# GUIDE TO COMMUNITY MEMBER ACTIVITIES

IDEASCALE

# What is the Idea Sharing Site?

- A special (and secure) website designed to enable you to submit ideas for consideration within your organization across a variety of categories.
- It allows for voting on ideas so that we can discover which ideas are truly important.

## How Do I Join?

You will receive an invite to the community with a link to the community – simply fill out all of the requested profile fields and you will be able to participate.

## How Do I Share My Idea?

Click the "Submit New Idea" button. If a similar idea already exists, you can choose from existing ideas and your comment or vote to theirs. Otherwise, fill out all of the required idea fields and press submit.

## How Do I Vote On an Idea?

Choose "I Agree" next to the ideas you like. It's that simple!

## How Do I Know You've Seen My Idea?

- Participating members from your organization will review ideas.
- If an idea has been selected to move forward in consideration, you will see the status move to "In Review".
- If we are actively working on developing the idea, it will move to "In Progress".
- Once the idea is implemented, the idea status will change to "Complete".

# A Little Advice: Idea Sharing Do's and Do Not's

## DO

- Share good ideas you would like to see implemented within your organization.
- Share your support for ideas by voting the idea up or adding constructive comments.
- Visit when inspiration strikes and to learn about other ideas.
- Understand that we receive a lot of ideas.
- Use the site to share ideas.
- Get involved and invested in the badge gaming platform by contributing to the community in numerous ways.

## DON'T

- Don't share copyrighted or private ideas, whether they are your property or someone else's.
- Don't offer derogative commentary on others' ideas. If you don't like it, simply don't vote for it.
- Don't let the site become a site for support tickets.
- Don't feel bad if your idea is not selected for implementation or isn't done right away.