Panel Onboarding Exercise 2

**COMMUNITY**

**Overview**

Now that you have some of the basic back-end tools setup, you can focus on creating the panelist-facing website. Panelists will use the site to redeem points for incentives, check available surveys, and participate in discussion forums. In this exercise, you will create a simple community site.

**PART A**

**Goals**

The goal of Community Exercise A is to be able to make basic changes to the existing default community.

**Instructions**

1. Log into the installation and navigate to the panel you created for training.
2. Navigate to the Community Manager under the Panel Functions menu and hit the edit button.
3. Add the following specifications to the community site:
   1. Select [Settings](https://support.focusvision.com/Kinesis/030_Community/020_Community_Settings):
      1. Change the community name and hit save.
      2. Enable the reward your created by going to the Redemptions tab and selecting it.
   2. Select [Headers](https://support.focusvision.com/Kinesis/030_Community/040_Community_Headers_and_Footers). Edit the existing header by adding in a logo and hit save.
   3. Select Pages- [Edit the texts](https://support.focusvision.com/Kinesis/030_Community/070_Community_Components) on the follow pages:
      1. **Welcome**
      2. **Available Surveys**
4. To test:
   1. Navigate to the Panelist Manager under Panel Functions.
   2. Create New Panelist
      1. Input email
      2. Input password
      3. Select the appropriate community
      4. Save
   3. Navigate back to Community Manager
   4. Hit the “Preview Community” button in upper right hand corner of the Community Manager.
   5. Check the Welcome and Available Surveys pages; you should see your text changes and header changes.
   6. Log in with the email/password you created in panelist manager
   7. Navigate to the Redemptions Page and check that you see the redemption you enabled

**PART B**

**Overview**

The goal of Community Exercise B is to be able to add a bit more customization to the default community, including removing a page, adding a conditional page, and configuring a quick poll.

**Goals**

1. Remove the Discussion list page- from all of the following community selections: the component, the page, and the menu builder item.
2. Add a [quick poll](https://support.focusvision.com/Kinesis/030_Community/060_Community_Widgets#1.3:__Quick_Polls_widget) to your community site under the login widget. Include at least one question.
   1. Select Widgets from the community menu and hit the edit icon.
   2. Select the Edit quick polls button and press add in the pop up window.
   3. Add the question and hit save.
3. Create a conditional page that shows only to panelists who are logged in. Follow the steps below:
   1. Select components: Create a new [article component](https://support.focusvision.com/Kinesis/030_Community/070_Community_Components#1.1:__Article) and add text about a topic that interests you. Hit save
   2. Create a new [page](https://support.focusvision.com/Kinesis/030_Community/080_Community_Pages) and add the component
   3. Add that page to the [menu builder](https://support.focusvision.com/Kinesis/030_Community/090_Community_Menu_Builder)
      1. Condition the menu item to show only to Session = Logged In
4. To test:
   1. Hit the “Preview Community” button in upper right hand corner of the Community Manager.
   2. Log in with the email/password you created in panelist manager
   3. Check that you can see your quick poll
   4. Check that you can see the new page that you created for logged in panelists only