

How to onboard your team



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Our first project: Introductions

Step 1: Create an “Introductions” parent page

1. Click on the  button next to the collective name in the sidebar on the left hand side of Collectives.
2. A new page is created. We can use this page as a parent page for our introductions! Let's fill it with some nice introductory words for visitors and give it the title `Introductions`.

Step 2: Create an “Introduction”-template together

1. It can be nice and more accessible, when all introductions follow the same format! Everyone should add a picture, a brief description and answer what they like about collective organizing. Collectives makes this very easy. We quickly create a template with exactly this content, so that everyone who onboards can answer easily.
2. Click the ... button next to your collective. Choose "Manage templates", then "Add a template". Collectives now adds a page for you to fill, which later can be easily and accessibly copied for everyone who wants to create an introduction.
3. Give your template the title `Introduction`. Now add your fields as simple text to your document - don't forget to decide on them collectively! By pressing on the Tt button in the

formatting toolbar, you can format your new text as headings!

4. When you're finished, just press the **Close** button - your template will be automatically saved and you should be back in your template manager.
5. Let's add a fun emoji for our new template last. Click the ... button next to your new template and click choose emoji.... Afterwards you can close the template manager.

Step 3: Everyone creates their own! 📄

1. This is where the magic happens 📄! Everyone on their own computers now! Click the 📄 button next to your "Introductions" page that we created in step one. Select the "Introductions" template. Title the page with your name or nick and fill out the fields your decided on!
2. Wow! We just quickly created a cohesive and unifying "Introductions" page in our collective. Becoming part of your collective will be much less scary now for new members! Congratulations! 📄

📄 #1

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