

Intro to Rallyhood: The Basics

A quick and simple way to get your Rally going!

1. How to Create An Account



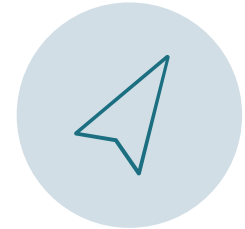
ACCEPT YOUR INVITATION

Locate Rally invitation in your email inbox and click "Join this Rally."



JOIN THIS RALLY

Fill out your basic information and click "Join this Rally."



TAKE A TOUR

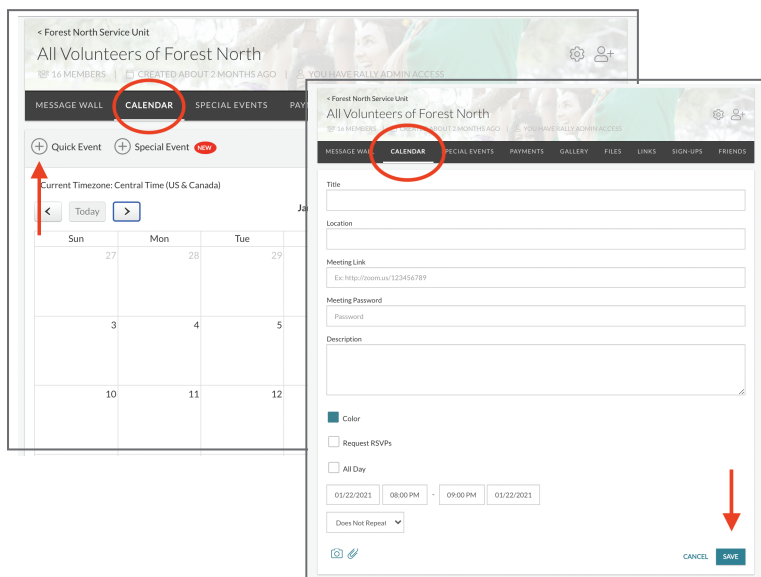
And you're in! Browse the Rally and start sharing with the group.

2. Add Events to the Calendar

Add events to a shared calendar to keep everyone on the same page with troop meetings, outings and more.

CREATING AN EVENT

1. Click on "+ Create Event" under the Calendar tab.
2. Fill in the basic information of the event.
3. Click "Save" to add the event to your Rally.



OTHER FEATURES

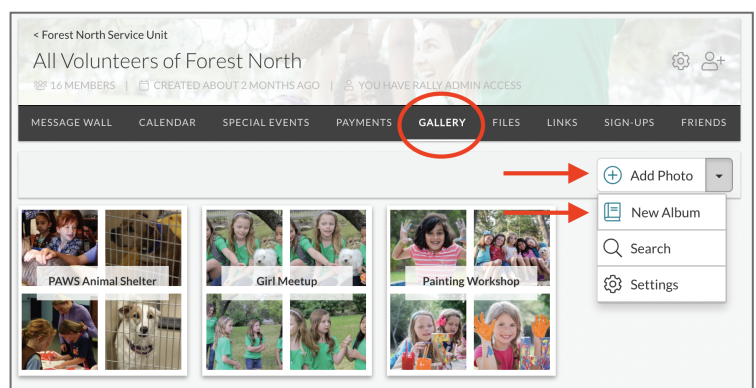
RSVP, sync with personal calendar, attach files to events, enable automatic reminders.

3. Upload Photos to the Gallery

Upload photos from past troop events. Upload, download, and comment on photos in the shared Gallery.

UPLOADING PHOTOS

1. Under the Gallery tab, either add a single photo by clicking "Add Photo" or create a "New Album" to add multiple photos to a single album.
2. If you made an album, give your album a name and click "Save."
3. In your album, click "Add Photo" and select photos from your computer and click "Open."



CENTRALIZE TROOP PHOTOS

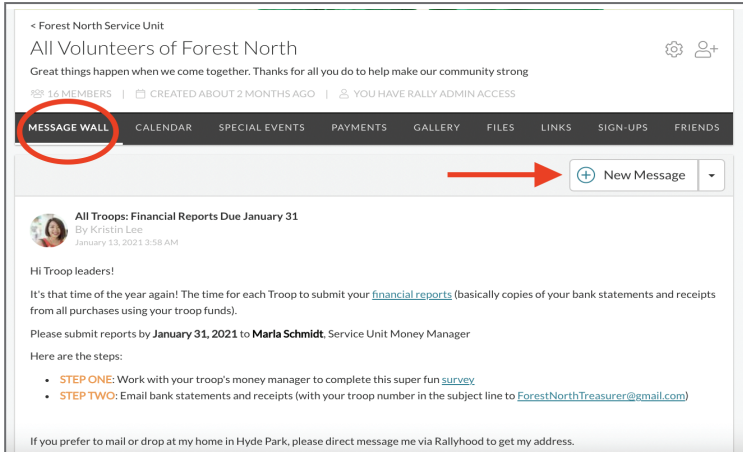
Let Rallyhood be THE place for all your group's photos. Download favorite past photos to customized albums and enjoy past experiences.

4. Post a message on the Message Wall

Rather than communicating with long email chains, let the message wall become the place where everyone communicates by posting messages and leaving comments.

HOW TO POST A NEW MESSAGE

1. Click “New Message” on the Message Wall page.
2. Type in your subject title and message content.
3. Click “Post” to add your message.



MESSAGE WALL IS GREAT FOR

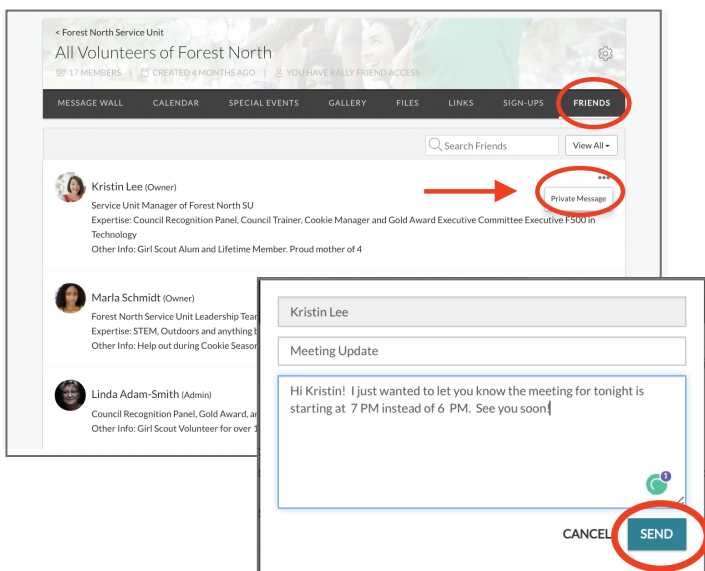
Creating discussions with group members, posting reminders, sharing documents or photos and sharing event information.

5. Send a Private Message

Rather than communicating on the Message Wall, communicate with other individuals directly through the Private Message Feature,

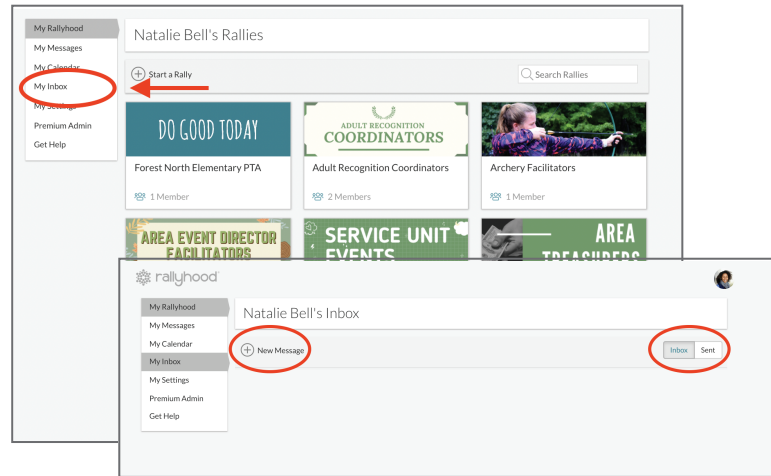
HOW TO SEND A PRIVATE MESSAGE

1. Go to the Friends Page on your Rally.
2. Click the 3 ellipses to the right of the Friend you want to Private Message.
3. Click on “Private Message” and a pop-up box will appear.
4. Type your Message and click “Send.”



ACCESS YOUR PRIVATE MESSAGES.

1. From your Dashboard, click on the “My Inbox” button from the navigation menu on the left side of the screen.
2. From here, you can manage your Inbox, send Messages, and review your Sent Messages.

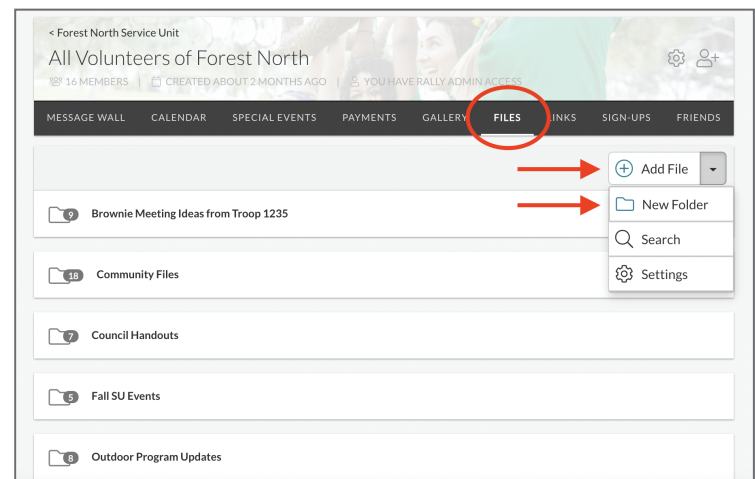


6. Upload documents to Files

End your search for email attachments. Anyone in your Rally can upload and download shared files.

HOW TO UPLOAD DOCUMENTS

1. Click “Add File” under the file tab in your Rally or select “New Folder” to create a folder to group multiple files together.
2. Select the files from your computer you want to upload.
3. Click “Open” to begin uploading.



Need Support?

If you have any questions, our team would love to help! Drop us a line at support@rallyhood.com