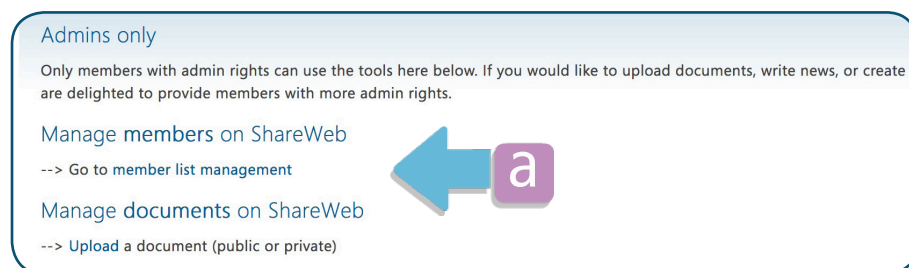
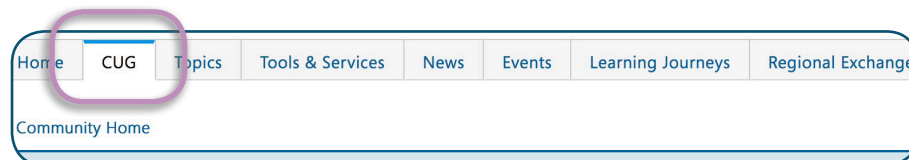
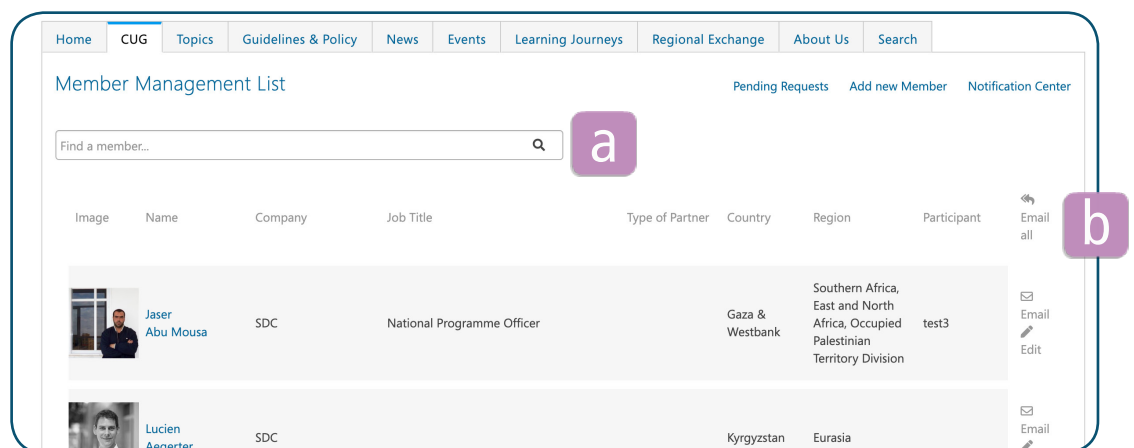


This is an overview of the admin tools to manage DDLGN ShareWeb members. For this you need DDLGN ShareWeb admin rights. - For your information: There is a separate tutorial on how to add a new member to ShareWeb.

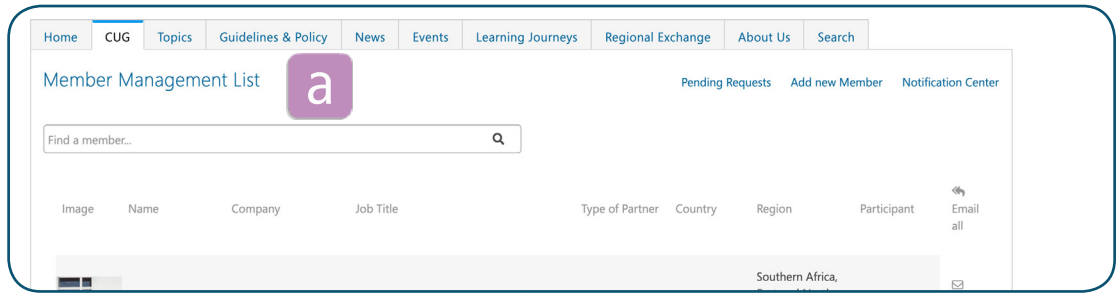


a) In the CUG tab, scroll down to Admins only. Click Go to member list management



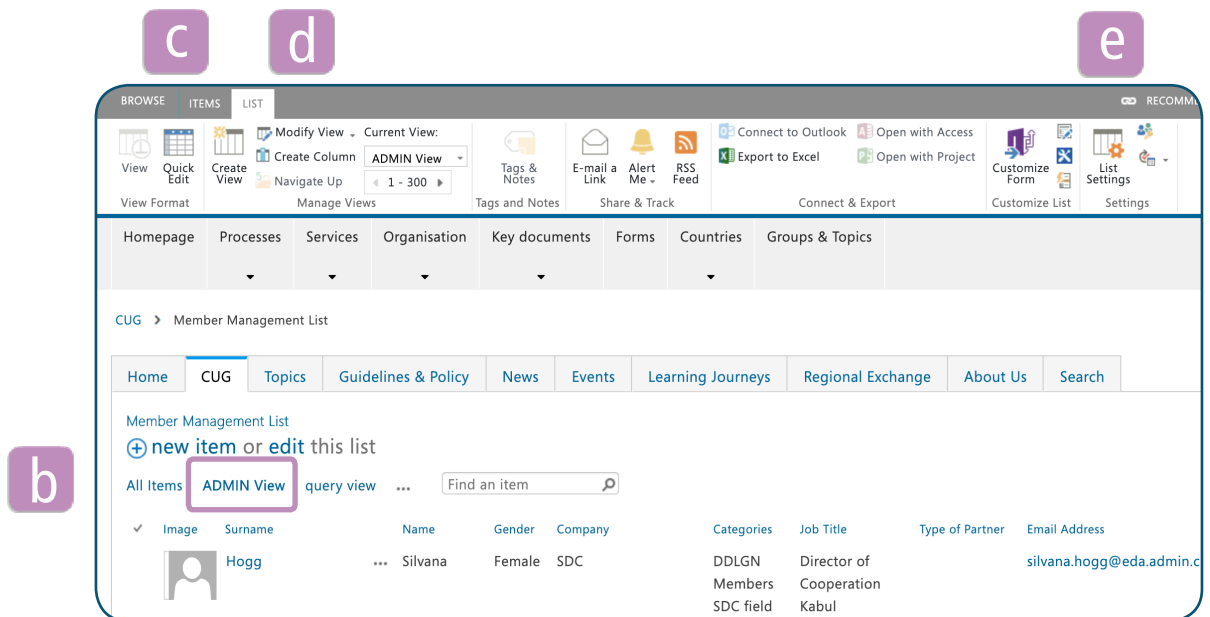
How to write an email to a selected group of members

- In the search field type your search, for example: *Gaza & Westbank*
- Click **Email all**. The email addresses with the attribute *Gaza & Westbank* have been copied to your clipboard.
-
- Open your Outlook, start a new email, and paste the emails into the **Email to** field by holding down the **Ctrl** and **v** keys together on your keyboard.



How to access the Excel sheet behind this search List

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



b) Make sure you are in **ADMIN View**. Then click on **List** at the top.

c) By clicking on **Quick Edit** the table transforms into an “Excel table” letting you edit individual fields.

d) You can create new columns by clicking on **Create Column**.

e) **List Settings** lets you change the nature of individual columns. For example:

Type of Partner	Single line of text
Country	Single line of text
Region	Single line of text
Participant	Choice
Email Address	Single line of text

f) You can add an event to the **Participant** list choice. Click on **Participant**.

Require that this column contains information:

Yes No

Enforce unique values:

Yes No

Type each choice on a separate line:

f2f15
f2f18

- g) Here you can type new and multiple events, for example: f2f18 for Face2Face2018, etc.
h) Click **OK** at the bottom of the page to save your changes.

h

Categories	Job Title	Type of Partner	Email Address	Country	Region	Active Member	Telefon Number	Participant	News Alert
DDLGN Members SDC field	Director of Cooperation Kabul		silvana.hogg@eda.admin.ch	Afghanistan	South Asia	Yes		f2f15	Yes
DDLGN Members SDC field	National Programme Officer		elda.bagaviki@eda.admin.ch	Albania	Western Balkans	Yes	00355 682060482	f2f18,f2f15	Yes
DDLGN Members SDC HQ	Programme Officer		sandra.boulos@eda.admin.ch	Switzerland	Switzerland	No		f2f15	Yes
DDLGN Members ext field	Program Manager, Decentralisation and Local Development	Implementing Partners - field	Valbona.Karakaci@helvetas.org	Albania	Western Balkans	Yes	+355 692055131	<input checked="" type="checkbox"/> f2f15 <input type="checkbox"/> f2f18	Yes



- h) Enter **Quick Edit**.
i) Click on the cells under **Participants**: You can now add one or several events the network member has participated in.

j

Home CUG Topics Guidelines & Policy News Events Learning Journeys Regional Exchange About Us Search

Member Management List Pending Requests Add new Member Notification Center

f2f15

Image	Name	Company	Job Title	Type of Partner	Country	Region	Participant	Email all
	Elda Bagaviki	SDC	National Programme Officer		Albania	Western Balkans	f2f18,f2f15	Email Edit
	Sandra Boulos	SDC	Programme Officer		Switzerland	Switzerland	f2f15	Email Edit

- j) In your Member Management List you can now search for "f2f15" and send an email to all selected participants.

Home CUG Topics Guidelines & Policy News Events Learning Journeys Regional Exchange About Us Search

Member Management List

Pending Requests Add new Member Notification Center

Find a member...

Image	Name	Company	Job Title	Type of Partner	Country	Region	Participant	Email
	Jaser	SDC	National Programme Officer		Gaza & West Bank	Southern Africa, East and North Africa, Occupied	test3	Email

The following buttons are explained in the tutorial: **How to add a new member to ShareWeb**