

Instructions on Logging into the Sister Portal on Giving Voice's NEW Website!

- 1) Visit www.giving-voice.org (same as before)
- 2) Go to the page "Giving Voice Sister Login" under "Connect" OR the "people" icon on the top right next to the social media/newsletter icons. (Circled in red)



- 3) You will need to "Create an Account"



Giving Voice Account / Registration Information

REGISTRATION INFO

Username *

Profile picture

No file chosen

Files must be less than **8 MB**.
Allowed file types: **gif jpg jpeg png**.

Show in Directory *

Yes

- 4) Your request to join the closed portal will be sent to Sophie, the website admin, who will approve (or in the case of Sisters over 50 & non-Sisters) not approve the access. Once

you receive an email that you can log in, this is what your profile & “dashboard” will look like. (The dashboard is found by clicking the “person” icon, as indicated above, once sisters are logged in)

As you can see, on the right, Sisters can access all of the internal Giving Voice – only pages from the dashboard.

About ▾ Connect ▾ Events ▾ News ▾ Contact

Donate ▾ Subscribe ▾

ACCOUNT SETTINGS

sophie

Directory / Contact Information

Show in No Directory

Photo 

First Name Sophie

Last Name Vodvarka

Street 5401 S Cornell Ave
Address (Home)

Street

- Article signup
- Conversations
- Directory
- Events Calendar
- Submit an event or request a webinar
- Wiki
- Log out

5) At any point you can edit your profile, below.

City (Home) Chicago

State (Home) IL

Country United States (Home)

ZIP/Postal Code (Home) 60615

Email (Home) sophie@giving-voice.org

Phone 773.595.4025

Mobile

Birth Date

Mailing Lists ~~Constant Contact Import~~, General Interest, Test Mailing List

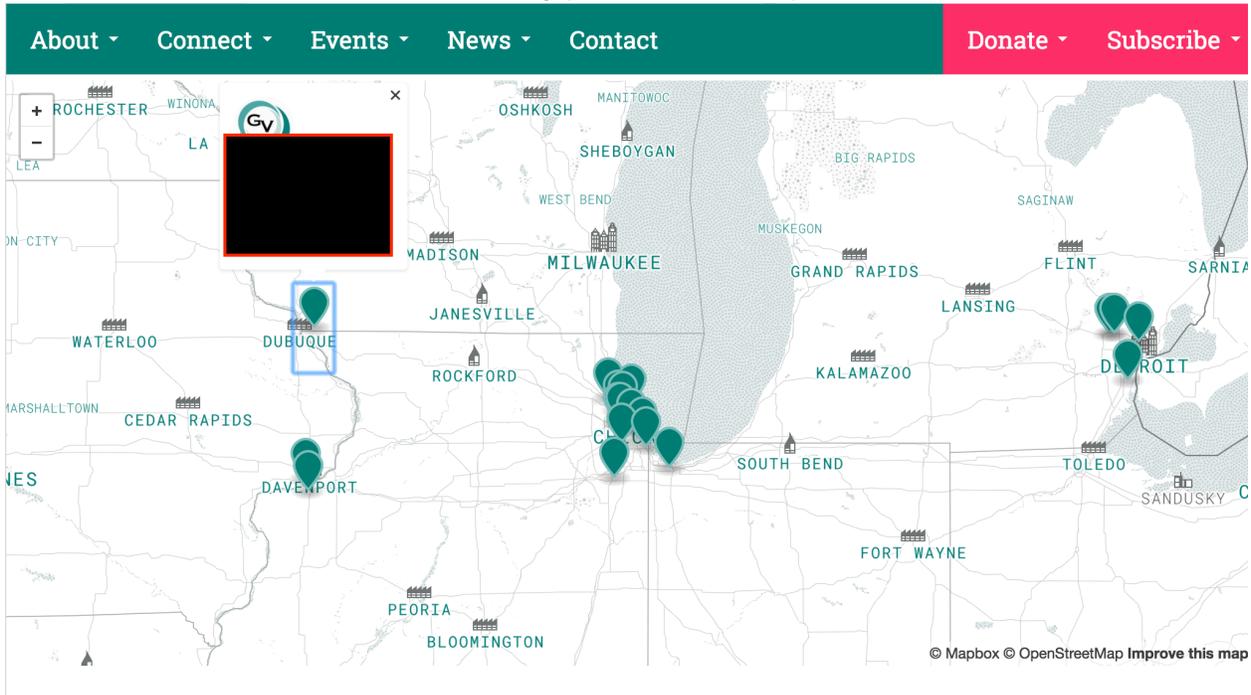
[Edit Directory / Contact Information](#)

CRM Contact

[View contact record](#)

[View Contact Dashboard](#)

6) After receiving a confirmation email that you can access the portal, you will have access to our **Interactive Online Directory** (under “Connect”):



7) You will also have access to our **Wiki** (under “Connect”) which sisters will be able to sign up for writing newsletters, submit seasonal reflections, and celebrate entrances, receptions and professions! Sisters can also create their own categories for sharing information in the Wiki.

Wiki

Welcome to the Wiki Resource page.

Ministry **Spiritual Enrichment** **Topic** **Sort by**

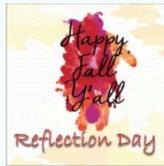
Article sign-up



Please sign using the chart on this page if you would like to write an article for our monthly newsletter.



Seasonal Reflections



[This Wiki Resource was started by an example that is posted on the public site. Feel free to add to it.]

Welcome to our fall reflection day

Entrances, Receptions and Professions in 2019



Help us celebrate our #Sister milestones – In the comments below, please add names and dates of

8) Under “**Conversations**” (under “Connect”) Sisters can also add to and create postings about topics they are interested in discussing among the Giving Voice community.

The screenshot shows the top navigation bar with 'About', 'Connect', 'Events', 'News', and 'Contact' in a teal bar, and 'Donate' and 'Subscribe' in a pink bar. Below this is a dark grey bar with 'VIEW' and 'EDIT' buttons. The main heading is 'Conversations'. A 'New topic' button is visible. A table lists conversation topics with their last comment dates:

	Last comment
Sisters in the news	Tuesday, July 16, 2019 - 09:44
General discussion	Monday, July 8, 2019 - 11:16
Español	No comments posted yet

At the bottom, a breadcrumb trail shows 'Home' and 'Connect'.

9) **Submitting Events & Webinar requests** – While on your profile page (you can find it under the “person”) click on “Submitting an event”

The screenshot shows the user profile page for 'sophie'. The header includes the site logo 'The Voices of Younger Women Religious', social media icons, and language options 'English' and 'Español'. The navigation bar is identical to the previous screenshot. Below the navigation bar is a dark grey bar with 'ACCOUNT' and 'SETTINGS' buttons. The profile name 'sophie' is displayed. Under 'Directory / Contact Information', there is a 'Show in' dropdown set to 'No' and a 'Directory' link. A 'Photo' label is next to a profile picture of a woman. On the right side, a list of menu items is shown, with 'Submit an event or request a webinar' circled in red:

- [Article signup](#)
- [Conversations](#)
- [Directory](#)
- [Events Calendar](#)
- [Submit an event or request a webinar](#)
- [Wiki](#)
- [Log out](#)

This page (below) will pop up, and you can submit an event to be included on our private calendar, or request a Giving Voice webinar to be set-up.

Create Event

LANGUAGE

- None - ▾

▼ MAIN IMAGE

IMAGE

ADD A NEW FILE

Choose File No file chosen

Files must be less than **64 MB**.
Allowed file types: **png gif jpg jpeg**.
If the need is indicated by EXIF data, the image will be rotated appropriately.

▼ MAIN CONTENT

▼ CATEGORIZATION

Here's the Event page:



Search



English Español

About ▾ Connect ▾ Events ▾ News ▾ Contact

Donate ▾ Subscribe ▾

Gatherings

Future Event

August 11, 2020

[Read more](#)

Retreat for Sisters in their 20s and 30s

January 17, 2020 to January 19, 2020