

Active and Inactive Banners (Admin)

The screenshot shows the admin interface for banner ads. On the left is a sidebar with navigation options like 'LAUNCH YV TEAM', 'Staff Options', 'Search', and 'Member'. The main content area displays a table of banner ads with columns for Title, Type, Team, Status, and Options. The table lists various campaigns such as '2009 BRICK Awards', 'Academy Belgium Dutch', and 'Be The Change'. The 'Status' column shows different states like 'default', 'offline', 'active', and 'approved'. To the right of the table is a detailed configuration form for a banner ad, including fields for 'Destination URL', 'Mouseover', and 'Team', along with a 'Status' dropdown menu.

Title	Type	Team	Status	Options
2009 BRICK Awards	image	default	offline	edit
Academy Belgium Dutch	image	default	offline	edit
Academy France	image	default	offline	edit
Academy Germany	image	default	offline	edit
Academy Ireland	image	default	offline	edit
Academy Spain	image	default	offline	edit
Be The Change	image	default	offline	edit
Burton Snowboards	image	default	offline	edit
CNN - Be the Change	image	default	offline	edit
DIDI Initiative Island	image	default	offline	edit
Dream It Do It World Tour	image	default	offline	edit
GenV Quebec	image	default	active	edit
GenV Quebec	image	default	actf	edit
Gira con embajadores y Kyle en Mexico	image	default	approved	edit
Global Giving	image	default	offline	edit

The banner ad space allows multiple ads to rotate at once. Staff can create and upload banner ads, and have access to banner ads they create, but only Administrators have access to all banner ads. Administrators can update all banner ads, putting them online and taking them offline.

To activate a banner:

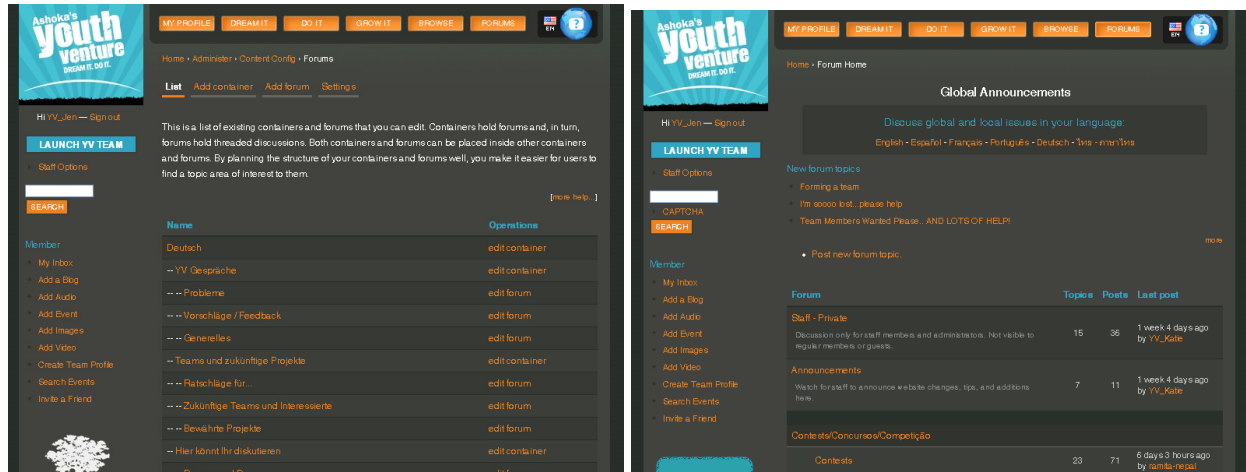
1. Select “Administer” from the “Admin” tool in the Staff Options menu.
2. Select “Ads” under Content Config.
3. Click “Edit” to the far right of the banner ad you want to make active.
4. Scroll down to “Status” and switch it to “Approved”.
5. Click “Submit”
6. On the banner ad page you just updated, select “Edit”, scroll down to “Status” and switch it to “Active”.
7. Click “Submit”

To take a banner offline:

1. Follow Steps 1-3 to open the ad you want to take offline.
2. Scroll down to “Status” and switch it to “Offline”.
3. Click “Submit”.

NOTE: In order to view the banner ads on the homepage and to verify this worked, log out and wait a few minutes. It may help to restart your browser and clear your cache. Log in, refresh the homepage a few times, and it should appear.

Creating and Editing Forums (Admin)



Forums are threaded discussion boards (ie. “Problems”, “Future Venturers”, “Environmental Issues”). *Topics*, or threaded discussions, are posted to a forum. Each topic is comprised of an initial post and replies, or comments. *Containers* can be created to hold a group of forums (ie. “YV Talk”, “Contests/Concursos/Competição”, “Let’s Discuss”). However, unlike in parent forums, topics cannot be posted to containers. Both containers and forums can be placed inside other containers and forums.

On GenV.net, *containers* are created for each language: English, Spanish, French, Portuguese, German, and Thai. Each language container is broken into a variety of *containers* and *forums* set up so that members can post *topics*. GenV forums are identical and visible to any and all visitors across all region-locales.

To add a container or forum:

1. Select “Forums” from the Content Config within Administrator Navigation
2. Select the “Add New Container” or “Add Forum” tab
3. Fill in “Name” field (this is the name the public will see)
4. Fill in “Description” field (this is what the public will see)
5. Select “root” for Container Parent.
 - You can choose either a forum or a container to be a 'parent' for a forum. Choosing <root> means it will be at the top of the forum hierarchy.
6. Select a weight to determine the position of the container or forum. Higher numbers means the container will sink down in the list, lower numbers mean the container will rise up.
7. Choose the Access Control settings (can create staff-only forums for example)
8. Select Submit.

Group Moderators have special permissions which allow them to delete/edit/unpublish posts. Moderators should subscribe to all containers in their language area so they receive email notification each time someone posts. Moderators, in turn, can respond quickly.

To assign trusted users moderator permissions:

1. Identify the trusted GenV user.
2. From the user’s profile, go to Edit >> Account settings, and locate the “Roles” section
3. Check the “Moderator” box. DO NOT CHECK STAFF OR ADMINISTRATOR BOXES.
4. Click “Submit” to save

Interests and Goals (Admin)

The screenshot shows the Youth Venture website's admin interface. At the top, there are navigation buttons: MY PROFILE, DREAM IT, DO IT, GROW IT, BROWSE, and FORUMS. A user profile icon is visible in the top right. The breadcrumb trail reads: Home > Administer > Site Config > personal. The main content area is divided into two sections: 'List of interests:' and 'List of goals:'. The 'List of interests:' section contains a scrollable list with items: Animals, Arts and Culture, Business, Children, Civic Engagement and Voting, and College/University. Below this list is a text input field and a 'SAVE CONFIGURATION' button. The 'List of goals:' section contains a scrollable list with items: I want to start a venture but don't know which problem in my community to solve, I have an idea for a venture but no team, I want to help out a venture, I want to join a venture, I need help completing Youth Venture's action plan, and I need help passing Youth Venture's selection panel. Below this list is another text input field and a 'RESET TO DEFAULTS' button. On the left sidebar, there is a 'LAUNCH YV TEAM' button, a 'Staff Options' menu, a search bar, and a 'Member' section with options like My Inbox, Add a Blog, Add Audio, Add Event, Add Images, Add Video, Create Team Profile, and Invite a Friend.

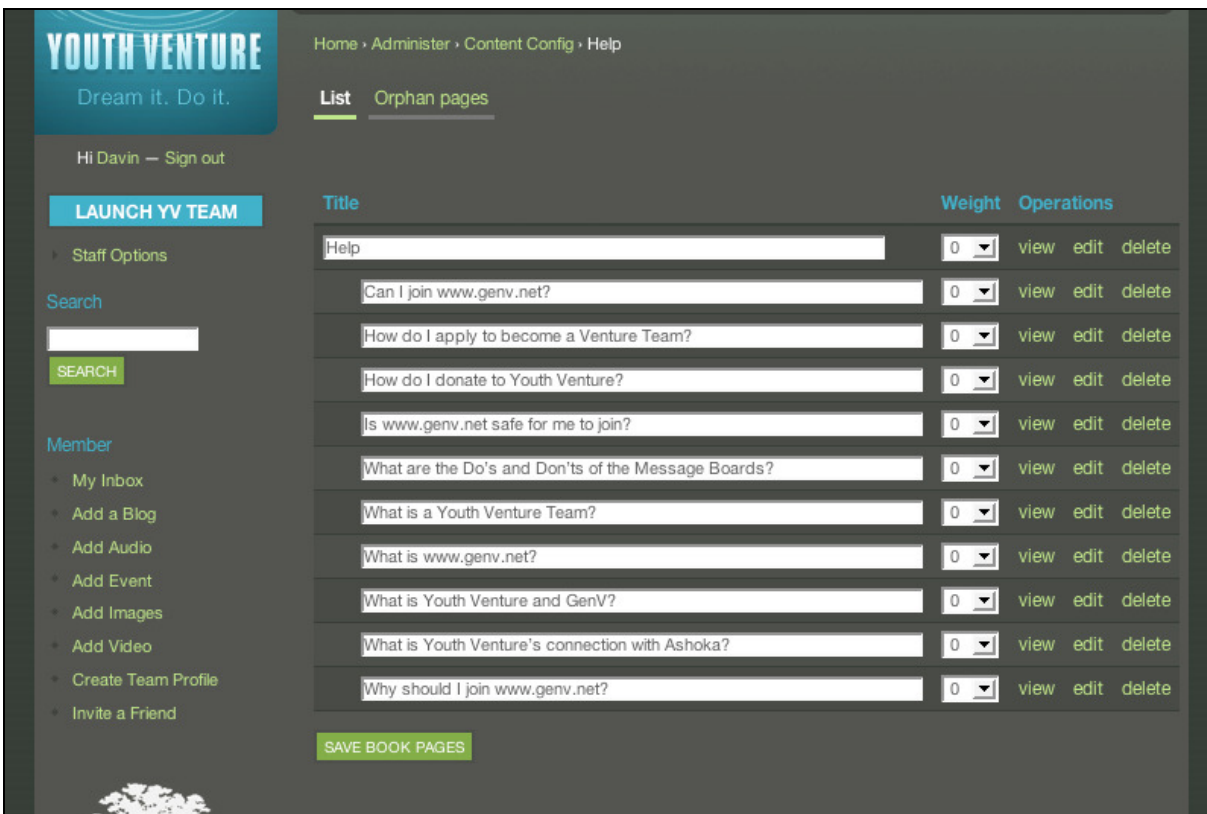
As part of the member and team profile creation process, members must choose from a predefined list of interests and goals which will be used by staff and other members to link members and teams of similar interests. Administrators can update and add interests and goals.

To add or edit Interests and Goals:

1. Select “Administer” from the “Admin” tool in the Staff Options menu.
2. Select “Personal” from Administer page
3. Add goals or interests to the **BOTTOM** of their respective windows
4. Select Save Configuration

NOTE: Interests and goals should not be deleted or added in the middle of the existing list. When a member selects an interest or a goal, it is given an ID based upon the order of these lists. Therefore, if the lists order changes, members will be assigned interests or goals that they didn't actually select. It is very important that new items are always added **at the bottom** of the lists.

Reordering Book Pages (Admin)



The screenshot shows the Youth Venture Admin interface. The top navigation bar includes 'Home', 'Administer', 'Content Config', and 'Help'. The main content area is titled 'List Orphan pages'. Below this is a table with columns for 'Title', 'Weight', and 'Operations'. The table contains 12 rows of help pages, each with a 'Weight' dropdown set to 0 and 'view', 'edit', and 'delete' links. A 'SAVE BOOK PAGES' button is located at the bottom of the table.

Title	Weight	Operations
Help	0	view edit delete
Can I join www.genv.net?	0	view edit delete
How do I apply to become a Venture Team?	0	view edit delete
How do I donate to Youth Venture?	0	view edit delete
Is www.genv.net safe for me to join?	0	view edit delete
What are the Do's and Don'ts of the Message Boards?	0	view edit delete
What is a Youth Venture Team?	0	view edit delete
What is www.genv.net?	0	view edit delete
What is Youth Venture and GenV?	0	view edit delete
What is Youth Venture's connection with Ashoka?	0	view edit delete
Why should I join www.genv.net?	0	view edit delete

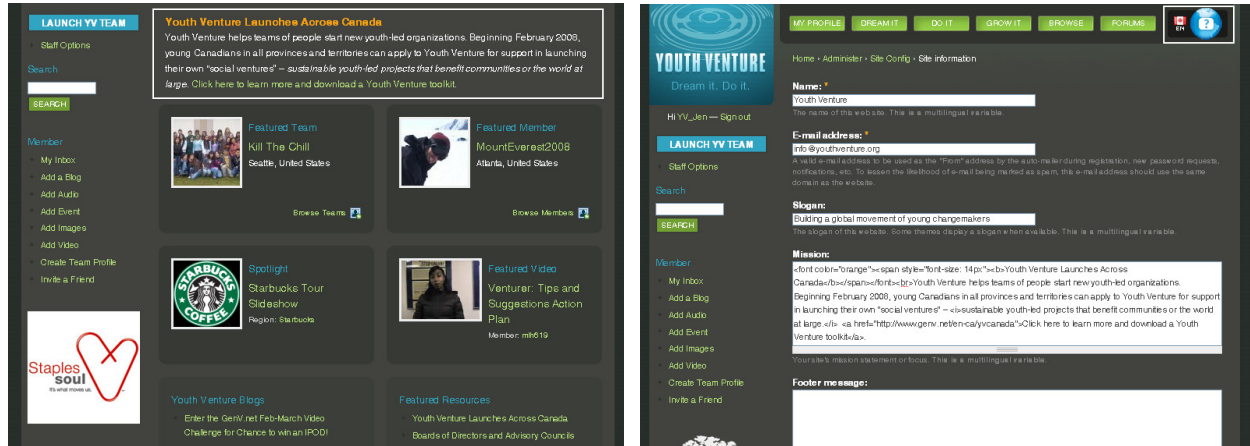
Content within the site can be weighted to rearrange the order of rankings. Content that isn't rated will be posted in alphabetical order.

To reorder book pages:

1. Select "Administer" from the "Admin" tool in the Staff Options menu.
2. Choose "Books" from the Content Config list.
3. Find the book you want to work with in the list on the Books page and click the "Outline" button in its row
4. Use the "Weight" dropdowns in each book page row to increase or decrease that page's position in the book hierarchy. Pages that are "lighter" will appear first.

NOTE: Leaving all book page "weights" at zero will leave the book pages in a default alphabetical order.

Homepage Text (Admin)



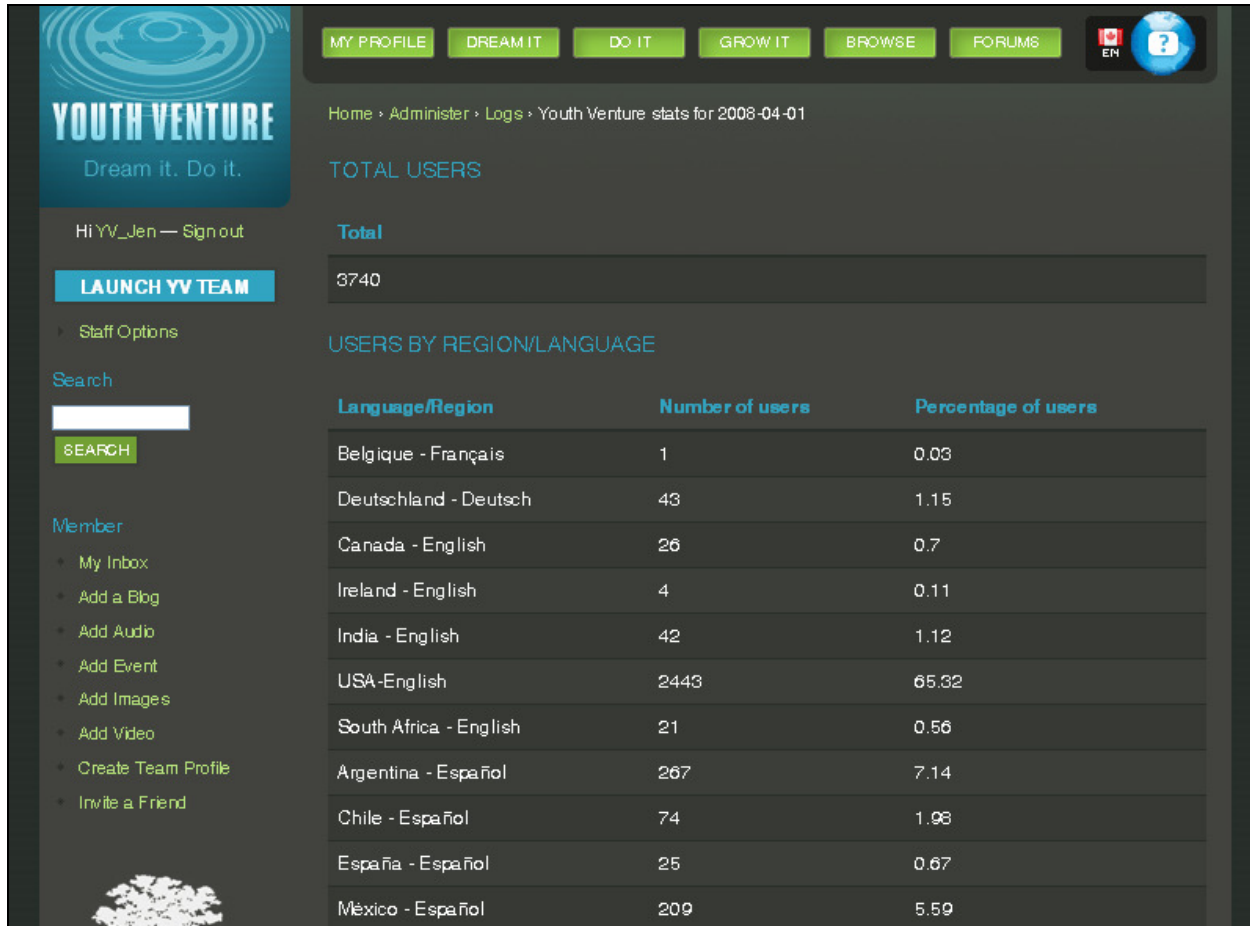
The GenV homepage has text areas that can be set for each region.

To add and edit homepage text:

1. Change to the appropriate profile locale.
2. Select “Administer” from the “Admin” tool in the Staff Options menu.
3. Click on “Site Information” in the administration Site Config menu.
4. Fill out the Name, Slogan, and Mission fields (the Mission field can contain HTML).
5. DO NOT make changes to the Email, Footer, Anonymous User, or Default front page fields.
6. Select Save Configuration.

NOTE: The “Reset to Defaults” button SHOULD NOT be pressed. Its function is to set all regional text back to the default US-English settings. All other language contents for the site information pages will be lost. Make sure this button is not pressed accidentally.

Accessing Site Statistics (Admin)



The screenshot displays the Youth Venture Admin interface. The top navigation bar includes links for MY PROFILE, DREAM IT, DO IT, GROW IT, BROWSE, FORUMS, and a user profile icon. The main content area shows the path: Home > Administer > Logs > Youth Venture stats for 2008-04-01. Under the heading "TOTAL USERS", the total number of users is 3740. Below this, a table titled "USERS BY REGION/LANGUAGE" provides a breakdown of users by language and region.

Language/Region	Number of users	Percentage of users
Belgique - Français	1	0.03
Deutschland - Deutsch	43	1.15
Canada - English	26	0.7
Ireland - English	4	0.11
India - English	42	1.12
USA-English	2443	65.32
South Africa - English	21	0.56
Argentina - Español	267	7.14
Chile - Español	74	1.98
España - Español	25	0.67
México - Español	209	5.59

Site administrators can get access to the site statistics from the Administrators tool. Stats tracked include daily updates for total member, total teams, members by demographic and member by geography.

To access the site statistics:

1. Select "Administer" from the "Admin" tool in the Staff Options menu.
2. Select "View Site Statistics" from the Logs section.
3. Choose a date to view.

Site-wide Messages (Admin)

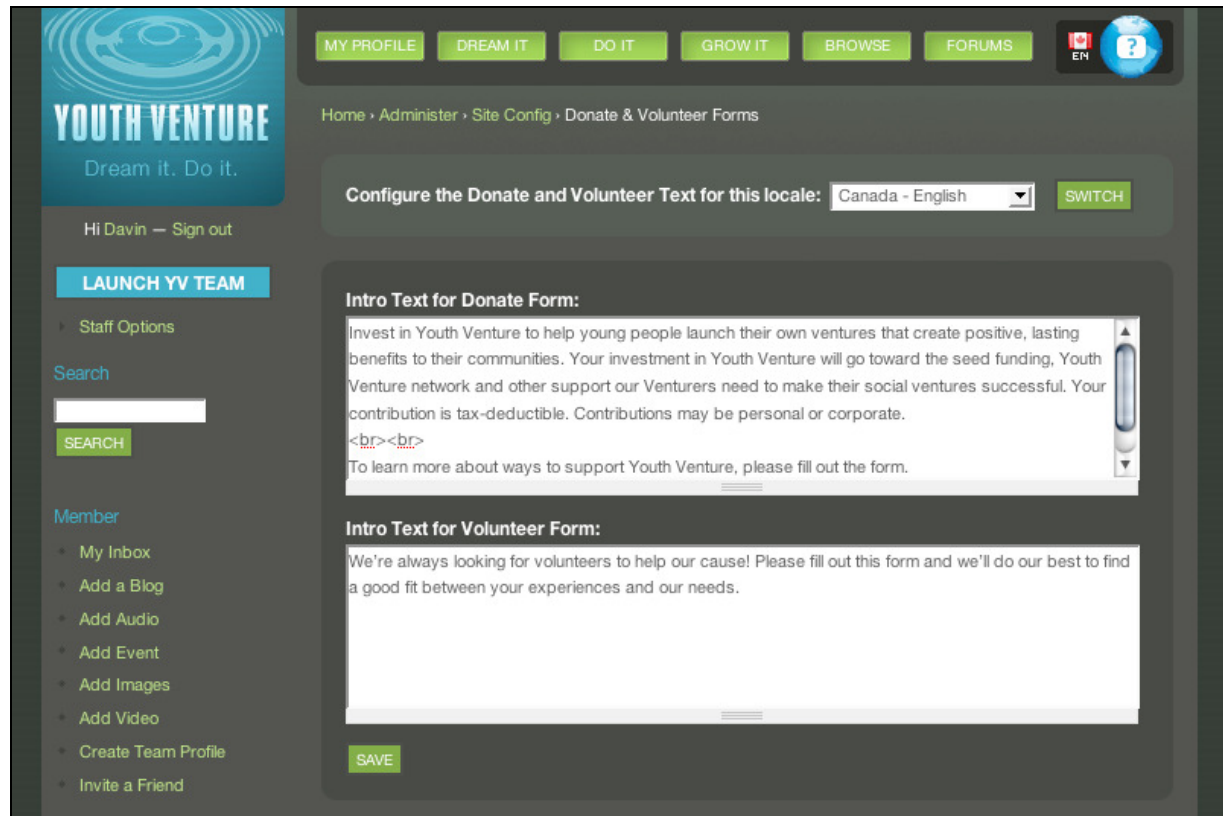
The screenshot shows the Youth Venture website's admin interface. At the top, there are navigation buttons: MY PROFILE, DREAM IT, DO IT, GROW IT, BROWSE, and FORUMS. A user profile indicator shows 'Hi Davin' with a 'Sign out' link. Below this is a 'LAUNCH YV TEAM' button and a 'Staff Options' menu. A search bar is present with a 'SEARCH' button. A 'Member' section lists various actions like 'My Inbox', 'Add a Blog', 'Add Audio', 'Add Event', 'Add Images', 'Add Video', 'Create Team Profile', and 'Invite a Friend'. The main content area is titled 'Home > Administer > Manage Users > Send internal message to all users'. It includes a breadcrumb trail, a description of the page's purpose, a 'To users in:' dropdown menu (currently set to 'USA-English'), a 'Subject:' text input field, and a 'Message:' text area. A 'SEND MESSAGE BLAST' button is located at the bottom of the form.

Administrators can send private messages to all the members of a regional group.

To send a message:

1. Select "Administer" from the "Admin" tool in the Staff Options menu.
2. Choose "Send internal message to all users" from the "Manager Users" section.
3. Choose the region that will receive the message.
4. Add your subject and message text.
5. Select Send Message Blast

Donate & Volunteer Forms (Admin)



The screenshot shows the admin interface for the Youth Venture website. At the top, there is a navigation bar with buttons for MY PROFILE, DREAM IT, DO IT, GROW IT, BROWSE, and FORUMS. A user profile icon is visible in the top right corner. Below the navigation bar, the breadcrumb trail reads: Home > Administer > Site Config > Donate & Volunteer Forms. The main content area is titled "Configure the Donate and Volunteer Text for this locale:" and features a dropdown menu set to "Canada - English" and a "SWITCH" button. Below this, there are two text input fields. The first is labeled "Intro Text for Donate Form:" and contains the following text: "Invest in Youth Venture to help young people launch their own ventures that create positive, lasting benefits to their communities. Your investment in Youth Venture will go toward the seed funding, Youth Venture network and other support our Venturers need to make their social ventures successful. Your contribution is tax-deductible. Contributions may be personal or corporate.

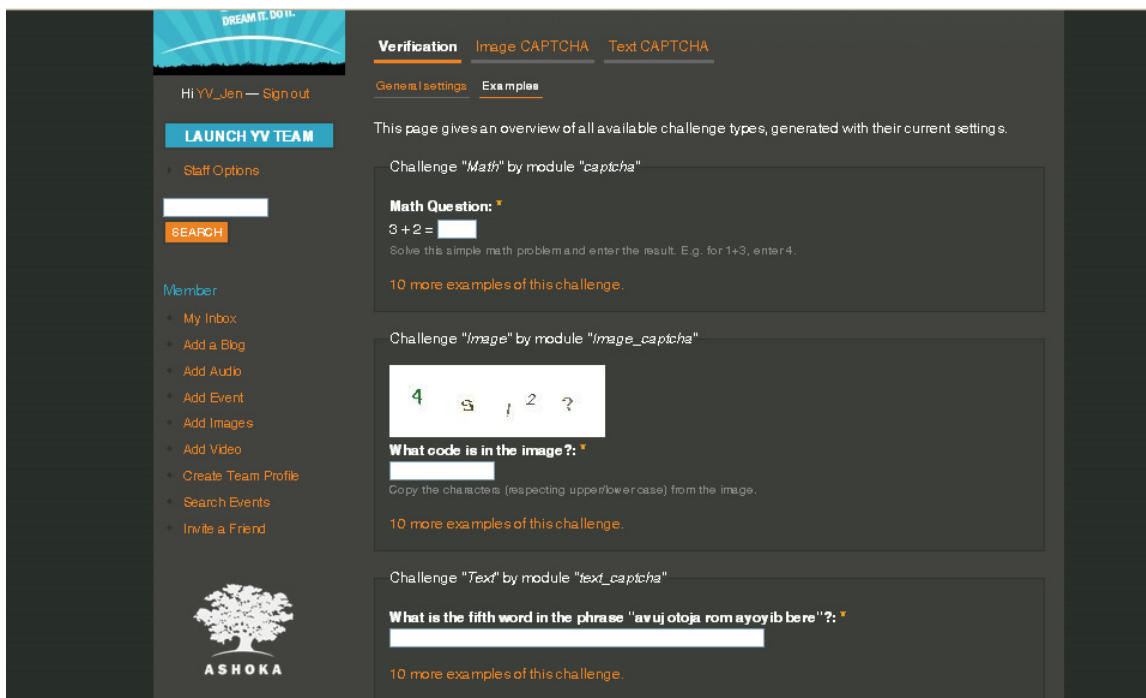
 To learn more about ways to support Youth Venture, please fill out the form." The second field is labeled "Intro Text for Volunteer Form:" and contains the text: "We're always looking for volunteers to help our cause! Please fill out this form and we'll do our best to find a good fit between your experiences and our needs." A "SAVE" button is located at the bottom of the form area. On the left side of the interface, there is a sidebar with a "LAUNCH YV TEAM" button, a "Staff Options" menu, a search bar, and a "Member" menu with various options like "My Inbox", "Add a Blog", "Add Audio", "Add Event", "Add Images", "Add Video", "Create Team Profile", and "Invite a Friend".

GenV staff members can edit the text which appears at the top of the Donate and Volunteer pages on the website.

To add and edit donate and volunteer text:

4. Select "Administer" from the "Admin" tool in the Staff Options menu.
5. Click "Donate & Volunteer Forms" from the Site Config section.
6. Choose the region you want to edit.
7. Add/edit text to the intro for Donate or Volunteer Form. (Fields can contain HTML.)
8. Select Save.

CAPTCHA (Admin)



The screenshot displays the CAPTCHA Admin interface. On the left is a sidebar with a navigation menu including 'LAUNCH YV TEAM', 'Staff Options', a search bar, and a 'Member' section with links like 'My Inbox', 'Add a Blog', 'Add Audio', 'Add Event', 'Add Images', 'Add Video', 'Create Team Profile', 'Search Events', and 'Invite a Friend'. The main content area has tabs for 'Verification', 'Image CAPTCHA', and 'Text CAPTCHA'. Under 'Image CAPTCHA', there are sub-tabs for 'General settings' and 'Example'. The 'Example' tab shows three challenge types: 1. 'Math' by module 'captcha' with a math question '3 + 2 = [input]' and a description 'Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.' 2. 'Image' by module 'image_captcha' with an image of a distorted string '4 5 1 2 ?' and a question 'What code is in the image?'. 3. 'Text' by module 'text_captcha' with a question 'What is the fifth word in the phrase "avujotoja rom ayoyib bere"?'.

CAPTCHA, abbreviation for “**C**ompletely **A**utomated **P**ublic **T**uring **T**est to tell **C**omputers and **H**umans **A**part”, is a type of challenge-response test most often placed within web forms to determine whether the user is human. It is used to prevent automated software or spam-bots from performing certain actions on a system, such as form submission. A common type of CAPTCHA requires users to type the letters or digits of a distorted image that appears on the screen.

On GenV.net, math CAPTCHAs are deployed on three sections of the site: registration, volunteer (http://www.genv.net/en-us/get_involved) and donate (<http://www.genv.net/en-us/donate>). They are used to prevent automated software from registering fake profiles and submitting spam volunteer or donation forms. CAPTCHA placement helper links are displayed on all pages for site administrators. Only site administrators can place and modify CAPTCHAs.

To add CAPTCHAs:

1. Go to the page where you would like to place or modify a CAPTCHA.
2. Click on “CAPTCHA”
3. Click “Place a challenge here for untrusted users”.
4. Select “Math (captcha)” from drop down menu
5. Click “Submit”

To remove or modify CAPTCHAs:

1. Click on “CAPTCHA”
2. Click on “disable challenge” to remove CAPTCHA or “edit challenge type” to modify
3. Click “Submit” once modifications have been made

DO NOT MAKE CHANGES TO GENERAL CHALLENGE SETTINGS WITHOUT FIRST CONSULTING WITH WEB PROGRAMMERS.