Members guide to the SMP website

Did you know we get around 100,000 visits to our website every year?

As a member of the SMP, you have your very own profile page on the website which details your contact information, pictures, videos and documents about your organisation.

But, there are even more benefits! You can also:

- Engage in discussions in our Online Forums – ask a question, answer a question, share a news article or share some good news your organisation has had! You can even sign-up for alerts and receive emails when another member posts in the forum.
- Complete your Partnership Principles self-assessment – this is completely private, only the SMP office and your organisation (when logged-in) will be able to view your PP selections.
- Let us know of any resources you’d like us to add to our Resource Page
- Let us know if you have some news you’d like us to add to the News Page
- Malawi Information – have we missed something? Let us know what would be useful to add.
- Add which Global Goals you are working towards to your profile.

We’re keen to help our members develop their partnerships and encourage networking with all 1,200+ SMP members! We’ve created some simple step-by-step instructions to show you how easy it is to get involved.

Something not working/need help?

We appreciate that with every website there are sometimes bugs to fix or links that don’t work. Please do let us know if you find something that needs to be changed by calling Douglas on 0131 529 3164 or emailing douglas@scotland-malawipartnership.org. Also, if you need help navigating the website please get in touch with the team and we’ll be happy to talk you through it.

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LogIn

All current members of the Scotland Malawi Partnership will be able to log-in to the SMP website.

Step 1: Visit our website:

www.scotland-malawipartnership.org

and click “Sign In” which is at the top of every page

Step 2: Follow the instructions on screen.

The email address will be the address you first used to set up your membership. If you’re not sure what this is just contact us at 0131 529 3164 / info@scotland-malawipartnership.org and we’ll let you know. We can also change this email address for you if needed.

If you’ve forgotten your password, follow the “forgotten your password?” instructions on screen and you’ll be sent a new one.

Update Your Profile

All members of the Scotland Malawi Partnership are able to update their own profile page (apart from Youth Members, as we cannot share information about those under the age of 18). Once you have completed the Log-In steps, you will be able to edit all aspects of your profile. To do this:

Step 1: Sign in and click on “Edit Profile” in the green box to the right of the page above “Location in Malawi”
Edit Your Profile

Step 2: CONTACT DETAILS

Please edit your contact details so they are correctly displayed on your profile page. You can see exactly which fields are public and which are private. For more info see our privacy policy.

Step 3: ABOUT YOUR MEMBERSHIP

Description

Top Tip:
Use 2-3 paragraphs to summarise your partnership. You can use multiple paragraph spacing to make your description clearer to read.

Global Goals

Top Tip:
Select the SDGs you are working towards and you’ll be able to see the other SMP Members who are also working towards those goals!

Your impact

Top Tip:
By filling in these boxes, infographics will automatically appear on your profile page, displaying this content in an engaging way. We will also collate all information from these sections for use in future national research about the scale of the bilateral relationship

(NB: no graphics will appear if these fields are left blank.)
Step 4: YOUR LOCATION / MEMBER BANNER (Miscellaneous) / OTHER INFORMATION

LOCATION

Top Tip:

Add your location to your profile and you’ll be able to see other SMP Members who work in the same location as you!

How the map appears on this page is how the map will appear on your profile. We recommend a full-country view (as shown). Use the + and – symbols to zoom in and out of the map. You can move the arrow to where you wish.

MISCELLANEOUS

You can add another picture to your profile page (similar to a ‘Facebook Header’ picture). This looks best if it is long and thin, ideally 1170 x 250 pixels

If you make any changes, always make sure you click “SAVE PROFILE” at the bottom of the page otherwise your edits will be lost.

Update Your Profile (continued…)

Once you’ve updated your profile, you can add photos, videos and documents to your profile page!

Adding photos: Click the ‘Upload Photos’ button and select the photo you want to upload. Press the red circle on the bottom-right of the photo to delete it if you’ve made a mistake.

Adding video links from YouTube: Copy and paste the link of your video from YouTube. Click here for more info about how to upload your video to YouTube

Adding documents: Click the ‘Upload Documents’ button and select the document you want to upload.
Use the Online Forums

Step 1: Sign in - you will not be able to post a comment in the online forums unless you are a member of the Scotland Malawi Partnership and have signed in to your online profile. If you are not a member, or are not signed in, you will only be able to view the posts, but not comment on them.

Step 2: Hover your mouse over “Our Members” on the navigation bar on the website and click on “Online Forums” which will appear in a drop-down menu.

All of the online forums are categorised under each Area of Partnership.

Step 3: Click on the Area of Partnership you are interested in posting a comment in or replying to. (example used is Faith-Based)

Step 4: You can then (1) click on a discussion to view and reply to it OR (2) start your own discussion by following the on-screen instructions. You can also (3) sign up to receive email alerts when another user posts a comment on that particular forum.
Take the Partnership Principles self-assessment

Sign in (you must be logged in to complete the principles).

Partnership Principles can be found on the Home Page and under “Who We Are” and “Get Involved” on the navigation bar. Similarly to the Online Forums, hover over these headings to view a drop-down menu and click on Partnership Principles.

The 11 Partnership Principles are paramount to our work as an organisation. To help our members develop and strengthen their partnerships, we’ve created a private area of the website where members can reflect on their partnership and understand areas they can focus on to enhance their links with Malawi. **Only the SMP office and each individual member (when logged in) will be able to see your selections.**

Clicking on each Principle will reveal an interactive information area, where you will be able to:

1. Download PDF’s to help support that Principle
2. Watch a short video clip by an SMP or MaSP member speaking about that Principle
3. Reflect on your own partnership by clicking on one of the three options: **Going well**, **Could do differently**, or **Priority area**.

You will be able to change your options as you develop each Principle. Don’t be afraid of choosing Priority area for some of your Principles - a good mix of green, orange and red is completely healthy!