

Welcome!

We are glad you are here.

This document is going to take you through how to interact with the platform “Padlet” to participate in the virtual memorial.

If you have any questions, don’t hesitate to reach out to

devcomm@abuseintervention.org

Keep scrolling to learn how to interact with the page from the moment you first click on the link to discover how to:

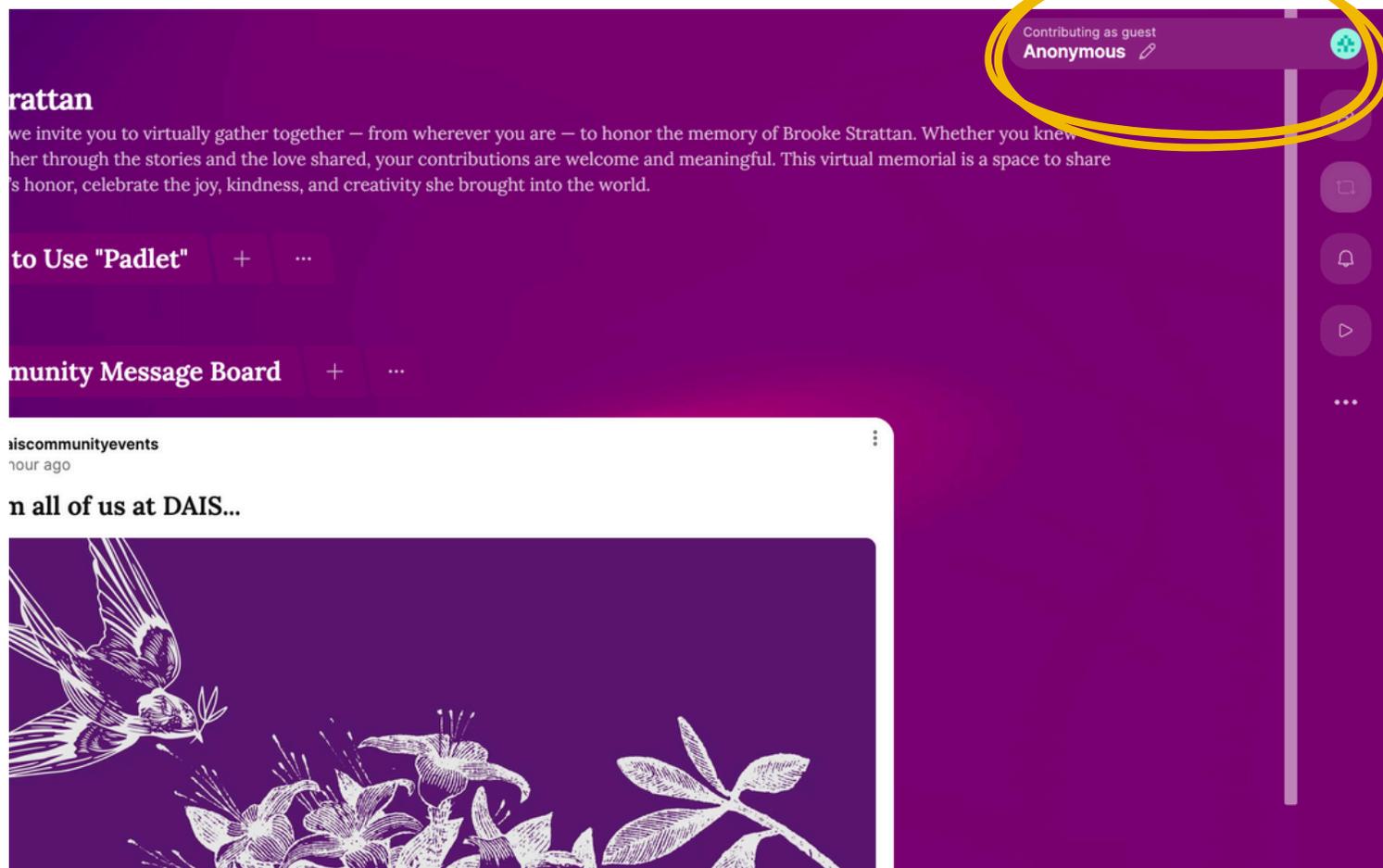
- **contribute anonymously**

(or)

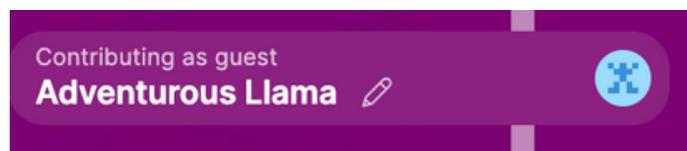
- **create a free account to contribute under your name**
- **how to create a post:**
 - **for smartphones and computers**
 - **what you can include in your posts**
 - **how to edit or delete one of your posts**
 - **interacting with other people’s posts**

After you click the link for the virtual memorial page, it will automatically load.

You can contribute as a guest (see upper right of your screen)

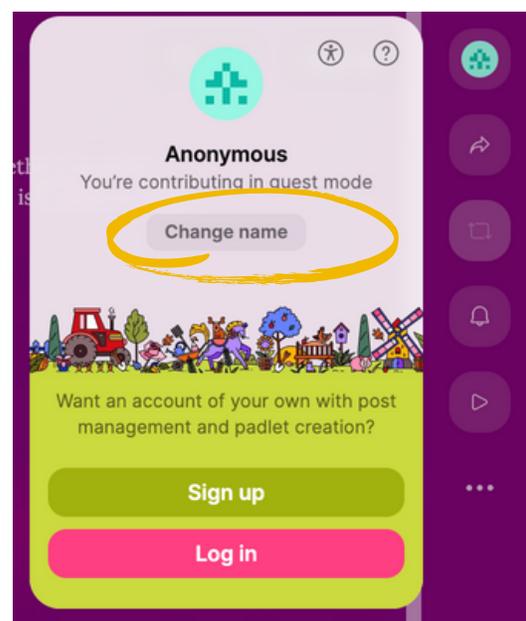
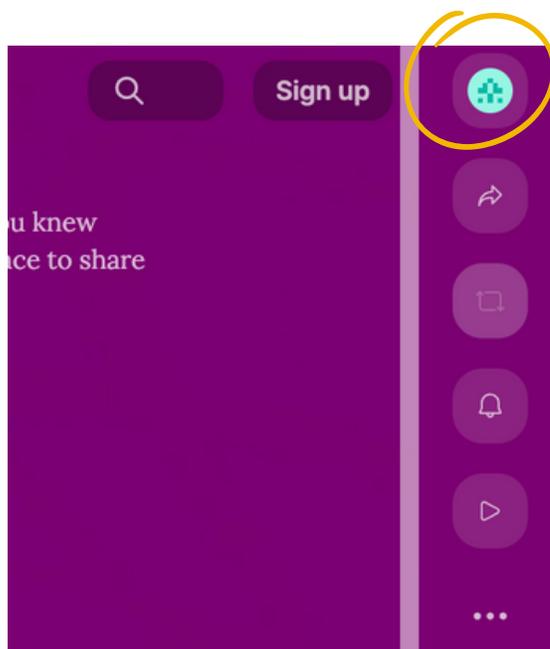


Sometimes, "Padlet" (the website software that's hosting the memorial page) will automatically fill in a more goofy name. (See photo to the right as an example)

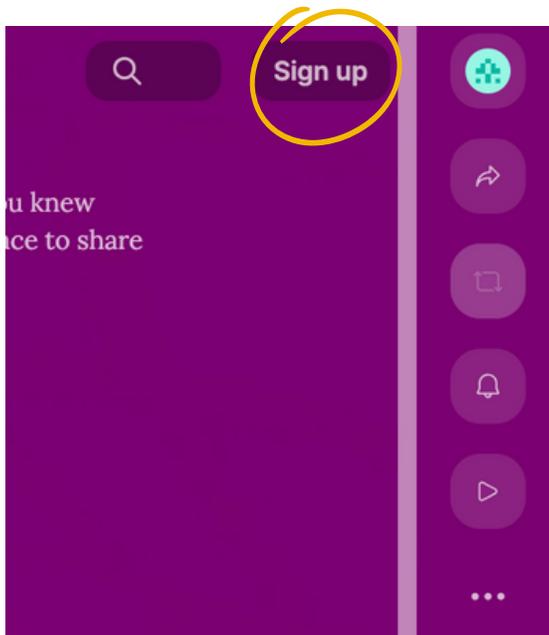


To change your name in "guest mode", click on the circle photo in the upper right.

It will then pull up an option to "change your name"



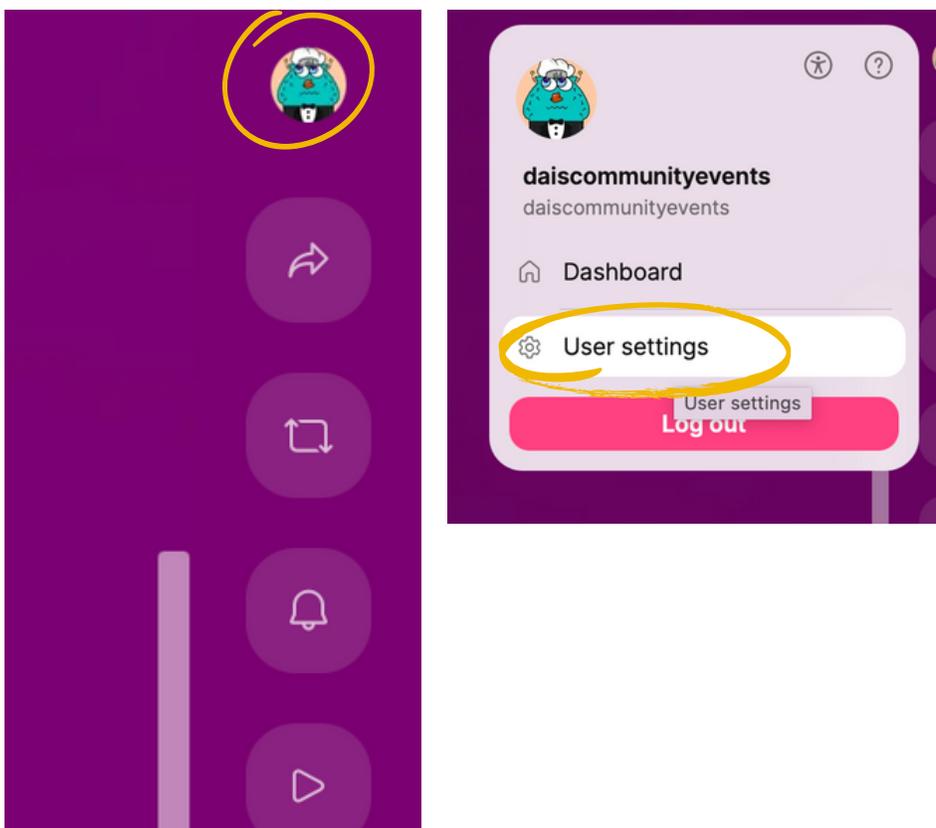
If you would like to create an (entirely free!) account so that you don't have to change your name every-time you check in, you can click on the "sign up" on the top right of the page.



After you create an account with your name and email address, it should automatically reload the page to the virtual memorial but with you signed in.

After you sign up, it should automatically reload the page to the virtual memorial but with you signed in. You can tell by if the photo in the upper right hand has changed.

Speaking of changing photos! Padlet will usually have a doodle pre-loaded. You can click on that photo (see below) to take you to an option for "user settings"



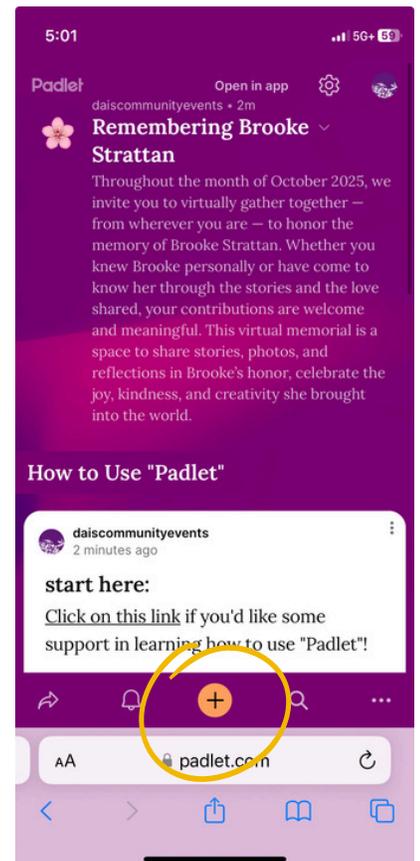
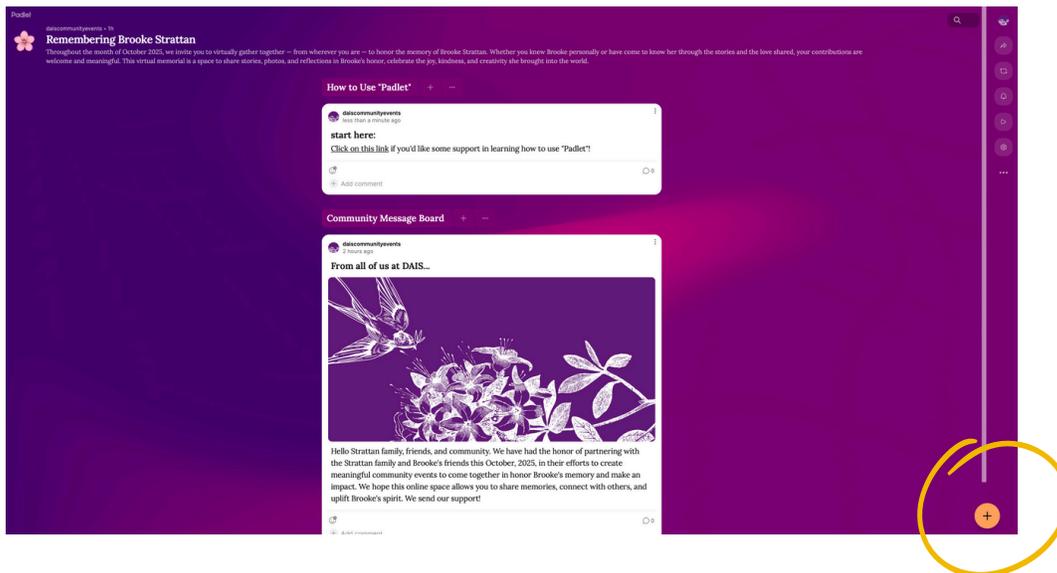
In "user settings, you can customize your account, including your profile photo and what your "username" says when you post.

Our username is "daiscommunityevents", which is how we will show up when we post or comment on this page.

Basic info

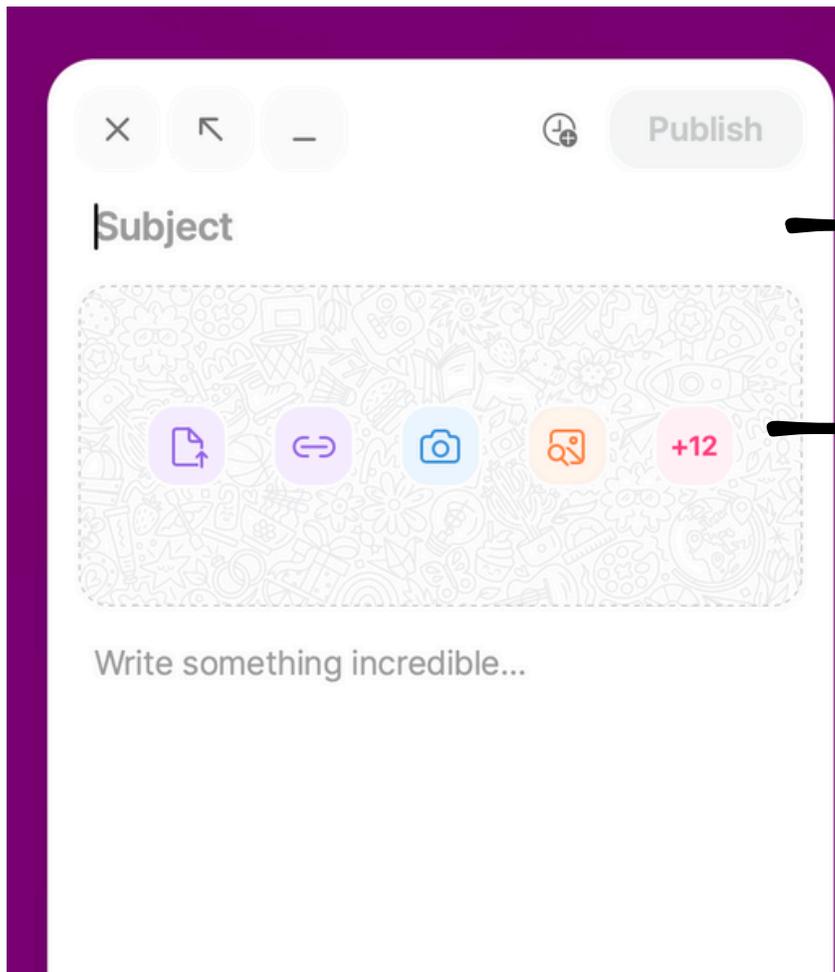
Avatar	 (click here to change your photo)	
Name		
Email	daiscommunityevents@gmail.com	
Username	padlet.com/daiscommunityevents	
About	Write a bit about yourself for the world to know. E.g. Dog lover. Professional unicyclist.	
Language	English (US)	
Account type	Personal	
Beta features		

Now, let's get into making your first post. You will see something like this (depending on if you're on the computer or on your smartphone).



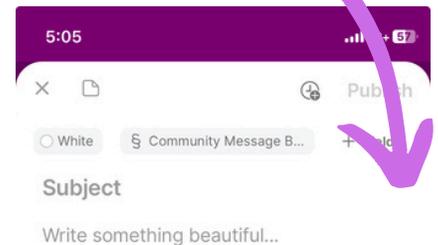
To make your post, you're going to look for that orange "+"

Once you click on that orange plus, you'll see something like this:



Your subject line is like in an email, it will appear first

This box has a bunch of icons that allow you to upload anything you might want to include. Once you click on it, you'll be taken to a bunch of options.



This icon means upload a file or a photo from your computer ! If you are on your phone, click this to upload a photo you have already taken.



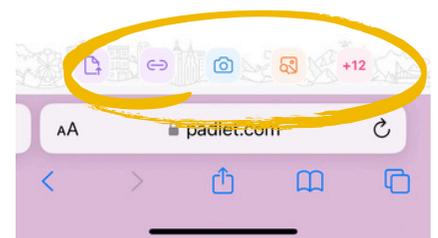
This one is for a link to another webpage or for a YouTube link.



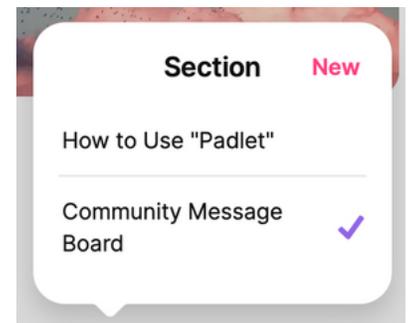
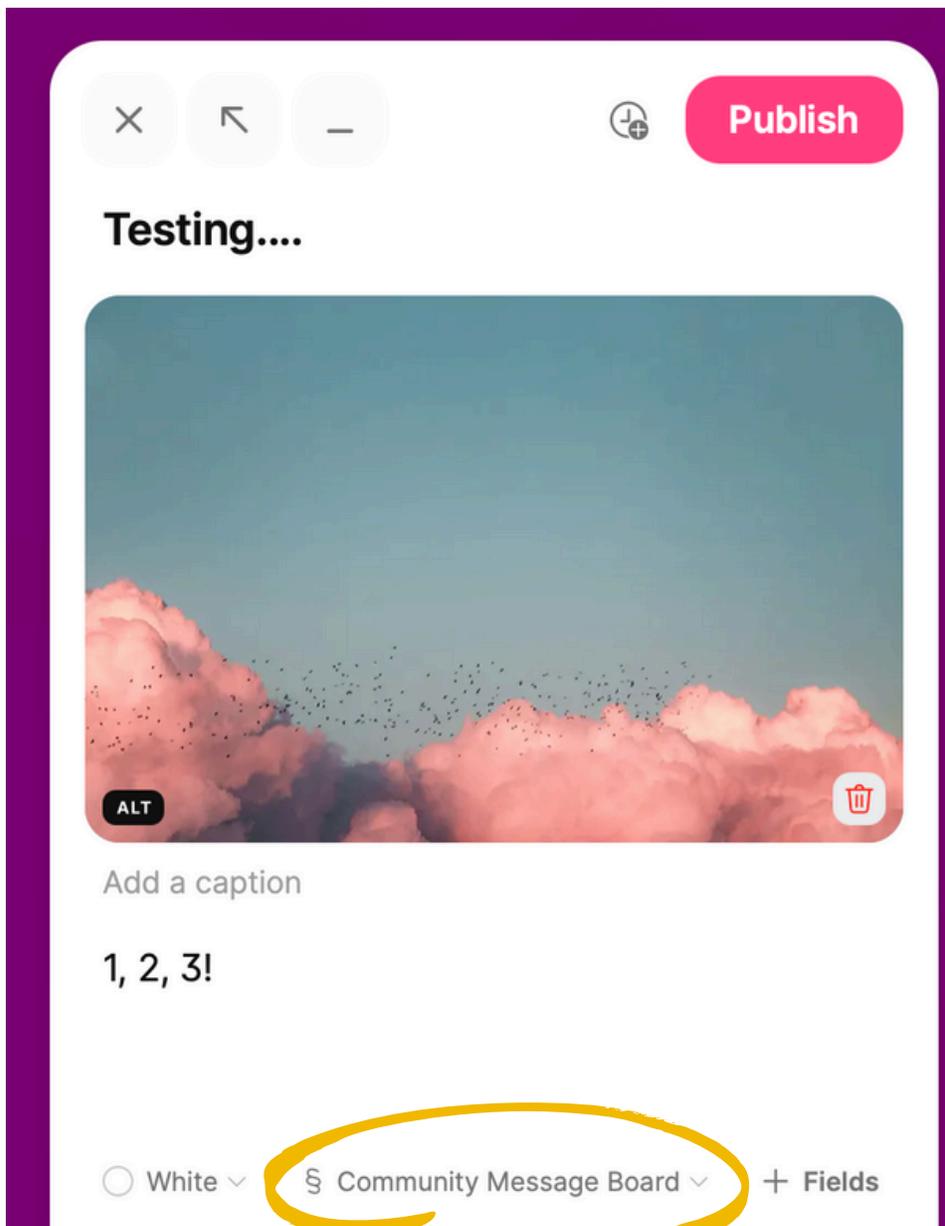
This one opens the camera on your webcam or your phone to take a photo in real time.



This one searches for images online.



These options to upload a photo, link, or video are on the bottom if you're on your phone.

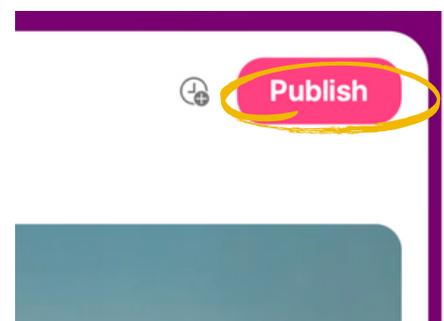


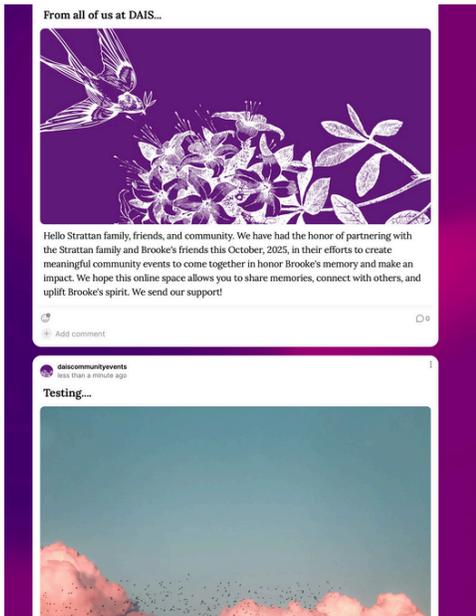
Before you press “publish”, make sure this says “Community Message Board”!

If it doesn't, click it, and select “community message board once the pop-up appears

Otherwise it might post to the “how to use” section. If it does, that’s totally okay! You can move it. Keep scrolling to learn how to edit your posts.

When you’re ready, you can press the pink “publish”



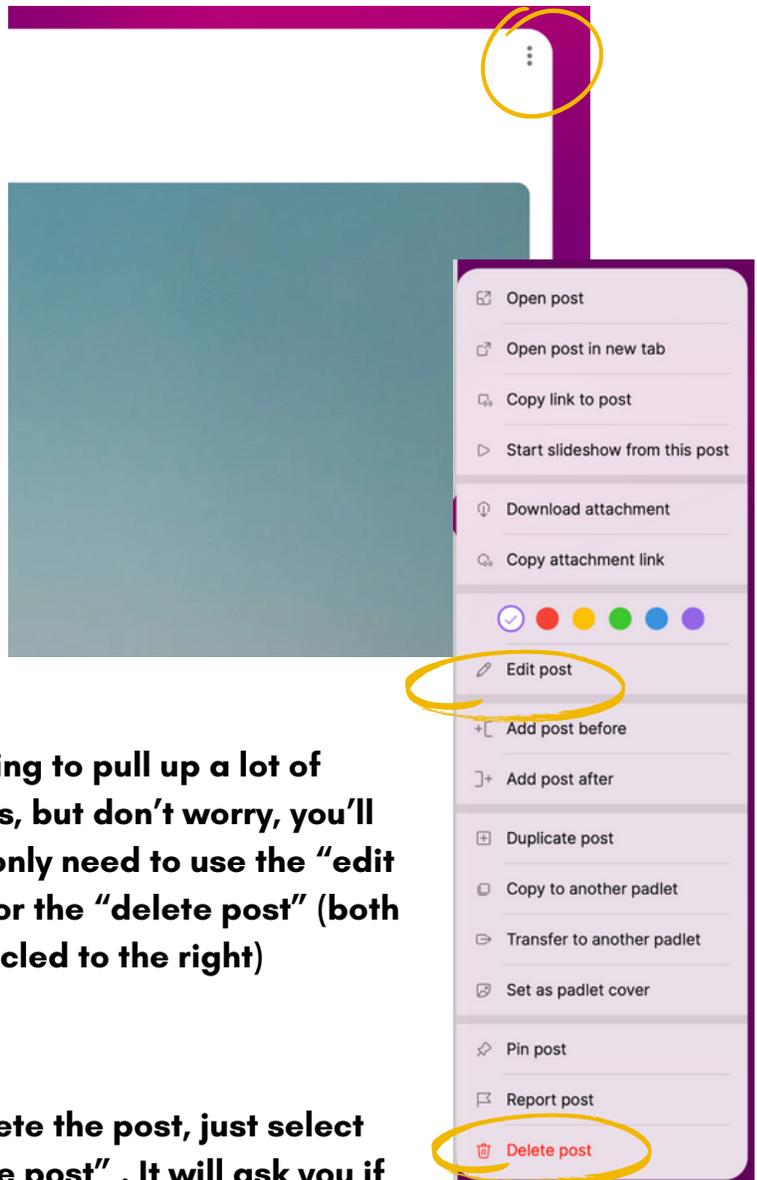


Now your post will appear underneath any posted before it.

Great job!

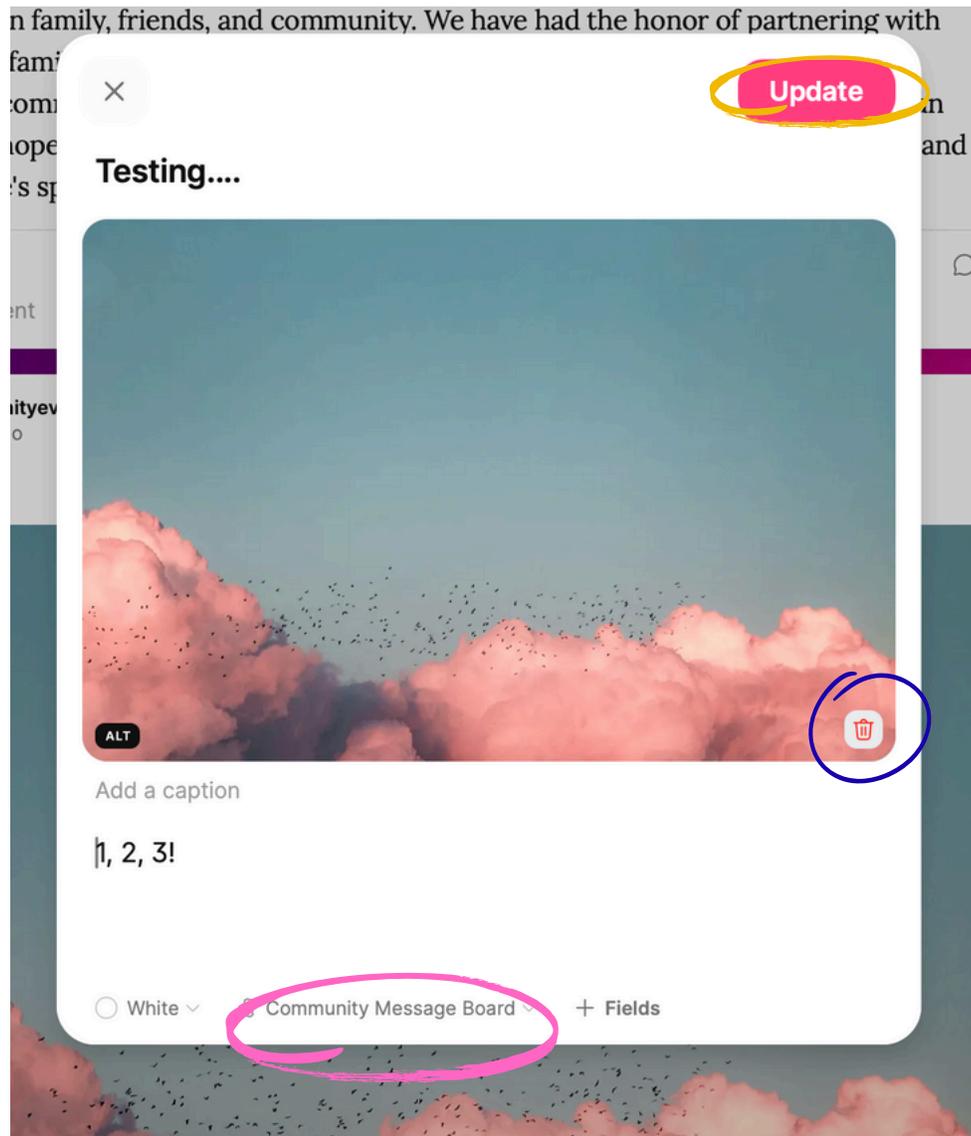
If you want to:

- **edit your post**
- **delete your post**
- **move your post from under the “how to”... click on these three dots**



It’s going to pull up a lot of options, but don’t worry, you’ll likely only need to use the “edit post” or the “delete post” (both are circled to the right)

To delete the post, just select “Delete post” . It will ask you if you are sure, and you can select “delete” and it will delete.



You can edit what you need to edit, then **press update** (circled in yellow above)!

If you want to delete or change what image you uploaded, **click on the trash can icon** (circled in blue above).

If you accidentally posted under the "How to use Padlet" section, **click on this** (circled in pink above), and select "Community Message Board."

Now let's get into interacting with other's posts!

On a post, you can start typing in the "add comment" or you can click on the smile face to react with an emoji.



When you're ready to post your comment, you can select the pink arrow! It will post under the anonymous name if you are visiting the site as a guest, or under your name if you're logged in.



You can press those three dots again if you'd like to edit or delete your comment.



And that's all there is to it!

Check back regularly to see updates.

I hope this guide has been helpful!