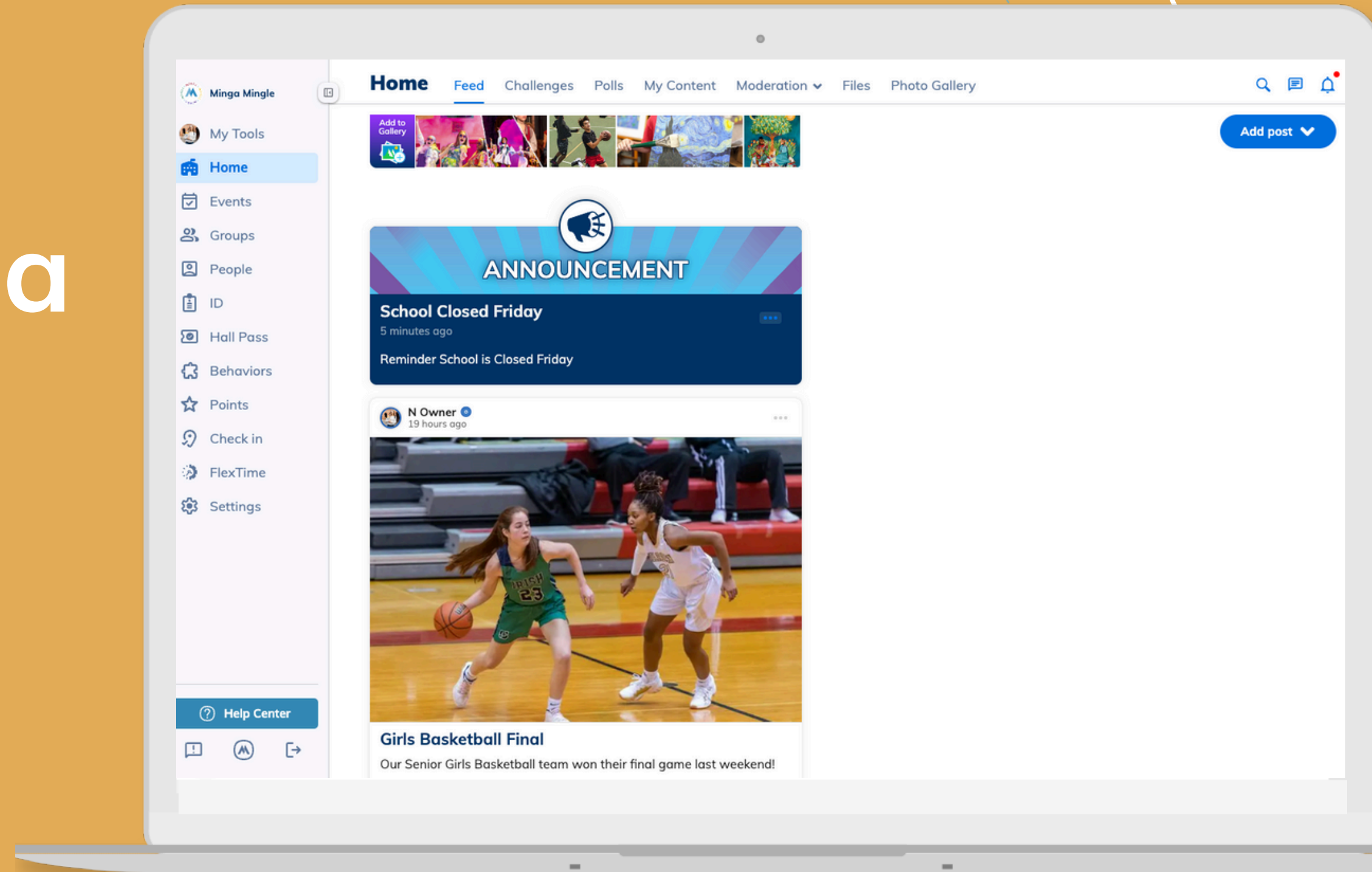




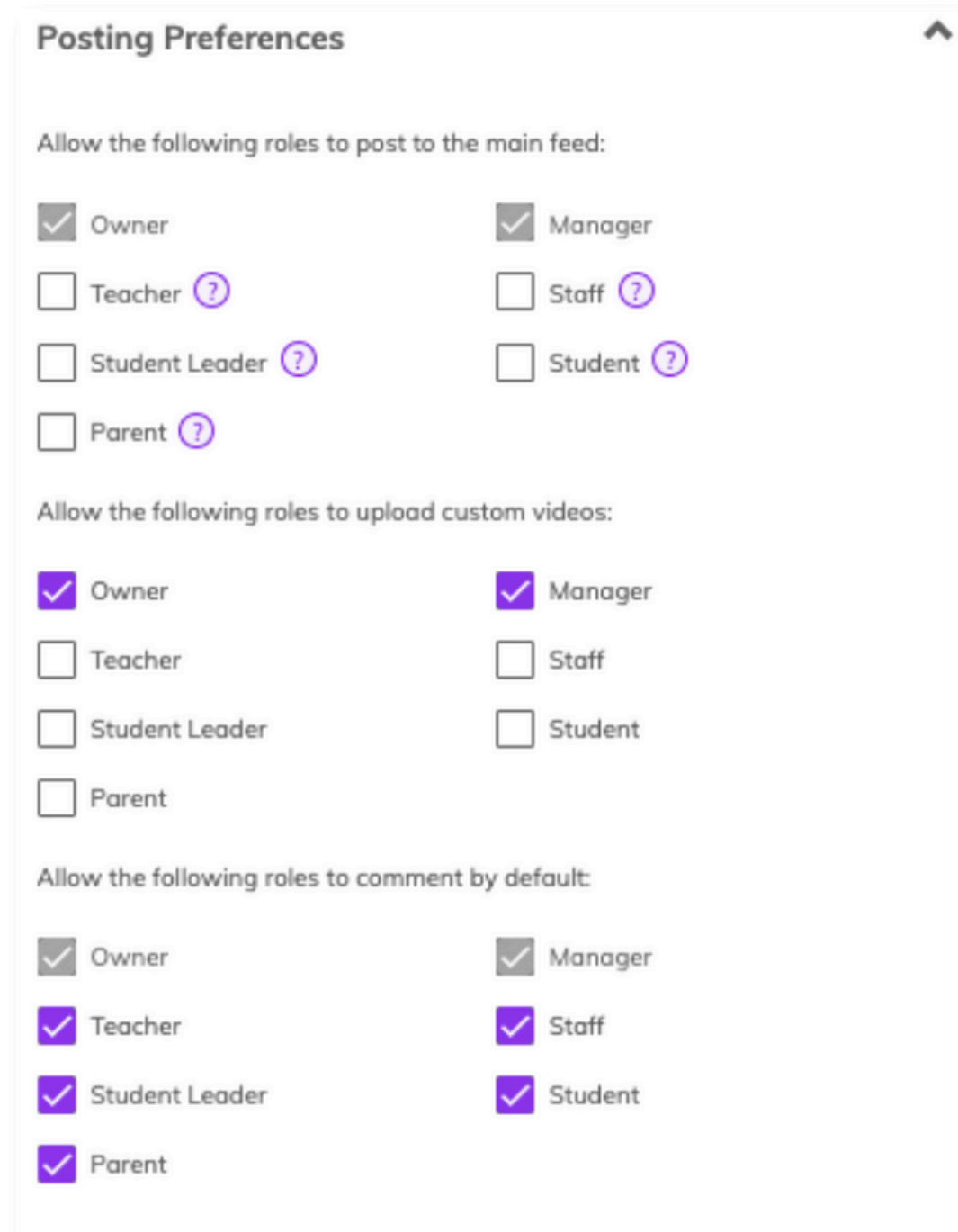
Setting up Minga Community

Your Minga Community and Communication module is what brings your school together. Post engaging content, manage your clubs and associations and plan amazing events.

MINGA 7.0



Set your Minga Posting Preferences



The screenshot shows the 'Posting Preferences' settings panel. It is divided into three sections: 'Allow the following roles to post to the main feed:', 'Allow the following roles to upload custom videos:', and 'Allow the following roles to comment by default:'. Each section has a list of roles with checkboxes. In the first section, 'Owner' and 'Manager' are checked, while 'Teacher', 'Staff', 'Student Leader', 'Student', and 'Parent' are unchecked. In the second section, 'Owner' and 'Manager' are checked, while 'Teacher', 'Staff', 'Student Leader', 'Student', and 'Parent' are unchecked. In the third section, all roles ('Owner', 'Manager', 'Teacher', 'Staff', 'Student Leader', 'Student', and 'Parent') are checked. Each unchecked checkbox has a purple question mark icon next to it.

Posting Preferences

Allow the following roles to post to the main feed:

<input checked="" type="checkbox"/> Owner	<input checked="" type="checkbox"/> Manager
<input type="checkbox"/> Teacher ?	<input type="checkbox"/> Staff ?
<input type="checkbox"/> Student Leader ?	<input type="checkbox"/> Student ?
<input type="checkbox"/> Parent ?	

Allow the following roles to upload custom videos:

<input checked="" type="checkbox"/> Owner	<input checked="" type="checkbox"/> Manager
<input type="checkbox"/> Teacher	<input type="checkbox"/> Staff
<input type="checkbox"/> Student Leader	<input type="checkbox"/> Student
<input type="checkbox"/> Parent	

Allow the following roles to comment by default:

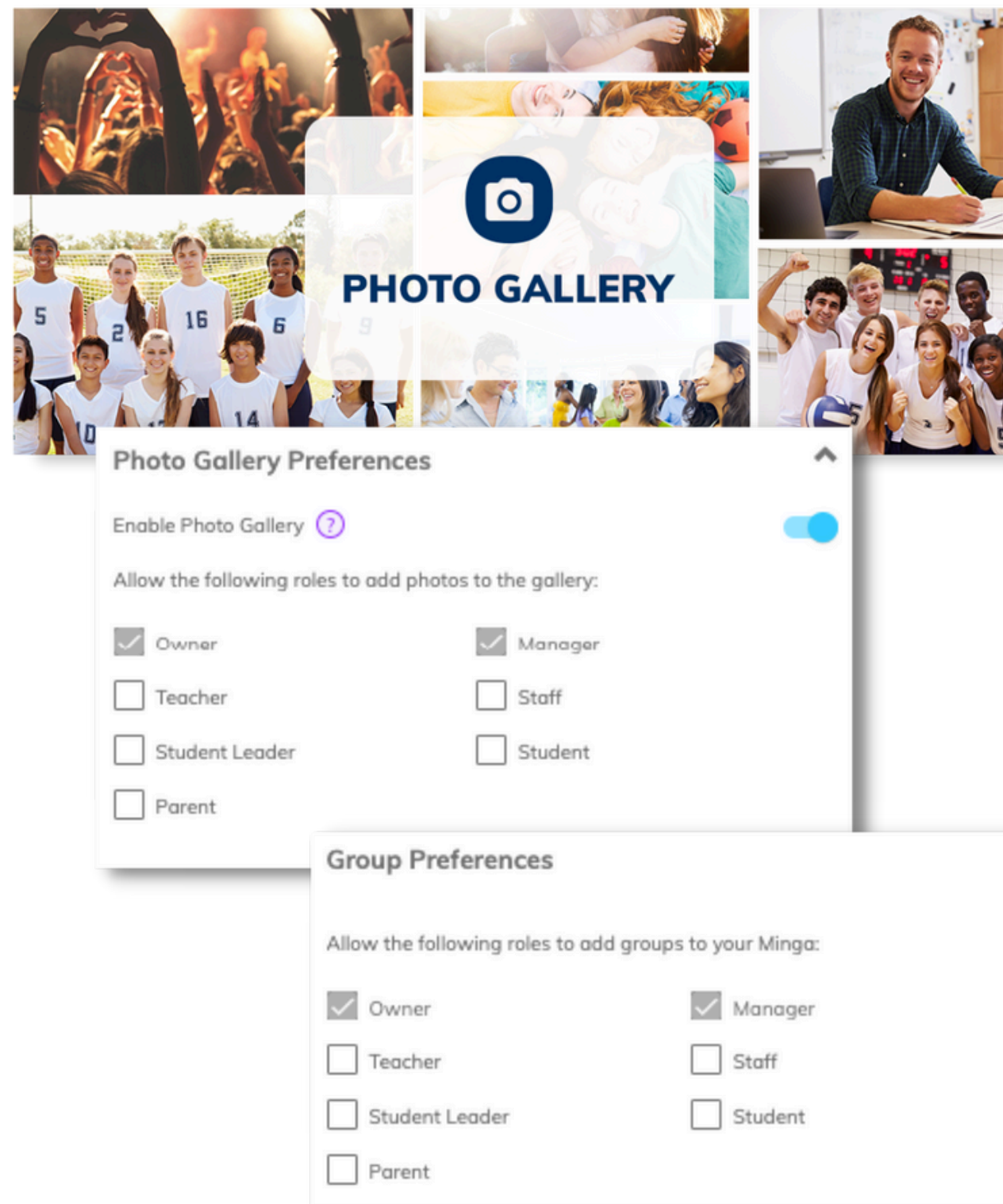
<input checked="" type="checkbox"/> Owner	<input checked="" type="checkbox"/> Manager
<input checked="" type="checkbox"/> Teacher	<input checked="" type="checkbox"/> Staff
<input checked="" type="checkbox"/> Student Leader	<input checked="" type="checkbox"/> Student
<input checked="" type="checkbox"/> Parent	

First decide who you will allow to post to the main Minga Feed for your whole school.

- Log into Minga
- Go to Settings > Settings
- Scroll down to Posting Preferences and click the arrow
- Select which roles are able to
 - Post content
 - Upload videos
 - Comment on posts

Permissions for posting within groups are managed by the individual group settings.

Photo Gallery and Group Preferences



The photo gallery is enabled by default and shares photos with your entire MINGA community at the top of your home feed.

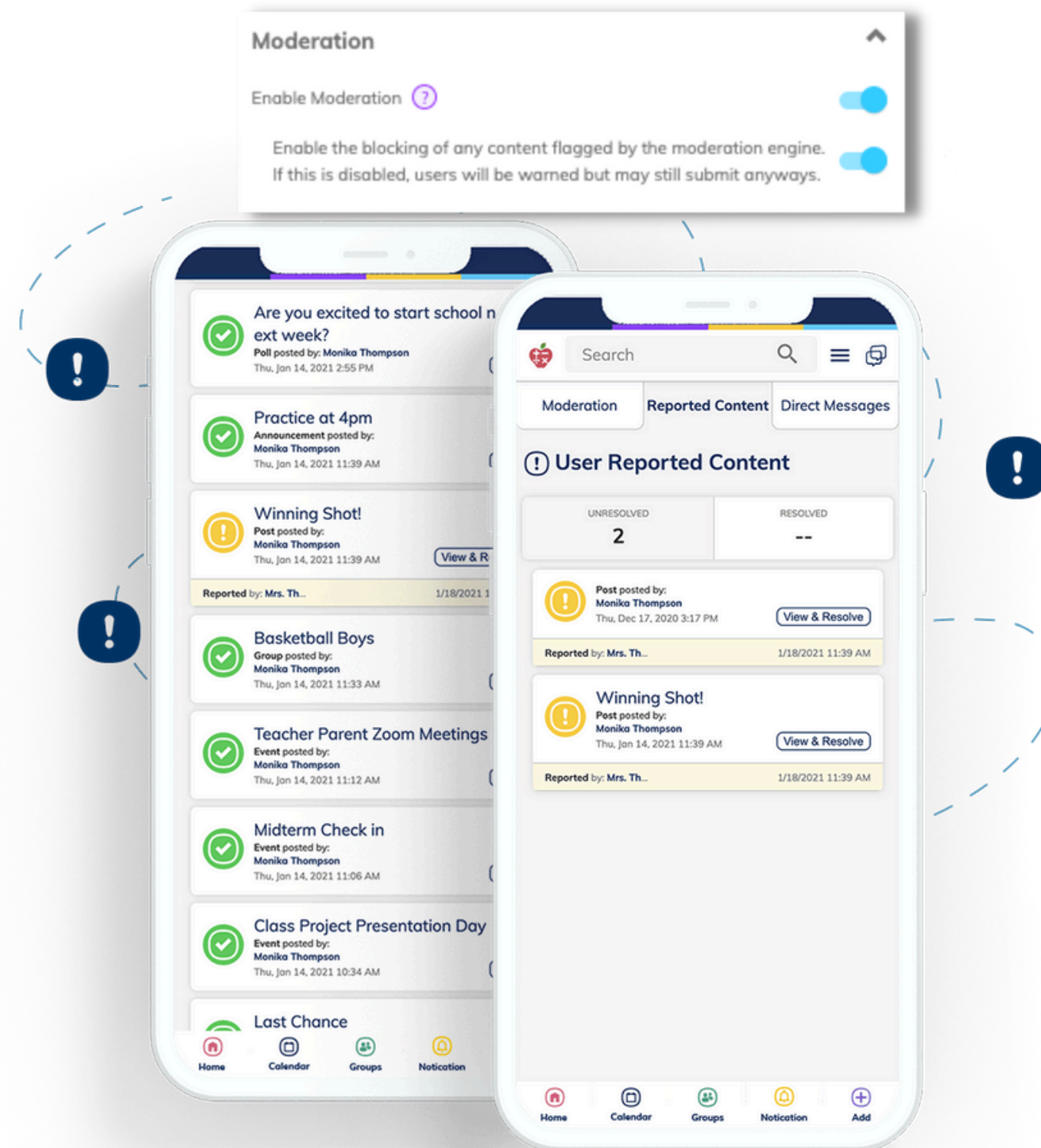
It's a great idea to allow your student leaders to post photos too if they already share content with your school - let them show off awesome school moments!

Groups are how your staff and teachers will manage clubs, teams and associations.

- Choose which roles will be allowed to create groups in MINGA.

STEP 1 - MINGA SETTINGS

Monitor content posted to Minga

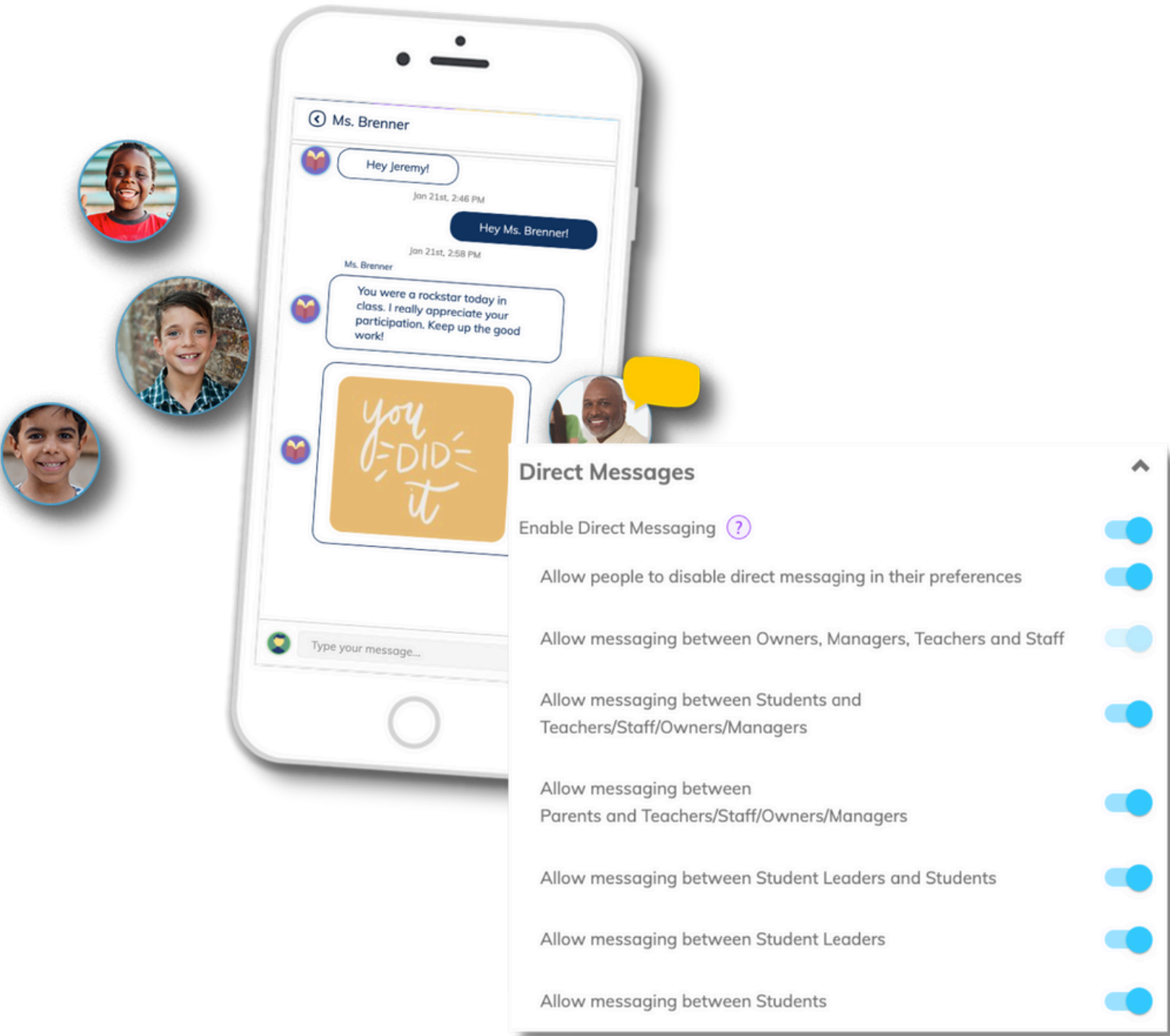


Moderation is enabled in Settings by default and automatically checks all submitted content for inappropriate material and can block any flagged content.

Minga users are also able to manually report inappropriate content. Minga keeps a record of all activity in your Minga, even content that is deleted.

- Go to the Moderation tab in the navigation menu or in the hamburger menu in the Minga app.
- View 'all posts' under Moderation
- Click Reported Content to review & resolve any blocked or reported content

Messaging in Minga

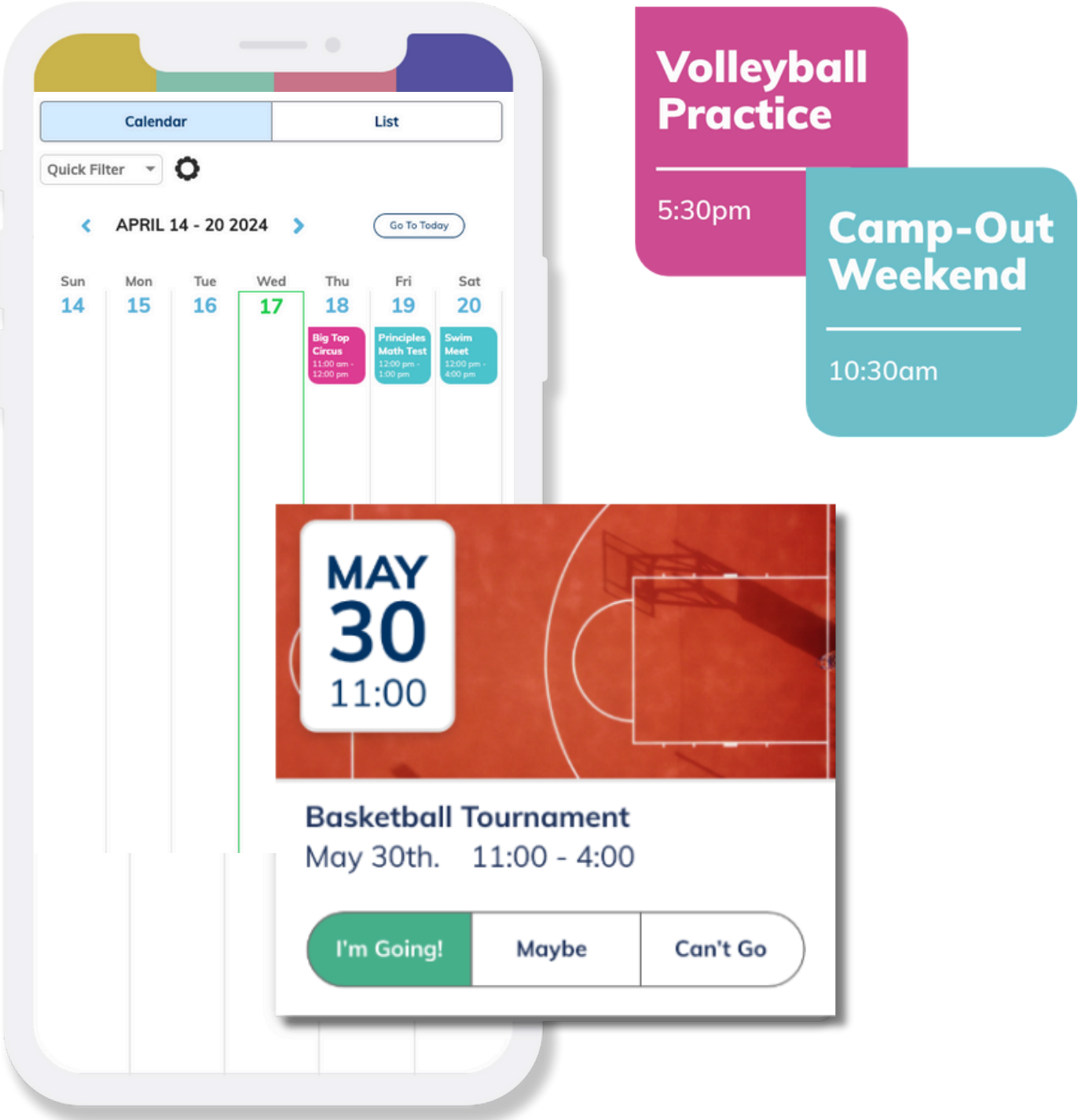


Simplify student and parent communication by enabling Direct Messaging in Minga.

Minga Owners may enable or disable direct messaging between specific roles at any time.

Minga moderation monitors all messages for inappropriate content.

Create your school events



Your Events calendar will be the only place students, staff and parents need to see all school events.

Create events for photo day, athletic events, prom, school colors day - whatever you have happening at school! Create an event so it is shared with your school community.

Read the step-by-step guide below and create your first event in Minga.

[Events Guide](#)

Create a Group



Minga Groups is the how you communicate to students in a way that is personalized to them.

Create groups for athletics clubs, associations, teams and more to manage and communicate with specific groups easily and effectively.

Every group has its own space within Minga for discussion, updates, activities, events and information.

Create your first group with the step-by-step guide below.

Groups Guide

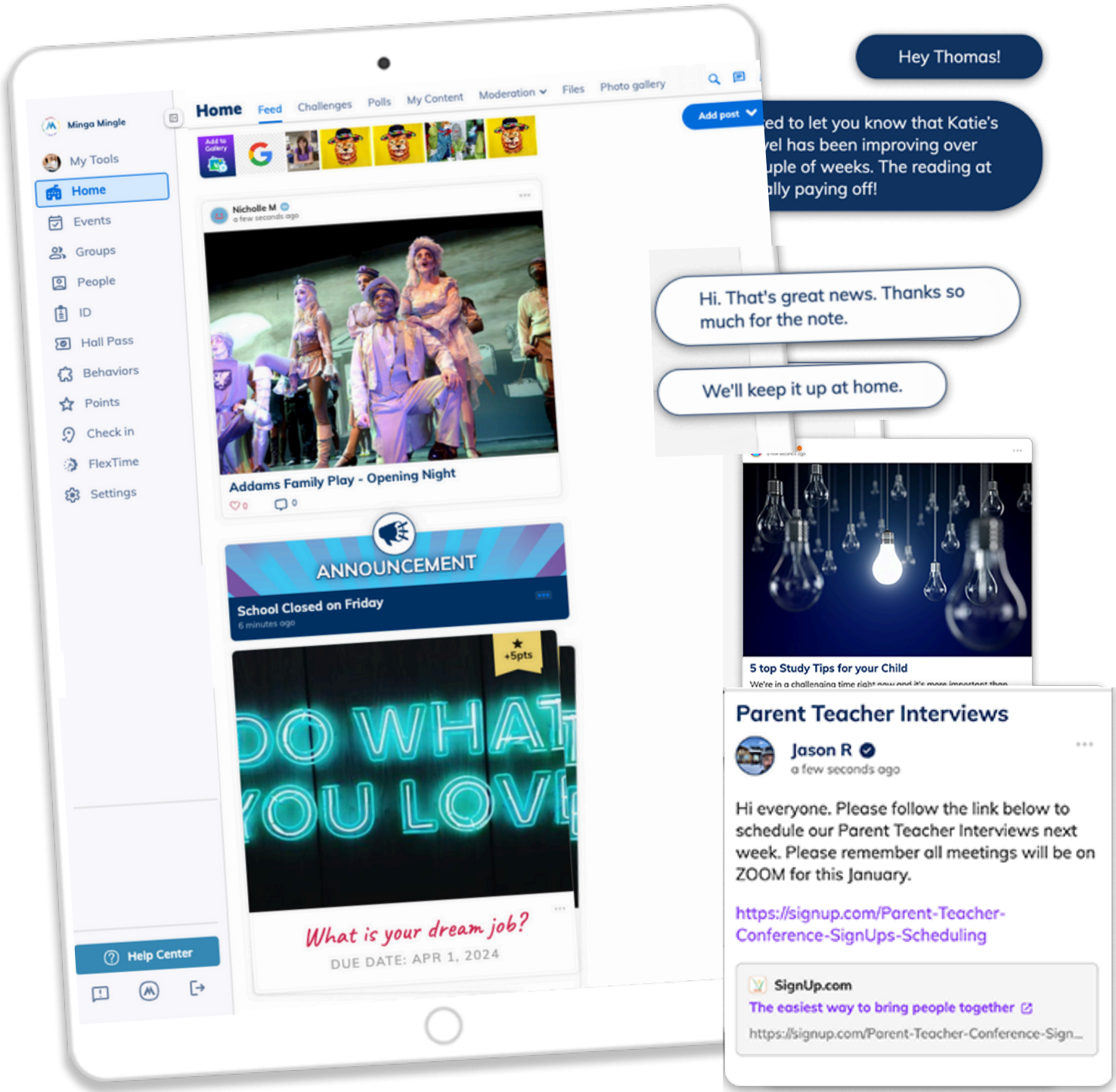
Welcome your community to Minga

Minga is your place to engage students with everything awesome that's happening outside the classroom.

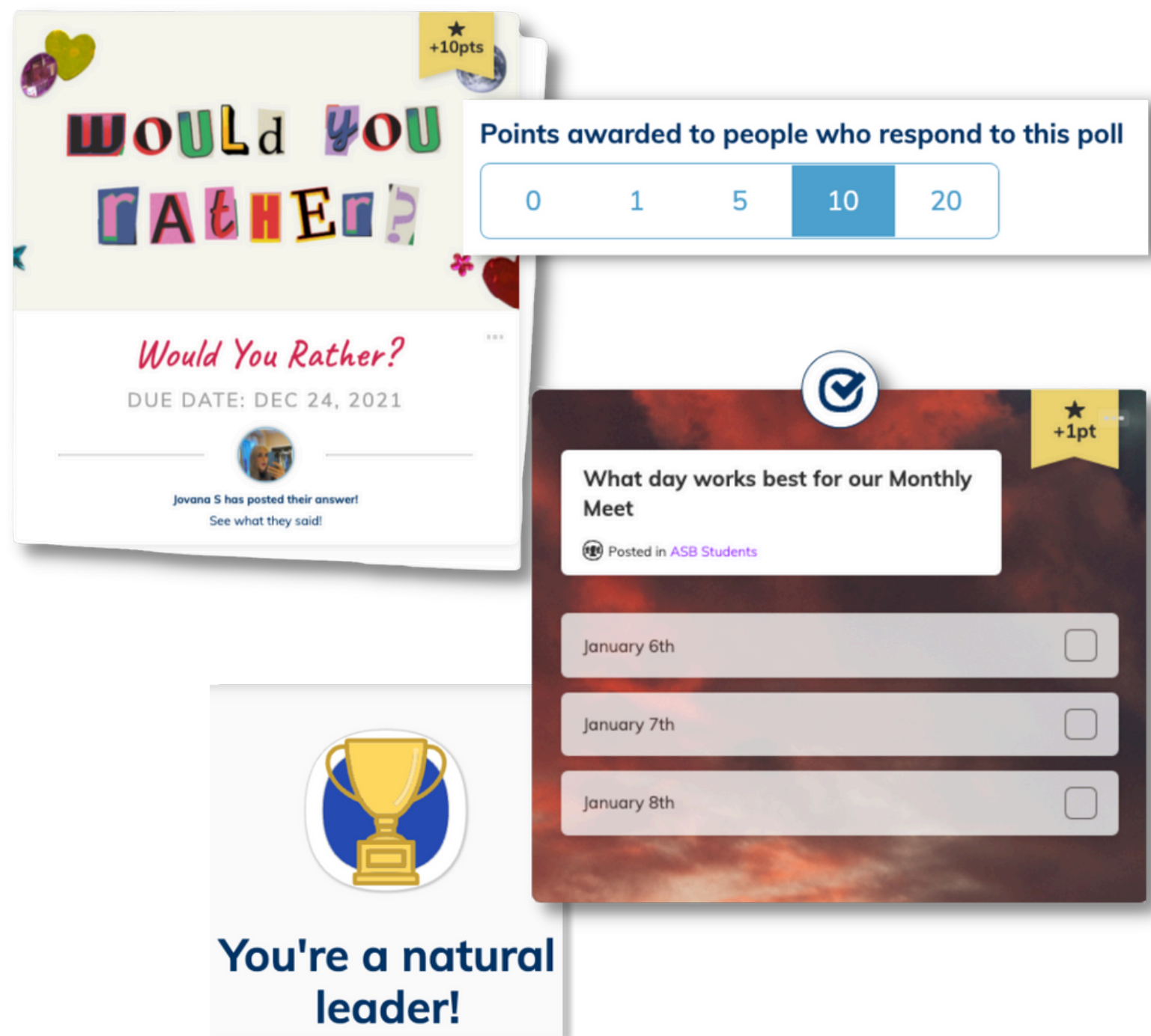
Introduce a new teacher, celebrate team achievements, share photos of awesome school spirit, share important announcements and welcome everyone back for another great school year.

Learn more about creating posts, challenges and sharing information in our step-by-step guide below.

Content Guide



Encourage participation with Minga Points & Rewards



When you're ready for the next step, the Minga Behaviors Module has the tools you need to see even more engagement with your community content.

Encourage your community to become more involved by awarding Minga Points when they attend events, and respond to challenges and polls.

These points go towards their individual and team leaderboard total for healthy and fair competition. They can also be redeemed for Rewards that you have set up in Minga.

Group owners will see the option to award 1, 5, 10 or 20 points when adding a new interactive post or event when the Minga Behaviors Module is enabled.

RESOURCES

Minga Help Center

For any other support you need when setting up and using your Minga, please visit our Help Center and the knowledge base.

We host weekly training sessions on Zoom which are a great opportunity to get specific questions addressed in person. We encourage you to attend!

Visit Help Center

