

# GFE Connects

Quick Tutorial



grantmakers<sup>for</sup> education

# From any page on [edfunders.org](http://edfunders.org)

Hover over "Our Community" and select "GFE Connects." This takes you to the log in page. If you have trouble logging in, contact [gfeconnects@edfunders.org](mailto:gfeconnects@edfunders.org).

The screenshot displays the website's navigation bar with links for "About GFE", "Contact Us", "Jobs", "Press Room", and "Programs". A "LOG IN:" field with a "GO" button is also present. The main header features the "grantmakers for education gfe" logo and a search bar. A dropdown menu is open under "OUR COMMUNITY", with a red arrow pointing to the "GFE CONNECTS" option. The menu items include "MEMBER ORGANIZATIONS", "ABOUT GFE", and "GFE CONNECTS". A tooltip for "GFE CONNECTS" states: "GFE Connects is an online network for GFE members." Below the menu, the "Our Community" section is visible, along with a "GFE Point of View" box containing the link "The Common Core is here. Are we ready?". A "Tweets by @Edfunders" section is also shown, featuring a tweet from Grantmakers for Ed. (@Edfunders) about career and tech ed.



# Set up your profile

Add or update your profile information by selecting the “Profile” tab. To change your picture, hover over the picture and choose “Update” or “Delete.” To change contact information, use the edit icon (pencil).

The screenshot shows the GFE Connects profile page for Rebecca Smith. The navigation bar includes Home, My Conversations, Groups, Find Organizations, Find People, Profile (highlighted with a red arrow), and Getting Started. The profile section shows a photo of Rebecca Smith, a 'Leader' badge with 134 points, and contact information: Communications Manager, rsmith@edfund.org, (971) 200-4951 (Work), 851 SW 6th Ave, Suite 350, Portland, OR 97204. A red arrow points to the pencil icon next to the contact information. Below the profile, there is a post from the 'GFE Connects Open Forum' about a webinar on 'Excelencia in Education' and a link to 'Latino Males in Higher Education: Action for Progress'.

# Change your email notifications

and other settings. From the “Profile” tab, click the small arrow on the far right and choose “My Settings.”

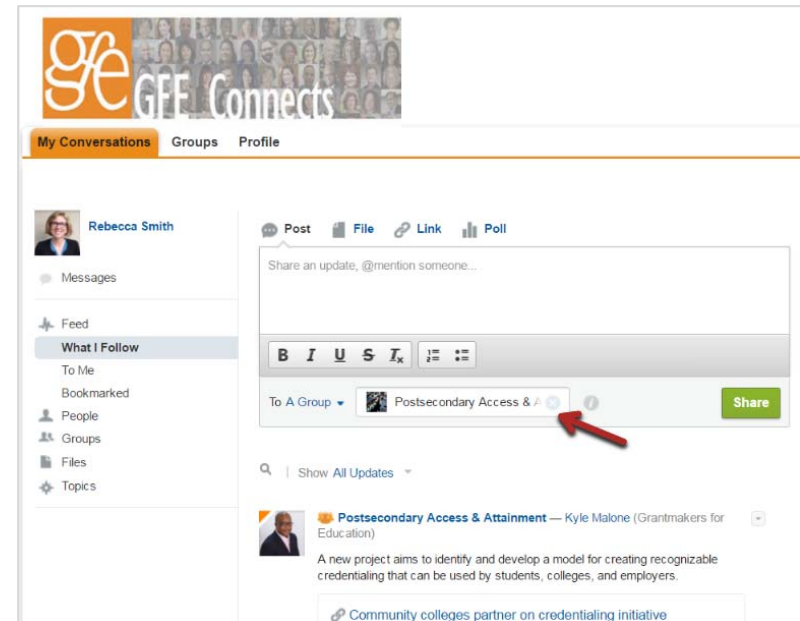
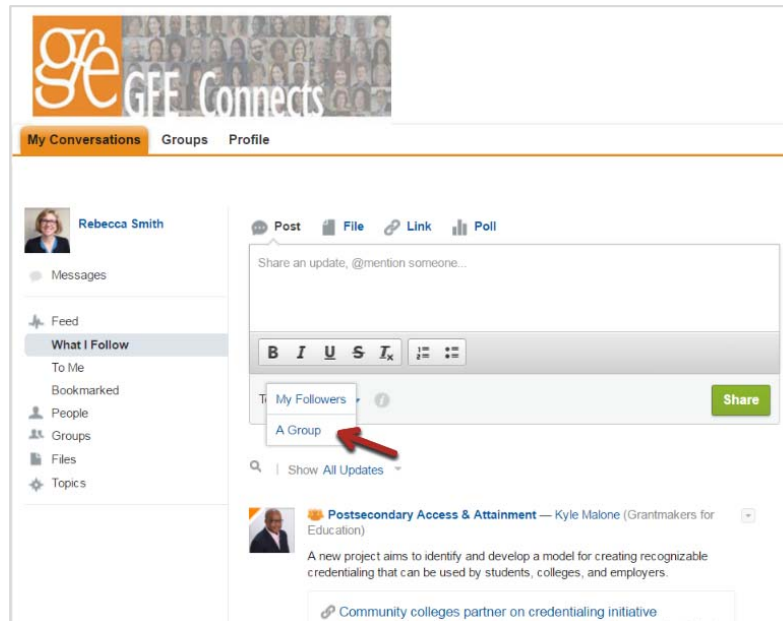
The screenshot shows the GFE Connects profile page for Rebecca Smith. The navigation bar is the same as in the previous screenshot. A dropdown menu is open on the right side of the profile, showing options: My Settings, Edit Profile, and Help for this Page. A red arrow points to the 'My Settings' option. The profile section and post content are the same as in the previous screenshot.



# Post to a group

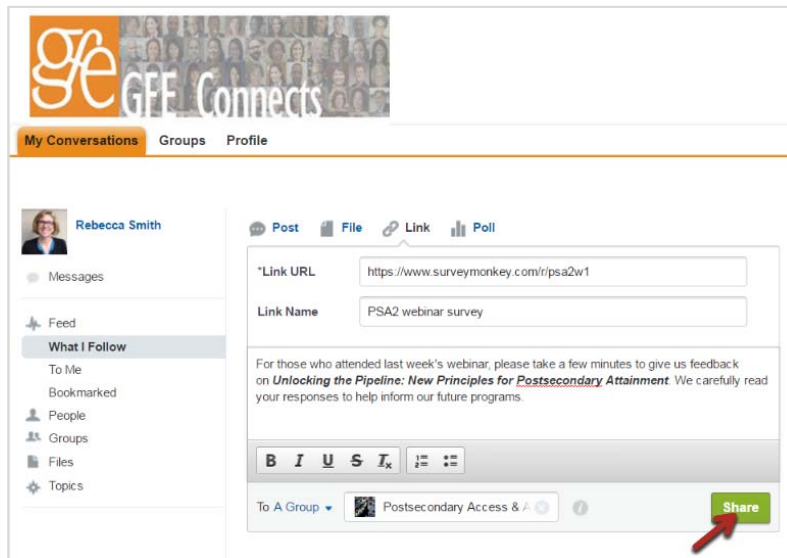
From the “My Conversations” or “Home” tab, click in the post box to share a post, file, link or poll. Select “A Group” at the bottom of the post box.

Start typing the name of a group or choose from the list. You can share to a specific group (visible only to group members) or the GFE Connects Open Forum (visible to all GFE Connects members).

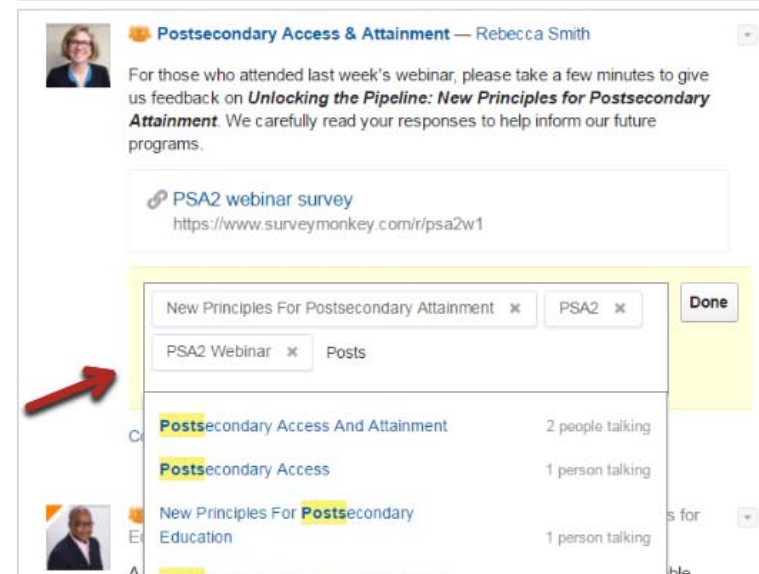
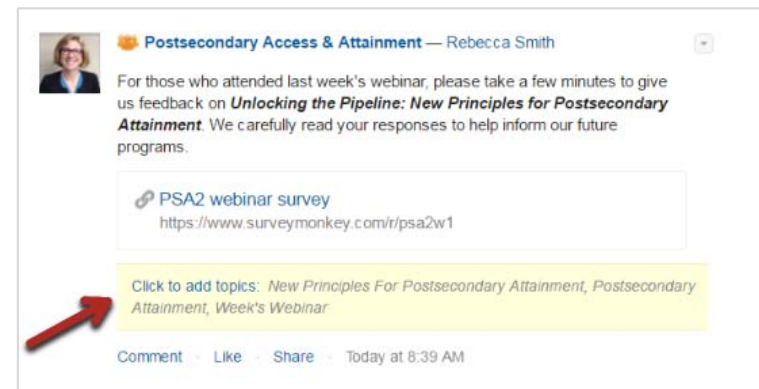


# Post to a group

Enter your link, file, etc. and click share.

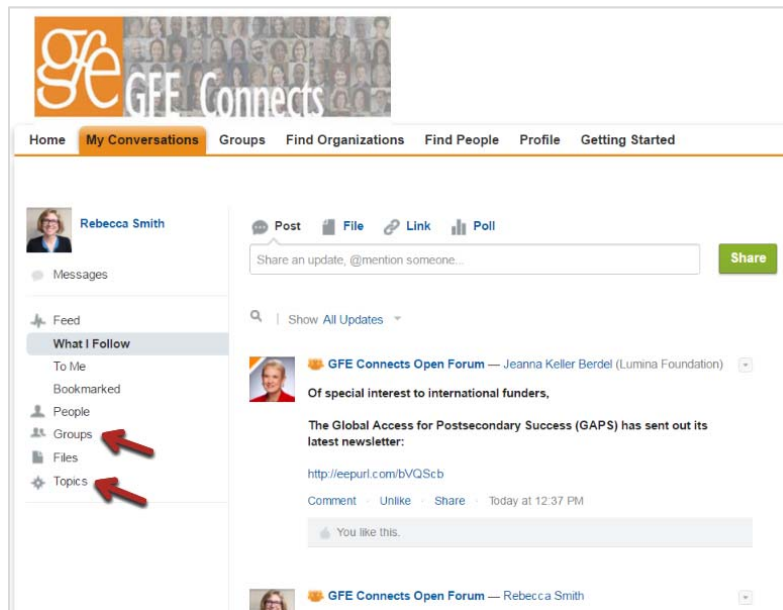


**IMPORTANT:** After clicking “Share,” choose topic tags. This way, you and others will later be able to find all the materials and conversations related to a topic.



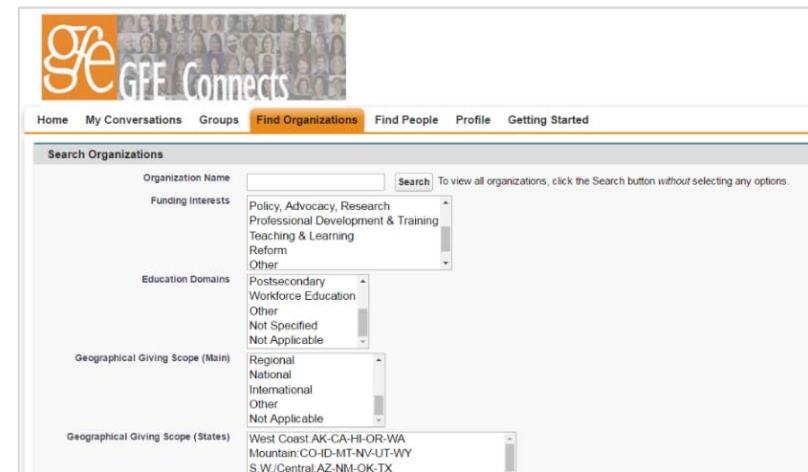
# Find groups and topics

From the “Groups” or “My Conversations” tabs, you can search for groups or topics.



# Find like-minded organizations

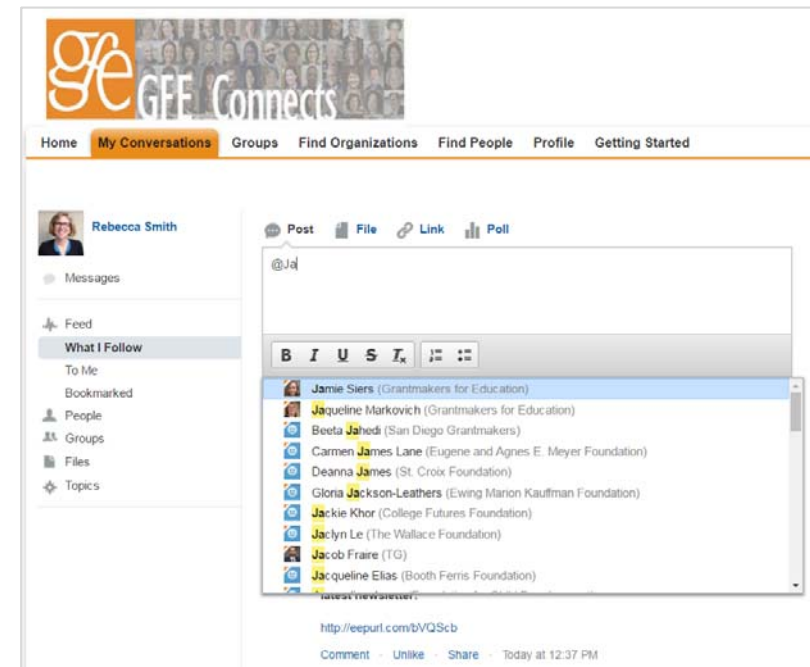
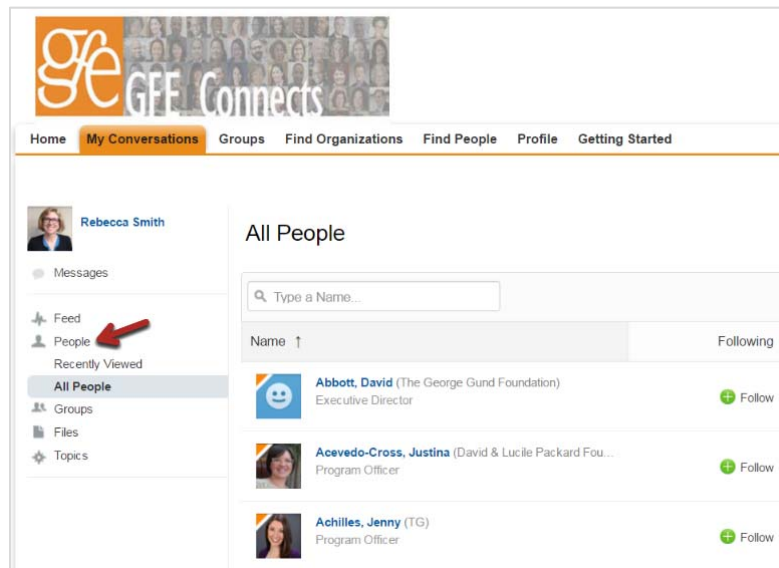
Under the “Find Organizations” tab, you can search for other organizations based on size, scope, funding interest, and more.



# Find and connect with people

From the “My Conversations” tab, click on “People.” Search for someone by name or scroll through the list. You can also search for people and organizations by using the tabs at the top.

Tag someone in a post or comment by starting with “@” and the first few letters of the name.



# Questions?

Explore the “Getting Started” tab on GFE Connects or contact [GFEConnects@edfunders.org](mailto:GFEConnects@edfunders.org)

