CREATING A COMMUNITY PAGE ON THE **STORYCORPS ARCHIVE**

ABOUT COMMUNITY PAGES

What is a community page?

Community pages are "landing pages" where members can post their own interviews. This creates a specific set of interviews that can be shared with one convenient link.

If a *public* interview is uploaded to a *public* community, the interview is visible both on the community page, and is visible on the StoryCorps Archive. The interview can be found by search or browse within the general archive, and is also included in the community page.

If a *private* interview is uploaded to a *private* community, the interview is visible only on the community page. (Learn more here about our privacy settings.)

Moderators can customize the page with an image, description, custom question lists, and links to a website or social media sites.

Why create a community page?

Organizations and individuals create community pages so that others can access a multitude of interviews, contributed by numerous participants, all in one location.

They might also wish to create private or safe spaces by moderating members or choosing which interviews get posted. Community pages allow moderators these controls.

Who creates and manages a community page?

Each community page has an owner. The original creator of the community page, the owner establishes community rules and may designate additional moderators to help manage the community page.
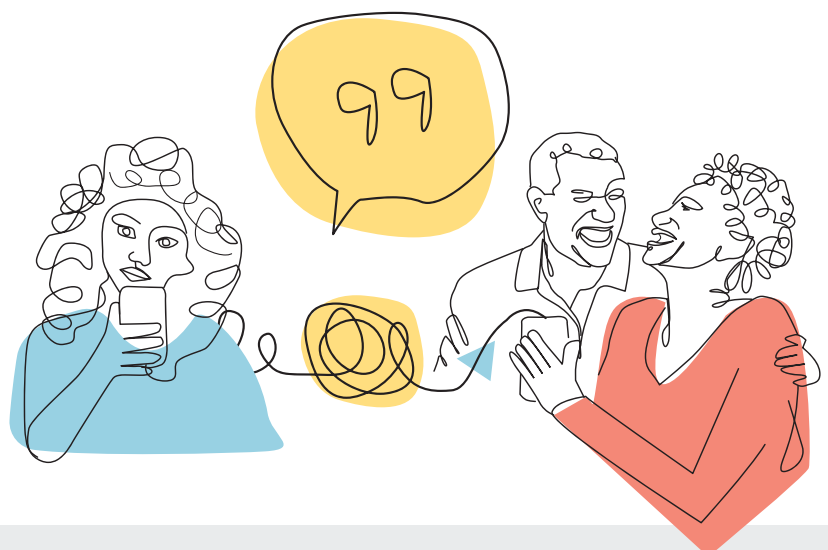
Who can add an interview to a community page?

Only the interview's "owner" can add an interview to a community page. A community moderator cannot add other people's interviews to their community page.

A community moderator could instruct and encourage participants to add their own interviews; they may also use our "invite" functionality to invite specific interviews to join their community.
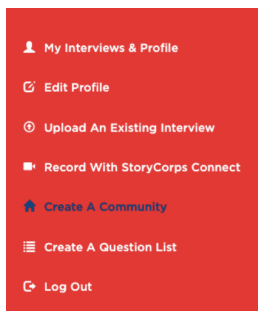
Where can I find StoryCorps' community pages?

Navigate to archive.storycorps.org. Choose "Communities" in the top navigation bar. From there, you can search a specific name in the search bar, or browse by community type.

STEP ONE: HOW TO CREATE A COMMUNITY PAGE...

The person who creates the community page becomes its owner. Follow these steps to create your community page:

1. Navigate to archive.storycorps.org, then log in.

2. Click on your profile icon, located at the page's upper right-hand corner.

3. On the drop-down menu, select "Create a Community."

4. Fill out the short form to create your community:

- Community title
  – *Example:* The Corona Collective

- A 3-4 word tagline
  – *Example:* Audio-visual documentation of the coronavirus pandemic of 2020

- A photo or image

- A group category
  – *Options:* community organizations, companies and businesses, families, neighborhoods, religious or spiritual groups, schools and classrooms, towns and cities

- A link to your Facebook, Instagram, Twitter, and/or organization web page
  – *Example:* https://www.thecoronacollective.com

- Select whether you'd like to **moderate community members**.
  – If you choose unmoderated, anyone can join your community — without prior approval.
  – If you choose moderated, archive members will request to join the group; your or a moderator must approve their request.

- Select whether you'd like to **moderate interviews**.
  – If you choose unmoderated, new interviews submitted by members are automatically added to the community.
  – If you choose moderated, archive members will request to add the interview; you or a moderator must approve their request.

GUIDANCE ON MODERATION:
If your organization hopes to be inclusive, allowing many members and interviews, we recommend you not moderate members or interviews.

- Community moderators are notified automatically if anyone joins or adds an interview to the community page.

If your organization hopes to be exclusive, to create a private or safe space, we recommend you moderate members and/or interviews.

- Community moderators are notified automatically of prospective members' requests to join the community.

- Moderators will find notification of awaiting interviews when they're logged in and visit the page.

- The moderator will need to approve their own interviews, as well.

- To accept or deny a request, click the gear icon ⚙ next to the member's name or interview.

To save time, we recommend you choose to moderate either members or interviews — not both.
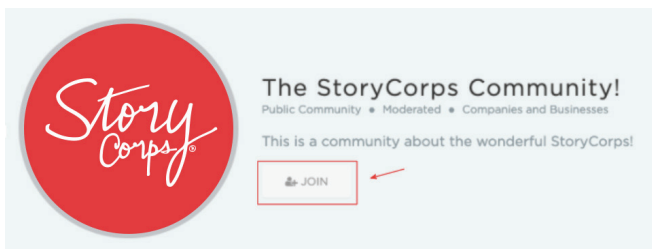
You can change your moderation choice at any time.

- Once all required fields are submitted, click "Create Community." Your community page will be ready within seconds.

[Create Community]

STEP TWO: POPULATE YOUR COMMUNITY PAGE ....

1. Remember, *only* an interview's "owner" or participant can add an interview to a community page. A community moderator **cannot** add other people's interviews to their community page.

   • Share the guide "Adding Your Interview to a StoryCorps Community Page" to encourage participants to add their interview to your community page.

2. To add an interview to a community page, participants must first join your community.

   • Invite people to join your community page:
     – Share its URL via email.
     – Use the "Invite to Community" button on the interview record page.

   • Prospective members may also locate your community page by browse, search, or URL.

   • They'll click "Join" to request membership in your community.

3. For unmoderated pages, prospective members will receive this notification:

You have joined this community. Click here to refresh the page.

4. For moderated pages, prospective members will receive this notification:

Your request has been sent to the community moderators. Please wait for the owner or a moderator to accept your pending request. Click here to refresh the page.

5. Once admitted to the community, the member may add their interview to your community. To do this, they'll access their interview record page, then add it to your community:

   • Navigate to archive.storycorps.org.

   • Log in.

   • Click their account profile avatar, located at the page's upper right hand corner.

   • In the dropdown box, select "My Interviews & Profile."

   • Select the interview.

   • Click "Edit Interview."

   • At the bottom of the "edit interview" page, find the option to "Add Your Interview to a Community."

   • Select the correct community, then click "Update".
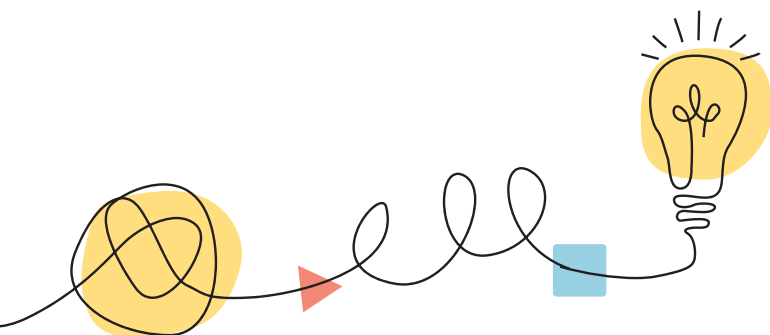
Quick notes:

   • Interviews set to "Public" can only be added to public communities.

   • Interviews set to "Private" can only be added to private communities.

   • If you don't see your expected community in the list of options, try changing your privacy setting.

ADD YOUR INTERVIEW TO A COMMUNITY

Optional. Select from the list below to add this interview to one of your communities. Please note that the list below reflects the visibility of the interview. For example, if your interview is public, only public communities will be listed here. Similarly, if your interview is private, only private communities will be listed here.
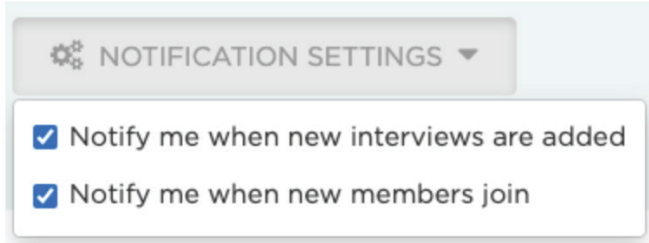
☑ The StoryCorps Community! • 4 Members

Update

STEP THREE: SHARE YOUR COMMUNITY PAGE ....

Once your Community Page has been populated, share your community via URL or social media.

FAQs

Q Can participants change their notification settings?

A Yes, participants can change their notification settings directly at the top of the community page:

Q Can I remove members or interviews from the community?

A Yes! Whether you have moderation turned on or off, your community's owner and moderators can remove any interview or member from the community. You can even block members if needed.

Q How many moderators can I have?

A A community can have up to 10 moderators.

Q Where can I get more help?

A For questions and further resources, visit support. storycorps.org or email hello@storycorps.org.

Adding Your Interview to a Community Page

How can I add my own interview to someone else's community page?
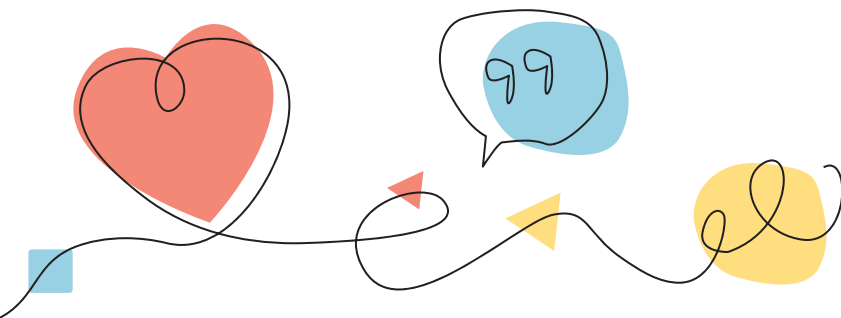
First, join the community:

- Navigate to archive.storycorps.org.
- Log in.
- Choose "Communities" in the top navigation bar.
- Search or browse for your community.
- Click into the community page, then click "Join."
- You'll be notified when you're admitted to the community.

Once admitted to the community, access your interview record and add it to the community:

- Navigate to archive.storycorps.org.
- Log in.
- Click your account profile avatar, located at the page's upper right hand corner.
- In the dropdown box, select "My Interviews & Profile."
- Press "Edit Interview."
- At the very bottom of the "edit interview" page you'll find the option to add your interview to a community. Select your chosen community, then press "Update."

Notes:

- Interviews set to "Public" can only be added to public communities.
- Interviews set to "Private" can only be added to private communities.
- If you don't see your expected community in the list of options, try changing your privacy setting.

For questions and further resources, visit **support.storycorps.org** or email **hello@storycorps.org**.