5 Key Tasks

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1 Edit your profile, upload a profile picture

To edit your profile from anywhere on the site click on ‘Settings’ in the top right of the navigation bar. Select the ‘My profile’ option from the drop down menu that appears. Modify your profile details as required and click Update My Profile.
To upload a profile picture click on ‘Upload image’ to the right of the profile settings page.

Click on the cloud icon and select the file on your computer.

Once you have uploaded your profile picture click on ‘Update My Profile’ at the bottom.
2 Connect your account to social media

You can connect your account to your Facebook or Twitter account so you can log into the Caritas Community with the same username and password as your social account.

To set this up from anywhere on the site click on ‘Settings’ in the top right of the navigation bar. Select ‘My settings’ from the drop down menu that appears.

Click on the ‘Connect’ button next to the social media platform you want to connect. If you are connecting your Facebook account click ‘Continue’ for Twitter click ‘Authorize App’.

Once your account(s) are connected the Connect button will change to ‘Connected’.

You will now be able to log into the Caritas community using your social media login details if desired.
3 How to follow a working group

To follow a working group navigate to the Working Groups page which shows a list of all working groups that you are a team member of.

To view a working group click on the title or picture.

To follow a working group click on the ‘Follow’ button to the right of the working group description.

Following a working group means you will get notified if any changes are made or anyone adds content such as a comment, file or new section.

Please note: By default, all users of the Caritas Community site are members of the C.I. Caritas Confederation working group.
4 How to subscribe to a specific update

You can subscribe to a specific update within updates and members by clicking the ‘Subscribe’ button underneath the update title.

The button will change to “Subscribed” once this option is enabled, and updates which are subscribed to will be highlighted with a flag icon in the list of updates.

Why subscribe to an update?
By subscribing to an update, you will receive notifications whenever a comment is added, or a change is made.
5 How to find your organisation’s page

To find your organisation’s page, hover over ‘Updates & Alerts’ in the main navigation bar at the top of the site and select ‘Regions and Organisations’ from the drop down list.

Use the navigation bar down the left hand side of the page to select your organisation.

Countries are split between the following 7 continent categories: Caritas Africa, Caritas Asia, Caritas Europa, Caritas Latin America & Caribbean, Caritas Middle East & North Africa, Caritas North America and Caritas Oceania.
Each organisation page has a small description, contact, website and social media details. Below this are links to the document folder and to see who works for your organisation, as well as buttons for creating an article and asking a question.