

# ADMIN CAPABILITIES FOR HUBS & RALLIES

*Resource Document for Admins*

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# RALLYHOOD ADMIN CAPABILITIES

*In Rallyhood, your role or permission may vary per Rally. What determines your role and permissions is dependent on how you currently serve in each of those groups.*

The capabilities we highlight in this document includes your ability as an Admin to:

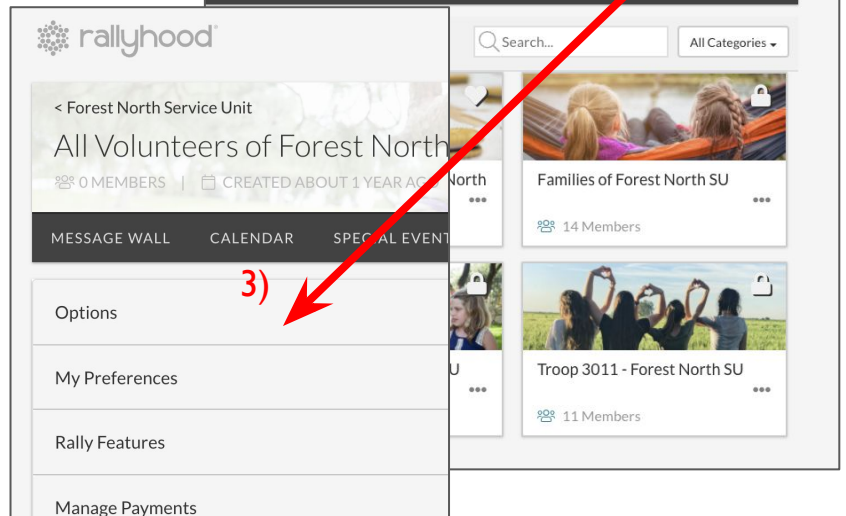
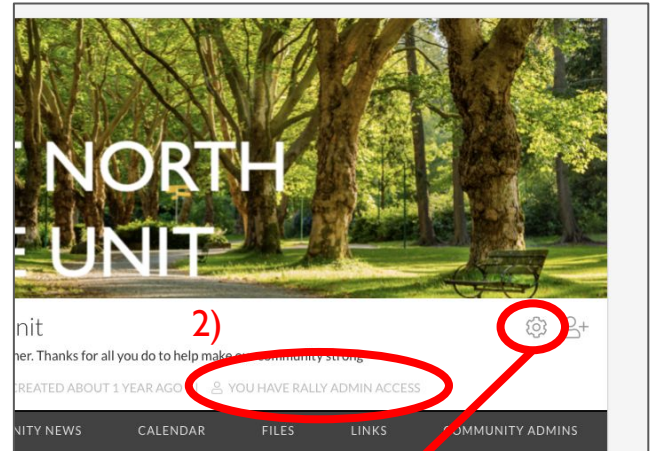
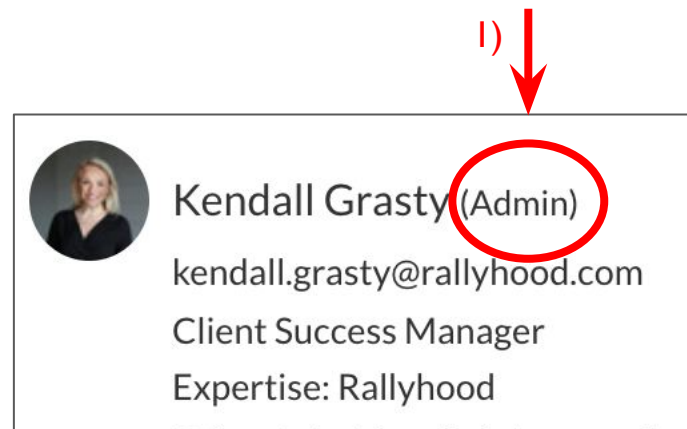
- Edit & Customize a Hub or Rally to reflect your group’s Branding and Nomenclature;
- Manage whether you would like for a group-site to be Public, Private, or Closed;
- Turn Features On / Off in the Navigation bar;
- Set Permission per Feature;
- Add and Manage members in your group site;
- Share message wall posts to other Hubs & Rallies.

There are three indicators to let you know if you have been assigned Admin rights, as follows:

1. First, the word “Admin” will appear next to your name in the friends list.
2. Second, in light gray text above the Nav Bar it will say “You have Admin Access.”
3. Third, when you click on the “Gear” icon, only Rally Admins will have following capabilities:

- Options
- Rally Features
- Manage Payments
- Archive / Delete (Only Rally Owners will see this option)

*Note: All Rally members have My Preferences as a capability within the “Gear” icon.*



# SUMMARY OF PERMISSIONS PER ROLE



*Kristin*  
Council Staff



*Marla*  
SU Manager  
or Staff Member



*Abby*  
Troop Leader  
or Parent

| Permissions Per Role                                    | Owner | Admin | Friend |
|---|-------|-------|--------|
| Create, Upload and Download Content                     | Yes   | Yes   | Yes    |
| Edit or Delete Someone Else's Content                   | Yes   | Yes   | No     |
| Edit or Customize a Hub & Rally Landing Page            | Yes   | Yes   | No     |
| Turn Features On / Off in the Navigation Bar            | Yes   | Yes   | No     |
| Setting Permissions Per Feature                         | Yes   | Yes   | No     |
| Manage Whether a Hub/Rally is Public, Private or Closed | Yes   | Yes   | No     |
| Invite Members and Manage Members' Roles                | Yes   | Yes   | No     |
| Download Member List                                    | Yes   | Yes   | No     |
| Create New Rallies Within the Hub                       | Yes   | Yes   | No     |
| Archive & Delete a Hub                                  | Yes   | No    | No     |

# HOW TO EDIT YOUR HUB & RALLY

The “OPTIONS” section gives Admins the ability to quickly and easily customize certain aspects of the Hub or Rally.

## EDIT THE HUB OR RALLY

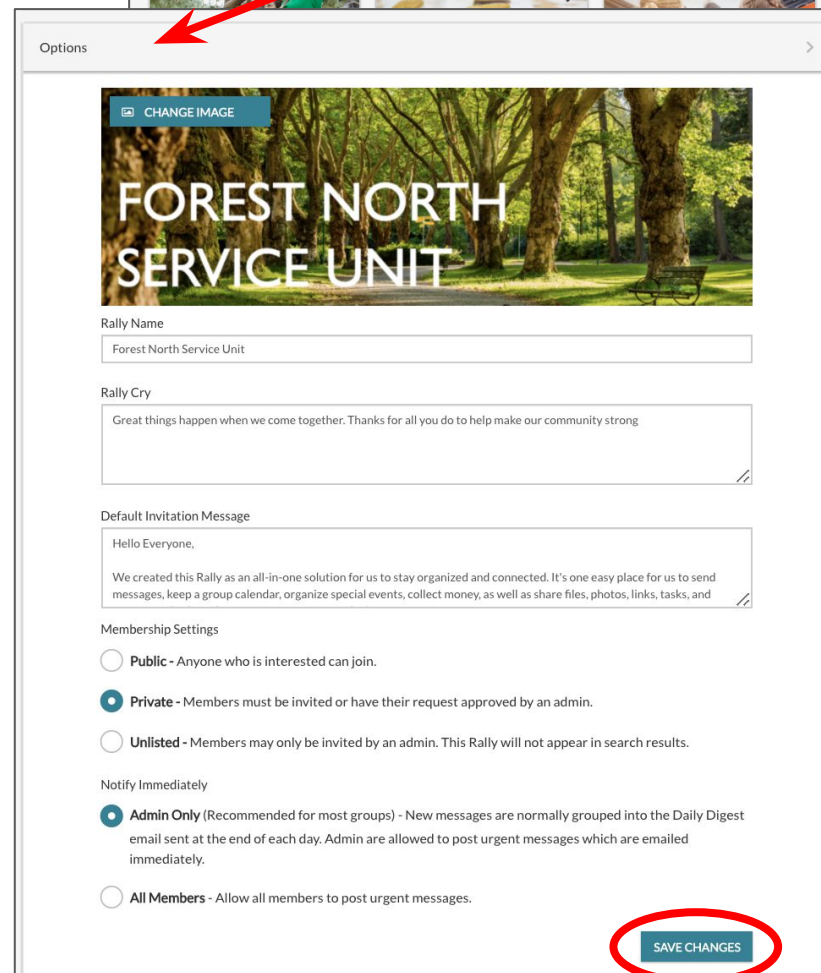
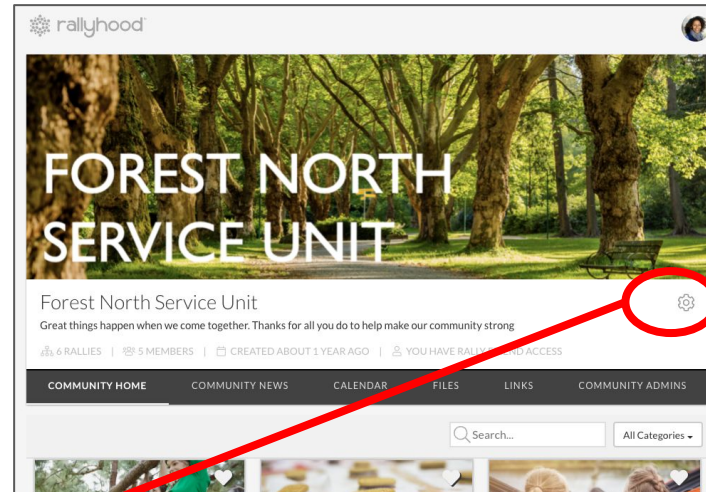
1. From the Homepage, click on the “Gear” icon in the upper right corner.
2. Click on the “Options” tab.
3. From this view you can:
  - Change the Rally Image
  - Edit the Rally Name
  - Edit the Rally Cry
  - Customize a Default Invitation Message
  - Change your Membership Settings *Public, Private or Unlisted*
  - Change Member’s Notify Immediately Abilities *Admin Only or All Members*
4. Once you make you desired changes, please be sure to click “Save Changes

### Help Tips:

Your **Rally Name** will appear on the invitation message when you invite members to your Rally.

The **Rally Cry** is a description of what brings your group together, and what members can expect if they join this Rally.

Customize your **Default Invitation Message** so when you add members to a Rally they receive a personalized invitation that explains the purpose of that Rally.



# HOW TO EDIT YOUR HUB & RALLY, *continued*

## Help Tips, Continued:

There are [Membership Settings](#) at the bottom of the Options page, which are also referred to as Privacy Setting for this particular group site.

Every Hub or Rally has Three Privacy settings:

**Public** - Any Rallyhood user who is interested in the rally can join

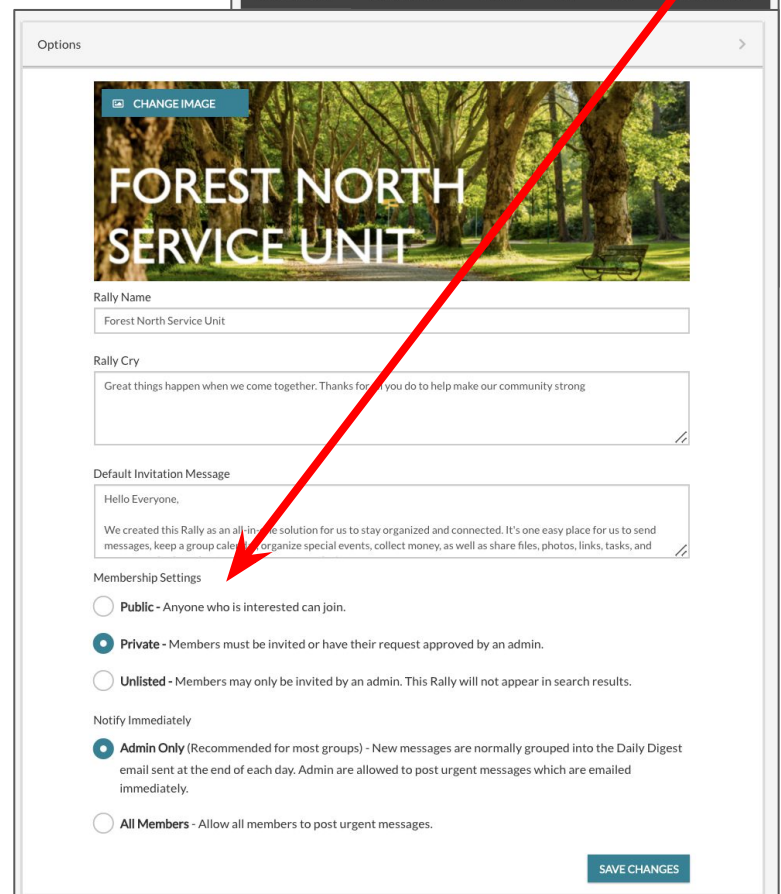
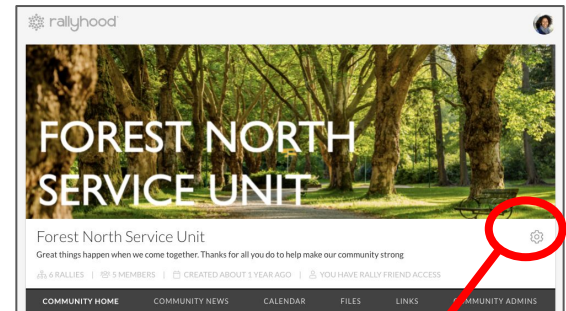
**Private** - Members of the Rally have been invited by an Admin or their request to join was approved by an Admin

**Unlisted** - Members of the rally have been invited by an Admin only and the rally is unsearchable meaning it will not appear in search results

**Notify Immediately** is a super helpful feature in the Message Wall if you have an urgent or time-sensitive message that you want to send out immediately. The Notify Immediately check-box, will push out an email right away, and it will also send a push Notification in the Mobile App. This will ensure your message gets sent prior to the Daily Digest email that goes out at the end of the evening summarizing your day's activity.

As an Admin, you can also choose how you want this feature to be utilized:

- You can set a standard that only gives Admins the ability to Notify Immediately (this might be used in an instance where there are 1000's of members and the Admin wants to have more control over emails that are generated to the audience.)
- Or you can allow All Members to use this functionality (this is the most commonly used option.)



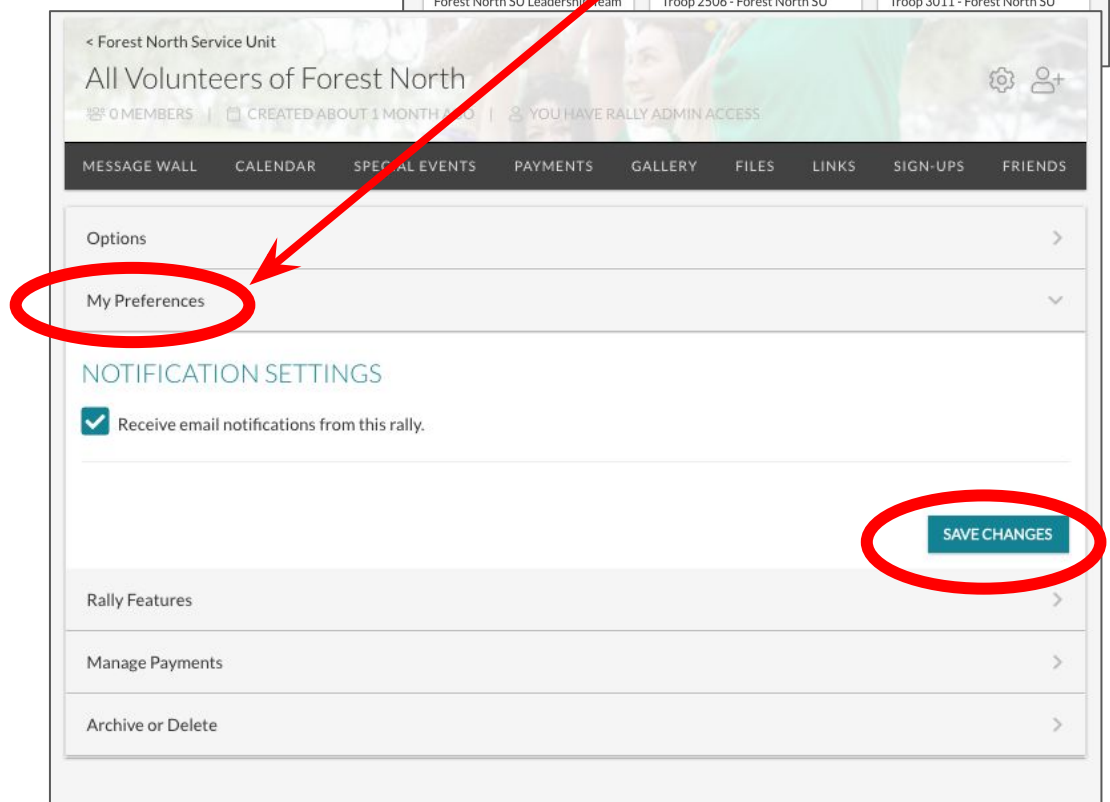
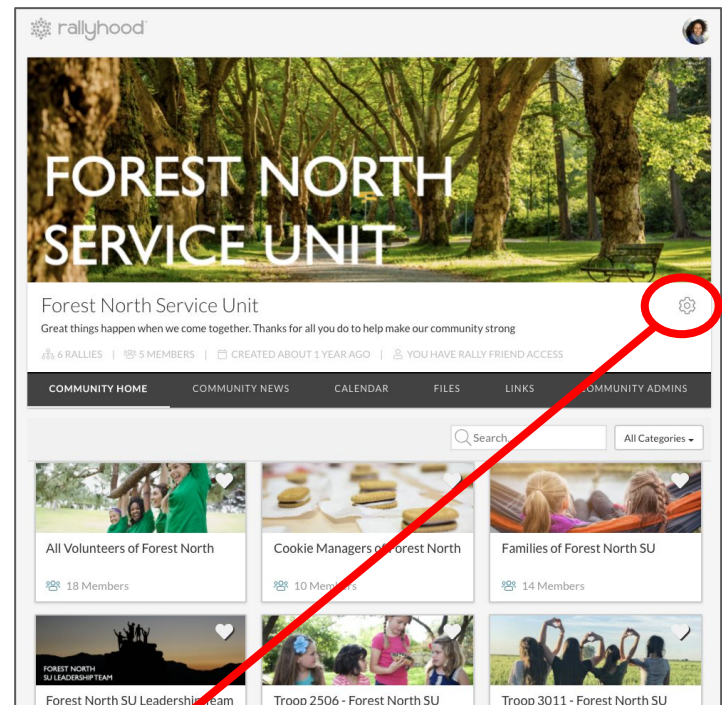
# HOW TO SET NOTIFICATION PREFERENCES

The “MY PREFERENCES” section gives users the ability to quickly and easily manage their notification settings for that Hub or Rally.

## SET YOUR HUB & RALLY PREFERENCES

1. From the Homepage, click on the “Gear” icon in the upper right corner.
2. Click on the “My Preferences” tab.
3. If you wish to receive all email notifications (default setting) just leave the box checked.
4. If you would not like to receive email notifications, uncheck the box.
5. Click “Save Changes” when you are finished.

**Help Tip:** Any change here only impacts you. It does not change the notification settings for everyone else.

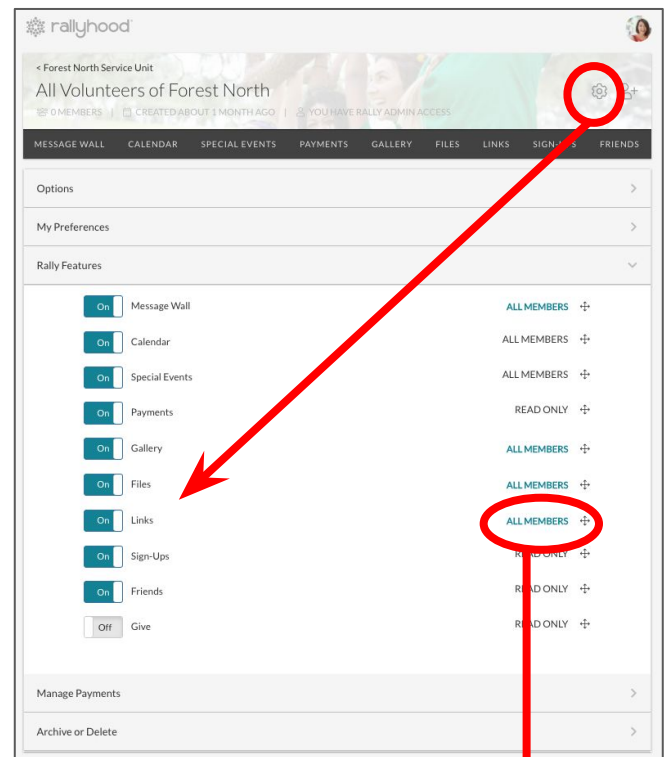


# HOW TO CUSTOMIZE THE NAVIGATION BAR

The “RALLY FEATURES” section gives Admins the ability to quickly and easily turn features on & off, rename features, and reorder the features for that Hub or Rally.

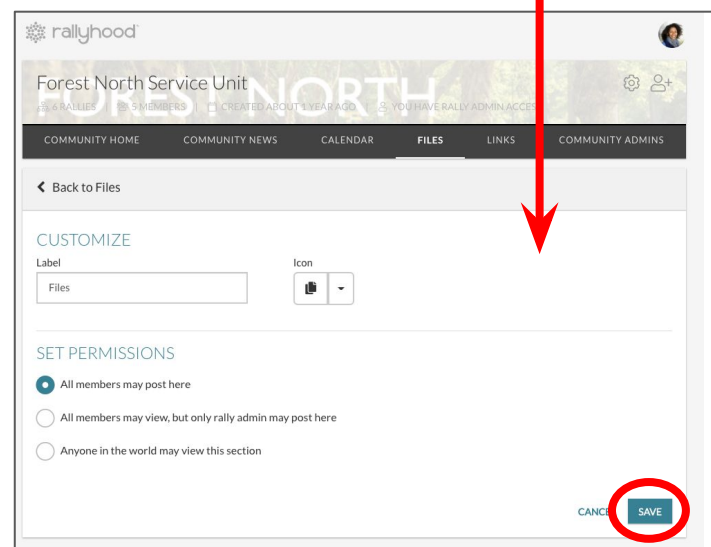
## TURN FEATURES ON AND OFF & REORDER FEATURES IN THE NAV BAR

1. From the Hub Homepage, click on the “Gear” icon in the upper right corner.
2. Click on the “Rally Features” tab.
3. You can use the Toggles to determine which of the Rally Features you would like to turn On or Off.
4. When you turn features off, those tools will disappear from your Navigation bar, which is the dark gray bar across the top.
5. To reorder the Features, simply click and hold down the arrow to the right the tool name and then drag up or down to reorder.



## RENAME FEATURES & SET PERMISSIONS

1. From the “Rally Features” tab, click on the name of the feature that you would like to rename or manage the permissions.\*
2. A new page will then pop-up where you can rename “Label” the feature, change the “Icon” and “Set Permissions.”
3. When “Setting Permissions for each Feature Admins have the ability to enable:
  - All members to post to that Feature
  - All members to view the content, but only Admins can post content to that Feature
  - Anyone in the world to view this Feature / Section
4. Click “Save” when finished.

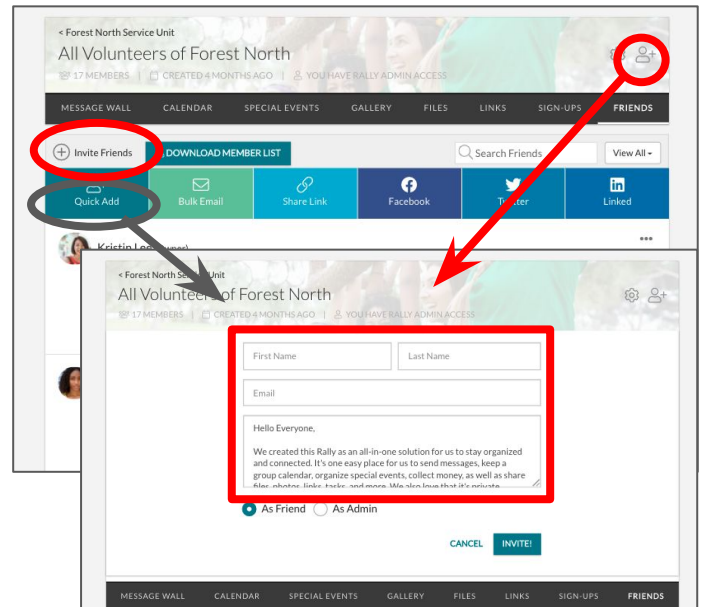


\*Note: If some features are not editable please contact [success@rallyhood.com](mailto:success@rallyhood.com) for assistance.

# HOW TO ADD MEMBERS TO YOUR GROUP SITE

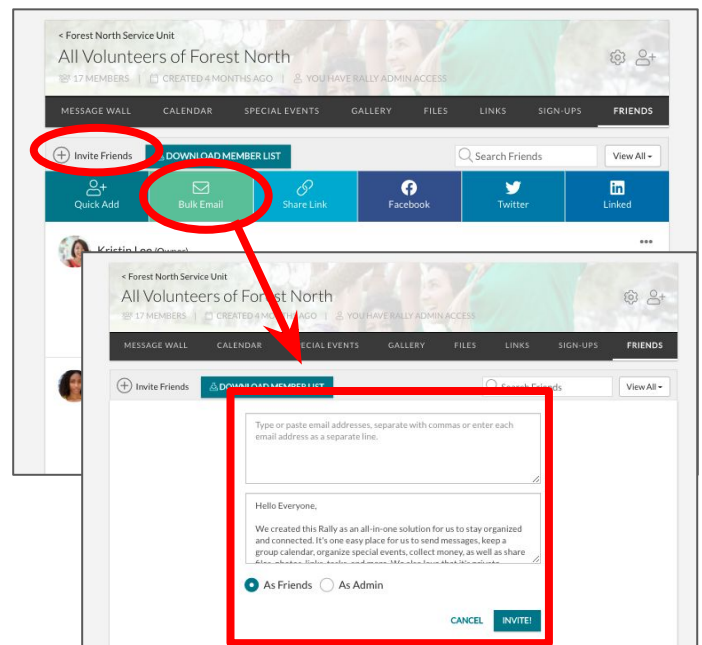
## ADD A SINGLE PERSON TO A HUB & RALLY

- To invite a new user, you can either:
  - Click the “Invite” icon at the top right corner of the page;
  - Or, click the “Friends” tab on right side of the nav bar and then click “Invite Friends” in the upper-left corner.
- Next, click on the “Quick Add” button and fill in the required Fields:
  - Add the person’s name and email.
  - Customize the invitation copy that will appear in the invitation email (if desired.)
  - Designate the invitee as either “A Friend” or “An Admin.”
- Click “Invite.”



## ADD MULTIPLE PEOPLE TO A HUB & RALLY

- To invite multiple new users, you can either:
  - Click the “Invite” icon at the top right corner of the page;
  - Or, click the “Friends” tab on the right side of the nav bar and then click “Invite Friends” in the upper-left corner.
- Next, click on the “Bulk Email” button and fill in the required Fields:
  - Type or paste email addresses separated by commas or on separate lines.\*
  - Customize the invitation copy that will appear in the invitation email (if desired.)
  - Designate the invitees as either “A Friend” or “An Admin.”
- Click “Invite.”



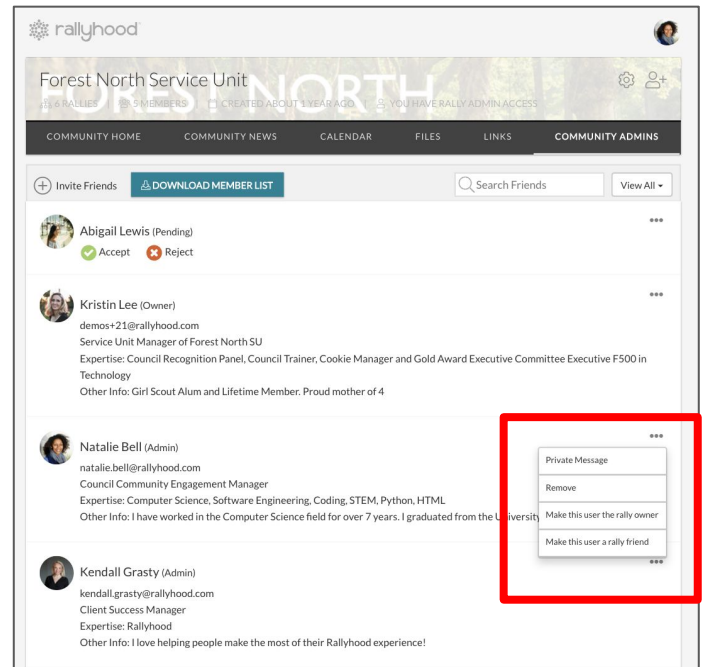
\*Note: For best performance, we recommend pasting no more than 50 emails at a time.



# HOW TO MANAGE YOUR MEMBERS' ROLE

## SET USERS ROLE (FRIEND, ADMIN, OR OWNER) OR REMOVE USERS

1. From the Hub Homepage, click on the “Community Admin” tab.
  - At the Rally level, you can edit member’s roles from the “Friends” tab.
2. Click on the three-dot menu on the right side of the desired user’s name.
3. Click on the desired action to change their role or remove them:
  - Your Options depend on the users’ existing role type, but as an Admin, you have the ability to:
    - Remove them;
    - Make this user the Rally Owner;
    - Make this user the Rally Admin;
    - Make this user a Rally Friend.



# HOW TO MANAGE YOUR MEMBERS

## SEND A PRIVATE MESSAGE

1. A Private Message can be sent by clicking the three dots next to someone’s name in the “Friends” tab.
2. From the drop-down that appears, click “Private Message.”
3. A pop-up menu will then appear where you can give add a subject line and type your message.
4. When done, click “Send.”
5. When the person you Private Message responds back to you, you will see their response in your Rallyhood Inbox.

*To access your Rallyhood Inbox*

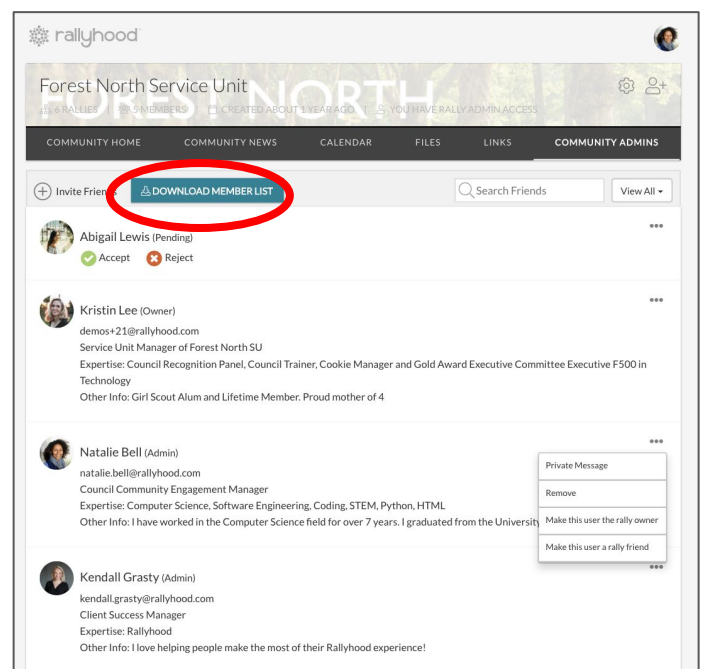
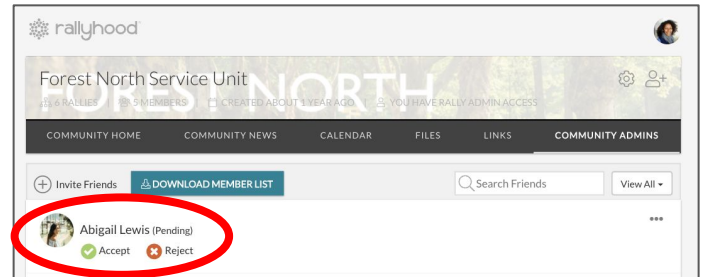
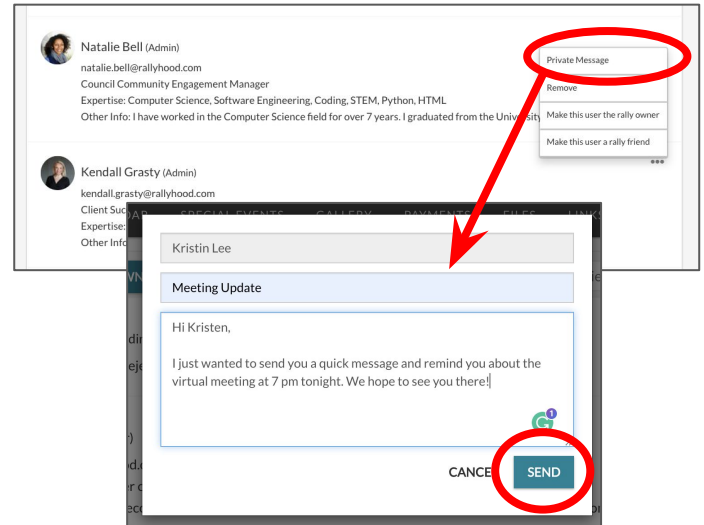
1. Go to your Rallyhood Dashboard.
2. Click “My Inbox” from the left-navigation menu.

## ACCEPT A REQUEST TO JOIN

1. At the top of the “Friends” page, you can also see if any users have requested to join a group site. As an Admin, you can either accept or reject their request.

## DOWNLOAD YOUR MEMBER LIST

1. At the top of the “Friends” page, you will see a button that says “DOWNLOAD MEMBER LIST.”
2. Click on the button to download an Excel CSV file which you can then interact with in Excel.

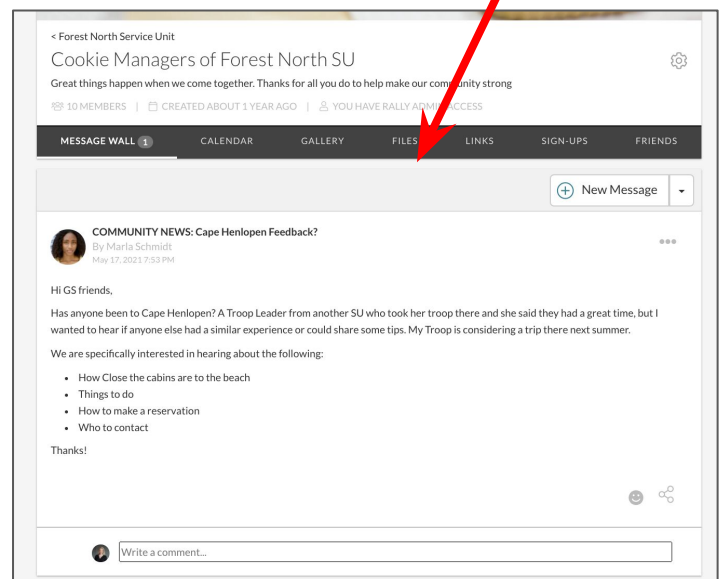
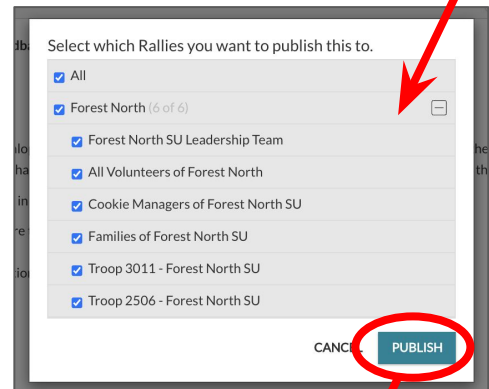
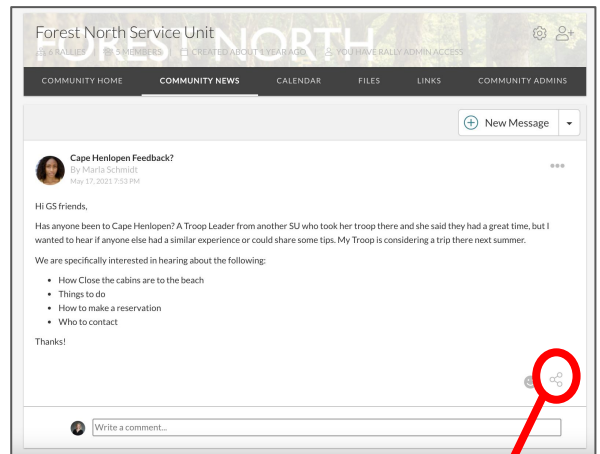


# HOW TO SHARE MESSAGES TO MULTIPLE RALLIES WITHIN YOUR HUB

## SHARE MESSAGE WALL POSTS TO OTHER HUBS & RALLIES

1. If you have created or viewed a message you want to share to specific Rallies, click on the three-circled share icon.
2. The pop-up screen will show you a list of the Rallies where you have permission to share.
3. Check “All” or select specific Rallies where you want to share.
4. Once you select the Rally(ies) you want to share to, click “Publish.”
5. The shared message will be posted in the selected Rallies and viewable on the Message Wall.

*Note: You will be able to see the original Hub & Rally the message was posted from at the top of the Message title.*



# HOW TO CREATE TROOP RALLIES UNDERNEATH A SERVICE UNIT HUB

## CREATE RALLIES UNDERNEATH A HUB:

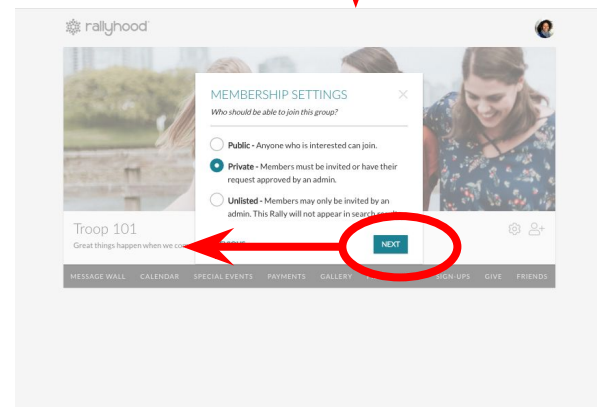
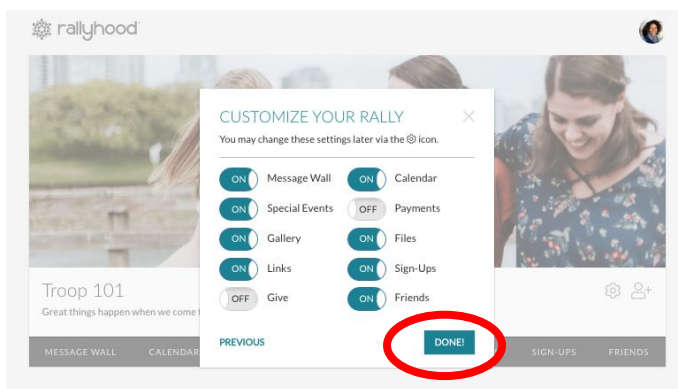
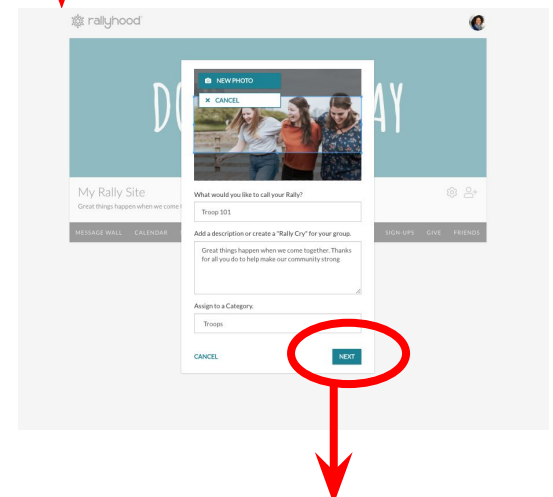
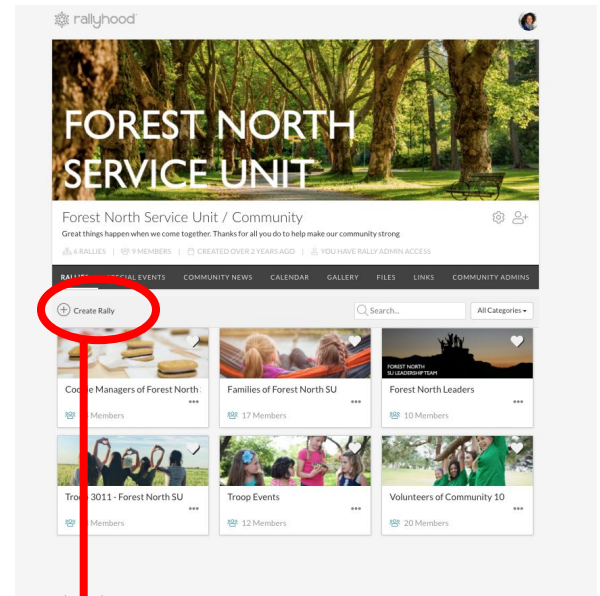
1. Go to your Hub Homepage;
2. Click on “Create a Rally” from the Hub Homepage;
3. Next, Give your new Rally a Rally Banner, and Rally Title, and a Rally Cry. Then, click “Next”;
4. Set your Rally Privacy Settings (Public, Private, or Unlisted.) Then click “Next”.

**Public** - Any Member that is interested in the Rally can join automatically.

**Private** - Members of the Rally are invited by an Admin or they can request to join. The Admin would then need to approve or reject the request.

**Unlisted** - Members of a Rally are invited by an Admin only and the Rally is unsearchable meaning it will not appear in search results in Rallyhood.

5. Lastly, customize the Rally tools offered the new Rally by toggling the tool types “on / off”. Then, click “Done!”



# THANK YOU!

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*Questions?*

*Contact: [clientsuccess@rallyhood.com](mailto:clientsuccess@rallyhood.com)*