

# www.rallyhood.com

# Intro to Rallyhood: The Basics

A quick and simple way to get your Rally going!

# 1. How to Create An Account



# ACCEPT YOUR INVITATION

Locate Rally invitation in your email inbox and click "Join this Rally."



JOIN THIS RALLY Fill out your basic information and click "Join this Rally."



TAKE A TOUR And you're in! Browse the Rally and start sharing with the group.

# 2. Add Events to the Calendar

Add events to a shared calendar to keep everyone on the same page with troop meetings, outings and more.

## CREATING AN EVENT

Click on "+ Create Event" under the Calendar tab.
Fill in the basic information of the event.
Click "Save" to add the event to your Rally.

왕 16 MEMBERS   [	CREATED ABOUT 2 MC	INTHS AGO I 8	YOU HAVE RALLY ADMIN ACCESS
		EVENTS PAY	Reveal New Service Unit All Volunteers of Forest North Sa Massault - The Service
Quick Event	Special Event 😡		MESSAGE WAL CALENDAR PECIAL EVENTS PAYMENTS GALLERY FILES LINKS SIGN-UPS FRIENDS
Current Timezone: Cent	tral Time (US & Canada)		Title
< Today >		Ja	Location
Sun	Mon	Tue	
	28	29	Meeting Link
			Ex: http://zoom.us/123456789
			Meeting Password
3	4	5	Password
5	4	~	Description
10	11	12	h
			Color
			Request RSVPs
			All Day
			01/22/2021 08:00 PM - 09:00 PM 01/22/2021
			Does Not Repeat

## OTHER FEATURES

RSVP, sync with personal calendar, attach files to events, enable automatic reminders.

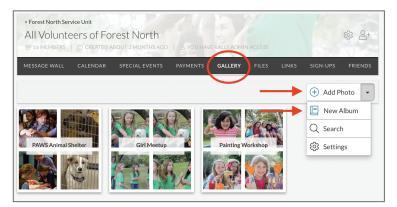
# 3. Upload Photos to the Gallery

Upload photos from past troop events. Upload, download, and comment on photos in the shared Gallery.

## UPLOADING PHOTOS

1. Under the Gallery tab, either add a single photo by clicking "Add Photo" or create a "New Album" to add multiple photos to a single album.

2. If you made an album, give your album a name and click "Save."3. In your album, click "Add Photo" and select photos from your computer and click "Open."



## CENTRALIZE TROOP PHOTOS

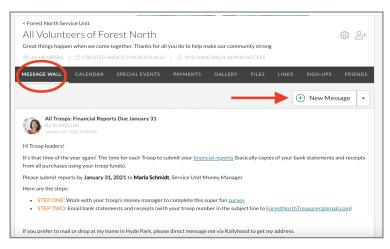
Let Rallyhood be THE place for all your group's photos. Download favorite past photos to customized albums and enjoy past experiences.

# 4. Post a message on the Message Wall

Rather than communicating with long email chains, let the message wall become the place where everyone commu nicates by posting messages and leaving comments.

### HOW TO POST A NEW MESSAGE

- 1. Click "New Message" on the Message Wall page.
- 2. Type in your subject title and message content.
- 3. Click "Post" to add your message.



#### MESSAGE WALL IS GREAT FOR

Creating discussions with group members, posting reminders, sharing documents or photos and sharing event information.

## 5. Send a Private Message

Rather than communicating on the Message Wall, communicate with other individuals directly through the Private Message Feature,

#### HOW TO SEND A PRIVATE MESSAGE

1. Go to the Friends Page on your Rally.

2. Click the 3 ellipses to the right of the Friend you want to Private Message.

- 3. Click on "Private Message" and a pop-up box will appear.
- 4. Type your Message and click "Send."

MESSAGE WALL	CALENDAR	SPECIAL EVE	NTS (	GALLERY	FILES	LINKS	SIGN-UPS	FRIENDS	
						2 Search Frie	ends	View All •	
Expertise: C Technology	e (Owner) Manager of Forest I ouncil Recognition F Girl Scout Alum and I	anel, Council Tr		-	I Gold Award	Executive Co		Private Message	
Forest Norti Expertise: S	midt (Owner) h Service Unit Leade TEM, Outdoors and a Help out during Cool	anything t	Kristin Meetin	Lee g Update					
Council Rec	m-Smith (Admin) ognition Panel, Gold Sirl Scout Volunteer						ow the mee e you soon	ting for tonigh	t is

#### ACCESS YOUR PRIVATE MESSAGES.

1. From your Dashboard, click on the "My Inbox" button from the navigation menu on the left side of the screen.

2. From here, you can manage your Inbox, send Messages, and review your Sent Messages.

My Rallyhood My Messages	Natalie Bell's Rallies			
My Calendar My Inbox	+ Start a Rally		Q Search Rallies	
My Servings Premium Admin Get Help	DO GOOD TODAY	ADULT RECOGNITION COORDINATORS		
	Forest North Elementary PTA	Adult Recognition Coordinators	Archery Facilitators	
	磐 1 Member	磐 2 Members	容 1 Member	
	AREA EVENT DIRECTOR			
	🎄 rallyhood			0
	My Rallyhood Natalie	Bell's Inbox	(	Inbox Sent
	My Settings Premium Admin Get Help			

# 6. Upload documents to Files

End your search for email attachments. Anyone in your Rally can upload and download shared files.

#### HOW TO UPLOAD DOCUMENTS

 Click "Add File" under the file tab in your Rally or select "New Folder" to create a folder to group multiple files together.
Select the files from your computer you want to upload.
Click "Open" to begin uploading.

< Forest North Service Unit All Volunteers of Forest North 18916 MEMBERS CREATED ABOUT 2 MONTHS AGO   B YOU HAVE RALLY ADMIN ACCESS	¢ 6+		
MESSAGE WALL CALENDAR SPECIAL EVENTS PAYMENTS GALLER FILES INKS	SIGN-UPS FRIENDS		
	Add File		
Brownie Meeting Ideas from Troop 1235	New Folder		
	Q Search		
Community Files	🚱 Settings		
Council Handouts			
6 Fall SU Events			
Outdoor Program Updates			

## Need Support?

If you have any questions, our team would love to help! Drop us a line at support@rallyhood.com