



Getting Started

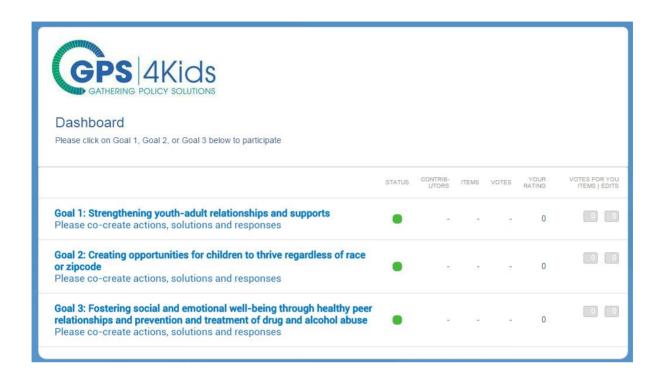
Codigital is a real-time ideas engine. It is a cloud-based platform for getting concise feedback and insight from large groups.

You participate by: adding ideas, voting on the ideas to rank them, suggesting edits to the ideas, and voting to resolve the edits as a group. This leads to the best-supported ideas rising to the top and improving.

You will be redirected to the GPS4Kids Online Community Engagement Platform via the "Enter Site" email link tied to your unique user account.

Click on the link provided in the email message from Codigital to migrate to the GPS4Kids Community Engagement Platform or type http://wca.codigital.com in your internet browser to log in with your email address and password. [If you do not have a password, you can set it by clicking on the "Forgotten Password" link.] This is your unique user account for participating and viewing your contributions including the status of your ideas, edits and/or rankings. You may view where you fall on the list of top contributors for each shared goal at any time.

Dashboard



Please click on Goal 1, Goal 2, or Goal 3 to review all actions, solutions, responses submitted under each goal, before adding an idea, suggesting edits, or ranking submitted edits in the main screen for a particular goal.

You can navigate back to the other goals by clicking on "Dashboard" on the upper left hand corner of the screen at any time to select another goal to weigh in on.

Main Screen



At the top of the screen is the project goal. In this case: **Goal 1: Strengthening** youth-adult relationships and supports

The three blue buttons on the top left are to:

- Add: Add new ideas
- Rank: Vote between ideas to rank them
- Resolve: Vote between different versions of ideas to resolve the edits

Underneath the blue buttons is a ranked list of the best ideas.

• Edit: Next to each idea is an edit button

On the right hand side of the screen are three tabs:

- Summary an infographic of various summary statistics
- Top Contributors a leaderboard of the top contributors
- Getting Started a link for a guided walkthrough of the main functions

[Please review the complete list of ideas under each shared goal, before adding an idea which may already be listed.]

Add / Rank / Edit / Resolve



1 - Add

Click the Add button to add a new idea. New ideas are added to the bottom of the list



2 - Rank

Click the Rank button to vote between ideas to drive the ranking - the number indicates how many votes you currently have available



3 - Edit

Click on the Edit button (next to each idea) to suggest an incremental edit

Note: you cannot change more than 40% of an idea. If you do, the system will prompt you to submit a new idea instead. Also pending edits, do not become live immediately.



4 - Resolve

Click the Resolve button to vote between different edits - the number indicates how many votes you currently have available





Note:

- 1. When you have finished contributing to a shared goal, please click on the 'Dashboard' button on the top left of the screen to return to the dashboard and select another shared goal.
- 2. You do not have to complete all of your votes or edits in one session.
- 3. You can return to your session at any point in time (by clicking on the link you received via email).
- 4. You are encouraged to return the GPS4Kids Community Engagement platform as others community partners' edits and ideas are added which may change your vote.
- 5. Please expect to receive occasional email reminders and individual alerts from Codigital when your suggested ideas or edits are highly ranked on the list.