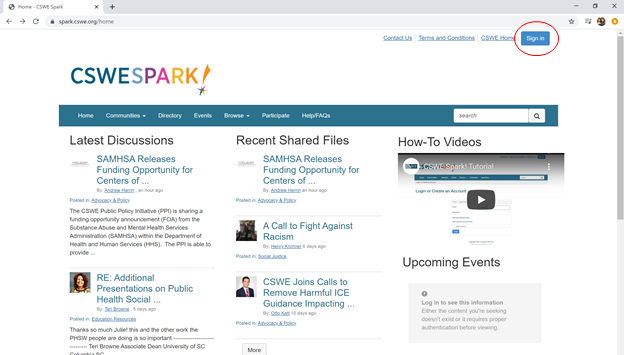
**Instructional Materials**

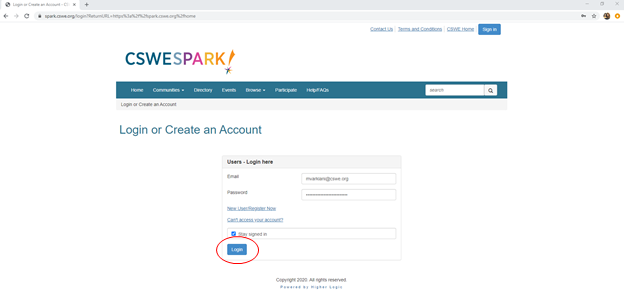
The below guide will introduce you to the basics of Spark. You’ll learn how to login, create a new account, reset your password, join a new community, or post a message to a community. You may also watch a video tutorial [here](https://www.youtube.com/watch?v=GuY5tZKMrmI). If you have any questions or technical difficulties, please contact us at [spark@cswe.org](mailto:spark@cswe.org).

**How to Login**

1. Navigate to [spark.cswe.org](https://spark.cswe.org/home).
2. In the top right-hand corner of the page, click the blue **Sign in** button.

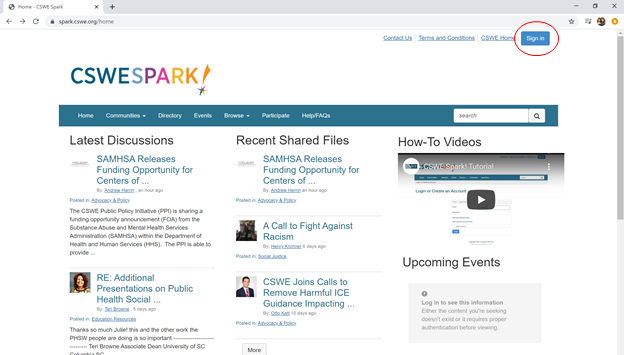


1. Enter your login credentials in the **Email** and **Password** fields.
2. Click the blue **Login** button.

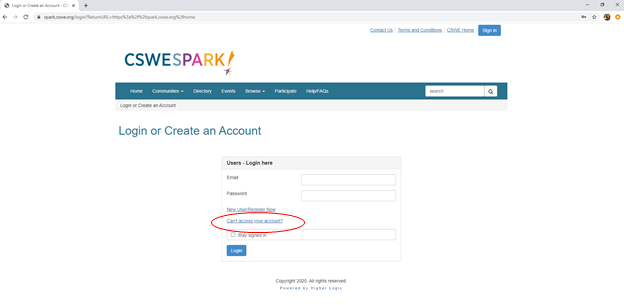


**How to Reset Your Password**

1. Navigate to [spark.cswe.org](https://spark.cswe.org/home).
2. In the top right-hand corner of the page, click the blue **Sign in** button.



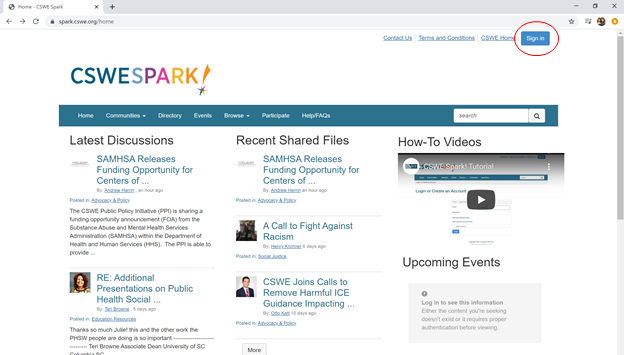
1. Under the **Password** field, click the **Can’t access your account?** Link.



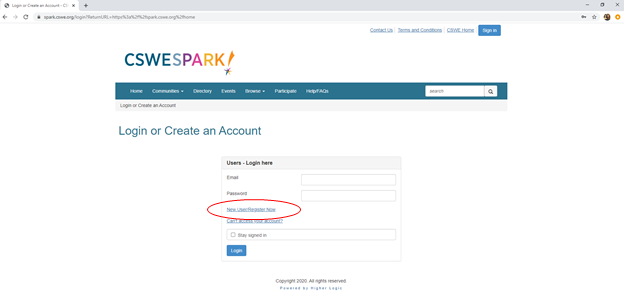
1. Enter the email address associated with your Spark account, and click the blue **Send Password Link** button.

**How to Create a New Account**

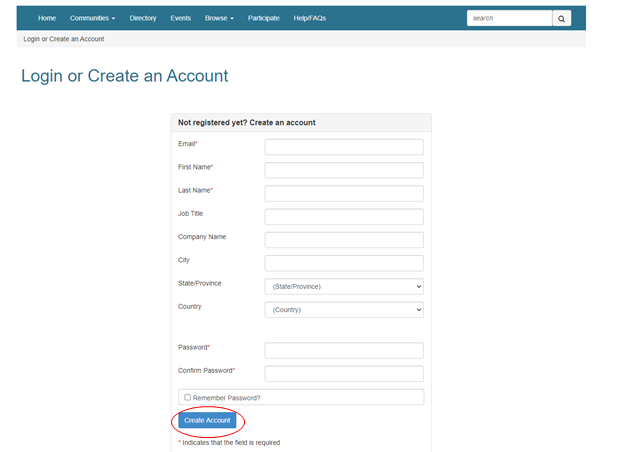
1. Navigate to [spark.cswe.org](https://spark.cswe.org/home).
2. In the top right-hand corner of the page, click the blue **Sign in** button.



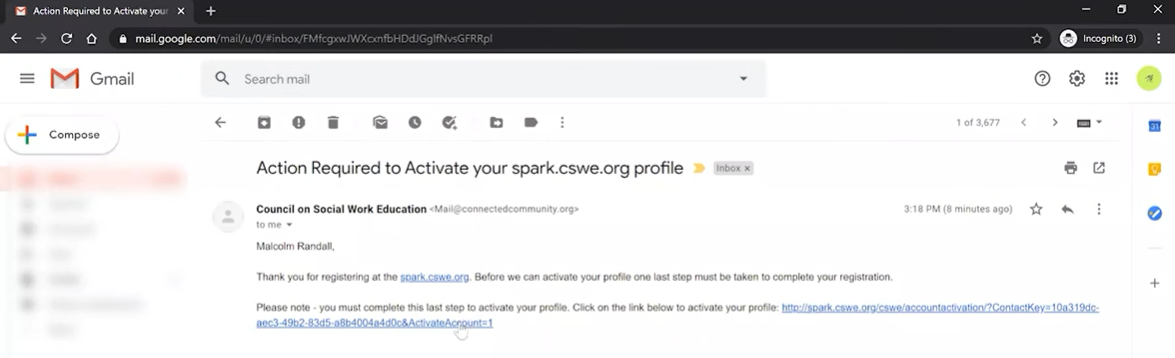
1. Under the **Password** field, click the **New User/Register Now** link.



1. Fill out the form with your email address, first and last name, and desired password. The fields marked with a red asterisk are mandatory.
2. Click the blue **Create Account** button.



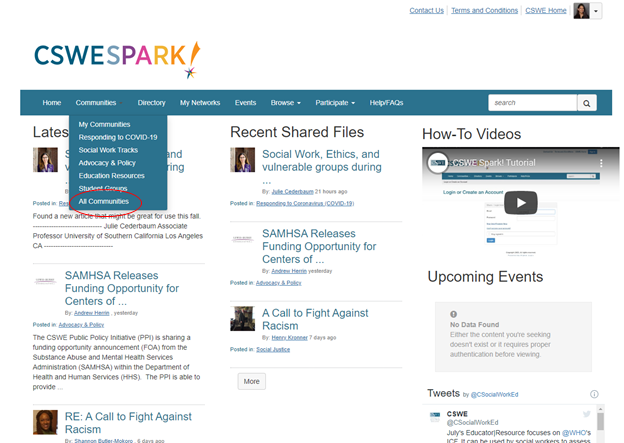
1. Navigate to your email inbox. Find the email with the subject line “**Action Required to Activate your spark.cswe.org profile**.” Follow the instructions in the email to activate your profile.



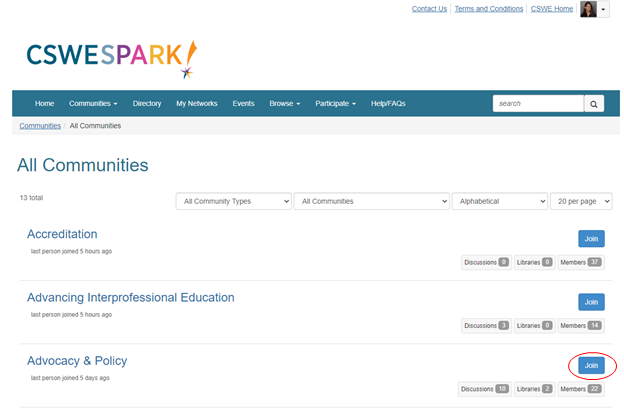
NOTE: A Spark administrator must approve your account before you are able to login and gain access to the platform. You will receive an email once your account is approved.

**How to Join a New Community**

1. Create a new account or login to an existing Spark account.
2. Click on the **Communities** tab in the navigation menu, and choose the **All Communities** link from the drop-down menu.



1. From this page, you can sort, filter, and select which communities to join.
2. Click the blue **Join** button to the right of the community name.

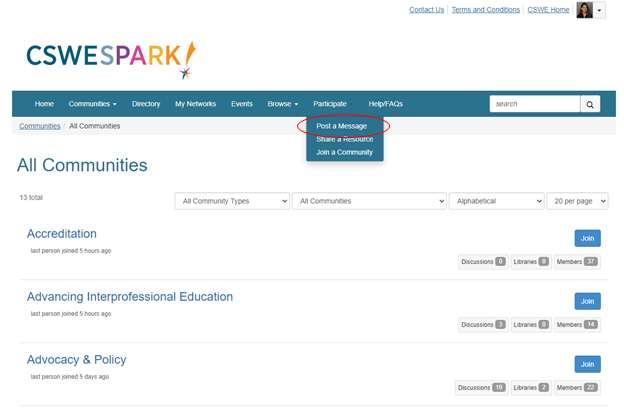


**How to Post a Message to a Community**

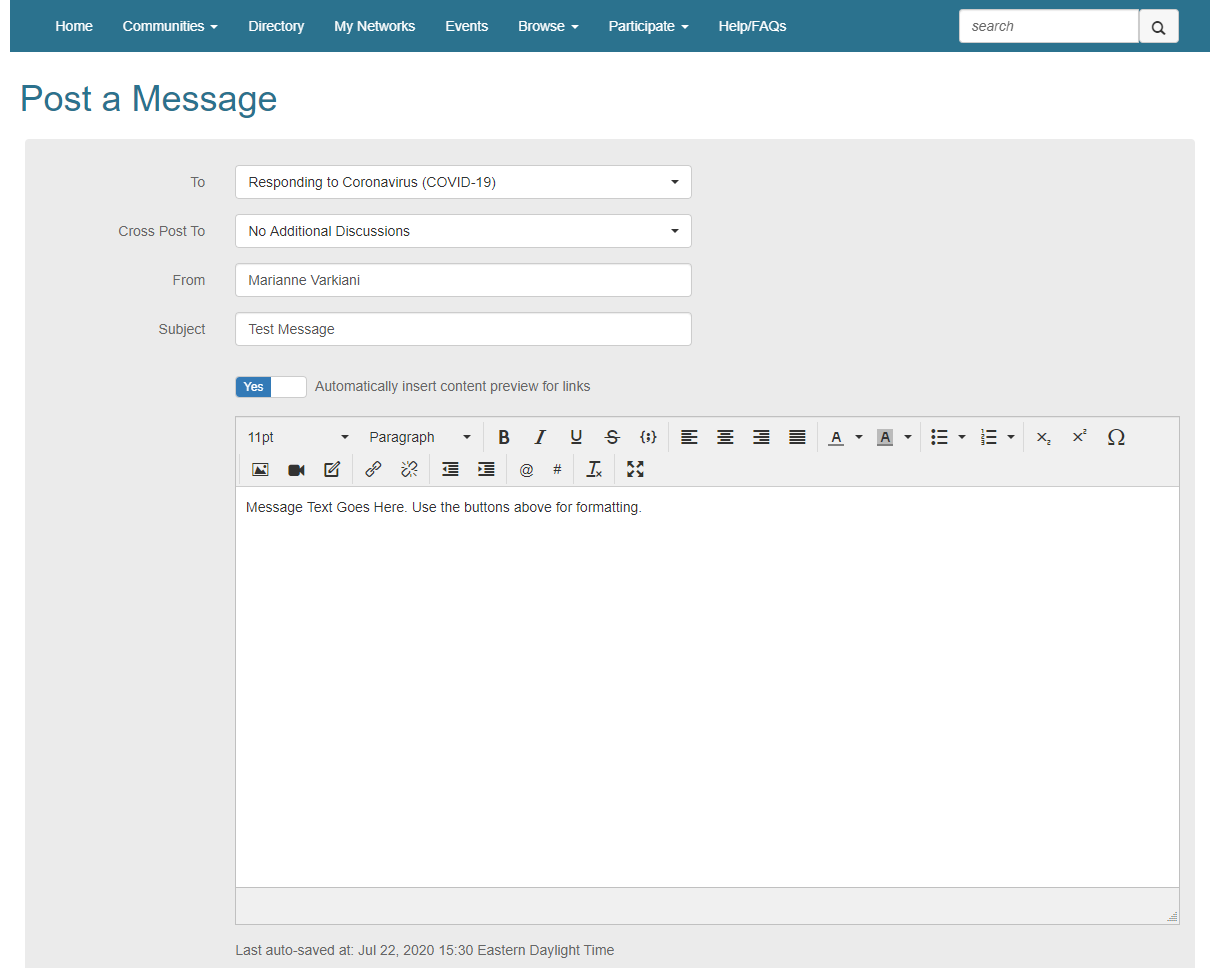
There are three ways to post a new message to a community.

Method One

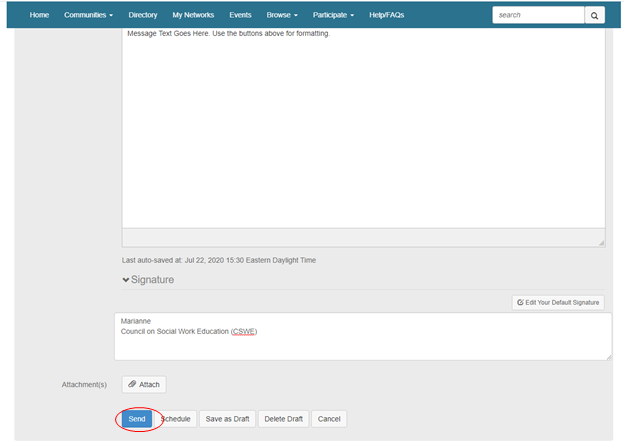
1. Click on the **Participate** tab in the navigation menu, and choose the **Post a Message** link from the drop-down menu.



1. In the **To** field, select which community you would like to post a message to. Fill out the **Subject** field, and craft your message in the white box.

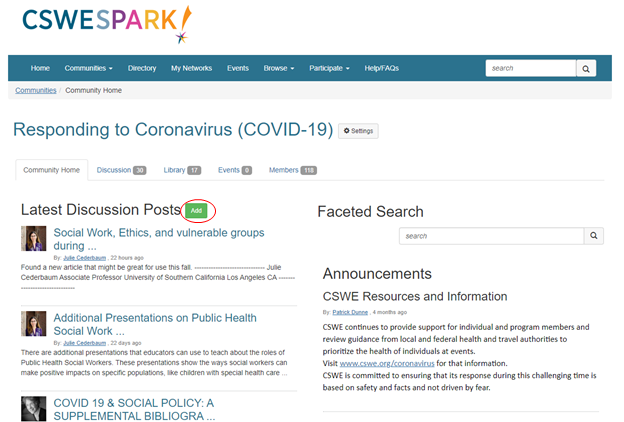


1. To attach a file with your message, click the white **Attach** button.
2. Click the blue **Send** button to post your message immediately. Alternatively, you may click the **Schedule** button to post your message at a later date. If you’re not ready to post yet, click the **Save as Draft** button to save your changes.



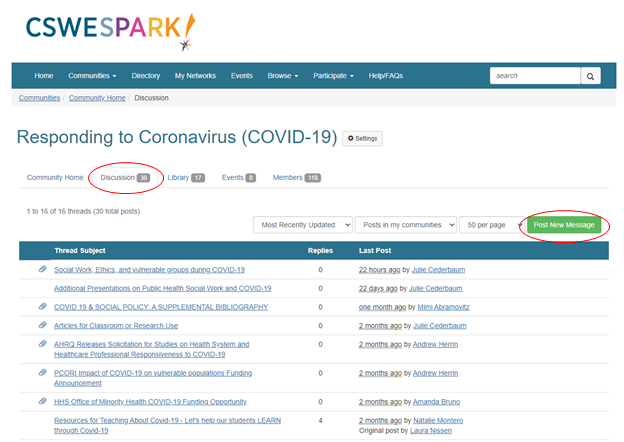
Method Two

1. Navigate to the community you would like to post a message in.
2. Next to **Latest Discussion Posts**, click the green **Add** button. Follow the steps under the “Method One” section.



Method Three

1. Navigate to the community you would like to post a message in.
2. Click the **Discussions** tab, then click the green **Post New Message** button. Follow the steps under the “Method One” section.



**How to Invite Members to a Private Community**

Strictly for chairs and co-chairs of CSWE’s commission and councils.

1. Navigate to your governance community.
2. Click the **Settings** button next to the name of the community.
3. In the box that pops up, select the button labeled **Invite Others to Join**.
4. Select the members (or Contacts) that you would like to invite by checking the boxes next to each name or by pressing the **Check all** button. **Any users that you wish to invite must be Contacts before you can have the ability to invite them.**
5. Craft a personalized Invitation Message and click **Send Invitation**.

