves your new preferences and you will see a green box in the right hand corner of the screen confirming the change (Fig 2.4). You will still be able to see your own email address on your profile but it will be hidden from other members.

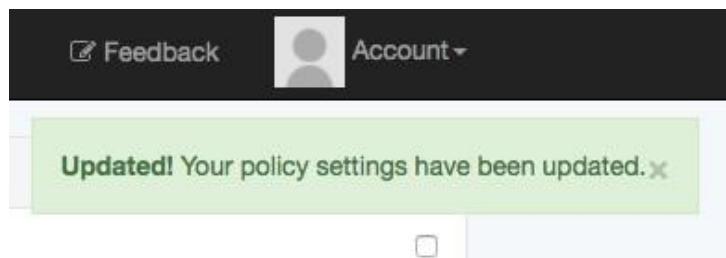


Fig.
2.4

To show your email address again you can un-tick the box following the same procedure.

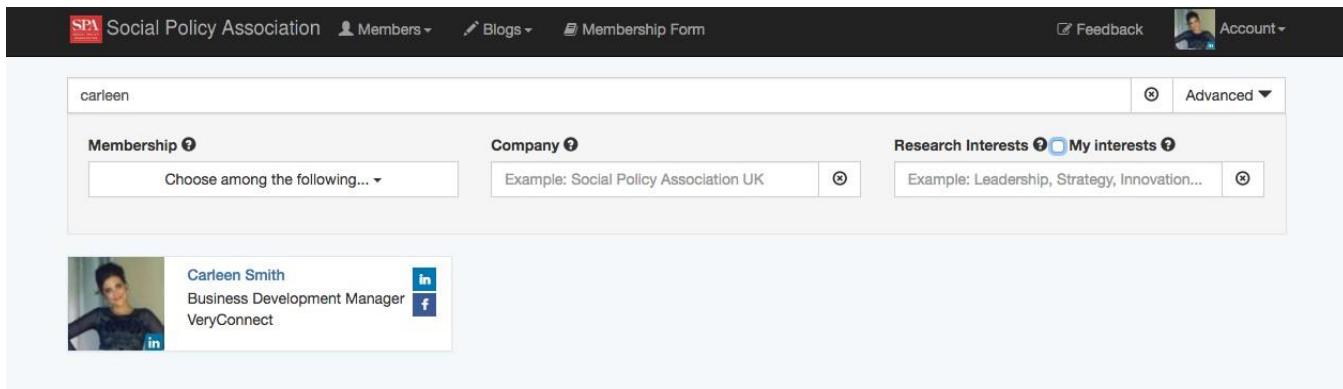
3 Finding other members

The search function allows you to easily communicate and network with other SPA members. It also enables other members and those using SPA Online to get in touch with you.

The member directory can be accessed by clicking Members on the navigation bar, from any page of the platform.

Fig. 3.1 shows the full Members directory. The address book view automatically sorts members by their first name. You can click on a member name to see their profile.

It is possible to search for other members, for example, by their name and what their social policy and social research interests are.



The screenshot shows the SPA Social Policy Association website's search interface. At the top, there is a navigation bar with links for 'Members', 'Blogs', and 'Membership Form'. On the right side of the top bar are 'Feedback' and 'Account' buttons. Below the top bar is a search bar containing the name 'carleen'. To the right of the search bar are 'Advanced' and a refresh/clear button. Below the search bar are three search fields: 'Membership', 'Company', and 'Research Interests'. The 'Membership' field has a dropdown placeholder 'Choose among the following...'. The 'Company' field has a placeholder 'Example: Social Policy Association UK'. The 'Research Interests' field has a placeholder 'Example: Leadership, Strategy, Innovation...'. Below these fields is a user profile card for 'Carleen Smith', showing her photo, title ('Business Development Manager'), company ('VeryConnect'), and social media links for LinkedIn and Facebook.

Fig. 3.1

4 Viewing and posting blogs

You can use blogs to share knowledge, ideas and discuss the latest news developments.

4.1 View blogs

If you click on Blogs in the navigation menu you can select from the dropdown box between reading Latest blogs, and My Blog (Fig. 4.1).

The screenshot shows the homepage of the Social Policy Association (SPA) Online Platform. At the top, there is a navigation bar with links for 'Social Policy Association', 'Members', 'Blogs', 'Membership Form', 'Feedback', and 'Account'. The 'Blogs' link is highlighted with a yellow arrow. Below the navigation, there is a search bar with the placeholder 'Want to share something?'. To the right of the search bar, there are two buttons: 'Latest' (highlighted with a blue box) and 'My Blog'. A text input field below the search bar says '250 characters left' and a 'Share' button is to its right. Below this, there is a feed of posts. The first post is from 'Carleen Smith' (an hour ago), welcoming users to the platform. The second post is from 'Social Policy Assoc' (@SocialPolicyUK) (4 days ago), responding to JackieGulland's comment about Yes indeed! The third post is from 'Social Policy Assoc' (@SocialPolicyUK) (4 days ago), reminding users about abstracts for the SPA Conference. On the right side of the screen, there is a 'Profile' section showing a pie chart of profile completion (68%) and a 'Edit Profile' button. Below this, there is a section titled 'Our most recent members' featuring profiles for 'Carleen Smith' and 'Simon Jouet'.

Fig. 4.1

You can search for blogs based on author, title, and tags. Editors' Picks (shown by the yellow arrow in Fig. 4.2) is a list of the best blogs that have been posted by members, selected by SPA Exec members.

As Fig. 4.2 shows, each blog will appear with the title and a short preview of the content of the blog. Click on the title of a blog to read it in full. You can comment on blogs, ask questions, add your own insights and start conversations.

The screenshot shows the VeryConnect website's blog search feature. On the left, there is a 'Filter' sidebar with fields for 'Author', 'Title', and 'Tag', each with a search input box. Below these is a checkbox for 'Match whole tag' and two buttons: 'Show All' and 'Search'. The main area displays two blog posts. The first post, titled 'What Makes a Successful Event?' by Christina McDougall, is highlighted with a yellow arrow pointing to the 'Editors' picks' tag below it. The second post, titled 'Creative Project Management on a Budget - How to Drive Success' by Andrew Little, is shown below. Both posts include a small profile picture, the title, the author's name, the posting date, a snippet of the content, and category tags ('Events', 'Event Management').

Fig. 4.2

4.2 Edit blogs

As Fig. 4.3 shows, there are three square buttons on the top right of the blog post: a white pencil button [to edit a post], a blue button with a star [to publish a blog on the homepage and highlight it to other users] and a red button with an x [to delete a post completely].

Members are able to edit and delete their own posts using the white pencil button and the red button with an x.

The screenshot shows a single blog post titled 'What Makes a Successful Event?' by Christina McDougall, posted on 11 Jan 16. The post content is: 'I am sure that you have attended both events where you count down the seconds until it is socially acceptable to leave, and events where you can't get enough of the buzz. These events may well have the same theme, and be in the same sector, so what is that makes one a success and the other a drag?'. Below the post, it says 'Posted a year ago by Christina McDougall · see all of Christina's blogs · 0 comments' and includes category tags ('Events', 'Event Management'). On the far right of the post, there is a set of social sharing icons: a white pencil icon, a blue star icon, and a red x icon. A large yellow arrow points from the right side of the image towards these icons. At the very bottom of the page, there are additional social sharing icons for LinkedIn, Twitter, and Facebook.

Fig. 4.3

4.3 My blog

In the My Blog area you can see your previous blogs. If you are logged in via additional social media accounts, you can also share these blogs on the linked social media platforms too.

To write a blog, click ‘Blogs’ in the top navigation bar and in the dropdown menu click ‘My Blog’ (Fig 4.4)

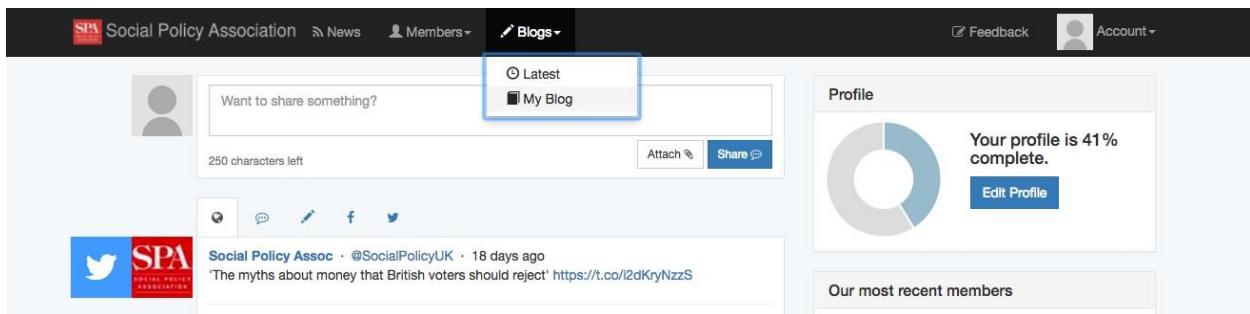


Fig. 4.4

Click on the blue ‘+ New’ button on the top left corner to write a new blog, as shown by the yellow arrow on Fig. 4.5

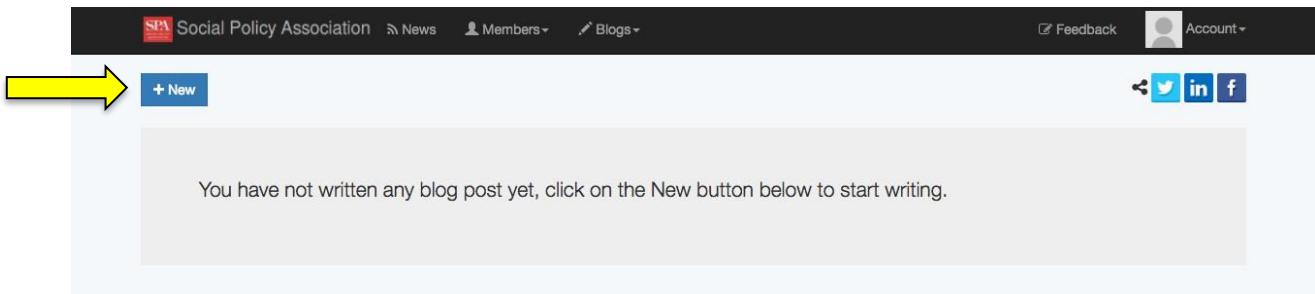


Fig. 4.5

Fig. 4.6 shows the blog editor. In the body of the blog, you can edit the text as you would with any other word processing software. You can also upload images and files using the button with a picture, and embed videos from YouTube or other video platforms using the button showing a ‘play’ arrow (blue arrow fig.4.6)

Blogs automatically save as you type so you do not need to worry about your progress being lost if you lose internet connection. You can also create a blog and save it as a draft to publish later.

You can add tags to your blogs to allow readers to find them easily. After typing a tag in the “Tags” field (as indicated by the yellow arrow in Fig 4.6), click “Add” at the end of the field to create the tag. Tags can only be added one at a time.

The screenshot shows the SPA blog editor interface. At the top, there's a navigation bar with links for 'Members', 'Blogs', and 'Membership Form'. On the right, there are 'Feedback' and 'Account' options. The main area has fields for 'Title' and 'Tags'. Below these is a toolbar with various icons for headings (H1-H6), pre-formatted text, and other editing functions. A large text area is available for writing the blog post. At the bottom, there are buttons for 'Save as draft' and 'Save & publish'.

Fig. 4.6

The blog area is designed to be informative, insightful and encourage communication and networking between members. To ensure everyone has an enjoyable experience of the blogging platform please do not post discriminatory language or anything of an offensive nature.

The admin of the SPA platform (SPA Exec members) have full editing/deletion rights of any content which members post on the platform. Any content that is deemed inappropriate by the admin will be modified or removed.

5 Accessing Journals

Through your membership with the SPA you have access to three journals, *Journal of Social Policy*, *Social Policy & Society* and *Journal of International and Comparative Social Policy*. You are able to access the most recent issues, as well as the back catalogue of these journals through the platform. From any page you will see “Resources” along the top tab which will contain for members the link to the journals in the drop-down menu. Simply click the word ‘journal’ to navigate your way to the journals’ page

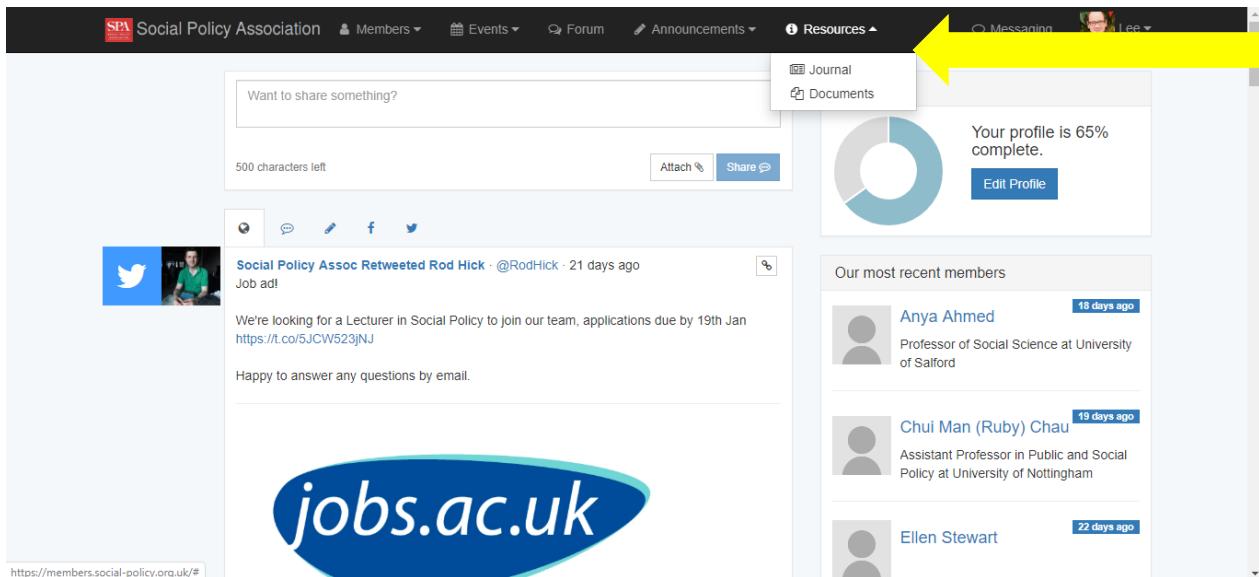


Fig. 5.1

From here simply select the tab button for the journal you wish to access to navigate to the page and be automatically logged in to the content.

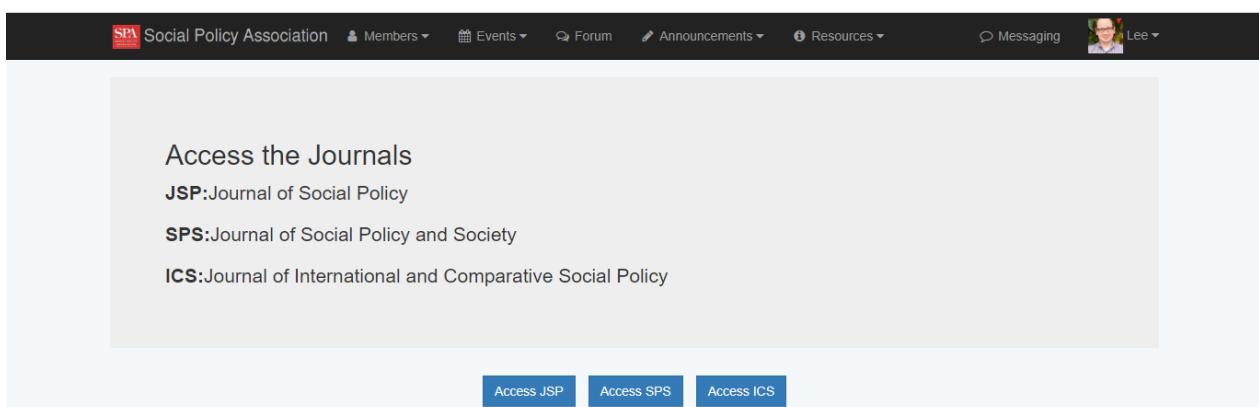


Fig. 5.2

6 Setting up an event

Through SPA Online it is possible to sign up to events set up by the association and other members. To do this navigate to the events tab using the toolbar along the top (highlighted in figure 6.1) and this will take you to the page illustrated in figure 6.1.

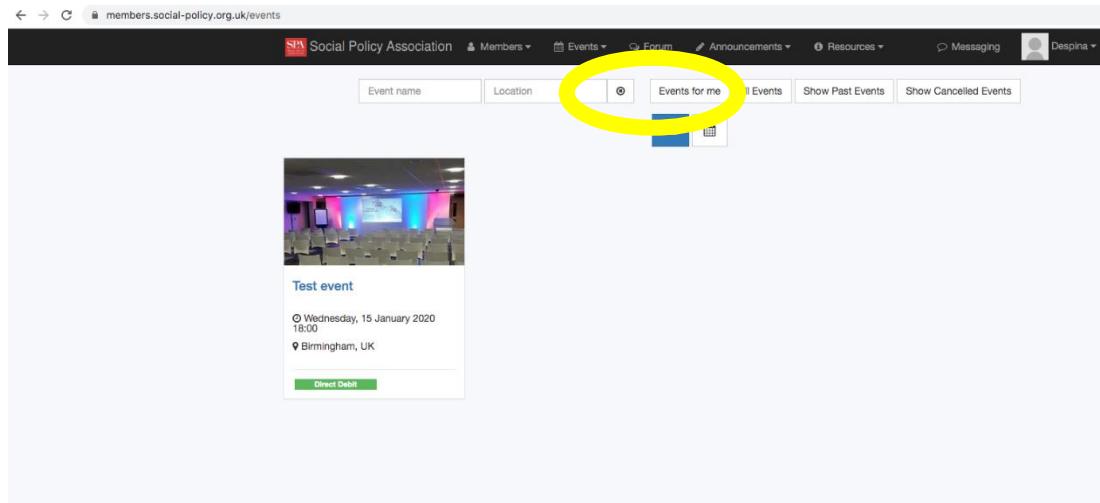


Fig. 6.1

As you can see there is an event for which you can sign up. Click the event you wish to join to navigate to the next page (figure 6.2). Here you will find the basic information about the event as well as the sign up tab on the right hand side. If the event has a fee this will be indicated here, as it will be if the event is free. Simply click the blue button to join the event. This will then take you to a page for additional information (dietary requirements and special needs) before moving on to allow you to input your details (name, etc) and if required payment.

A screenshot of the SPA Online event details page for 'Test event'. The page includes the event title, date (Wednesday, 15 January 2020 @ 18:00 - 20:00), location (Birmingham, UK), a thumbnail image of the event venue, and a 'Book Now' button. On the left, there are tabs for Description, Discussion, and Attendees. Below the event details is a map showing the location of Birmingham, UK, with surrounding cities like Shrewsbury, Wolverhampton, and Coventry marked. The map also includes major roads and motorways.

Fig. 6.2

7 Providing feedback

Click Feedback in the navigation bar, to the left of the Account button. This will show you the feedback box in Fig 5.1 where you can give feedback or provide information to the administrators of the platform.

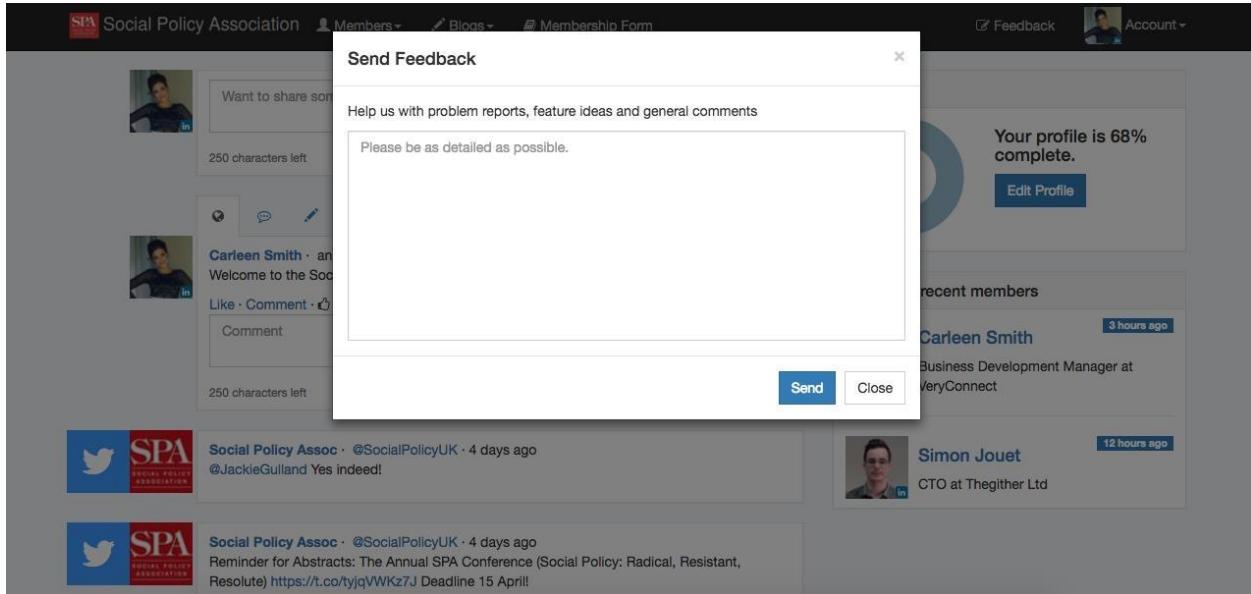


Fig. 5.1