



FOUNDATION BEYOND BELIEF

humanism at work

Beyond Belief Network Guides: Introducing Web Profiles, Web Events, and BBN Slack

Over the years we have gotten feedback from you all about what you liked and what you wanted to change or add to the Beyond Belief Network program. One of the most consistent bits of feedback that



we've received is a desire to be able to see all the events you've submitted in real time. We've been working on creating a new system that will allow you to have that and more!

This guide will lay out several new changes that will allow you to have more control over your event reports, more visibility, impact information calculated for you, and more communication among all the teams. We are introducing interactive team profiles, web event

reports, photo releases, and a BBN Slack workspace.

Please let us know if you have any questions as you dig in.

Quick Links

[Quick Links](#)

[Key to-do items](#)

[Web profiles](#)

Last Updated August 2021 1

Overview

Getting started with your new profile

The new event report process

Overview

Create your future events

Cloning your recurring events

Update your events after with impact data and pictures

BBN Slack

Overview

Getting started

Update your profile

Notifications and other preferences

Channels

Guidelines and etiquette

Sneak peaks

Key to-do items

- Create your web account login (primary contact will receive an email with a link)
- Check that information on your profile is correct and update anything information that is not
- Submit your upcoming events to get them on your profile
- Log into your BBN Slack account and update your profile information (primary contact will receive an email with a link)
- Create an introduction comment in the #introduction channel in slack
- Start getting photo releases for folks at your service events (information in [photo guidelines](#))
- Update the events you created with your impact data after the event

Web profiles

Welcome to your new team profile! You now have a team account that you can use to update your profile info whenever you need to and now you will submit your events directly with your account instead of using the old form. This guide will explain the new functions and how to access them.

Overview

Every team in the Beyond Belief Network has a profile on our website with information about your team that helps potential volunteers to find you. Now with your new login, you can keep your info like links, group photo, and logo updated yourself as needed.

We have a new way to submit this information directly on our [website](#) through your new and improved team profile, which will allow you to see and update your own event reports immediately (no more waiting for monthly emails!) and see your aggregated impact stats. Future and past events will also show up on your profile so that potential volunteers will know what you are up to.



Getting started with your new profile

After your account is first created, you will receive an email with your login information and a link to reset your password. Once you reset your password, you can [log in on this page](#).

The first time you log in you should check that all your information is correct and update anything that is incorrect. Find your team by clicking on BBN teams on the menu on the left hand side. Your team should be the only team listed.

Media
Contact
BBN Teams
All BBN Teams
BBN Team Events
FBB Events
Collapse menu

BBN Teams

Mailchimp for Woocommerce is not yet connected to a Mailchimp account. To complete the connection, [visit the plugin settings page](#).

All (159) | Mine (1) | Published (101) | Drafts (58) | Cornerstone content (0)

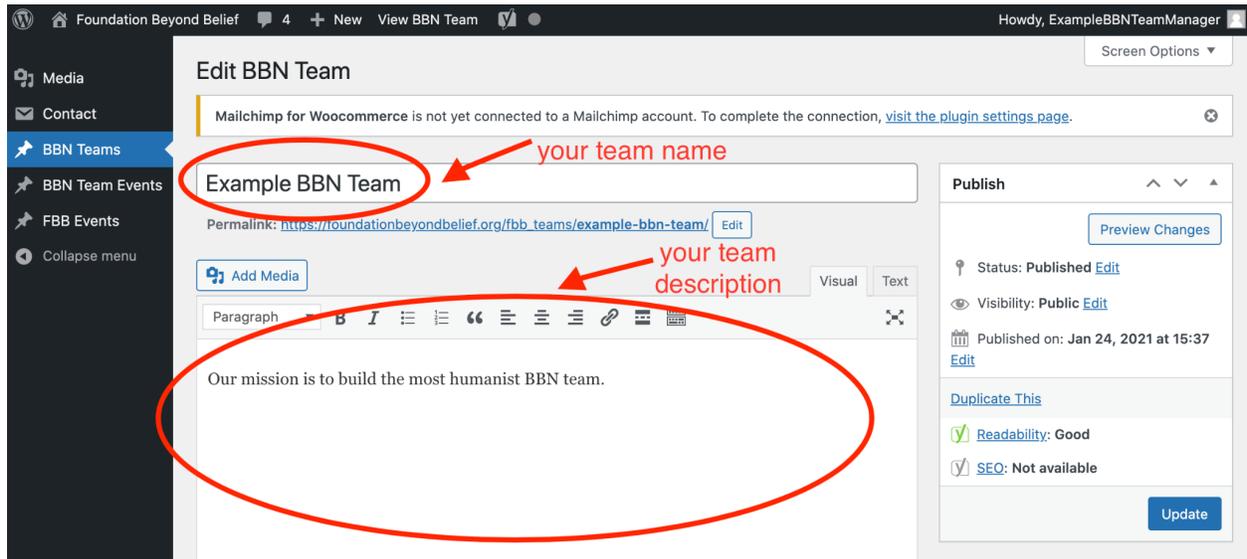
Bulk actions All dates Search BBN Teams

<input type="checkbox"/>	Title	Author	Categories	Tags	Date			
<input type="checkbox"/>	Example BBN Team	ExampleBBNTeamManager	—	—	Published 2021/01/24 at 3:37 pm	●	●	0
<input type="checkbox"/>	Title	Author	Categories	Tags	Date			

Bulk actions 1 item

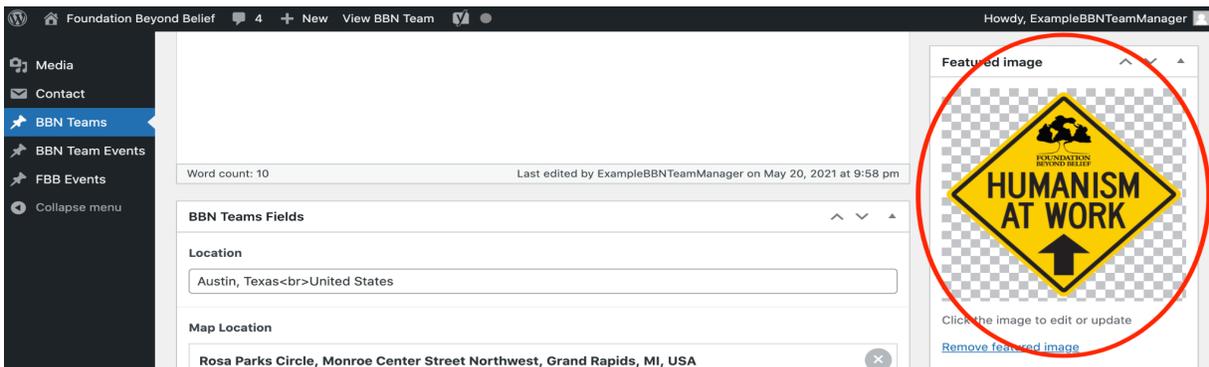
Things to check:

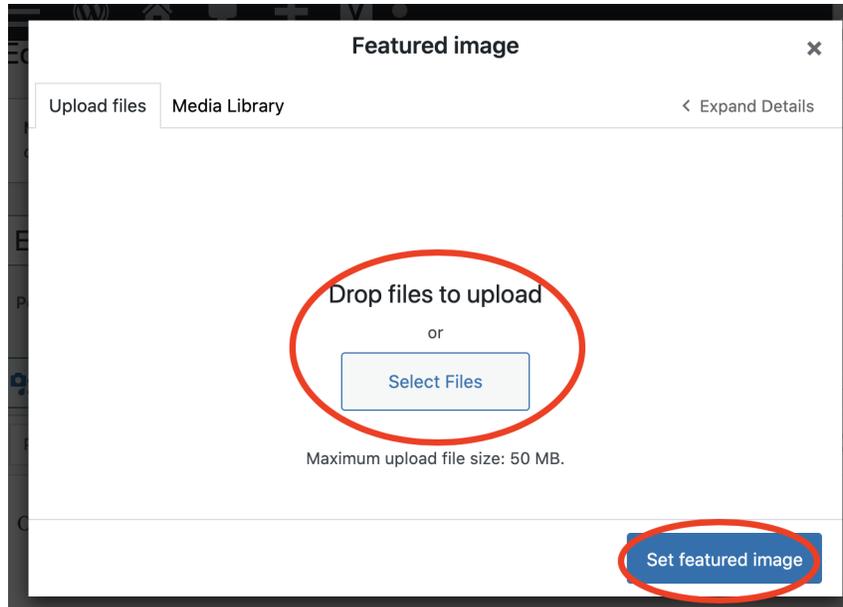
1. Your team name and description.



2. **Your team photo.** This photo is likely from when you applied to join the network, which for most teams is many years ago. This is a good opportunity to update that photo if you want. Please use a photo of your group from one of your service events. (This is one of the few times we are *not* looking for an action shot.)

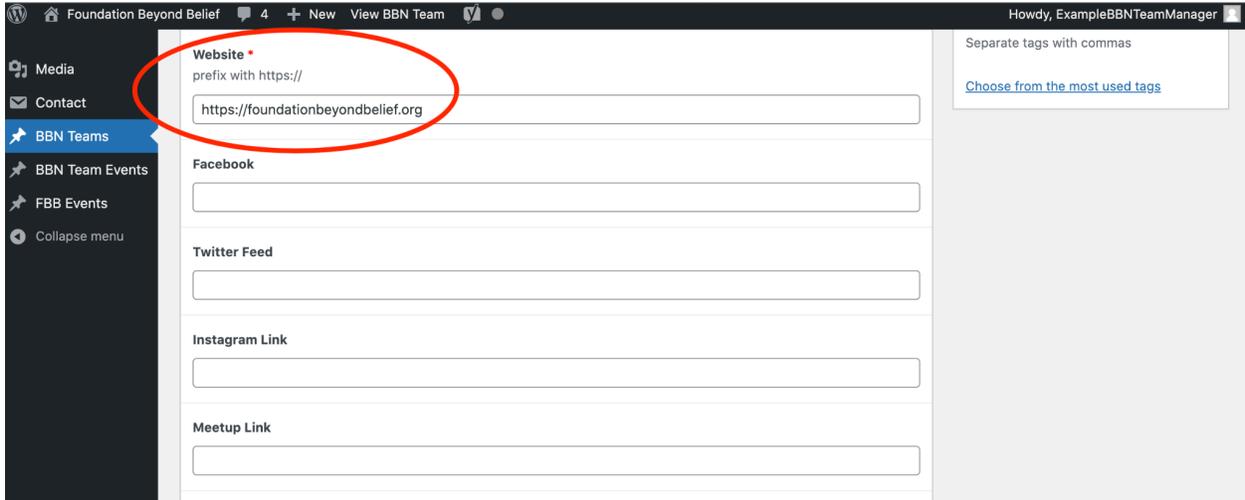
To change the image, scroll down and click on the current image on the right hand side. Upload your group shot and click “Set featured image.”



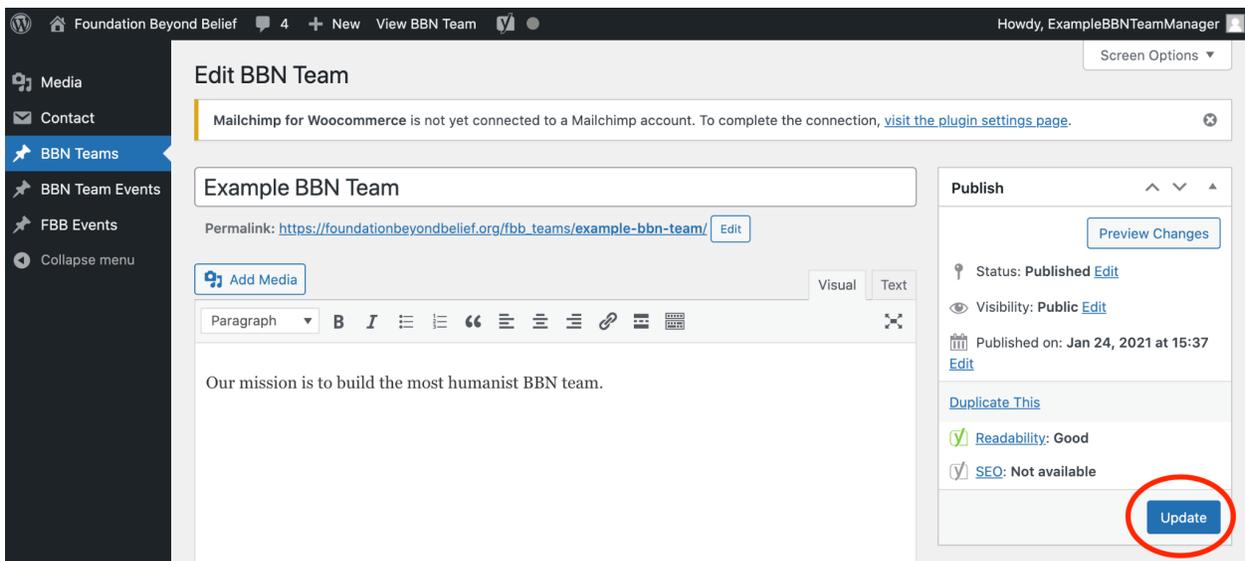


- Your team's location and links.** Scroll down to where you see "BBN Teams Fields." Your location should already be filled in, but if you need to update your location, include city, state/province, and country. (If you are in a country that doesn't have states or provinces leave this field blank.) Scroll down and check or fill in your website and any social media sites you have. If you don't have one of the accounts listed it should be left blank. If you don't have a website, your Facebook or Meetup should be in that field.





4. Click **“Update.”** This is **very important**. All your hard work will be for naught if you don't do this!



5. Check your profile on the website. **Click on the permalink under your team's name.** This will take you to your profile where you can make sure all your information is now correct.

BBN Dashboard

Media

Contact

BBN Teams

BBN Team Events

Collapse menu

Edit BBN Team

Screen Options

Mailchimp for Woocommerce is not yet connected to a Mailchimp account. To complete the connection, [visit the plugin settings page.](#)

Example BBN Team

Permalink: https://foundationbeyondbelief.org/fbb_teams/example-bbn-team/

Add Media

Visual Text

Paragraph B I [List Icons] [Link Icon] [Table Icon]

Our mission is to build the most humanist BBN team.

Publish

Preview Changes

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

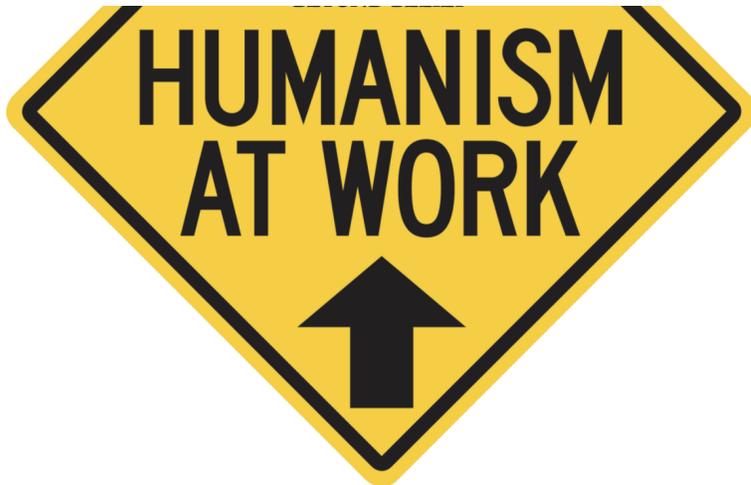
Published on: Jan 24, 2021 at 15:37 [Edit](#)

[Duplicate This](#)

Readability: **Good**

SEO: **Not available**

Update



Example BBN Team

Austin, Texas United States
BBN Team Since 1/24/2021



 **109**
GOLD Team Hours Donated This Year

Our mission is to build the most humanist BBN team.

The new event report process

Overview

Now that you have your web profile updated, you are ready to start submitting your new and improved event reports. Now you submit your reports directly on our [website](#) through your team account, which will allow you to see and update your own event reports immediately (no more waiting

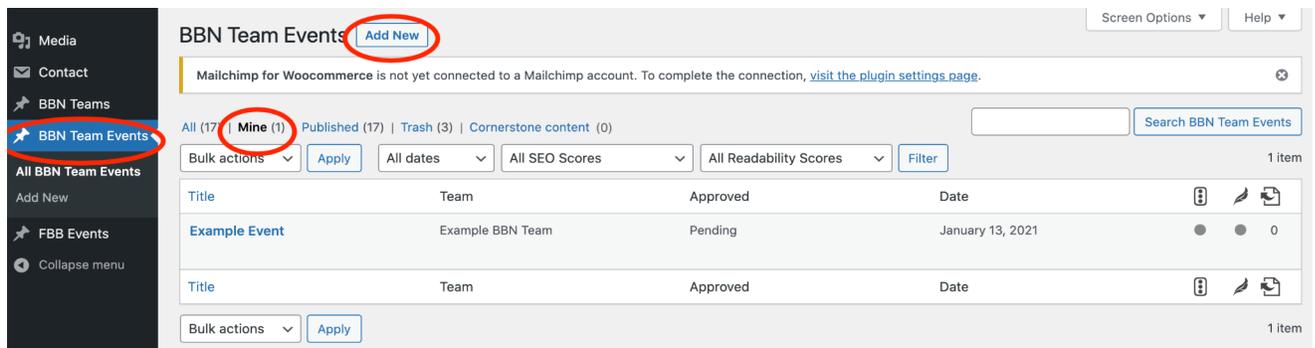
Last Updated August 2021 7

for monthly emails!) and see your aggregated impact stats. Future and past events will also show up on your profile so that potential volunteers will know what you are up to.

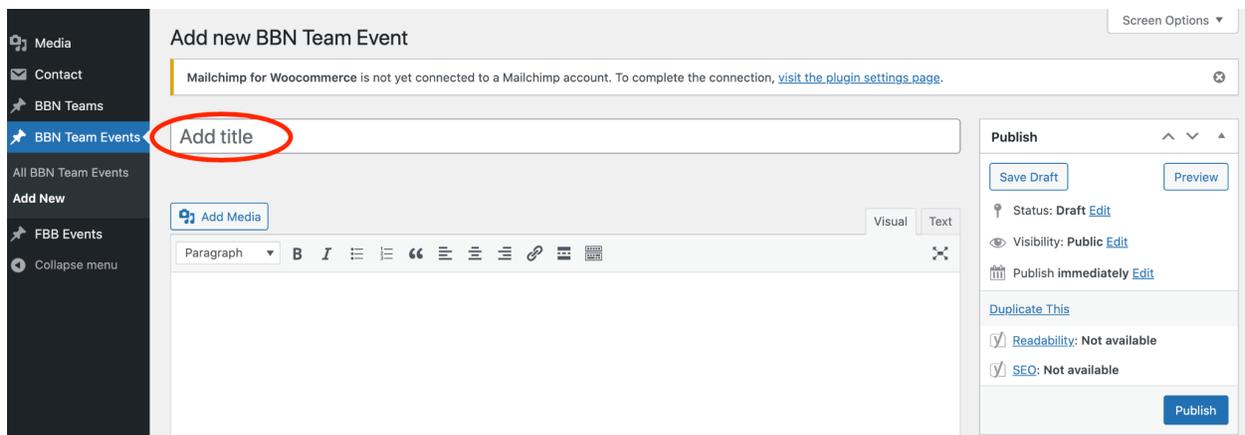
We are now encouraging you to submit your events beforehand to help volunteers find your events, then updating them after with your impact info. Part of the instructions will walk you through how to clone your events to make recurring events easier. (We are working on a way to automate recurring events; until then, you will be able to clone events).

Create your future events

1. Click on “BBN Team Events” on the menu on the left hand side. Your events should be the only events listed. If there are other team events listed, click on “mine” above the list of events. Other teams will be able to see your events, but they will not be able to edit them. And all team events will be on the website going forward. **Click “Add New”** to add your new event.



2. **Add the title of your event.**

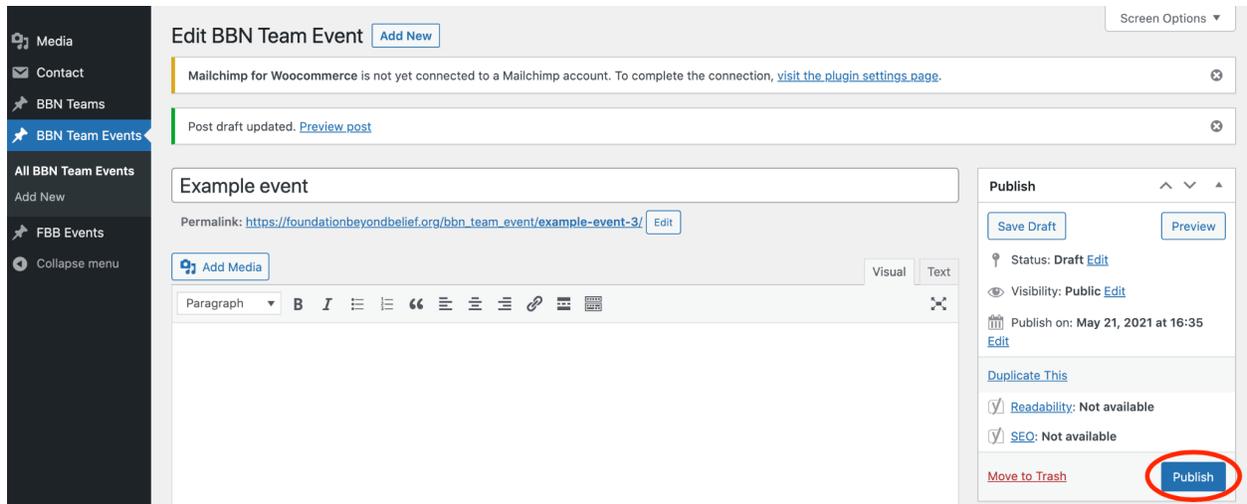


3. Scroll down to **add the date, time, location, description, event link of your event**. Make sure to include any info in your description that potential volunteers will need to know to join your event. Do they need to sign up? Any special instructions for what they need to bring or wear? If you have a Meetup link or Facebook event for this event, add the link in the event link field. Remember this is all **public information**.

The image shows a screenshot of a web application interface for creating an event. On the left is a dark sidebar menu with options: Media, Contact, BBN Teams, BBN Team Events (highlighted), All BBN Team Events, Add New, FBB Events, and Collapse menu. The main content area is titled 'BBN Team Events' and contains the following form fields:

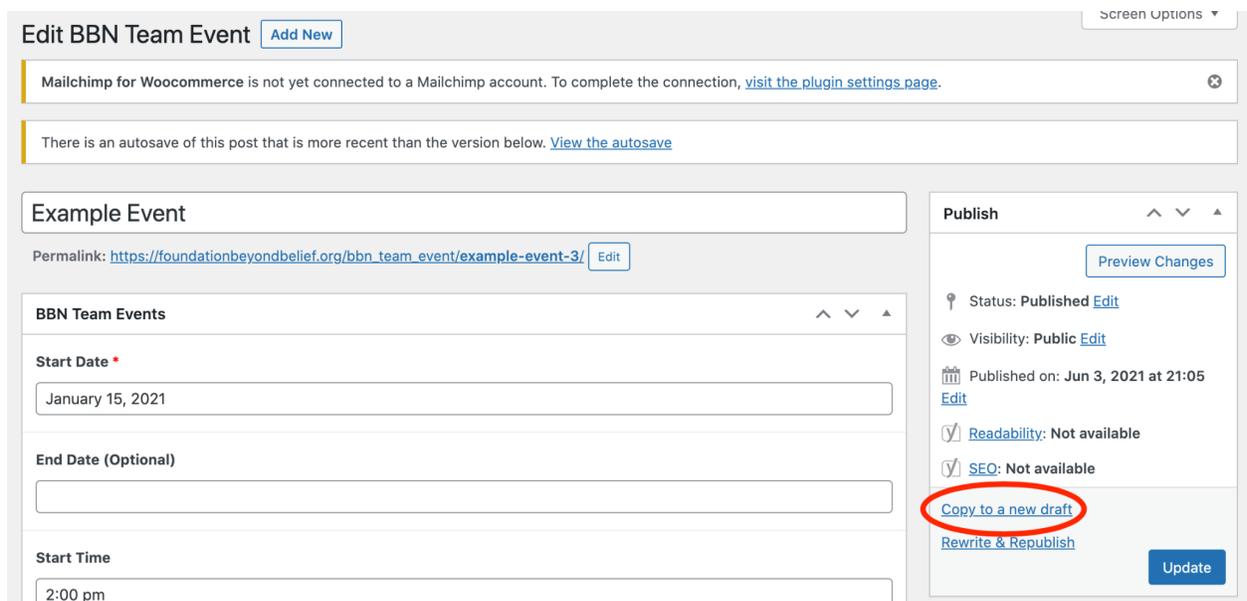
- Start Date ***: Input field containing 'July 3, 2021'.
- End Date (Optional)**: Empty input field.
- Start Time**: Input field containing '6:00 am'.
- End Time (Optional)**: Input field containing '6:00 pm'.
- Event Location**: Input field containing 'Atlantis'.
- Description**: Text area containing the text: 'Help us clean up the Atlantis...if we can find it! Meet us at the dock at dawn. All are invited. First come first serve until the boat is full.'
- Event Link**: Empty input field.

4. **Publish your event.** Your event will not show up on the website immediately. It will be pending until someone at FBB confirms it, which will be done regularly. We recommend publishing your future events at least **two weeks** in advance.



Cloning your recurring events

1. For your events that are essentially the same each week or month, you can clone an existing event and just update the fields that are different. Open the event you want to clone and **click “Copy to a new draft”** on the right hand side of the screen.



You can also **hover your mouse** over the name on the events list and **click on “Clone”** without opening the event.

BBN Team Events [Add New](#) Screen Options Help

Mailchimp for WooCommerce is not yet connected to a Mailchimp account. To complete the connection, [visit the plugin settings page.](#)

Mine (1) | Cornerstone content (0) [Search BBN Team Events](#)

Bulk actions All dates All SEO Scores All Readability Scores 1 item

Title	Team	Event Status	Date	
Example Event	Example BBN Team	Approved; Photos Pending	01/15/2021	● ● 0
Edit Quick Edit Clone New Draft Rewrite & Republish				
Title	Team	Event Status	Date	

Bulk actions 1 item

- In the event **update the title, date, and whatever other information needs to be updated. Then click “Publish.”**

Once your events are confirmed, they will show up on your team’s profile page. Find your team’s profile [here](#). Your events will look like this:

Events

Upcoming Events

Example event
July 3, 2021 6:00am - 6:00pm
Help us clean up the Atlantis...if we can find it! Meet us at the dock at dawn. All are invited. First come first serve until the boat is full.
[Learn More](#)

Example event 2
July 10, 2021 6:00am - 6:00pm
Help us clean up the Atlantis...if we can find it! Meet us at the dock at dawn. All are invited. First come first serve until the boat is full.
[Learn More](#)

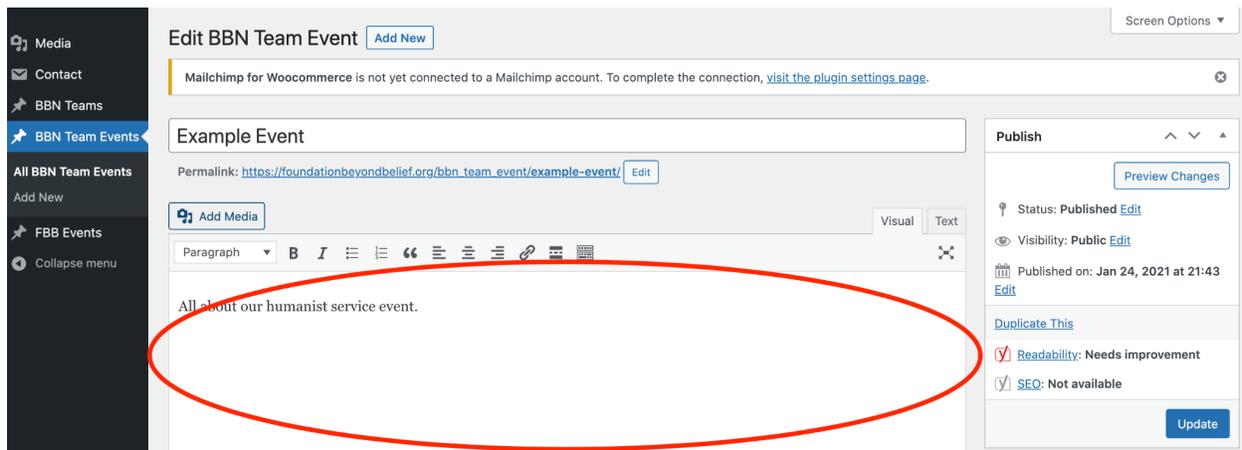
Past Events

Example Event
January 13, 2021 2:00pm
[See Details](#)

Update your events after with impact data and pictures

After your event is over, update your event with your impact data and photos. Be prepared with the number of volunteers, volunteer hours, direct beneficiaries, and up to six photos. Have a look at our [photo guidelines](#) before choosing the photos to submit.

1. The day after your event has passed you will receive an email reminding you to update your event with your impact data and pictures. There will be a link to the event or you can find it in the BBN Events section of your account.
2. Open the event you are updating. You are welcome to **update the description** of the event with info about how things went — the kind of information that you currently put in the description field of the current event report. Keep in mind that this information will be **public**. There is another field for private reports to FBB.



3. Scroll down to the event summary section. Fill in the Volunteer Hours Donated, Number of Volunteers, Money Raised, and Total Individual Beneficiaries. If your event doesn't have individual beneficiaries, you can't count the individual beneficiaries, or you didn't raise funds for this event, you can leave these fields blank or put a zero. You are welcome to include any other impact information like number of meal kits distributed, number of items collected and donated, or garbage bags filled with litter in the report section farther down.

Only check the “Is this a food security event?” checkbox if your team is part of the [Food Security Project](#). If you are part of the Food Security Project, this will give you the specific impact field for your Food Security events.

Volunteer Hours Donated
The TOTAL number of hours spent on prep and at the event

Number of Volunteers
Number of volunteers includes prep volunteers

Number of Individual Beneficiaries

~~Is this a food security event?~~

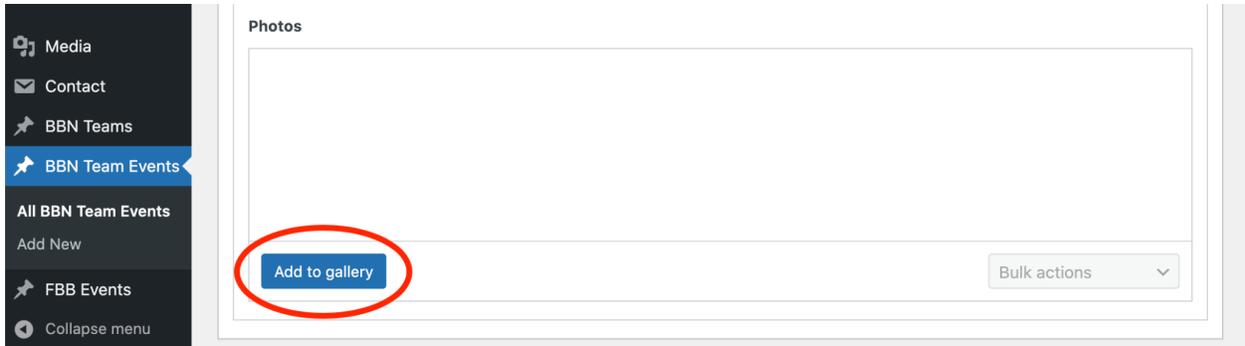
Money Raised

4. Add any information you'd like to report about your event or program that you **do not** want to be public on our website in the **report field**. This is like the "Additional comments, suggestions, requests for assistance" field in the old event report form.

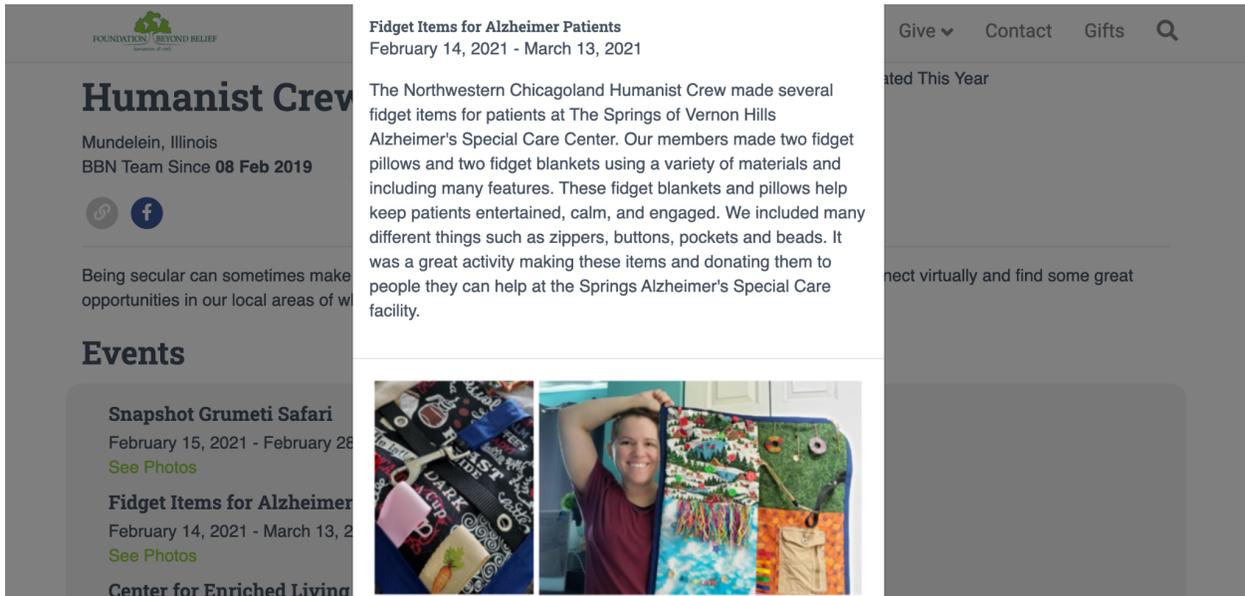
Report
How did things go? Is there anything FBB could do to support your team in the future?

5. **Upload your pictures from your event.** You may include up to six photos. Obtain photo releases for anyone in a photo you submit. For information about how to do this see our [photos guidelines](#), which also includes tips for taking great photos.

Click **"Add to gallery"** to upload your photos.



6. Unlike your other information, your photos will not appear publicly immediately after you update your event. They will appear after someone at FBB confirms them. Once they are confirmed your updated events will show up on your profile like this:



BBN Slack

Overview

Your team's primary contact will soon be invited to join a Beyond Belief Network Slack workspace. Depending on your preferences, you can access this workspace through your browser, a desktop app, or a mobile app. Now Slack will be one of the primary ways we communicate important announcements and information with the whole network. With all the BBN leaders in Slack, you'll also have the opportunity to share and troubleshoot with each other.

Getting started

Your invite will have instructions for setting up your account.

Update your profile

Scroll down on the left hand side and click on your name under direct messages. This will give you the option to “edit your profile.” Please update your information in the following ways:

- Include your team name in your display name.
- Add your role on your team in the “what I do” field.
- You may add a photo of yourself if you’d like. Your team’s logo is also a good option if you don’t want to add your own photo.



Notifications and other preferences

Go to your preferences where you can make decisions about things like when and how to be notified of new messages, how your channels and unread messages will be organized in the left hand menu, and accessibility.

Only our main contact for your team will be invited by us to join the network. You are welcome to invite other leaders from your team, but please do not invite all your members or leaders who are not part of your service planning.

Channels

There are several channels that have been created for different conversations. These will evolve over time, but a few channels that exist now are **#general**, which is a place for announcements and general

conversations, **#troubleshooting**, where you may ask the network for help or advice with a particular obstacle you face, and **#random**, which is a social place to have fun and get to know each other.

Some channels will be private and you will be invited to join only if it's relevant to you. For example, the teams that are part of the Food Security Project will have a private channel, and temporary channels will be created for things like coordinated responses to a regional disaster.

Guidelines and etiquette

This Slack workplace is for just that...work. It is easy to slip into casual conversations as we might have with our friends and family, but here we need to keep things a little more well-mannered. Here are some guidelines and etiquette for communicating with each other in Slack.

- Keep personal chat to the **#random** channel.
- Do not contact or add anyone from this workspace to your other social media accounts without their explicit permission.
- You are under no obligation to accept requests to connect outside of Slack from anyone.
- Do not send direct messages to other people in the network without explicit permission.
- Do not use the **#random** channel like your own personal Facebook page.
 - Conversations in this channel do not have to be restricted to the work, but nor should you get too personal.
 - Keep conversations here civil.
 - This is not a space to attack religious people.
- Don't forget to brag about yourself in the **#celebration** channel when your team has something to brag about! We want to celebrate your successes too!



Sneak peaks

We are putting the final touches on a dashboard in your profile that will aggregate the stats that you update your event reports with. You will already be able to see the BBN dashboard on the left hand menu in your profile account. It will have some of your stats, but we are still working on making sure everything calculates properly and on getting all your previously submitted 2021 events added to your profile. Once those two things are done, your stats will be correct and we will let you know.

After that we are working on a calendar that will show your team's upcoming events and will be searchable to help volunteers find you and your events.

Please get in touch with [Wendy](#) with any questions or feedback you have.