



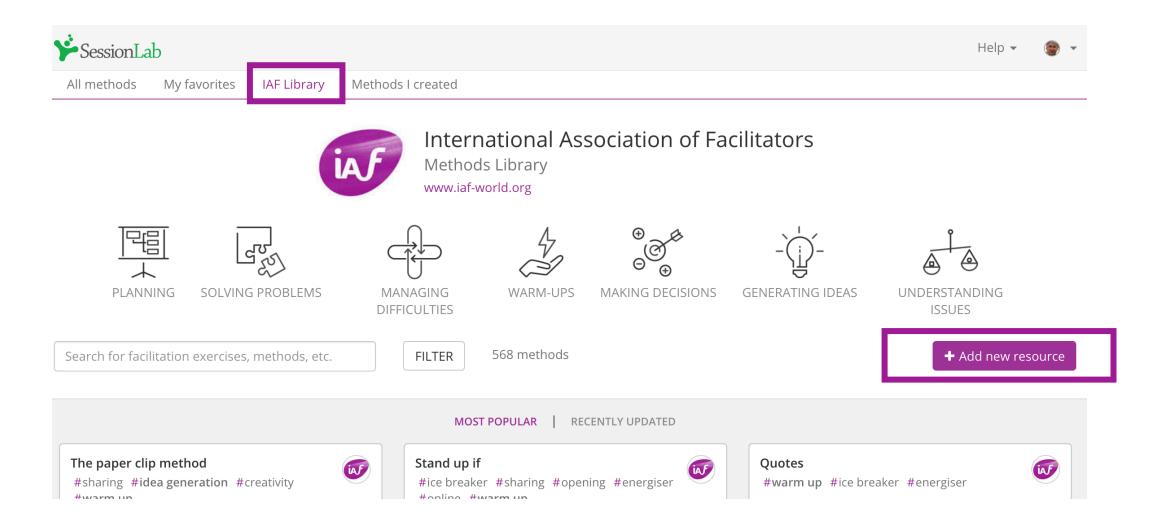
IAF Methods Library

How to add a method to the IAF Library

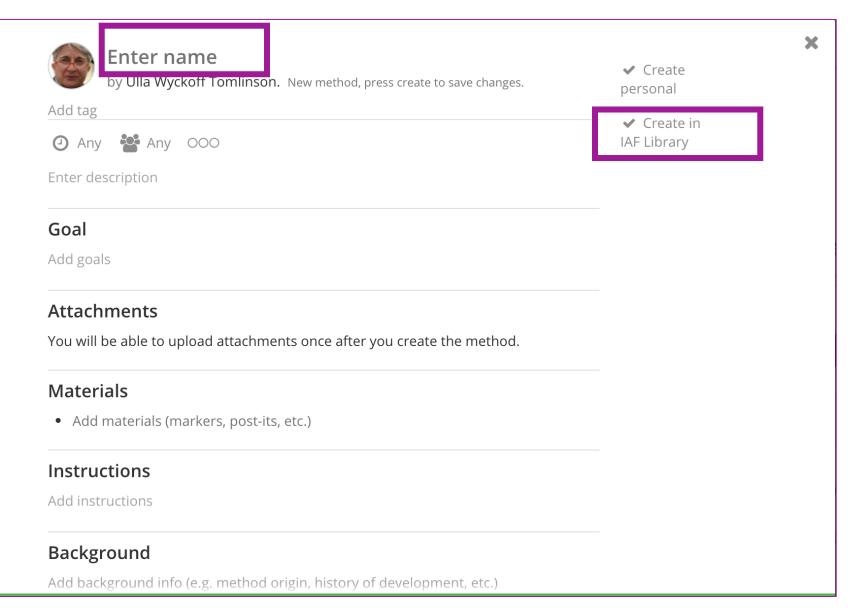
Adding a Method to the IAF Library



Go to IAF Library and click on "+Add new resource"



Creating a Method in the IAF Library

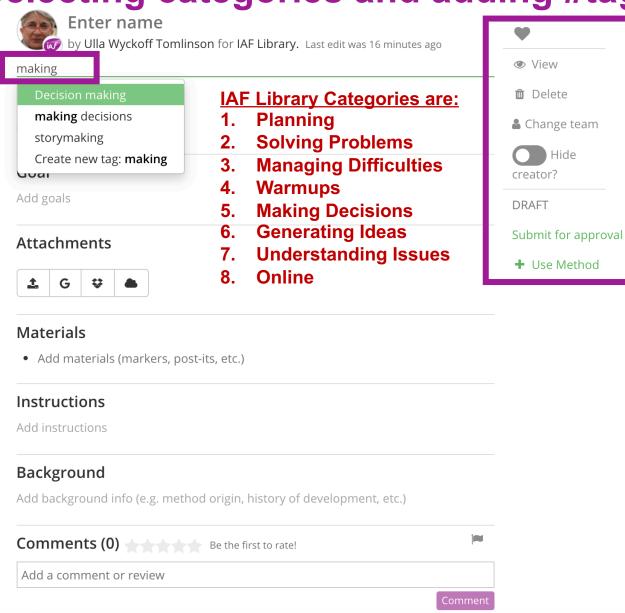




This window will appear on your screen.

- 1. Enter the title of the method, in your language in the field "Enter name"
- 2. The authors user name will appear at the top and remain visible in the search result cards in addition to the iaf global logo. Your personal user name could be removed if you wish.
- 3. Tick "Create in IAF Library"

Selecting categories and adding #tags



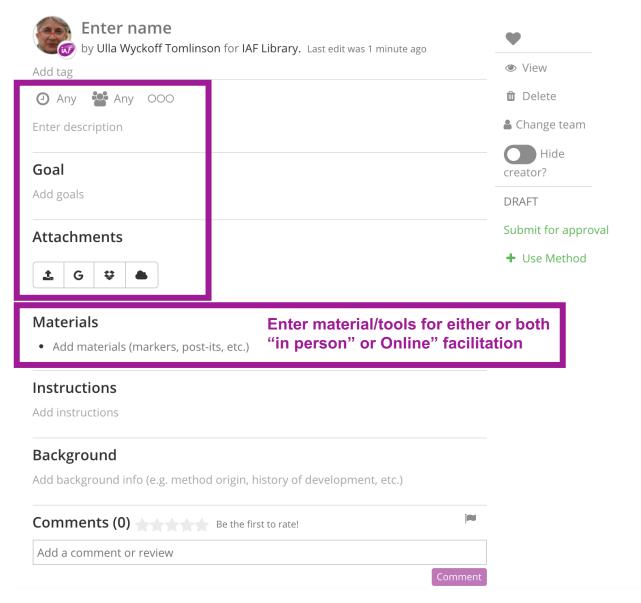
The window will change, and the editing options on the right will appear on the screen.



Adding tags:

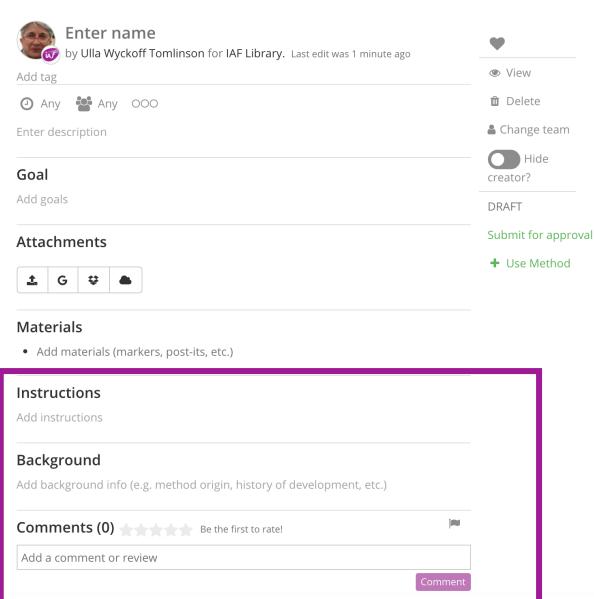
- Tags are search criteria. See the list of main category #tags to the left. You can add more than one #tag, i.e. 'warmups, energiser'
- 2. Do not type the # sign, this will be added automatically.
- 3. Use as little tags as possible, but those that are helping to find a method for a purpose.
- 4. Avoid broad categories such as "communication" or "collaboration", these apply to almost all methods and don't help in narrowing search results.
- 5. While typing, existing tags will show up in a drop down menu, select an existing tag where possible, only add a new one if appropriate for the process/method:
 - Select at least one tag which identifies an IAF main method category, i.e. "Warmup".
 - ii. A method can fit into more than one category, i.e. "solving problems' and 'understanding issues'.
 - iii. Add tag "Online" if this method is suitable to be used in online facilitation.
 - iv. Select or add other tags as appropriate.

Editing a method - Filters, Description, Goal, Attachments, Materials



- To edit the search filters, hover over the icons to edit time, number of participants and level of facilitation experience; no time or #participants will appear a 'Any'
- 2. Enter a **short description** of what this method intends to do. This should be short and precise. The first sentence is important. It will appear in the method card of search results and guide users in their research.
- 3. The **Goal** area should contain the objectives of this method and expected outcomes.
- Upload Attachments, these can be templates, graphics, a clipart – one attachment can be made a cover picture. To do so hover over the attachment and click "make cover picture"
- Materials/tools that are suggested for either or both
 - "In-person facilitation"
 - "Online facilitation"

Editing the method – Instructions, Background, Comments



Instructions should include the full process description of a method in three sections:

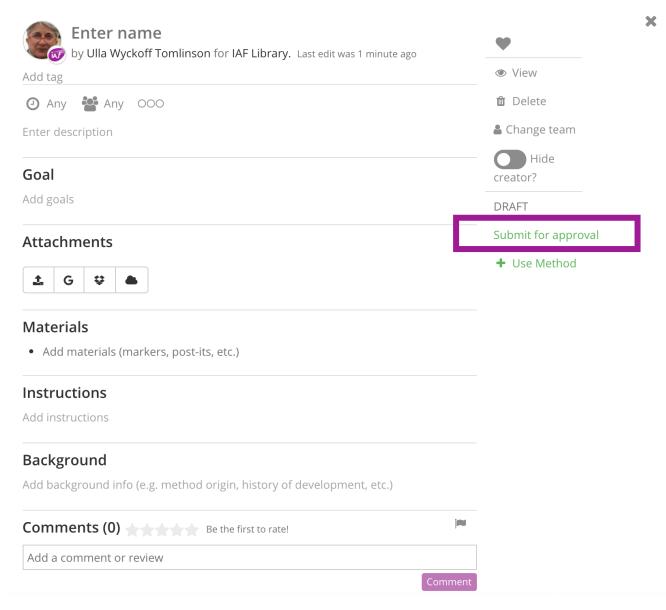
- <u>Before</u>: Preparation and consideration before the event
- During: A full description of the process steps; add tips for online application here
- After: expected outcomes and follow up steps

Background: The origin or source of the method e.g. a school of thought, organisation, institute, facilitator, author of a book, a book's title, a link to a website or an application.

Comments:

Add any user comments on experiences with the method, tips for application, tips for online facilitation, possible pitfalls to look out for

Editing the method – Approval process





As long as you are still editing a method it will be kept in **DRAFT mode** and will be visible only to you. on the search results screen as a method card.

You can access the method and continue editing it until you hit "Submit for Approval".

Once your method is complete hit "Submit for Approval".

After submitting the method, it will show in status "Pending" when clicking on Filters on the main IAF Library page.

A member of the IAF Methods Library Team will review the method to ensure it has completed goal and process descriptions, filters and #tags. Someone from the ML team will contact you in case we seek clarification on missing information.