**Ocean Decade Network Group Signup Guidance Template**

*This template is for group admins to update the highlighted sections and share with prospective members of their groups on the Ocean Decade Network.*

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I am pleased to let you know that the group for the <insert group name and type> is now live on the Ocean Decade Network.

Please find a link to the group here <insert link>

This is a dedicated space where those involved with <insert group name> can <insert group purpose>.

To join the group, you will need a Network account. If you do not yet have one, go to [forum.oceandecade.org/signup](http://forum.oceandecade.org/signup) and fill out the signup form. When you are filling in the signup form, where it says ‘select which groups you want to join’, select <insert group name> from the dropdown. If you are part of an endorsed Decade Action, please make sure to click the box next to ‘Are you involved in one or more endorsed Ocean Decade Actions?’ and fill out the name and ID number of the Decade Action. This will accelerate the approval process if you request to join any Communities of Practice.

After you have filled out the form, look out for an activation link from oceandecadenetwork@unesco.org. Check your junk folder if you do not receive the activation link and contact oceandecadenetwork@unesco.orgif you are unable to find it (or for other concerns about signing up and logging in).

Once you have an account, click on ‘groups’ in the menu, and search for <insert group name>.

* (if your group is open) once you have found our group, simply click ‘join’
* (if your group is closed) once you have found the group, click ‘request to join’ and give a brief summary of why you want to join in the text box. The group admin will then receive a notification and can admit you to the group.
	+ (if your closed group is a Community of Practice) make sure to include ideally both the name and ID for the Decade Action you are involved with in the textbox, so that your group admin can easily check that you are associated with an endorsed Decade Action and admit you to the group.

Once you are part of the group, you can create events and opportunities, write posts on the global feed or in the forum, and stay up to date on your group’s activities.

For more information on how to use the Network, visit the [‘resources’ page](https://forum.oceandecade.org/media_center) in the Network menu. There you will find both PDF and video tutorials.

You can update your settings for the type and frequency of notifications for the group by clicking on your profile in the top right-hand corner of the window, selecting ‘my settings’, then ‘notifications’, then ‘groups’. We recommend that you do not disable notifications altogether, as it is important for your group admins to be able to contact you with important messages. Most members have chosen to receive weekly activity digests.