



# Data for Nutrition

# How to Navigate the Community of Practice & Customize Your Settings

## Groups

Data for Nutrition (DfN) is organized into Groups. Each Group has a unique focus and volunteer Moderators.

<b>DfN Notice Board</b>	Central hub for community announcements	<b>Webinars</b>	Quarterly presentations where members can present their efforts in more depth
<b>Moderated Topics</b>	1-3 week moderated discussions about a key nutrition data topic	<b>Introductions</b>	Introduce yourself to the community and connect with others
<b>Open Forum</b>	Highlight your work, ask questions, and share resources	<b>Jobs &amp; Opportunities</b>	Advertise training, job, and consultancy opportunities

## How Can I Interact with Groups?

	Create Posts	Create Polls	Comment on Posts & Polls	Add files to Posts
DfN Notice Board	No	No	Yes	No
Moderated Topics	No	No	Yes	No
Open Forum	Yes	Yes	Yes	Yes
Webinar	No	No	Yes	No
Introductions	Yes	No	Yes	No
Jobs & Opportunities	Yes	No	Yes	Yes

## Navigating Groups

### Feed

**Use the left-hand tool bar to navigate between Groups and private Conversations.**

**View moderator selected Highlights from the Group or scroll-down to view all the posts on a Group's Feed.**

**Posts are ordered based on recent activity.**

**If you find a post's content valuable and would like to receive notifications when other members comment, select the Clapping Hands icon to Appreciate the post.**

**Find information about the Group—including a description of the Group, answers to how you can interact with Group content, and list of Moderators—in the post pinned at the top of the Feed.**

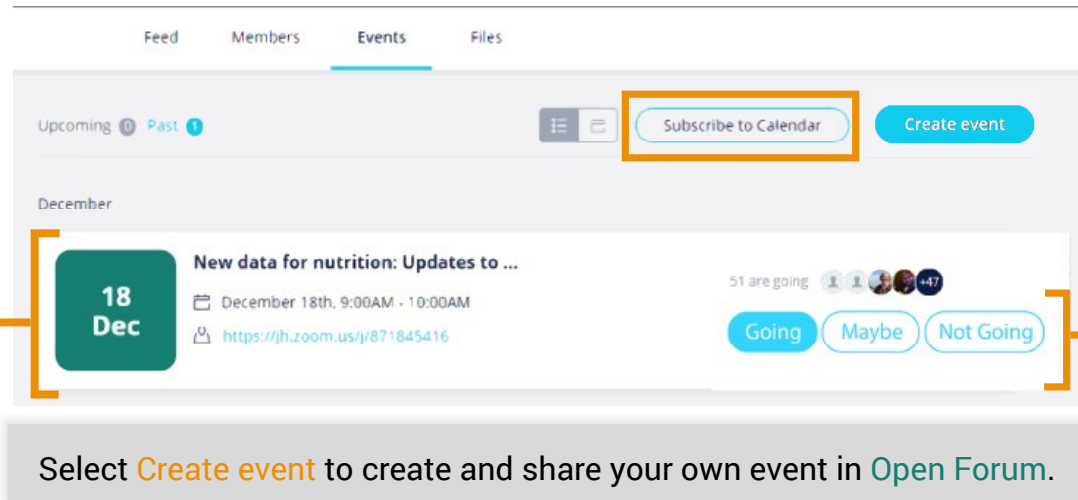
Need more help? Contact Riley Auer (Sauer1@jhu.edu) or visit <https://datafornutrition.org/help/>

# Navigating Groups

## Events

Each event has its own discussion forum that looks similar to the Group's **Feed**. You can access this content by clicking on the event and scrolling to view the latest posts.

Use the link provided in the event description to join webinars and remote events.



Select **Subscribe to Calendar** to export the Group calendar to an external calendar such as Outlook, Mac, GCal, and Yahoo.

RSVP by selecting **Going, Maybe, or Not Going**.

Select **Create event** to create and share your own event in **Open Forum**.

## Files

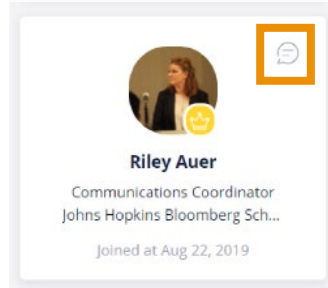
In **Webinars** and **Moderated Topics**, you can find an archive of event materials organized by event title.

In **DfN Notice Board**, we are curating a library of relevant resources such as survey questionnaires, technical guidance, training materials, data visualization tools and more. Resources are organized into topical folders, such as Global Guidance and Survey Questionnaires.

Complete this form (<https://forms.gle/RzTLr5Tsa75yBifD6>) to share a resource with the **DfN Notice Board** Files.

## Members

Each Group has volunteer moderators. Easily identify moderators by the crown icon on their profile picture.

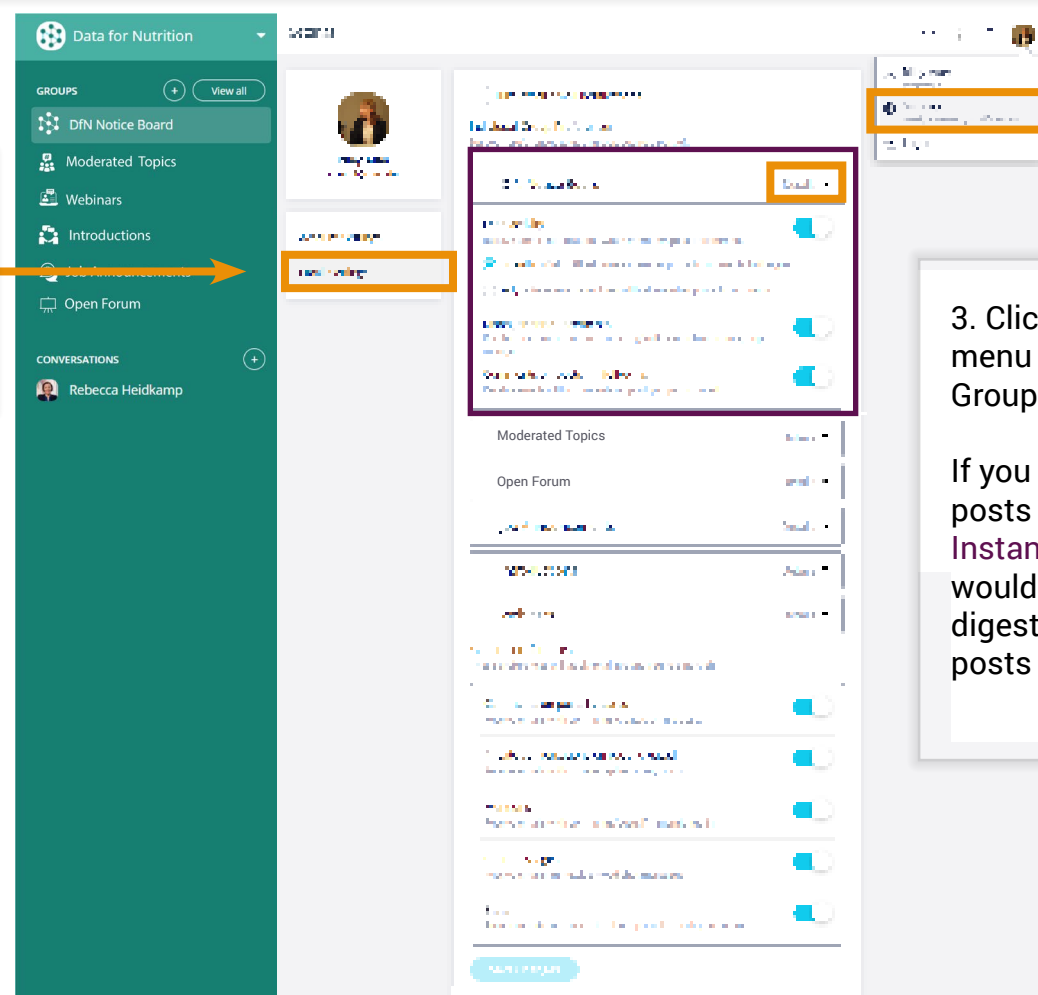


Start a private **Conversation** by selecting the chat icon at the top right of member profiles.

# Customize Notification Settings

You can customize your email and mobile notifications by visiting your settings.

2. Select **Email Settings** to view menus for customizing your **Individual Group Preferences** and **General Preferences**.



1. Click on your account icon and select **Settings** from the dropdown menu.

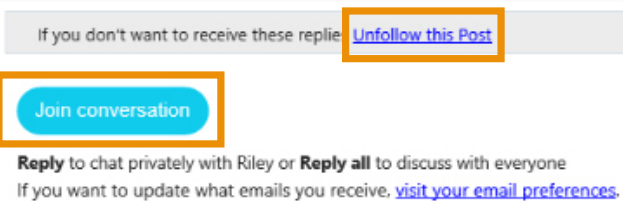
3. Click on the **Details** dropdown menu to customize Individual Group Preferences.

If you would like to reply to posts by email, be sure to select **Instantly**. Select **Daily** if you would like to receive a daily digest with links to comment on posts within Mobilize.

# Reply to Posts and Comments by Email

If you have chosen to receive **Daily Digests** from a Group, you can select the **Join Conversation** button to go directly to the Group's Feed.

If you have **Appreciated** a post, you can choose to stop receiving notifications about the post by selecting **Unfollow this Post**.

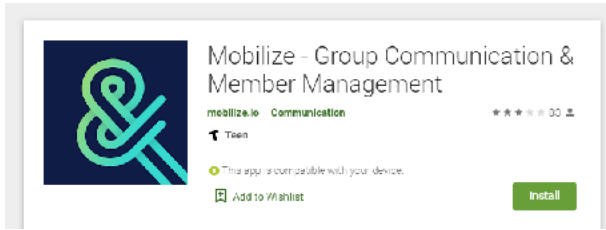


Respond to **Instant** notifications via email using "reply" or "reply all". **Reply** will send your message privately to the post's author. **Reply all** will share your message as a comment to the post on the platform.

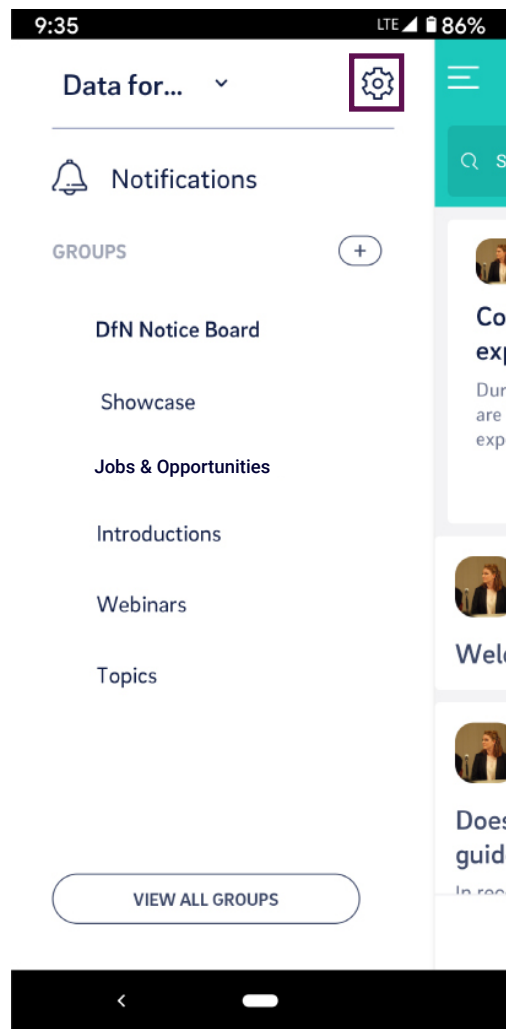
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# Navigating Groups on the Mobile App

Download the Mobilize Mobile App for Android [here](#) or iOS [here](#).

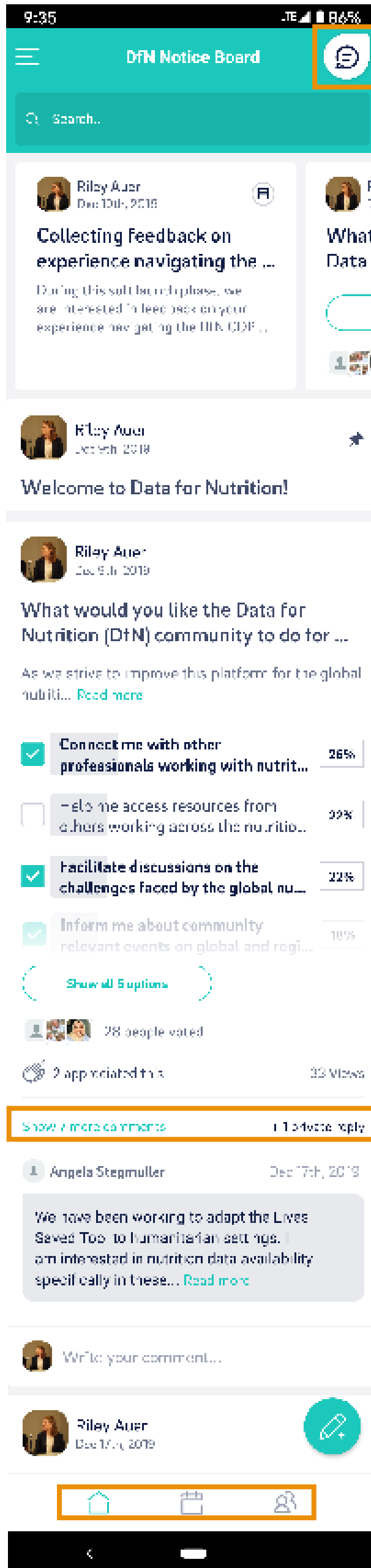
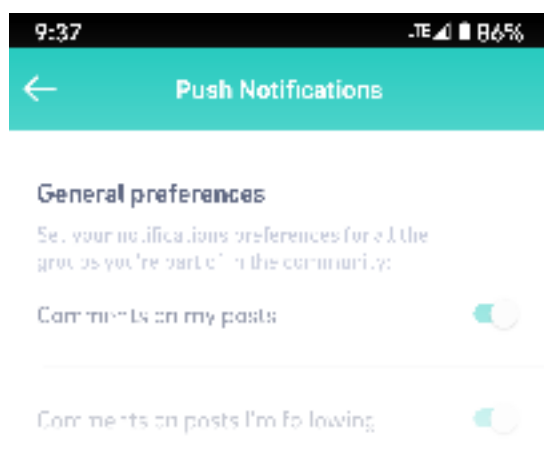


Open the left-hand tool bar using the stacked lines icon to view your **Groups** and **Settings**.



Use the gear icon to open your **Account Settings** and select **Notification Settings**.

Use **General** and **Individual Group Settings** to customize your notifications just as you would in the desktop version.



Select the chat icon to view your private **Conversations**.

Swipe left to view moderator selected **Highlights** from the Group or scroll down to view all the posts on the Group's **Feed**.

Posts are ordered based on recent activity.

Find information about the **Group**—including a description of the Group, answers to how you can interact with Group content, and a list of Moderators—in the post pinned at the top of the **Feed**.

If you have chosen to receive notifications **Instantly**, you can use your email's **Reply All** to create a **comment**, or **Reply** to start a **private conversation** with the Post's author.

Use the **Feed**, **Members**, and **Events** tabs to navigate within a Group.

The **Files** tab is not available on the Mobile App.

## Mobilize Help Articles

You can find help articles like these from mobilize by visiting [help.mobilize.io](https://help.mobilize.io) :

[A Member's Guide to Mobilize](#)

[How to Personalize My Email Notifications?](#)

[Adding your group calendar to an external calendar](#)

[Filing out your profile](#)

[How can I update/manage my mobile notifications?](#)

[Adding files and folders to your posts](#)

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