

Original file by Emily & Masada from 350.org

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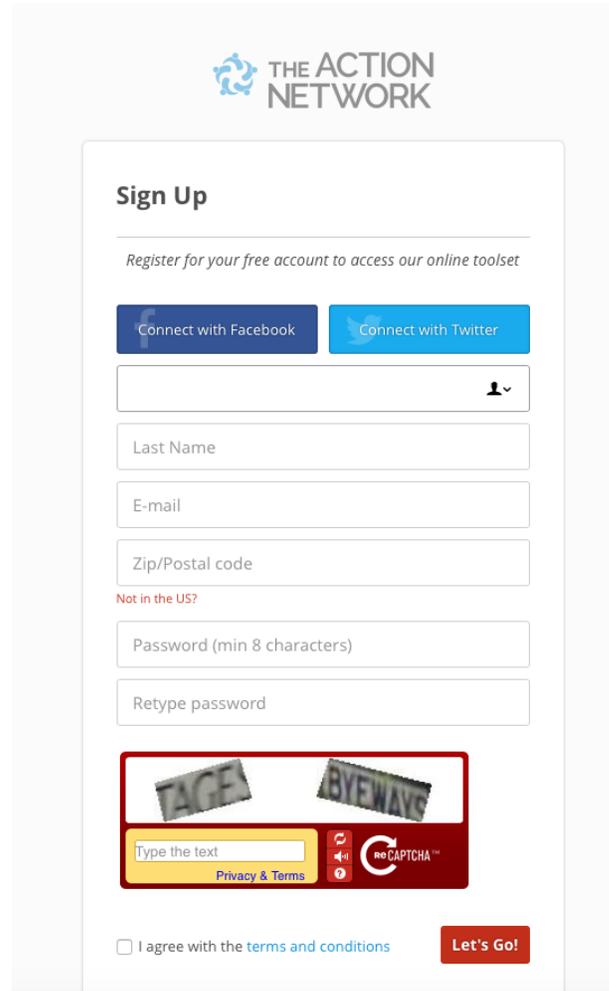
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HERE WE GO!!!!!!

STEP 1: CREATE AN Action network ACCOUNT & LOG IN

CREATE AN ACCOUNT HERE: https://actionnetwork.org/users/sign_up

(if you already have one, login here: https://actionnetwork.org/users/sign_in)



The screenshot shows the 'Sign Up' page for The Action Network. At the top, the logo for 'THE ACTION NETWORK' is displayed. Below the logo, the heading 'Sign Up' is followed by the subtext 'Register for your free account to access our online toolset'. There are two buttons: 'Connect with Facebook' and 'Connect with Twitter'. Below these are input fields for 'First Name', 'Last Name', 'E-mail', and 'Zip/Postal code'. A link 'Not in the US?' is provided. There are also input fields for 'Password (min 8 characters)' and 'Retype password'. A reCAPTCHA challenge is shown with the text 'AGE' and 'BYWAYS'. At the bottom, there is a checkbox for 'I agree with the terms and conditions' and a 'Let's Go!' button.

Step 2: Create an action network group:

Create a new group by on the "Start Organizing" button at the top of the screen, then click "Group" in the bottom left of the menu under "People".

Choose a group/organisation name and description. You can also choose an optional location by entering a ZIP code (this will allow activists to find your group by location) and upload an optional logo or image to represent your group.

When you're ready, publish your group to make it live.

Create A Group: Administrative Title (Optional)

These should be the name of your group

Group Name *

ZIP Code (optional)

ADD BANNER IMAGE OR LOGO (OPTIONAL)

HTML Format Align B / S Lists Image Video Table Link Line

Group Description * [Add a description of your group here](#)

[choose a parent group, or leave blank for none] [You can leave this blank unless you're affiliated with another org that has an action network parent group](#)

Our Campaigns

once you create your event, it will be listed here (along with any other forms, petitions, or events your group creates).

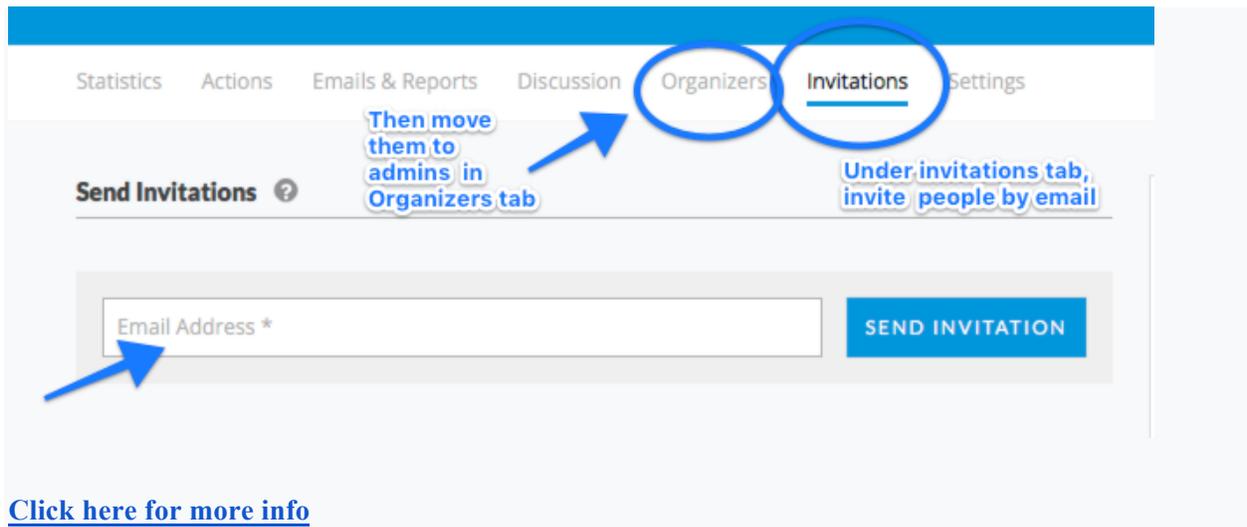
SAMPLE CAMPAIGN 1 SAMPLE CAMPAIGN 2 SAMPLE CAMPAIGN 3 SAMPLE CAMPAIGN 4

Our Actions

Next you'll want to add other members of your team so they can access the group as well. Once you're on your group page - click the "INVITATIONS" tab to invite teammates to join as admins. Invite them by email, and **Action Network will send them an email to create an account and join as admin to the group.**

Connect to the Change Finance Network (optional)

If you want to officially link your group to the Change Finance coalition, and get free access to the Network, invite shonan.kothari@finance-watch.org to join as an admin too. Shonan will add your group to the network, and then exit your group immediately. Please note that in this case, you will be sharing your rsvp data with the parent group of Change Finance.



Step 3: create an Event on the Change Finance #10yearsOn Map

1. While you're logged in, start creating your event page by going to the Action Network page that corresponds to the distributed event you're participating in.

For the #10YearsOn Day of action, begin setting up your event here:
<https://www.changefinance.org/take-action/>

2. CLICK "CLICK TO HOST"

3. READ AND CLICK "OKAY!"

Host Guidelines - #10YearsOn

On and around September 15, it is our chance to bring local efforts together. All over the world, people will come together to demand local action for financial reform.

We want to show that people everywhere are demanding more from their leaders and that we won't accept anything less than a deep transformation of the financial system.

Whether you're a seasoned activist or a first-time organiser we will provide resources to help make your action a success. You will be joining thousands of leaders across the world organising rallies, marches, and other creative actions in their communities.

After you register, we'll send you additional resources to help you have a successful event. You'll also be able to edit your event information later, so you don't need to have everything figured out right now -- the important thing is to get started!

OKAY!

4. FILL IN YOUR EVENT DETAILS

Create An Event - : Administrative Title (Optional) ← Give your action an internal name (this will not be public)

VIEW GUIDELINES +

Fill out title, date, time, and location for your event (or just put TBD if you don't know yet)

ADD GOAL SLIDER

ATTEND THIS EVENT

First Name Sample REQUIRED REMOVE

Last Name Sample REQUIRED REMOVE

Email Sample

ZIP/Postal Code Sample REQUIRED REMOVE

Not in the US? Allow Attendees To Bring Guests ← Leave this unchecked

ADD OR EDIT ADDITIONAL FORM QUESTIONS

ADD CUSTOM FORM HTML

Send RSVP

ADD BANNER IMAGE (OPTIONAL) ← Add an image if you have one

HTML Format Align B / S Lists Image Video Table Link Line

Edit your event description

EVENT BY

Olivia Jervais
San Francisco, California

REMOVE CREATOR ← Click remove and put in your org as sponsoring group instead

#10yearsOn by

CHANGE FINANCE

SPONSORED BY

← Add your group as the sponsoring org in the drop down menu

SAVE AND GO TO NEXT STEP ← When you're done, click save and go to next step

To add your group as a sponsoring organization select your group in the dropdown menu. Your choices will be any group you are an organizer in or administrator of (more info on that [here](#)). If you created the group, you are automatically an admin.

You can also check the box if you'd like for this to be a private event, or include a maximum number of attendees. We urge you to keep your events public and not a set limit for number of attendees.

This is a private event. Hide this from public searches. ?

Maximum number of attendees:

SAVE AND GO TO NEXT STEP

5. CUSTOMIZE YOUR THANK YOU MESSAGE AND PUBLISH

Create Attendee Form: Administrative Title (Optional)

The screenshot shows a web interface for creating an event thank-you message. At the top, a green banner displays "Thanks for joining." Below this, a navigation bar includes "Instructions", "Discussion Board", "Event Information", and "Create An Account". The main content area is titled "Instructions For Your Attendees" and features a rich text editor with a toolbar (HTML, Format, Align, B, I, S, Lists, Image, Video, Table, Link, Line) and a help icon. The editor contains the text: "INSTRUCTIONS FOR YOUR ATTENDEES (CAN BE EDITED BY THE EVENT HOST) * Thank you for stepping up in this moment to rise for financial reform! We'll be in touch with all the final details as we get closer to the event, such as where we will meet, what will be required etc. Contact:". A blue arrow points to the "Edit message that rsvp-ers will see after they sign on" text. To the right, there are three panels: "SHARE THIS EVENT" with "Like" and "Tweet" buttons and a direct link field containing "https://actionnetwork.org/url"; "EMBED THIS EVENT" with a code field containing "[a bunch of code will be in here]"; and "EMAIL A FRIEND" with fields for "Subject: [subject goes here]" and "Body: [body goes here]". At the bottom, a yellow bar contains a URL field with "https://actionnetwork.org/event_campaigns/", a green "SAVE & VIEW" button, and a blue "SAVE AND GO TO NEXT STEP" button. A blue arrow points to the "SAVE AND GO TO NEXT STEP" button.

Step 3: How to send emails to RSVPs, Edit your event, and More!

After you hit SAVE & PUBLISH, you'll be on your event dashboard! Bookmark this page!! You can also find it anytime by adding */manage* to your public URL (but you must be logged in).



Start Organizing

Add /manage to get to event dashboard



Hello Emily!

Your Dashboard

YOUR DASHBOARD > MANAGE EVENT

Action Language: English

Currently Managing:

People's Climate March Vermont +

View Event Edit Event Cancel Event

Create an email or report targeting all action takers

Create Email Create Report

Status: Live

Click here to edit event details

Click here to send a message to your attendees

Event by



Robb Kidd

Montpelier, Vermont

People's Climate Sister Marches by



People's Climate Movement

Use THIS link in emails and on social media to get people to sign up

443 RSVPs Collected

Only 357 more until our goal of 800

Share This Event

[choose a list/referrer code]

Like

Tweet

+1

Direct Link

https://actionnetwork.org/events/peo

Email A Friend

Subject: Can you come?

Body:

Friend,

I'm attending an event called People's Climate March Vermont .

Donald Trump is a threat to the future of our planet, the safety of our communities, and the health of our families. The new administration has attacked the hard-won protections of our climate, health, and communities, and the rights of people of color, workers, indigenous people, immigrants, women,

Page Wrapper: Built-in Page Wrapper

Save Page Wrapper

View and post on the discussion board here

Instructions Statistics Download RSVPs Discussion Event Info

Response Options Sharing Options Next Steps

Download RSVPs here

Host Instructions

Thank you for signing up to host an event! We'll be in touch with more materials shortly, but in the meantime if you have any questions, email us at pcm.info@peoplesclimate.org.

Thank you for standing up for our communities, our families, and our climate.

When you scroll down, you'll see the code to embed this sign up page into your website. You can copy and paste this into your existing website, action website, etc as your singular sign up page.

Frequently Asked Questions:

1. I set up my event page but it's not showing up on the map of actions?

Double check by putting in the event zip code and looking through the events nearby - sometimes events don't end up in the right place on the map. **Otherwise, your event may be in draft form. [Click here to see how to publish your action network event.](#)**

If your event is published and still not there - it may be that you didn't create the event [from the correct host form that corresponds to the main event campaign page.](#) If this is the case you will have to start from scratch. There is nothing that we can do.

2. My event is showing up on the map, but it's not in the right section! How can I fix it?

Unfortunately sometimes the mapping service doesn't recognize the address or correctly place the event on the map. You can play around with the event address to place it correctly, but outside of that there is nothing that can be done to adjust the map.

3. My group doesn't have an action network account, how do we create one?

[Click here](#) to learn how to set up a group and [how to add multiple administrators and organizers](#) to that group.

4. How do I contact my RSVPs?

You can [draft and send an email blast](#). Make sure to [target your email](#) to your RSVPs by including the event in the actions filter.

Shortcut: you can automatically target your action takers by clicking the create email button on the event manage page. Note that Action Network will send out automatic [24 hour reminders before the event](#) - you can choose to edit these under "Response Options" tab or else they will be automatically generated.

5. How do I enable or disable my discussion board?

From your event manage page, click on the "Discussion" tab. There you will see a switch to enable and disable your discussion board.

6. How do I view my RSVPs?

To export a list of your event RSVPs, click the "Download RSVPs" tab from the event manage page and then the "Download CSV" button. A report will be compiled and emailed to you when it's ready. The report will contain each RSVP's name, email address, address, city, state, zip/postal code, country, source code information, and other relevant data.

If you don't receive it - check your spam folder and make sure you are using the same email account that you are using on Action Network.

6. How do I edit the time or location of my event?

From the event manage page you can click the edit event button right below the title. Action Network will send an email to all RSVPs with relevant changes in event details like location, time.

7. How do I share a link to my event on Facebook or Email?

You can grab a direct link to your event from the share sidebar of your event manage page. Copy and paste the direct link provided and paste into an email, or on social somewhere.

8. How do I cancel my event?

There's a [cancel event button](#) on the action manage page. Action Network will automatically send out an email to folks letting them know.

Still can't figure it out? Send your question to shonan@changefinance.org for support.