

GROUP ADMINISTRATORS



GUIDELINES FOR GROUP ADMINISTRATORS

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Marie Curie Alumni Association
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This document was prepared by the Management WG and MCAA contractors,
and it was revised by the MCAA Board. We thank all the individuals involved.

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1 INTRODUCTION

The aim of this manual is to help the administrators of MCAA Groups pages to edit their group's pages in the MCAA portal, update the information therein, and improve its layout. It also provides guidance on how to administer the membership list (e.g. accepting and removing members), and describes how to send emails to their Group members from the Portal.

Although this document is focused on Chapter and Working Group pages, the content is equally valid to Research Area and General Interests Group pages.

2 DATA PROTECTION



MCAA Privacy Statement

Before going into specifics on how to operate the group, it is very important to talk about data protection.

As a group administrator, you are considered a qualified user in the scope of the [Specific Privacy Statement of the Marie Curie Alumni Association](#).

In this role, you hold responsibility to treat all information from the members of your Group in full compliance with the General Data Protection Regulations.

- Do not share any data to third parties and partners
- Be careful when editing information to avoid data loss
- When collecting data through forms upon organising events, etc, always ask permission to the respondent/registrant by using the GDPR disclaimer template:



The processing of your personal data, undertaken by the MCAA, will take place in compliance with the EU General Data Protection Regulation 2016/679 (the 'GDPR'), as well as any applicable national data protection legislation. These personal data may be communicated by the MCAA to interested stakeholder, i.e. administrative. Additional information on how the MCAA deals with personal data and protects personal data is available upon request.

3 RESPONSABILITIES

Chapter and Working Group Chairs are the main responsible for their Group pages and respective content. At their discretion, they may appoint one or more additional Group Administrators to support them in the activities of their Chapter/WG. We strongly recommend to follow a few considerations before granting administrative rights:

- only grant administrative rights when extremely essential to run the activities of your Chapter/WG;
- only grant administrative rights if you trust the person and its ability to manage properly the Group information;
- before granting administrative access, explain the responsibilities involved, and require a careful reading of the present Guideline;
- review periodically the list of persons who have administrative access, revoking access as soon as you consider a person is not developing a crucial activity for the Chapter/WG.

Group administrators are also responsible to:

- maintain the information always up-to-date;
- curate information relevant for the group scope;
- manage new members requests on a timely manner.

4 CHAPTER/WG PAGES

Group pages are the main channel that Chapter and Working Groups have available to communicate their activities, to provide relevant information to members and non-members, and to attract potential new members, partners and sponsors. Therefore, it is important to have their content always up-to-date, well curated, and well designed.

Only administrators of each group page can modify their content and layout, and manage members of the group.

Chairs of Chapters and Working Groups will be granted administrative rights in the first day of their mandates, unless they were already given access by the previous Chairs of the respective Chapter/WG.

4.1 Contents

Although each Chapter/WG is to some extent free to shape the content of its webpage, it is strongly recommended to include the following information:

- Purpose
- Type of activities undertaken
- Who can join
- How to contact the group (email address, social media links, etc)
- Name of the Chair and members of the Board.

In addition, other information could be included, such as:

- Specific goals and activities for the current year
- How can members get engaged and participate in activities of the Group
- Contact details of national representatives (for Chapters grouping different countries)
- Information on upcoming/recent events
- Relevant links to WG/C related issues (e.g. Twitter)

4.2 Layout

In order to make the content attractive and more readable, we recommend the following:

- Use the text formatting tools available when editing the WG&C page (see below)
- Divide information in sections (e.g. purpose, how to join, etc.) and insert a heading before each section
- Leave some space between sections as to avoid having big blocks of text
- You can include pictures of e.g. events or activities performed by the WG&C.

5 MANAGING GROUP PAGES

5.1 User login

To be able to manage the group page, administrators need to be logged-in on the MCAA Portal using their personal account.




In your browser, type <https://www.mariecuriealumni.eu>, then click on the button LOG IN as seen in the picture below.

The screenshot shows the homepage of the Marie Curie Alumni website. The browser address bar displays 'Not Secure | mariecuriealumni.eu'. The website has a blue header with a search bar, a 'LOG IN / SIGN UP' button, and social media icons for Twitter, LinkedIn, and YouTube. The main content area features a large blue background with a pattern of floating cubes. On the left, there is a logo for 'MARIE CURIE ALUMNI' consisting of four colored squares (green, red, blue, yellow) each containing a portrait of Marie Curie. The text 'A GLOBAL NETWORK OF RESEARCHERS' is prominently displayed in a large, bold, blue font. Below this, a paragraph describes the MCAA as an international non-profit organization established and supported by the European Commission, run by volunteer members. Another paragraph explains that MCAA members have a common background of benefiting from MSCA funding, sharing a strong research background, and that the vibrant MCAA community brings together all career stages from all scientific disciplines, encouraging networking and cooperation. The page ends with a small blue downward-pointing arrow.

← → ↻ ⚠ Not Secure | mariecuriealumni.eu ☆

≡ 🔍 SEARCH LOG IN / SIGN UP 🐦 in M 📺

 **MARIE CURIE ALUMNI**


A GLOBAL NETWORK OF RESEARCHERS

The MCAA is an international non-profit organization established and supported by the European Commission, but entirely run by volunteer members and with a bottom-up approach at its core.

MCAA members have in common to benefit or have benefitted from an MSCA funding, therefore sharing a strong background in research, but their career paths are diverse and touch all economic sectors. The vibrant MCAA community brings together all career stages from all scientific disciplines, encouraging networking and cooperation, making the MCAA a forum of debate between researchers and with the society. The MCAA is a major platform for researchers to contribute to shaping science policy in Europe, providing career development opportunities and supporting the wider research community on topics affecting research and researchers' lives.

▼

Add your MCAA credentials to access your Personal Page.

 **MCAA Log in**

Email or username

Password

[Forgot your password?](#)

Log in

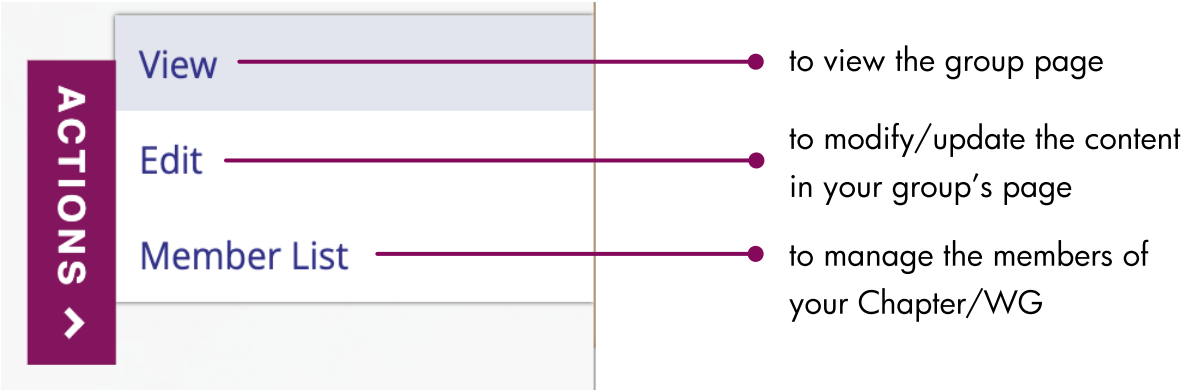
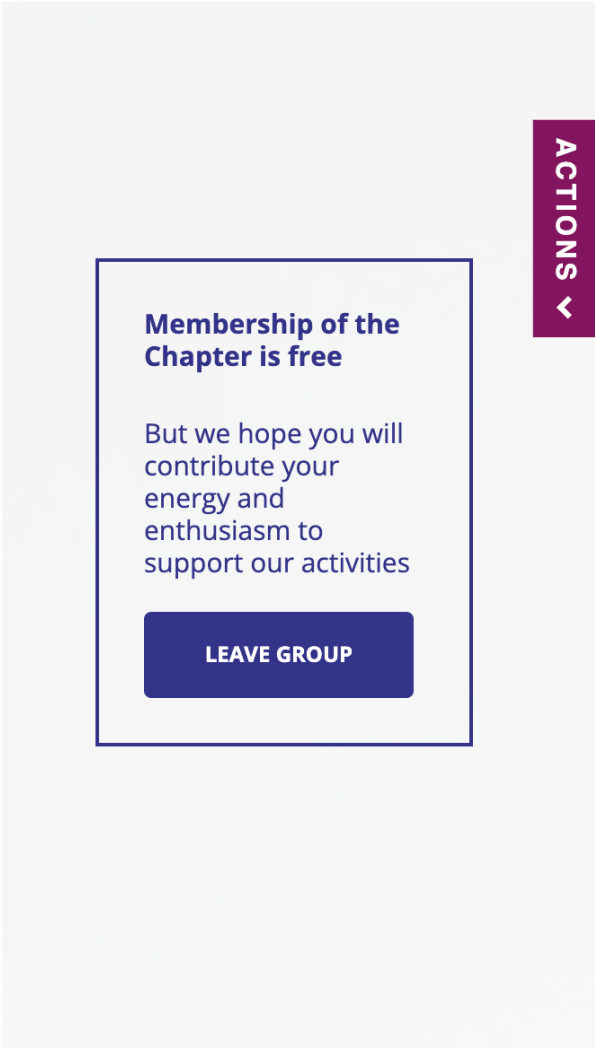
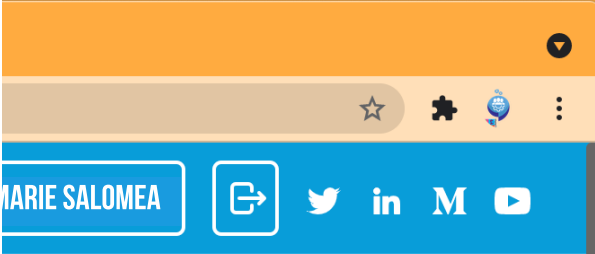
5.2 Group access

After you have logged in, you will be directed to your Personal Page.

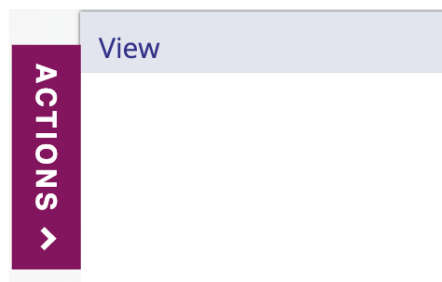
The list of Groups you are a user or an administrator is in the right hand side corner. Alternatively, you can access it by selecting the menu and selecting your Chapter/WG from the icons.

GROUPS MARIE SALOMEA CONTRIBUTES TO
FRANCE CHAPTER GROUP ADMINISTRATOR
POLAND CHAPTER GROUP MEMBER
GEDI WORKING GROUP GROUP MEMBER
RADIOACTIVITY INTEREST GROUP GROUP MEMBER

On your Chapter/WG page you are a administrator, you will see a button called ACTIONS on the extreme right of the screen. Click on it to access the functionalities of its menu: View, Edit, and member list.



Wherever you are in the Portal, if you click on View, you will be directed to the main Chapter/WG page.



5.3 Editing the Group information

Here is where all the information from the Chapter/WG page is shown. The general idea is to provide all relevant information for both members and non-members (e.g. purpose of the WG&C, how to join, contact details, etc.), add your events and projects.



Please do not change these fields

NAME *

France Chapter

The name of the Group.

GROUP TYPE

MCAA Chapters

The type of the Group.

The presentation of the Chapter/WG

GROUP DESCRIPTION

B *I* U [List Icons] [Link Icon] [Unlink Icon] [Quote Icon] [Image Icon] [Video Icon]

Who we are

The France Chapter is part of the MCAA and encourages local n recruits and attracts new members to the Association, and generally the image of the MCAA within France as a whole.

The relationship between the world famous scientist Marie Curie and Fr

This is the text block that appears in the group page below the banner of the group or group title (in case you do not have a banner in place).

It works like a simple text editor, where your can perform text based functions like bold, italics, add links, etc.

The logo uploaded here appears in the listing pages. You can find your logo in the Repository Folder for Chairs.

LOGO

[FR_logo_150x120.png](#) (9.43 KB)

REMOVE



ALTERNATIVE TEXT *

Logo of the MCAA France Chapter. It contains the MCAA logo,

Short description of the image used by screen readers and displayed when important for accessibility.

Appears in listing pages.

The Group Banner appears in the top of your page.

GROUP BANNER

[FR_banner_150x120.png](#) (1.77 MB)

REMOVE



ALTERNATIVE TEXT *

banner

Short description of the image used by screen readers and displayed when important for accessibility.

The image that appears inside the group.

Add here the link for your social media channels.

SOCIAL MEDIA

FACEBOOK PAGE

TWITTER PAGE

https://twitter.com/mcaa_fr

Used in general searches as tags. By typing the first letters we can see relative results. For example, if your group talks about Climate change you can add Climate change as a topic.

TOPICS

The fields to add the Chapter Board members are a very important functionality since it presents the board members to the general public.

To add a Board member, you need to type the first letters or name of the specific member and the system will give the options until a match appears.

Please add a photography from each Board members.

Chapter board member

BOARD MEMBER	BOARD MEMBER DESCRIPTION
<input type="text" value="August_16552 (16552)"/>	<input type="text" value="Vice-Chair"/>
Chapter board member	
<input type="text" value="Marie_16551 (16551)"/>	<input type="text" value="Chair"/>
Chapter board member	
<input type="text" value="Madox_9358 (9358)"/>	<input type="text" value="Director or Project"/>
Chapter board member	
<input type="text" value="Elise_11221 (11221)"/>	<input type="text" value="Director of Events"/>

ADD CHAPTER BOARD MEMBER

Leave it unchecked to have the Page content visible to all (recommended). Check it to make it exclusive to the members

The most common option is Joining requires admin approval, since it allows the Chapter/WG Chair to keep track of any new members and acknowledge their registration

▼ **PRIVACY SETTINGS**

☐ **HIDE CONTRIBUTED CONTENT FROM NON-MEMBERS**

☒ **Joining requires admin approval.**

SAVE

Save all the changes will be applied and be FINAL until next change.



The option to receive notifications from the system is temporarily not working.

Please check your members list regularly to accept new members!

6 MANAGING MEMBERSHIP

ACTIONS

View

Edit

Member List

These are the Chapter/WG numbers
Pending members are the who asked for
membership. You accept them in case they
are eligible to join the group

GROUP OVERVIEW

Group administrator(s): Marie Salomea, August Renoir
Total active members: 141
Total pending members: 1
Total blocked members: 0
Total members: 142
Total content: 0

To export the member's information
to a Microsoft Excel file

EXPORT GROUP MEMBERS TO XLS

To manually add a MCAA
member to the Chapter/WG.
Only do this if you have their permission!

ADD NEW MEMBER

ALUMNI USER SEARCH *

ADD

To filter the membership base
according to their statuses,
ex. only Pending members etc

FILTERS

MEMBER STATUS

- Any -

USERNAME(S)

Enter a comma separated list of user names.

APPLY

To search for one or more
specific members of the group

6.1 Changing members status

All group members are listed in the page, including the Full name, the date they requested registration, their Member status (Pending, Accepted, or Blocked), message they wrote when registering, and their role in the group (member or administrator).

Full name	Joined at	Member Status	Request message	Role	
Louis de Broglie	6 May, 2021	Pending	Please accept my registration. I have much more the state of mind of a pure theoretician than that of an experimenter or engineer, loving especially the ...	Member	<div>ACCEPT USER</div> <div>CHANGE ROLE</div> <div>REMOVE USER</div>
Henri Becquerel	5 April, 2021	Accepted	Decisiveness is often the art of timely cruelty. Please let me in asap.	Member	<div>BLOCK USER</div> <div>CHANGE ROLE</div> <div>REMOVE USER</div>
Bertram Boltwood	12 June, 2019	Blocked	I would be enchanted to know what the French scientist are doing.	Member	<div>ACTIVATE USER</div> <div>CHANGE ROLE</div> <div>REMOVE USER</div>

When a new fellow request to join the Chapter/WG, the Group Administrator needs to accept their registration by clicking on the yellow button ACCEPT USER (1). Upon accepted, the new icon allows the administrator to block the user, preventing them from posting content in the group. To undo this action, please click on ACTIVATE USER.



It is important to Chapter/WG Chairs to always keep control of who have administrator access to their groups

This action is different from the button REMOVE USER, which is used in an extreme case, removing completely the member's information from the Group database. Please note this action is not reversible.

To grant or remove administrator access to a specific member, you just need to click on blue icon CHANGE ROLE.

6.2 Sending emails to your members

As a Group administrator, you have the right to send emails to you the members of your Chapter/WG. However, we advise you to be careful in the communication with your members, having a criteria to minimise the flow of emails.

To send an email, you need to click on the red header box to set it up. Read the instructions carefully.

▼ Click here to configure and send e-mail.

1. You may type some emails and send an email to only those typed, and/or send an email to all the group members, regardless of how many you may see at the current page.
2. Fill the appropriate values. If you want to send an email to all the group users at once make sure you have checked the "Send to all search results users" checkbox (otherwise type the emails you want to the RECIPIENTS E-MAILS text input).
3. Click Submit.
4. Please note that unless you select otherwise, using the relevant select box below, the REPLY TO address will be set to the logged in user email address.
5. Also, the following text will be appended at the bottom of your email:
Message sent by **Marie**
on behalf of MCAA group: **France Chapter**

Check to receive replies
directly to your email

Choose which members will
receive the email

Check to send a mass
email to all members

Check this box to receive
a copy of the email

Write the subject
of your message

Write your message

Offer to your membership base the
option to unsubscribe to the emails.
Add the following text at
the bottom of your emails.

In case you have documents to
attach, choose the file and
enclosed it

Review the information carefully
and click in Submit

The screenshot shows an email configuration form with the following elements:

- From:** contact@mariecuriealumni.eu
- Checkboxes:**
 - ☒ SET THE REPLY-TO EMAIL ADDRESS TO THE EMAIL OF THE LOGGED IN USER.
 - ☐ SEND TO ALL SEARCH RESULTS USERS. (Optional field. You may enter e-mail addresses comma separated, to receive the email.)
 - ☐ CC TO ME. (If checked send the email to the logged in user.)
- RECIPIENTS E-MAILS:** A text input field.
- SUBJECT ***: A text input field.
- MESSAGE ***: A rich text editor with a toolbar (Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Source Code, Quote, Unquote, Insert Image, Insert Video).
- Message Content:** Please use the following link to manage your email notification settings:
<https://www.mariecuriealumni.eu/user/notification-settings>
- About text formats:** A link.
- ATTACHMENT:** A section containing a "CHOOSE FILE" button and the text "No file chosen".
- SUBMIT:** A purple button at the bottom.

Annotations (purple lines with dots) connect the text on the left to specific form elements:

- Check to receive replies directly to your email → ☒ SET THE REPLY-TO EMAIL ADDRESS TO THE EMAIL OF THE LOGGED IN USER.
- Choose which members will receive the email → RECIPIENTS E-MAILS
- Check to send a mass email to all members → ☐ SEND TO ALL SEARCH RESULTS USERS.
- Check this box to receive a copy of the email → ☐ CC TO ME.
- Write the subject of your message → SUBJECT *
- Write your message → MESSAGE *
- Offer to your membership base the option to unsubscribe to the emails. Add the following text at the bottom of your emails. → The message content area.
- In case you have documents to attach, choose the file and enclosed it → CHOOSE FILE
- Review the information carefully and click in Submit → SUBMIT

7 FURTHER INFORMATION

7.1 Language

English is the official working language of the MCAA. Therefore, all content in the Group Page shall be written in clear and plain English.

7.2 Terminology

Group administrators must adhere to the following terminology and structure:

- Internal meetings of Chapters/WG are called Chapter/WG meetings, Not General Assembly or the like;
- The Chapter/WG board should be called Chapter/WG board, not steering committee or Chapter executive committee or the like.
- Research Area Groups and General interest Groups do not have Chairs, neither a board, as they are non-official MCAA groups.

