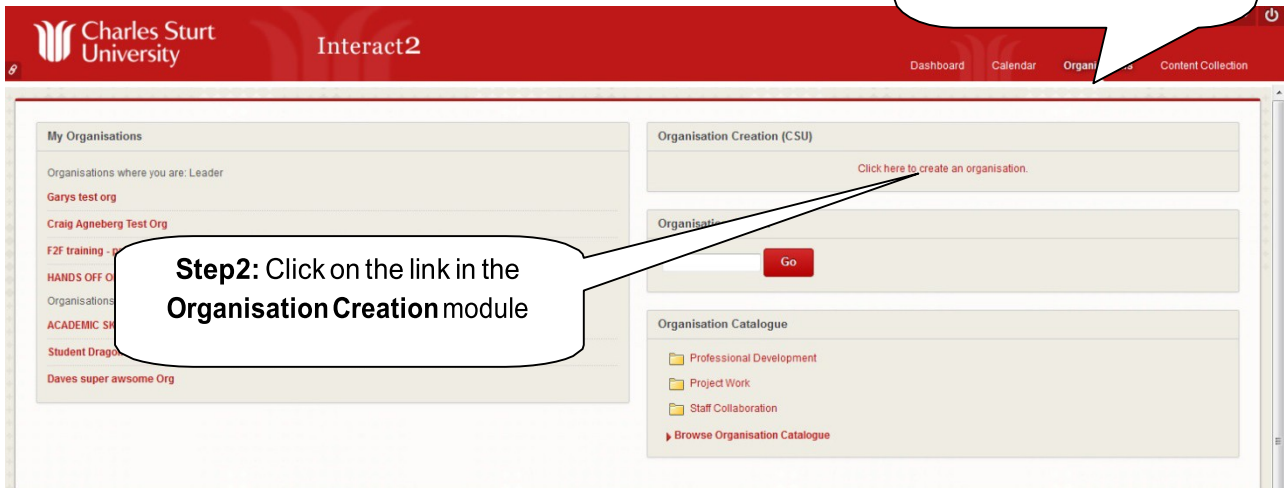


# Interact2 Help and Support

## Creating an Interact2 Organisation

This document will guide you through creating an Organisation in Interact2.

**Step1:** Log into Interact2  
(interact2.csu.edu.au)  
and click on the  
**Organisations** tab



The screenshot displays the Interact2 web interface. At the top, the Charles Sturt University logo and 'Interact2' title are visible. A navigation bar includes 'Dashboard', 'Calendar', 'Organisations', and 'Content Collection'. The main content area is divided into several sections:

- My Organisations:** A list of organisations where the user is a leader, including 'Garys test org', 'Craig Agneberg Test Org', 'F2F training - ...', 'HANDS OFF O...', 'Organisations', 'ACADEMIC SH...', 'Student Drago...', and 'Daves super awesome Org'.
- Organisation Creation (CSU):** A section with a red link that says 'Click here to create an organisation.' A callout bubble points to this link with the text: **Step2: Click on the link in the Organisation Creation module**.
- Organisation Catalogue:** A section with a search input field, a 'Go' button, and a list of categories: 'Professional Development', 'Project Work', and 'Staff Collaboration'. A link 'Browse Organisation Catalogue' is also present.

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**Step 3:** Follow the prompts on the **Create Organisation** page and click **Submit**.

The screenshot shows the 'Create Organisation' form with the following sections and callouts:

- GENERAL INFORMATION**
  - Organisation Name**: A text input field. Callout: "A name and ID (no spaces) are required. The name can be changed later, but the ID cannot."
  - Organisation ID**: A text input field with a note: "Only alphanumeric, underscore and hyphen characters are allowed".
  - Description**: A text area.
- AVAILABILITY**
  - Available**: Radio buttons for Yes and No. Callout: "Select **No** if you wish to set up the site before making it visible to members"
- GUEST ACCESS**
  - Guests Permitted**: Radio buttons for Yes and No. Callout: "This option gives you control of the enrolment process."
- ENROLMENT OPTIONS**
  - Leader**: Radio button (selected). Callout: "The **Self-Enrolment** option allows participants to enrol themselves in your site."
  - Allow Participants to Email Enrolment Requests to the Leader
  - Self-Enrolment
  - Require Access Code to Enrol

At the bottom of the form, there are instructions: "Click Submit to proceed. Click Cancel to go back." and buttons for "Cancel" and "Submit".

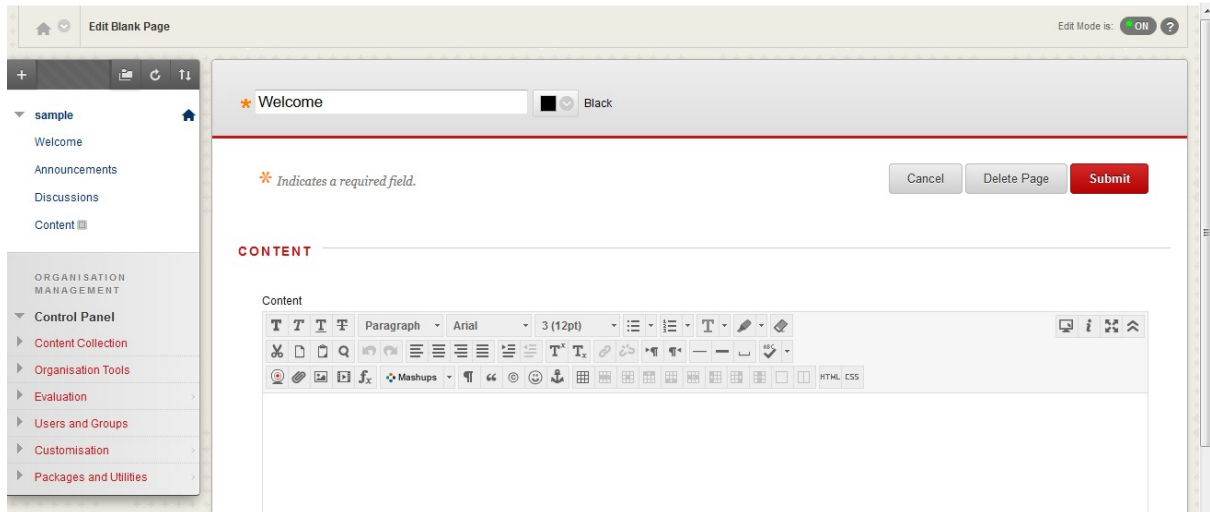
Additional callouts for the 'ENROLMENT OPTIONS' section:

- Callout for 'Self-Enrolment': "Enrolment may be date-restricted if required."
- Callout for 'Require Access Code to Enrol': "An access code is provides a degree of control over who can and cannot self-enrol in the organisation."

**Step 4:** The new organisation will now be listed in the **My Organisations** module on the Organisations tab.

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**Step5:** The new organisation will open on a blank Welcome page that is ready for editing. This is the default entry point for the organisation – add some appropriate text and graphics and click **Submit**.



Consider adding some graphics and/or multimedia and using a table to control layout of page elements. Click [here](#) for more help with the text editor. The page title can also be edited.

An organisation's entry page can also have a graphic as a banner if necessary (recommended size is approximately 480 by 80 pixels). [Watch this video](#) for a demonstration of how to customise the entry page, including adding a banner.

If you would like to make another page the entry point you can view [this short video](#) for a demonstration.

Announcements and Discussions appear in the menu bar as default organisation tools. Content is a placeholder for development of content. More information on developing menu items and site navigation is available [here](#). More information on developing content is available [here](#).