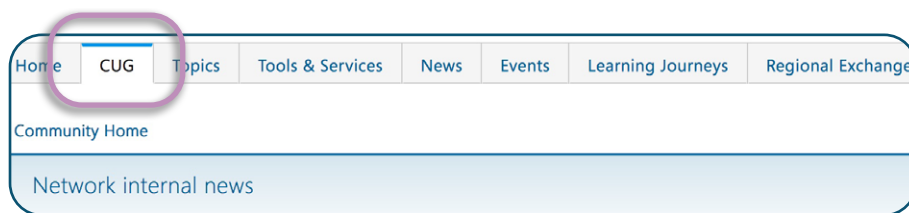
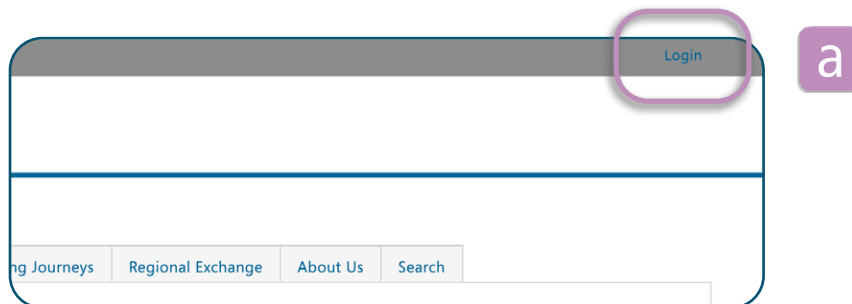


You as the administrator can add a new member to DDLGN ShareWeb. **1<sup>st</sup>** the to-be member applies for a membership. **2<sup>nd</sup>** you add him/her to the ShareWeb environment. **3<sup>rd</sup>** you upload his/her profile picture. **4<sup>th</sup>**, you create a profile on the DDLGN members' list. **5<sup>th</sup>** you add him/her to the DDLGN News email distribution list.



## Applicant applies for Membership



**The applicant takes the first step and registers on FDFA ShareWeb**

a) Ask the applicant to go to DDLGN ShareWeb home page:  
[www.shareweb.ch/site/DDLGN/Pages/Welcome.aspx](http://www.shareweb.ch/site/DDLGN/Pages/Welcome.aspx)  
 And click on [Login](#) in the upper right corner.



b) FDFA external applicants click on [Username/Password identification](#).  
 FDFA applicants use the [Swiss Government Smartcard](#).

Login credentials

Email address

Password

Login Abort

Register new account  
Recover password

C

c) External applicants then click on [Register new account](#).

Terms and conditions'. At the bottom is a blue 'Register' button."/>

User Information

Email address

d

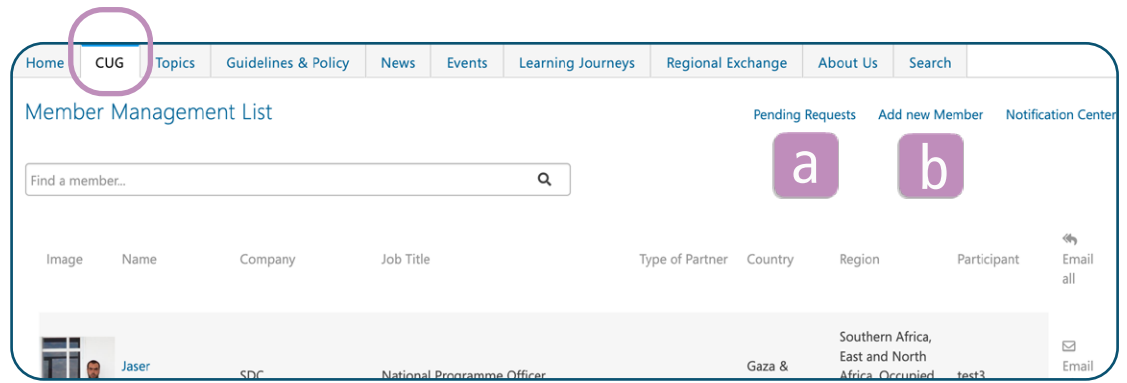
By registering you agree to the terms and conditions located here [Terms and conditions](#)

Register

d) Finally the applicant enters his/her email address and clicks [Register](#).

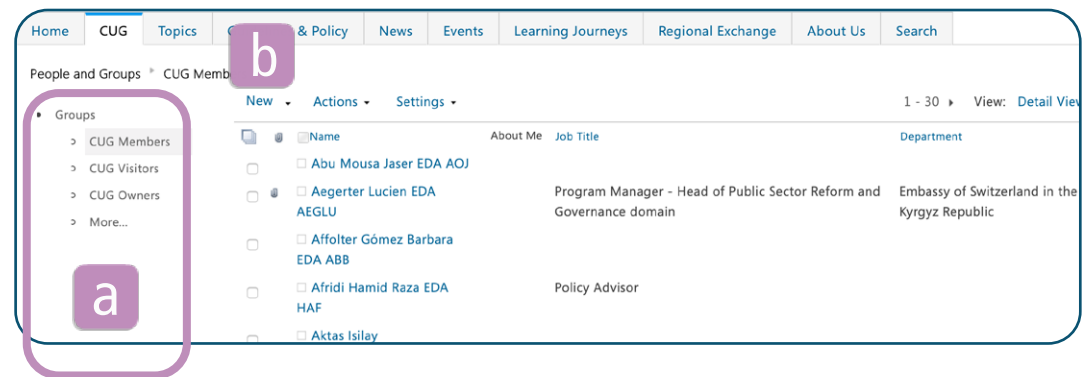
e) For quicker processing, it is recommended that the applicant confirms his registration in an email to the DDLGN ShareWeb membership administrator.

## Register applicant on ShareWeb



### You the DDLGN ShareWeb administrator register the applicant on DDLGN ShareWeb

- You will get an email alert for a pending access request or the request will show up under [Pending Requests](#) in the Member Management List under the CUG tab.
- Then click on [Add new Member](#).



- Chose what access rights the new member will have by clicking on the group title:  
**CUG Members:** Members have access to all documents and collaboration tools.  
**CUG Owners:** The core team and selected, experienced users: have full administrative rights.  
**CUG Visitors:** this group is empty. It has not been used for any members so far.
- Click [New](#) and enter the email address or name of the applicant. If the applicant has applied for membership (step 1), the computer will make a suggestion. Select the suggestion.
- If you like, write a welcome message to the new member. Then click [Share](#).

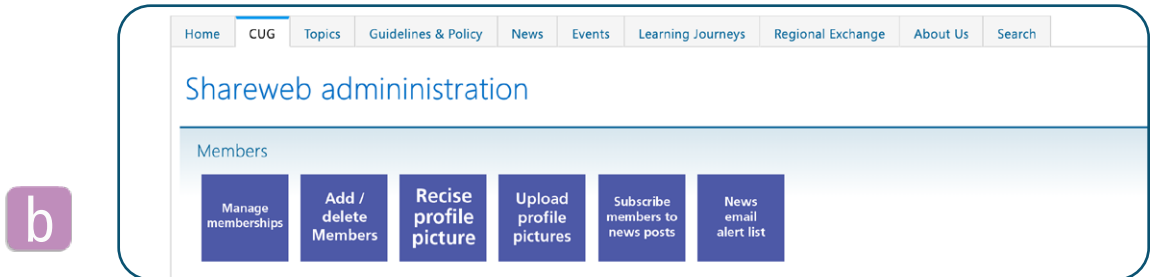
# 3

## Create profile picture

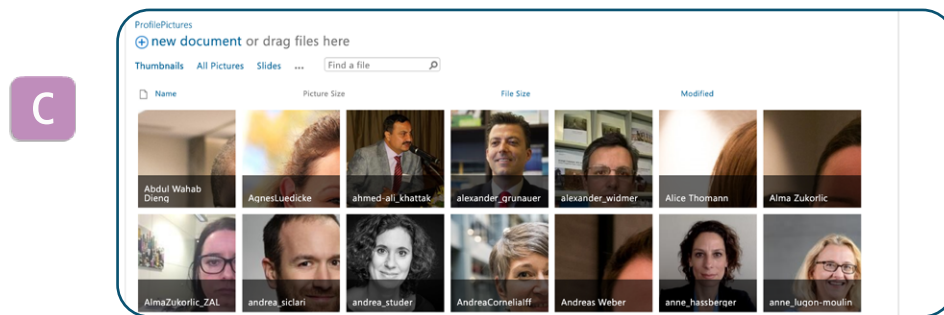
### Add a profile picture to a member's profile

a) Prepare your picture. Your picture has ideally this format:

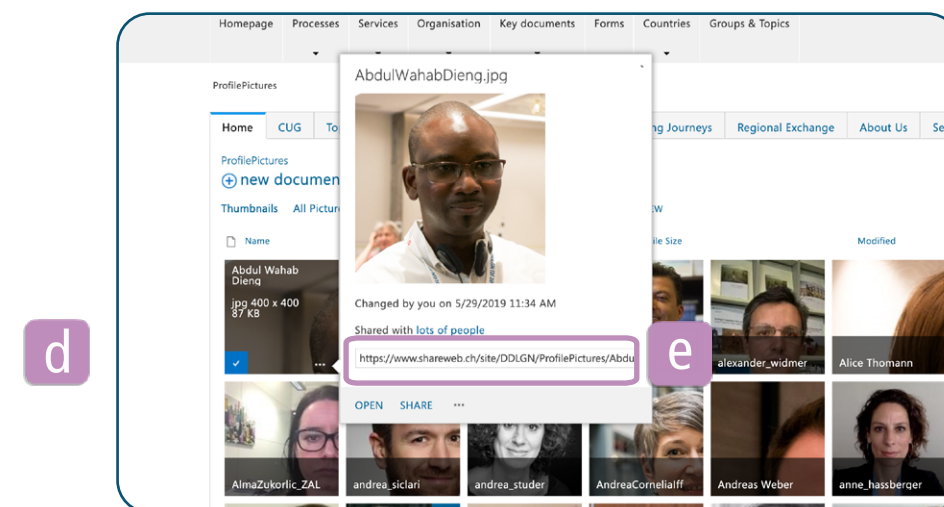
- Color picture in a square format with 300\*300 pixels. Too small and the picture will look pixelated, too large and the picture will take a lot of time to load.
- To resize and crop your images you can use your PC tools. There are a lot of online tools too. For example: <https://www.birme.net/> or <https://www.canva.com/photo-editor/>
- Give the picture a unique name: the name of the person: Firstname\_Lastname.jpg



b) Click on Upload profile pictures.



c) Click & drag your image from your computer onto the profile pictures. The image will upload automatically.

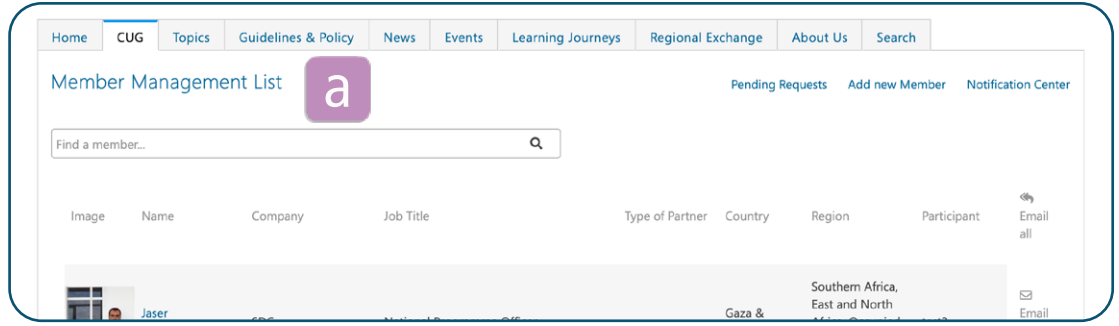


d) Click on the three little dots ... on the bottom right of the image. The image appears in a large window.

e) Copy the image web address <https://...> - You will past the image address in step 4...

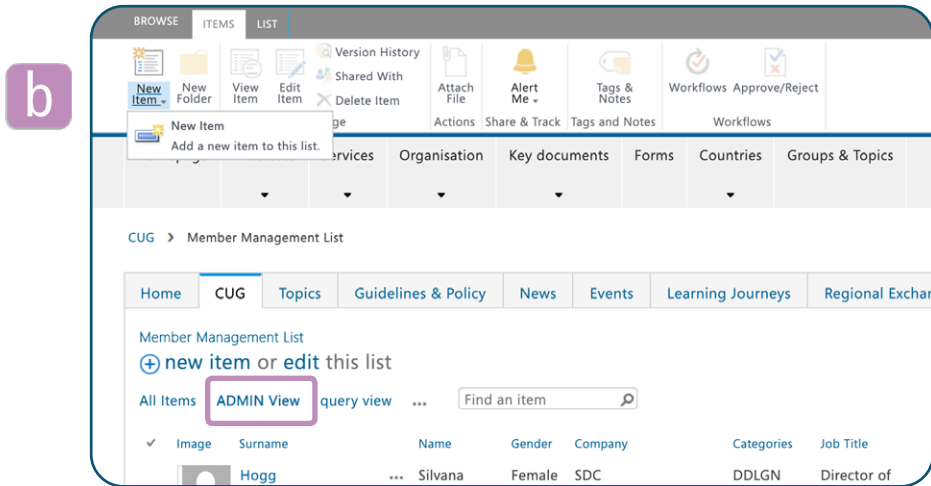
# 4

## Create a profile on the DDLGN members' list



You add the new member to the DDLGN member list

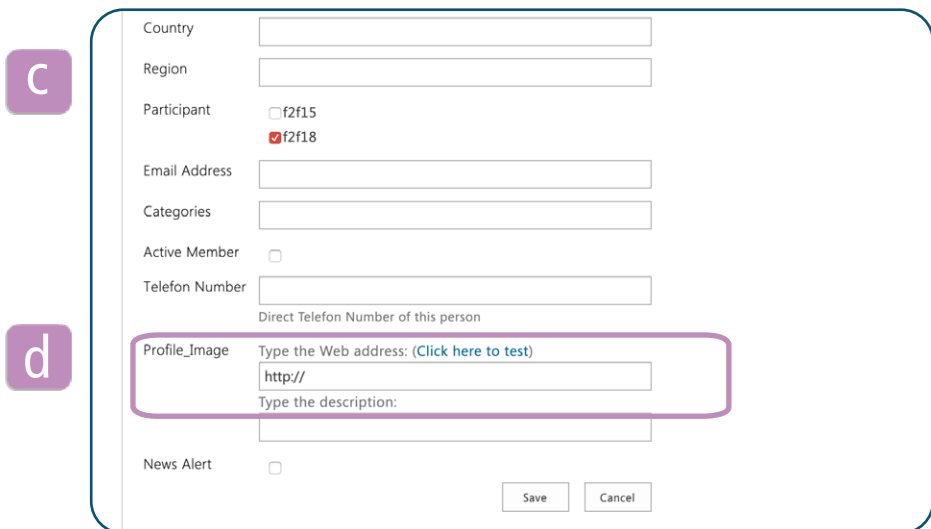
a) Click on [Member Management List](#).



b) In **ADMIN View** click on **New Item**.

Insider tip: to make the ADMIN View your default view, click on **List** at the top of the page.

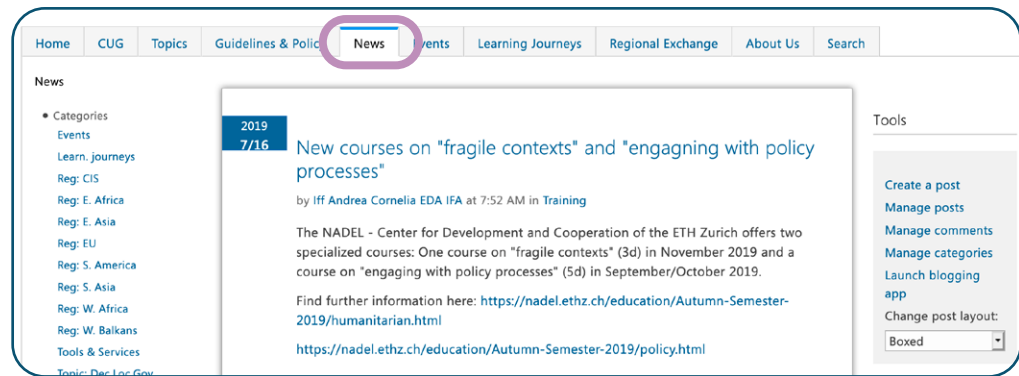
Then click on **Modify View**. Click the box "Make this the default view" and save it.



c) Fill out the fields. They correspond to the columns in your "Excel" list.

d) Paste the image URL into the **Profile Image** field (step 3), and save your new profile entry. The new member will now appear in your member list.

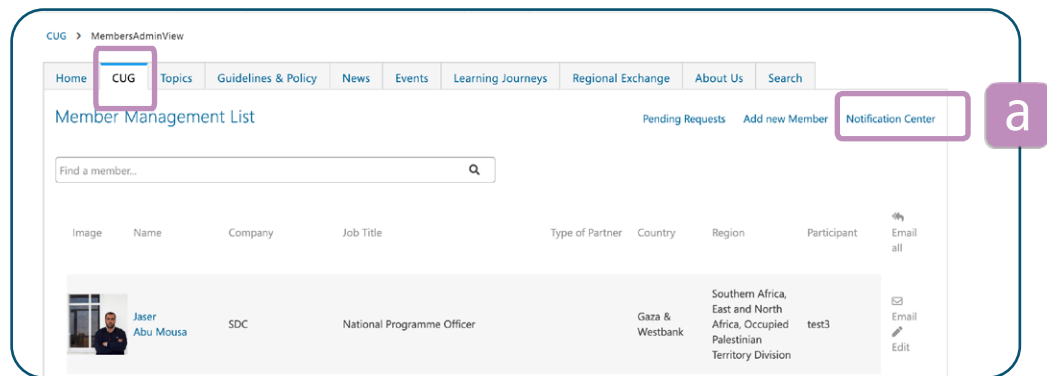
## Add members to the public news distribution list



### Add a member to the DDLGN News distribution list

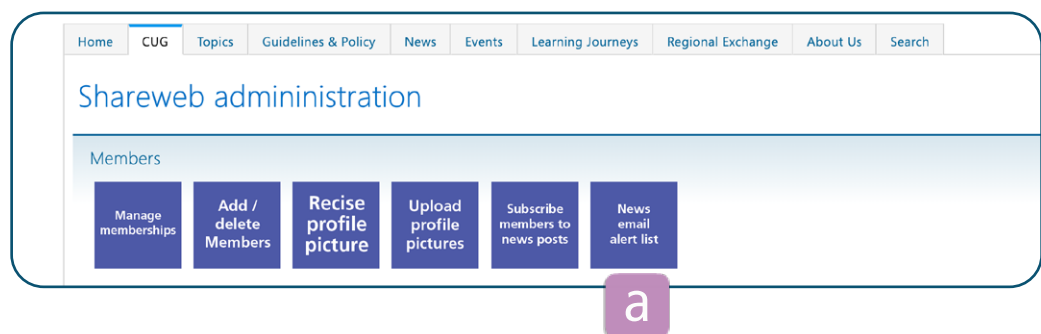
In order for the new members to receive an email alert every time a new blog entry is published on the DDLGN public news tab, you need to add them to the distribution list.

There are two ways to access the distribution list:



a) In the Member Management List, click on the Notification Center.

or



a) On the Shareweb administration page click on News email alert list.

- b) For the alert email title always use: *News from DDLGN !!!*  
This way, all participants receive an email with the same title. The email title will always include a second part with the title of your news post.
- c) Delete your name and add the name of the new member: start typing his/her email till ShareWeb automatically finds the member's name. You can add several new members at once.
- d) Select "Only send alerts when **New items are added**".
- e) Click OK.

**Admins only**

Only members with admin rights can use the tools here below. If you would like to upload documents, write news, or create pages, please contact CUG. We are delighted to provide members with more admin rights.

[Manage members on ShareWeb](#)

--> [Membership management](#)

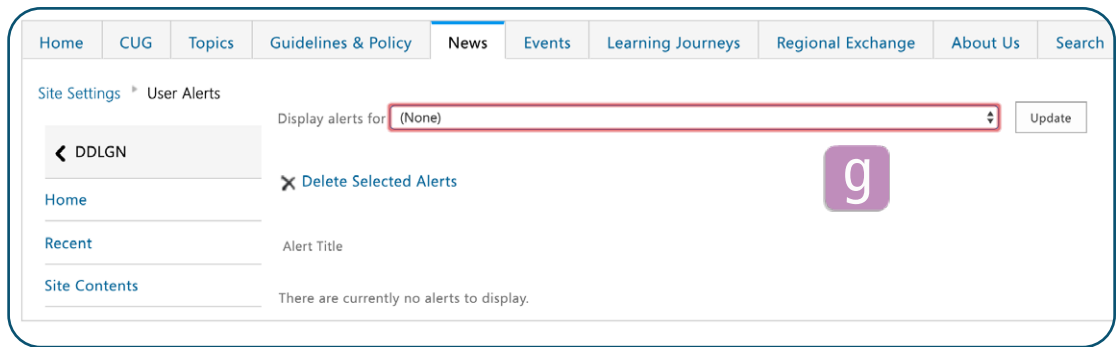
--> [Public news: List of members who are receiving Email alerts for News](#)

[Manage documents on ShareWeb](#)

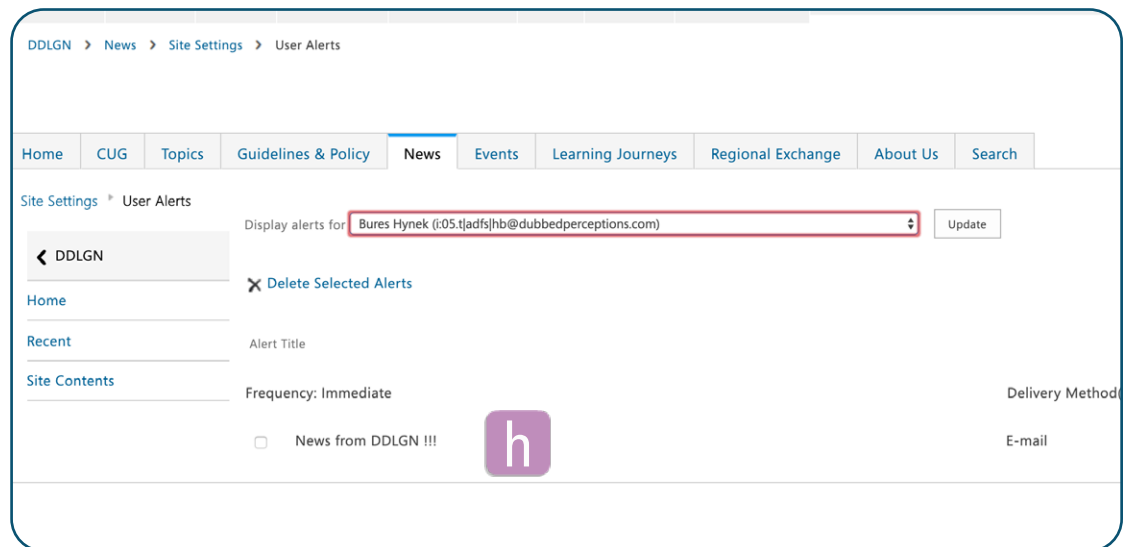
--> [Upload a document \(public or private\)](#)

**If you want, you can check if the member has been added to the alert list. This is also the place to remove members who do not wish to receive alerts.**

- f) Under the CUG tab click on [List of members who are receiving Email alerts for News](#).



g) Search the member by typing his/her last name. When you found the name, click [Update](#).



h) The alert properties will be displayed for the particular user.

Sometimes it can happen, that one member has several alerts. For example: You will see several *News from DDLGN !!!* - If this is the case delete all but one. Otherwise the member is receiving the same email twice (or several times, depending on how many alerts are registered).