

# Global Policy Network: Digital Platform SparkBlue

September 2020



Some tips to get up and running

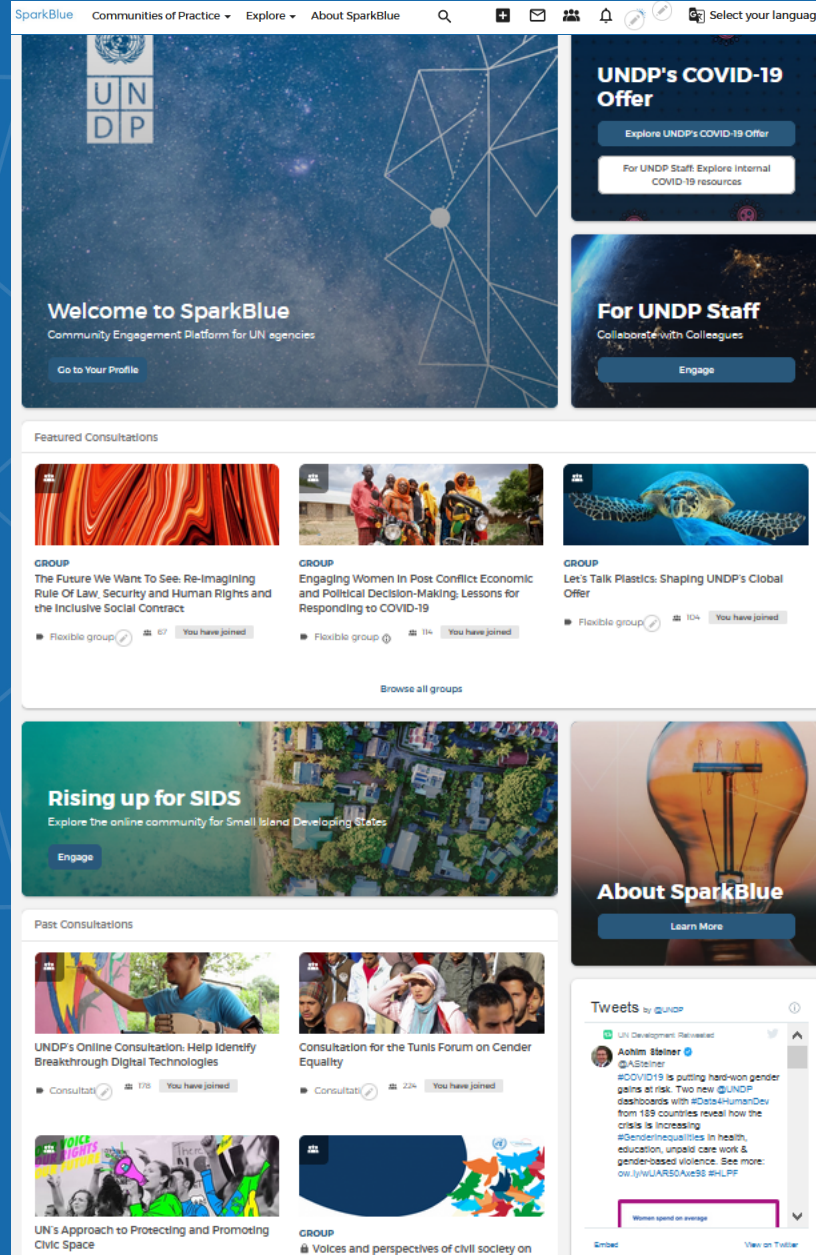
Takes you back to  
the homepage

# Navigating the Homepage (1):

Active Engagements  
(Internal/External) with  
top level group details  
including membership  
numbers

Highlighted content

Past engagements



The screenshot shows the SparkBlue homepage with the following sections and navigation arrows:

- Top Navigation:** SparkBlue, Communities of Practice, Explore, About SparkBlue, Search, and a language selector.
- Hero Section:** A large banner with the UNDP logo and the text "Welcome to SparkBlue" and "Community Engagement Platform for UN agencies". A red arrow points from the "Takes you back to the homepage" text to the top navigation bar.
- Right Sidebar:**
  - UNDP's COVID-19 Offer:** A section with a button "Explore UNDP's COVID-19 Offer". A red arrow points from the "UNDP Internal COVID Dashboard" text to this section.
  - For UNDP Staff:** A section with the text "Collaborate with Colleagues" and a button "Engage". A red arrow points from the "Click to Engage in the internal Communities of Practice" text to this section.
- Featured Consultations:** A section with three featured consultations, each with a group name, description, and membership status. A red arrow points from the "Active Engagements (Internal/External) with top level group details including membership numbers" text to this section.
- Highlighted Content:** A section with a large image and the text "Rising up for SIDS" and "Explore the online community for Small Island Developing States". A red arrow points from the "Highlighted content" text to this section.
- About SparkBlue:** A section with a lightbulb image and the text "About SparkBlue" and a button "Learn More". A red arrow points from the "Learn more about SparkBlue" text to this section.
- Past Consultations:** A section with two past consultations, each with a group name, description, and membership status. A red arrow points from the "Past engagements" text to this section.
- Tweets by @UNDP:** A section showing tweets from the UNDP Twitter account. A red arrow points from the "UNDP Twitter account content" text to this section.

UNDP Internal  
COVID Dashboard

Click to Engage in  
the internal  
Communities of  
Practice

Learn more about  
SparkBlue

UNDP Twitter  
account content



# Navigating the Homepage (2):

Navigation labels and arrows pointing to the homepage interface:

- Navigate to CoPs
- Browse all events, resources, and groups
- Search
- Your message inbox
- Your Groups
- Your Notifications
- Your Profile Menu
- Click for 100+ language options

The screenshot shows the SparkBlue homepage with the following elements:

- Header:** SparkBlue logo, navigation links (Communities of Practice, Explore, About SparkBlue), a search icon, and user icons (plus, mail, groups, notifications with a red badge showing '25', and a profile icon).
- Main Content Area:**
  - Welcome to SparkBlue:** Community Engagement Platform for UN agencies. Includes a 'Go to Your Profile' button.
  - UNDP's COVID-19 Offer:** Includes buttons for 'Explore UNDP's COVID-19 Offer' and 'For UNDP Staff: Explore internal COVID-19 resources'.
  - For UNDP Staff:** Collaborate with Colleagues. Includes an 'Engage' button.
- Footer:** Select your language dropdown.



# Get to know your profile:

*Setting up your profile is the first step to participating in the platform. This will add a personal element to the groups and events that you participate in and facilitate your communication with other community members.*

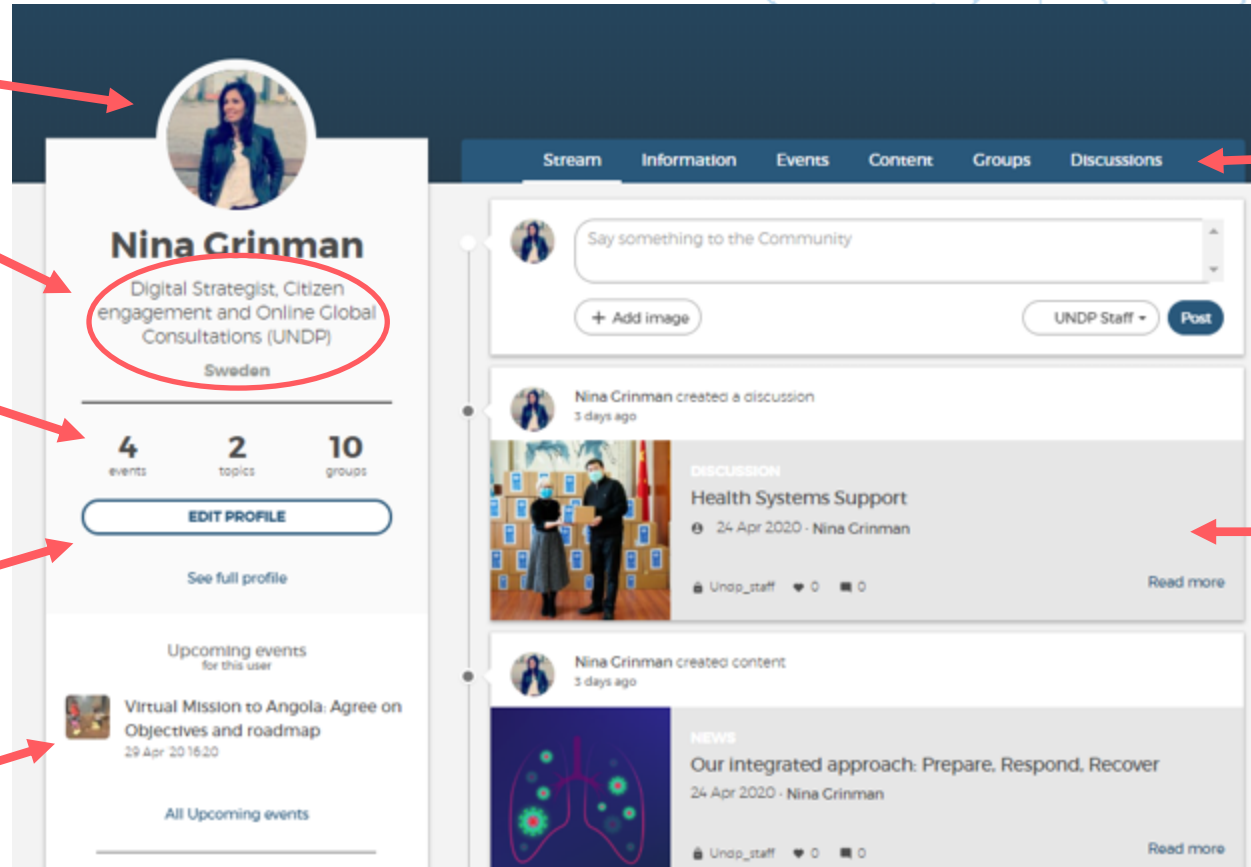
Upload your photo in the profile menu

Your Delve information should be reflected here

Number of events, content and groups you are a part of

Edit your profile information and see full profile

Upcoming events, most recent content and group you are a part of



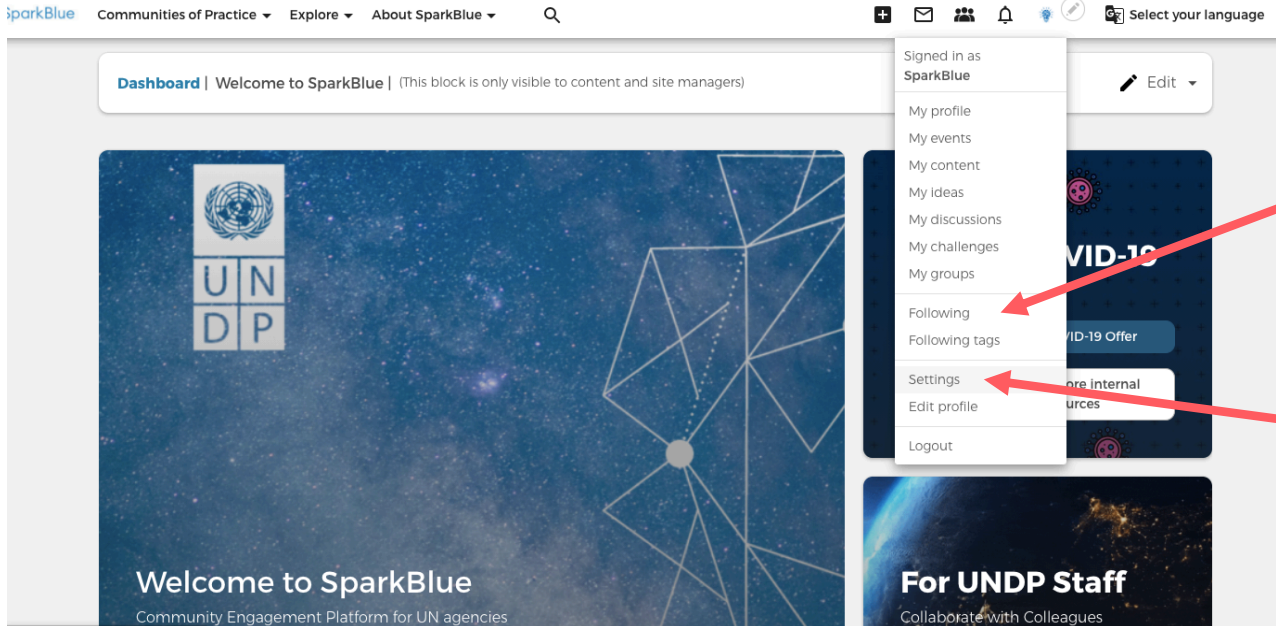
## Profile menu bar:

Browse your most recent activity (stream), profile information, and your events, content, groups and discussions

Your "Stream" shows the most recent posts from content you are a part of

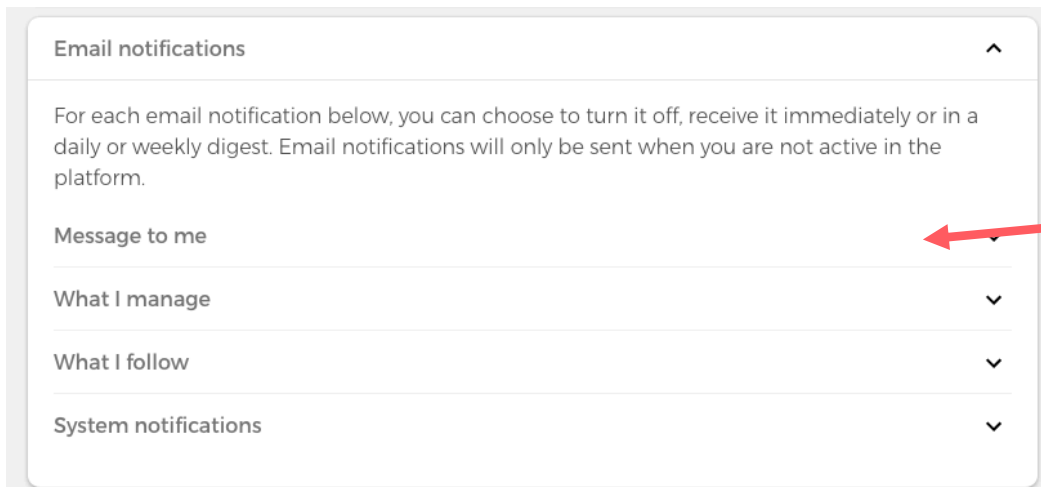


# Be sure to set your desired profile settings and manage tags you follow!



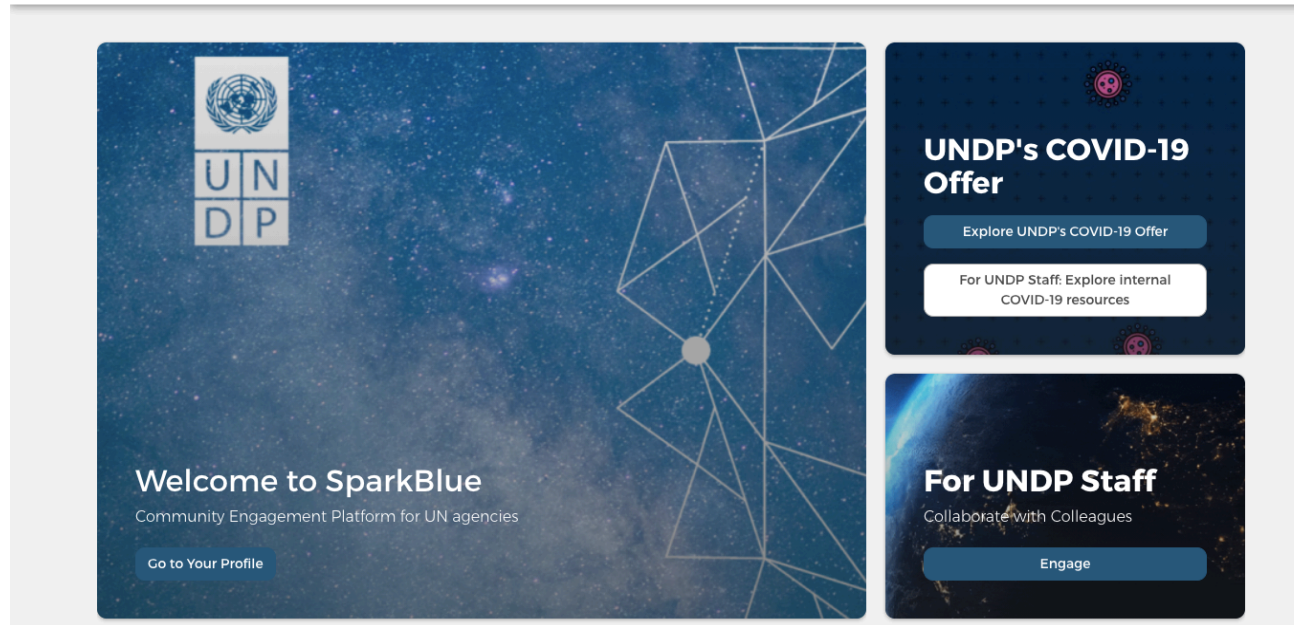
Manage tags and content you follow in "following" and "following tags"

Manage your profile settings in "settings"



Set your desired email notifications to receive them immediately, daily, weekly, or never

**\*\*\*Note:** By default your email does not display to all users, you can select to show your email or not in your profile settings.



SparkBlue has a translation feature to more than 100 languages. Click on **Select your Language** option available on the upper right corner of the page and select your preferred language.

You can select your time zone from your profile settings to view all events in your desired **locale/time zone**

