



GO Teams Guides: How-to update profiles, submit events, and join Slack!

This guide step-by-step instructions for updating your profile, submitting your event reports, obtaining photo releases, and accessing our GO Teams Slack workspace.

Please let [us](#) know if you have any questions.

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Getting started with your web profile

After your account is 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 GO Teams on the menu on the left hand side. Your Team should be the only Team listed.

GO Teams [Add New](#)

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

All (167) | Mine (1) | Published (98) | Drafts (69) | Cornerstone content (0)

Bulk actions [Apply](#) All dates [All Categories](#) [All SEO Scores](#) [All Readability Scores](#) [Filter](#)

<input type="checkbox"/>	Title	Author	Categories	Tags	Date
<input type="checkbox"/>	Example GO Team	ExampleGOTeamManager	—	—	Published 2021/01/24 a

Bulk actions [Apply](#)

Things to check:

1. Your Team name and description.

Edit GO Team

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

Example GO Team [Edit](#)

Permalink: <https://gonhumanity.world/team/example-bbn-team/>

[Add Media](#)

Visual Text

Paragraph **B** *I* [Link](#) [Image](#) [Table](#) [More](#)

Our mission is to build the most impactful GO Team.

Publish

Status: **Publish**

Visibility: **Public**

Published on: **J** [Edit](#)

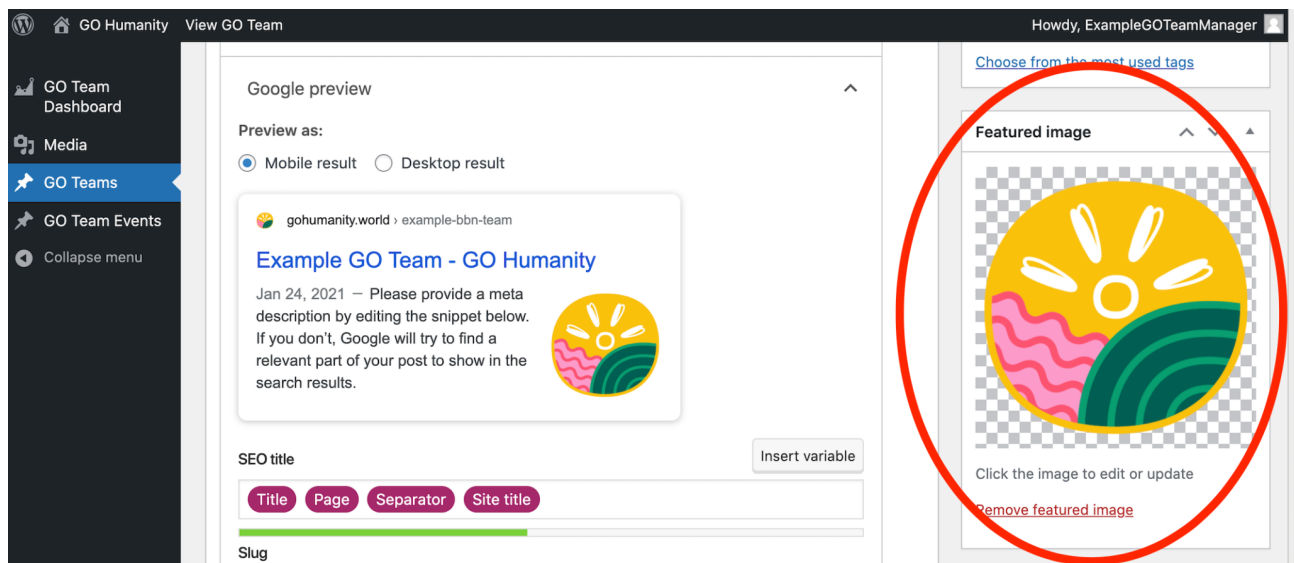
[Readability](#): **Go**

[SEO](#): **Not availa**



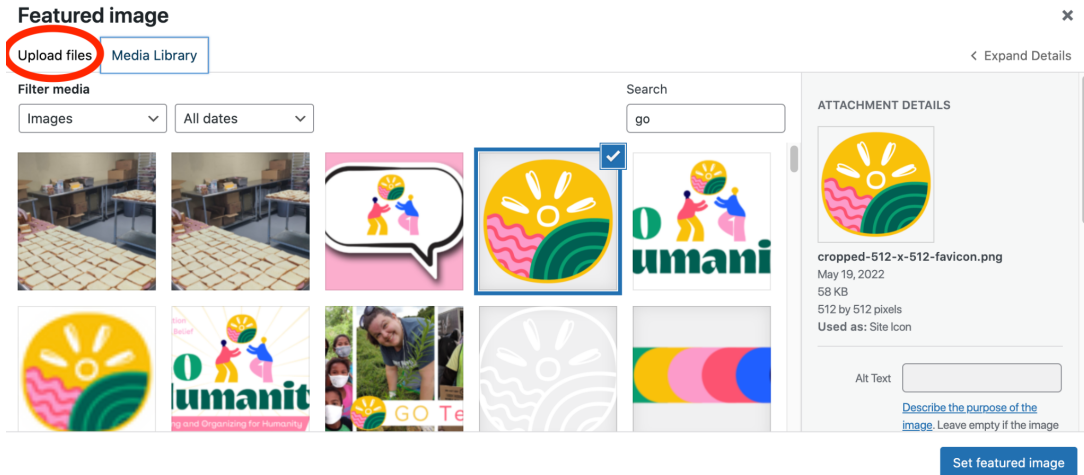
2. **Your Team photo.** This photo is what you submitted with your application to join the network. In the future you may want to update that photo as your members or focus changes. Please use a photo of your group from one of your service events. (This is one of the few times we are *not* looking for an action shot.)

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

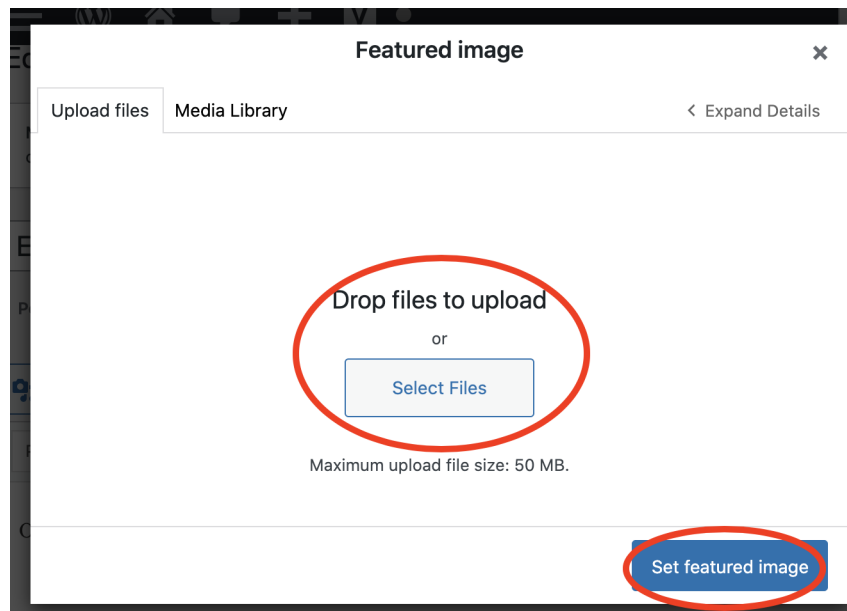




The screen that pops up will be automatically set to the “Media Library” tab. In the upper left hand corner, click on the “Upload files” tab.



In the Upload files tab, you can drop your picture file or click “Select Files.” When you have uploaded your group shot and click “Set featured image.”





3. **Your Team's location and links.** Scroll down to where you see "Service 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.

A screenshot of a web form titled "Service Team Fields". On the left is a dark sidebar with navigation links: "GO Team Dashboard", "Media", "GO Teams" (highlighted in blue), "GO Team Events", and "Collapse menu". The form has several input fields. The "City" field contains "Houston", the "State/Province" field contains "Texas", and the "Country" field contains "United States". These three fields are each circled with a red oval. Below these is a "Map Location" section. To the right of the form, there is a "Tags" section with an input field and an "Add" button, and a "Featured image" section with a placeholder image of a yellow sun.A screenshot of the same web form, showing the lower section. The "Website" field is circled with a red oval and contains "https://gohumanity.world". Below it is an "Alternate or Secondary Website" field. Further down are fields for "Facebook" (containing "https://www.facebook.com/gohumanityworld"), "Twitter Feed" (containing "https://twitter.com/gohumanityworld"), and "Instagram Link" (containing "https://www.instagram.com/gohumanityworld/"). The sidebar on the left is the same as in the previous screenshot.



4. Click **“Update”** at the top right—you may need to scroll up. 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.



Example GO Team

Houston, Texas

United States

Team Since 1/24/2021



GOLD Team

50,022

Lifetime Hours Donated

The Event Report Process

Overview

Now that you have your web profile updated, you are ready to start submitting your event reports. You submit your reports directly on our [website](#) through your Team account, which will allow you to see and update your event reports 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 encourage you to submit your events beforehand to help potential 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 “GO 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 [your profile](#) on [our website](#). Click “Add New” to add your new event.



GO Team Events [Add New](#)

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

All (905) **Mine (2)** Published (904) Draft (1) Trash (1) Cornerstone content (0)

[Add Filter](#) All dates All SEO Scores All Readability Scores [Filter](#)

Bulk actions [Apply](#) 2 items

<input type="checkbox"/>	Title	Start Date	Approved
<input type="checkbox"/>	Example Event Cloned	August 13, 2021	✓
<input type="checkbox"/>	Example Event	January 15, 2021	✓

2. Add the title of your event.

GO Team Dashboard

Media

GO Teams

GO Team Events

All GO Team Events

Add New

Collapse menu

Add new GO Team Event

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

Add title

Yoast SEO

Team Events

Start Date *

End Date (Optional)

Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Readability: Not available

SEO: Not available

Publish

Featured image

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**.



Team Events

Start Date *
May 19, 2022

End Date (Optional)

Start Time
8:00 am

End Time (Optional)
12:00 pm

Event Location
Florin

Description *
This will be the public description of your event on our website.
We are cleaning up the Fire Swamp! We'll provide R.O.U.S. traps. You bring your own grappling hook and rope in case you fall into a sinkhole. Make sure to wear fireproof clothing.

Actions:
Publish immediately [Edit](#)
Readability: Not available
SEO: Not available
Publish

Featured image
[Set featured image](#)

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

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

Fire Swamp Clean Up!
Permalink: <https://gohumanity.world/team-event/fire-swamp-clean-up/> [Edit](#)

Yoast SEO

Team Events

Start Date *
May 19, 2022

End Date (Optional)

Publish
[Save Draft](#) [Preview](#)
Status: Draft [Edit](#)
Visibility: Public [Edit](#)
Publish immediately [Edit](#)
Readability: Not available
SEO: Not available
[Move to Trash](#) **Publish**



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. On your events list, hover over the event you want to clone. Several options will appear below the event title. **Click “Clone.”**

2. 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

The Future is Now!

06/18/2032 10:15am - 2:30pm

The Future is Now. Inviting all time travelers to join us at this time at this place to prove that time travel is real. Tell us how we can change what we are doing now to make a better tomorrow.

[Learn More](#)

Past Events

Fire Swamp Clean Up!

05/19/2022 8:00am - 12:00pm

[See Details](#)

Example Event Cloned

08/13/2021 2:00pm

[See Details](#)

Example Event

01/15/2021 - 08/12/2021 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 GO Teams 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. Keep in mind that this information will be **public**. There is another field for private reports to GO Humanity.

A screenshot of the GO Humanity web application interface. On the left is a dark sidebar menu with options: "Dashboard", "Media", "GO Teams", "GO Team Events" (highlighted in blue), "All GO Team Events", "Add New", and "Collapse menu". The main content area shows a form for creating an event. At the top right of the form is a timestamp "12:00 pm". Below it is a section titled "Event Location" with a text input field containing "Florin". Further down is a section titled "Description *" with a subtext "This will be the public description of your event on our website." Below this is a text area containing the text: "We are cleaning up the Fire Swamp! We'll provide R.O.U.S. traps. You bring your own grappling hook and rope in case you fall into a sinkhole. Make sure to wear fireproof clothing." A large red oval is drawn around the "Description *" section and the text area below it.

3. Scroll down to the event summary section. Fill in the **Volunteer Hours Donated**, **Number of Volunteers**, and **Individual Beneficiaries**. If your event doesn't have individual beneficiaries or you can't count the individual beneficiaries, you can leave that field blank or put a zero. If there was a fundraising component to your event, fill in the **Money Raised** field in USD.

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.



Event Summary

Volunteer Hours Donated *

The total number of hours spent on prep and at the event. In most cases, you only need to multiply the number of people who volunteered by the length of the event and add that to the amount of time spent on prep.

0

Number of Volunteers *

Number of volunteers includes prep volunteers

0

Number of Individual Beneficiaries

~~Is this a Food Security Project event?*~~

~~*only check this box if you are an official Food Security Project team~~

☐

Money Raised

In USD

\$ USD

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**. Things like additional comments, suggestions, or requests for assistance.



Report

Description of event (charity, activities, and how much you did, e.g., meals packed, people served, etc.) This field is NOT public.

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.

GO Team Dashboard

Media

GO Teams

GO Team Events

All GO Team Events

Add New

Collapse menu

Report

Description of event (charity, activities, and how much you did, e.g., meals packed, people served, etc.) This field is NOT public.

Photos

Maximum of 6 photos. Accepts png, jpg, & jpeg.

Add to gallery

Bulk actions



6. Unlike your other information, your photos will not appear publicly immediately after you update your event. They will appear after someone at GO Humanity confirms them.

GO Teams Slack

Overview

Your Team's primary contact will be invited to join a GO Teams 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 GO Teams 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.

Please get in touch with [us](#) with any questions you have.