



100InDay Register Your Action Toolkit



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About 100in1Day

100in1Day Canada is part of a growing global movement that is changing how people interact with their cities.

Imagine hundreds of people united together, each taking one small action to improve their city, all on the same day. That is what 100in1Day is all about.

Calgary will be part of the movement for the first time on June 2nd, 2018 powered by Green Calgary and Future Cities Canada in partnership with Evergreen.

Green Calgary's 100in1Day project aims to lead a network of urban Actions that are focused on environmental sustainability. Our goal is to educate, inspire, and empower Calgarians like you to improve our city through positive environmental action.

We are inviting you to take on an urban Action project to make Calgary a more sustainable city. We'll help you develop the idea, provide information, and support you taking action on June 2nd, 2018.

This will be the first year that 100in1Day comes to Calgary and the first year that Green Calgary is organizing this network of sustainability focused action so we welcome your feedback and support!

100In1Day Calgary Principles

100In1Day is all about your ideas; however we ask that you follow these guiding principles when designing your Action.

100In1Day is a **platform** for action – where citizens, residents, neighbours, communities and organizations (aka: *you!*) are the catalyst for change. 100In1Day invites individuals and organizations to showcase active citizenship, and encourages distributed leadership.

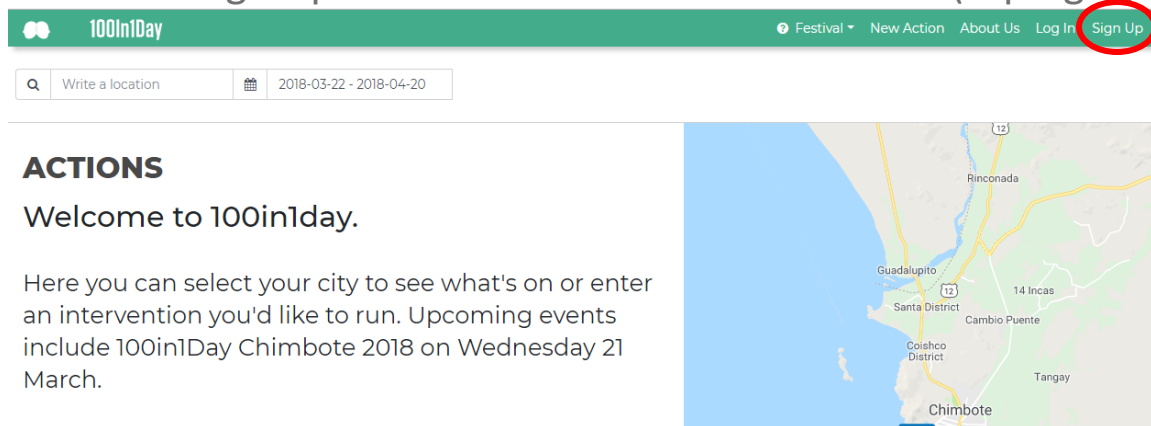
As Action leaders and participants, you should assume responsibility for the Action. This includes the personal and public welfare in creating and launching the Action, and in the care and clean-up of the Action.

100In1Day Calgary Actions should:

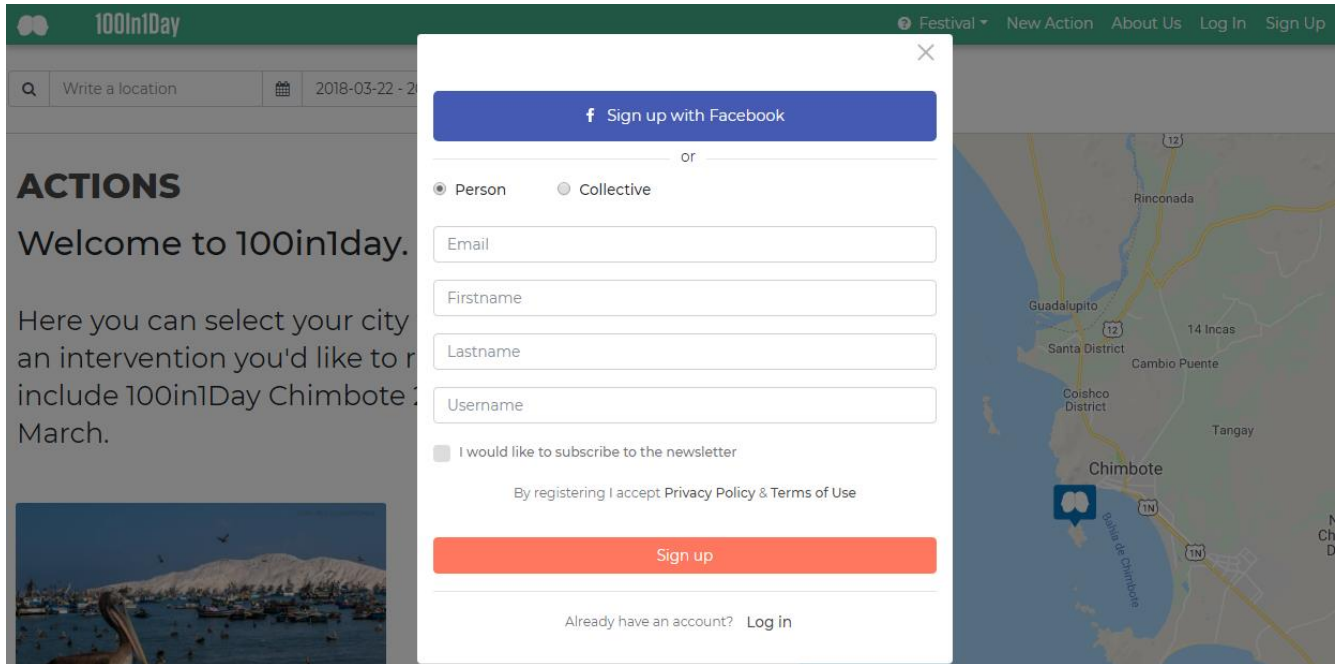
- Focus on improving our city through positive environmental action
- Inspire inclusive actions that respond to community needs and make our city better a better place to live, work and play
- Build and foster community networks
- Be non-partisan and non-commercial
- Have free Participation. A 100In1Day Action is a people-powered act in which no fees or charges are to be collected, nor should an Action be tied to commercially-driven activities.

Setting up Your Action Leader Account

1. Go to <http://www.100in1day.org/>
2. Click the “Sign Up” button located in the menu bar (top right)



3. Sign up with your Facebook profile or fill out the form. If you are filling out the form, start by selecting either the individual or the group category. The group category applies to 2 or more individuals, organizations, community associations, businesses and any other groups.
Then enter your contact information and click on the sign up button at the end of the form.




The screenshot shows the 100in1Day website interface. A modal form is open for user registration. The form includes a 'Sign up with Facebook' button, an 'or' separator, and radio buttons for 'Person' (selected) and 'Collective'. Below these are input fields for Email, Firstname, Lastname, and Username. There is a checkbox for 'I would like to subscribe to the newsletter' and a line of text stating 'By registering I accept Privacy Policy & Terms of Use'. At the bottom of the form is a large orange 'Sign up' button and a link for 'Already have an account? Log in'. The background of the website shows a map of the Calgary area with various districts labeled, including Rinconada, Guadalupe, Santa District, Colishco District, Chimbote, and Tangay.

4. If you chose to use your contact information to create an account, a confirmation email will be automatically sent to you to the email address you entered in the form. Please check your inbox and click on the VERIFY HERE link in the email.

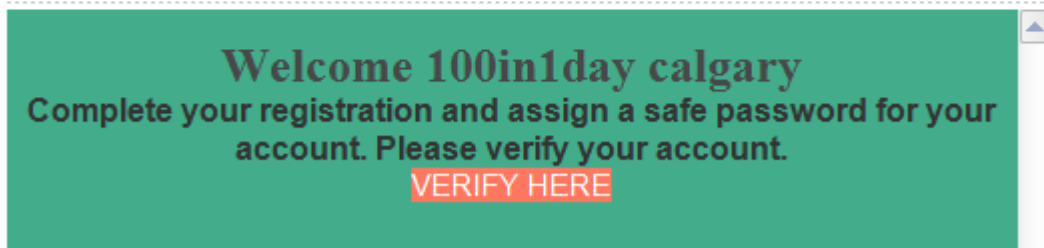
Welcome aboard!

100in1day <diego.cuadros@100in1day.com>

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Sent: Tue 3/6/2018 1:44 PM

To: Gabriela Pino



If you chose to use your Facebook profile please skip to step 6.

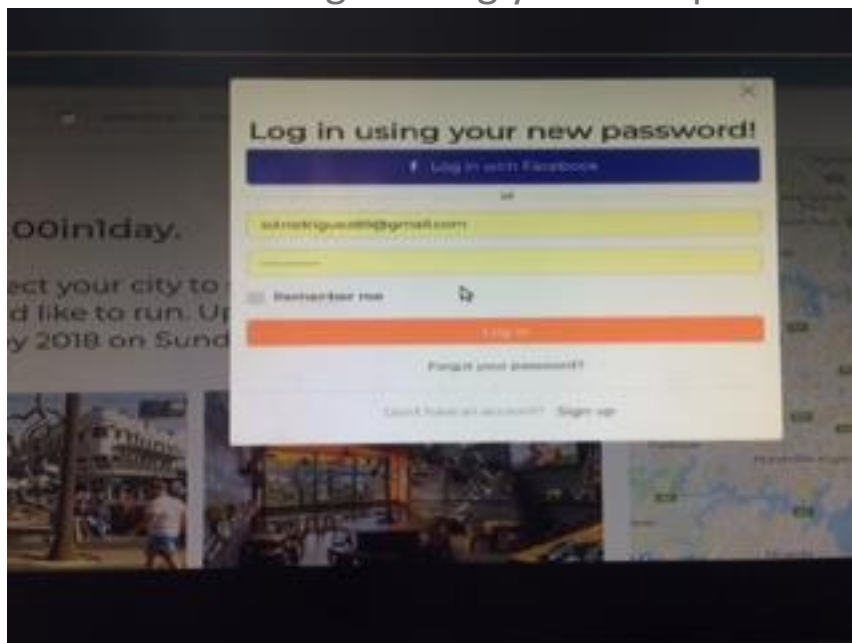
5. Next you will be prompted to assign a password to your account



Welcome!

Complete your registration and assign a safe password for your account

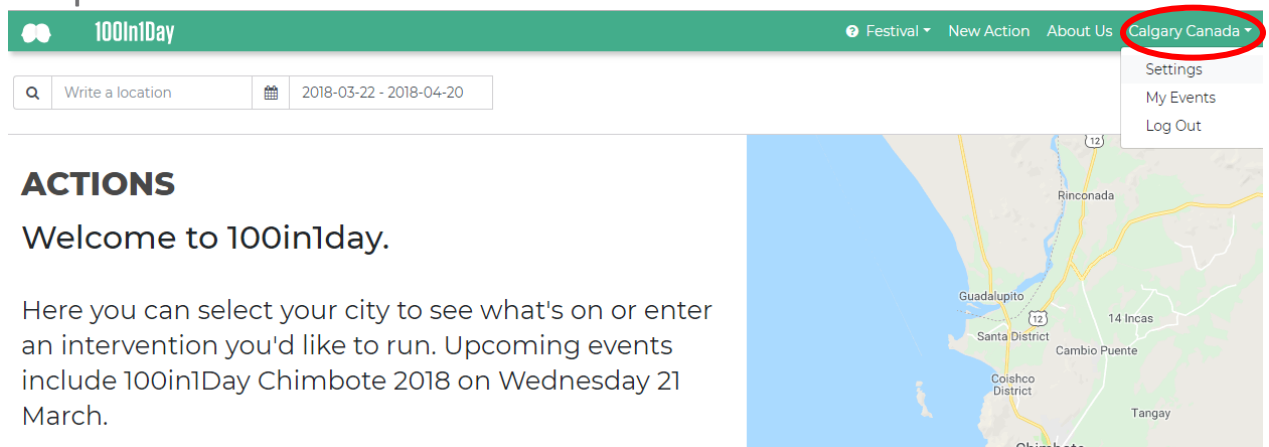
6. Next you will be asked to log in using your new password




7. Now you will need to upload your profile picture




8. Next we recommend you update your settings by clicking on the button with your account's name which will be located in the right section of the top menu bar. Then select Settings from the dropdown list:



9. In the Settings page we recommend you:
- Complete your contact information
 - Set Calgary, AB, Canada as your location
 - Enter an inspiring description of who you are and what your vision for 100In1Day is


100In1Day
Festival ▾
New Action
About Us
Calgary Canada

SETTINGS
[← Home](#)



UPLOAD PROFILE PHOTO

Description

Green Calgary is an urban environmental charity that is creating a healthier environmental future for all Calgarians by educating, inspiring and empowering each individual to lead a more sustainable life.


Our vision for 100In1Day in Calgary is to lead a network of urban interventions that will be focused on environmental sustainability. We

First Name

Last Name

Phone Number

Location/City

Email 

gabriela@greencalgary.org

Username

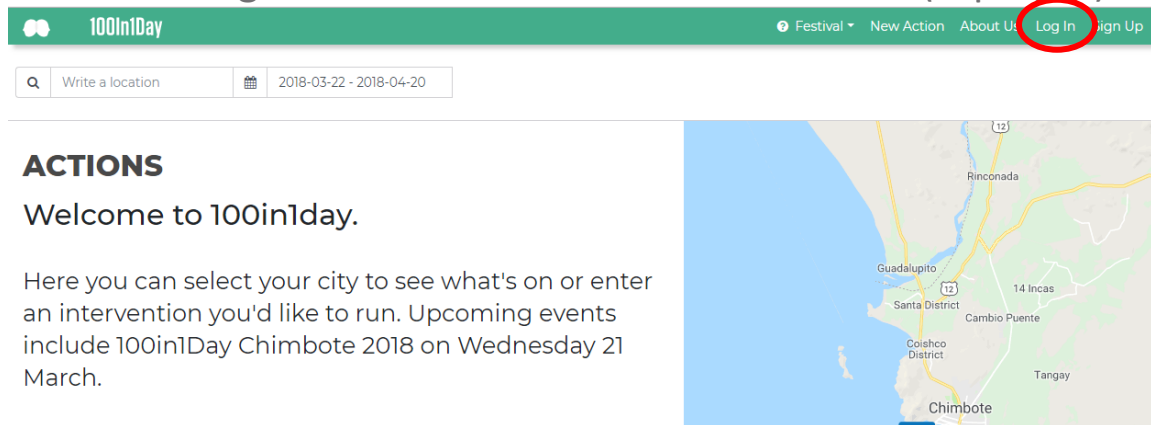
calgary

Save

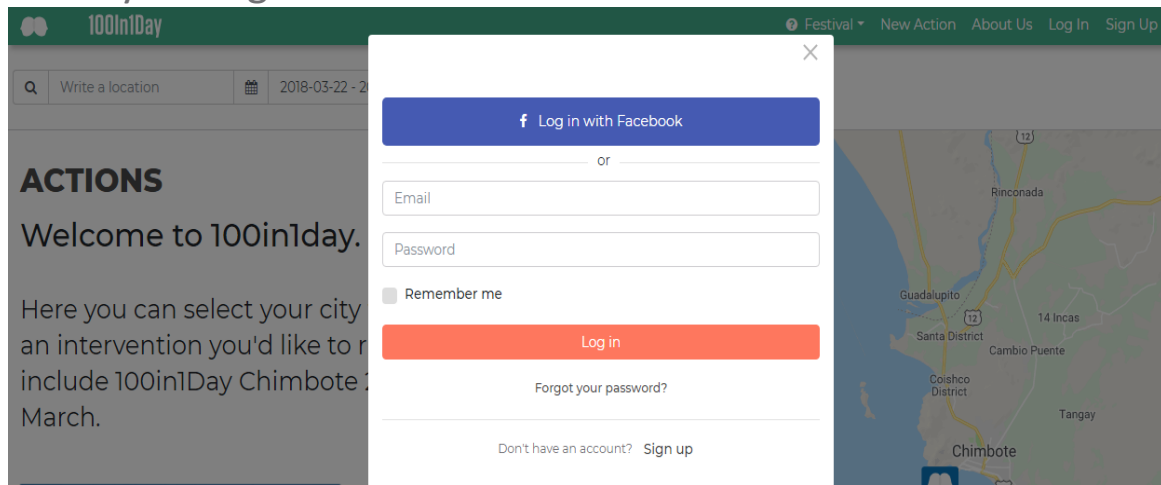
10. Congrats! Your Action Leader Account is now all set. Once you have your Action Idea all fleshed out, please move on to the next section of this toolkit.

Registering Your Action

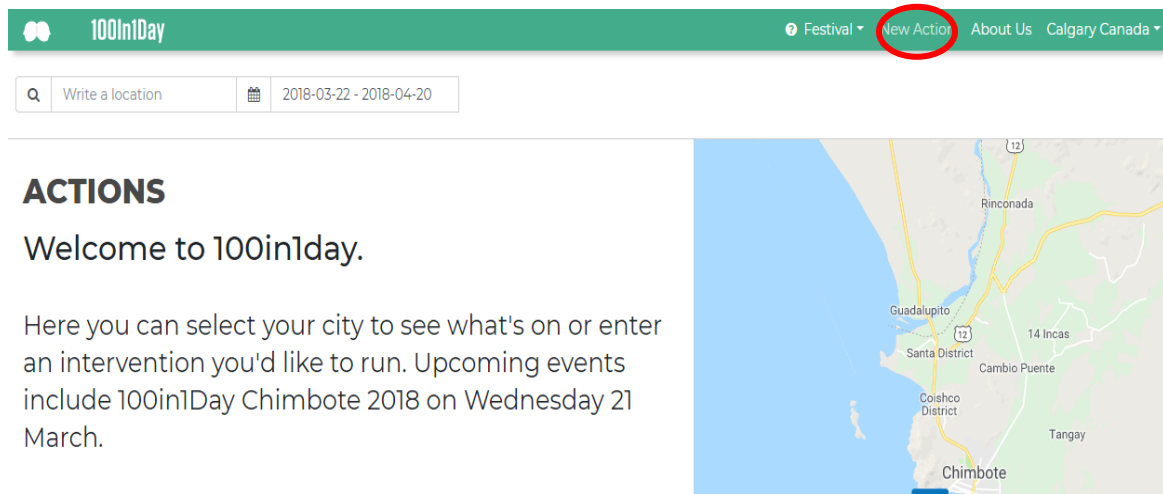
1. Go to <http://www.100in1day.org/>
2. Click the “Log In” button located in the menu bar (top right)



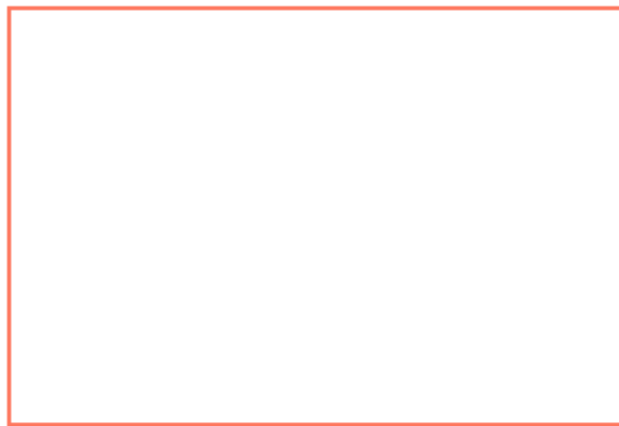
3. Enter your log in information



4. Click on the “New Action” button on the top menu bar



5. Start by uploading an image that represents what you are trying to achieve. If you are using stock images or someone else's image please ensure you have the permission to use it.



UPLOAD IMAGE

6. Enter a compelling title that captures what your Action is all about. We recommend keeping the title under 60 characters to help ensure it is properly displayed.

Title

7. Please enter the address where your Action will take place in the “Enter a location” field. Here’s an example with Green Calgary’s address:

301 14th Street Northwest, Calgary, AB, Canada

8. Pick the start date and end date of your Action. We recommend you aim for a June 2nd start date which is when most actions will take place around the world.

2018-06-02

End Date

9. Select the frequency of your Action and the time

Select the frequency ▼

Start Time

End Time

10. Please write a short description of your Action. We recommend you keep it under 140 characters and include a summary of what it is and who it is for.

Short Description

11. Your long description should include
- a. The inspiration behind your Action
 - b. A detailed description of your Action
 - c. Who is your audience, who can participate in your Action

- d. How your Action will help make Calgary a better and more sustainable city

Long Description

- e. Use the Special Requirements section to inform potential participants of what they need to bring/prepare in order to be part of your Action

Special Requirements

12. Add tags that can make your Action easier to find when participants are using the website's search engine.

Please make sure to use the "Calgary" tag which will make your Action part of our city's network of Actions.

Calgary

Press SPACE to add tag

13. In the "Select a Category" dropdown list please select "Sustainability" as your category. Sustainability is Green Calgary's main focus for 100In1Day as city organizers and we are asking that your project prioritizes environmental sustainability to be part of our campaign.

Select a Category ▼

Select a Category

Sustainability

Solidarity

Health and Wellness

Mobility

Art and Culture

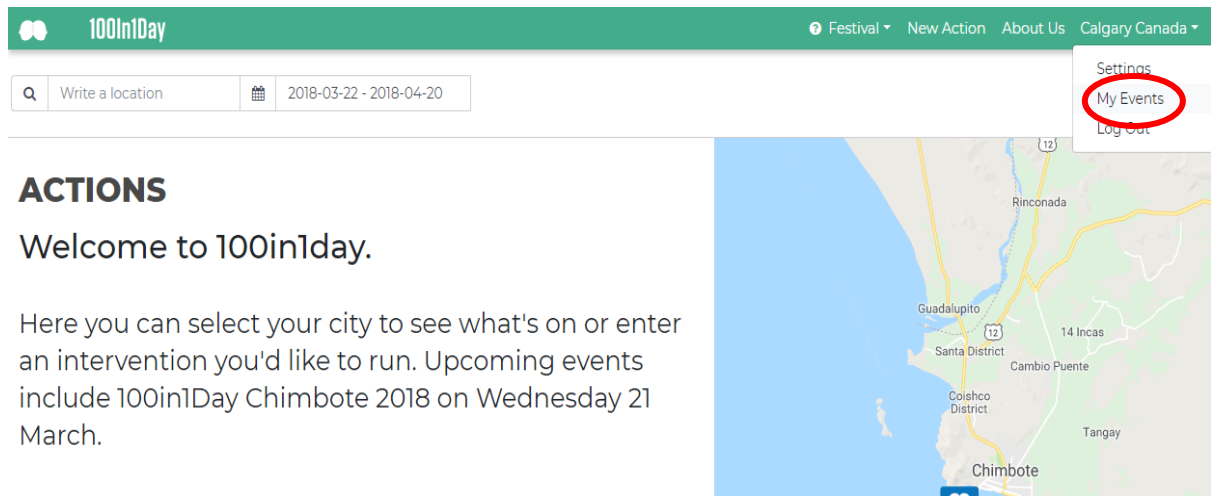
Public Space Recovery

Social Service

14. If you have a video about your action please enter the URL here

video URL (Optional)

15. Click “Create Action” and your Action will be registered on the website.
16. To view, edit, and share your action please click on your account’s name on the top menu bar and then click “My Events” on the dropdown list



To make sure that all Calgarians have the opportunity to participate in an initiative that matches the values of the Calgary 100in1 Day program organized by Green Calgary, we will be taking the time to review each Action. In the event that your proposed Action is not a fit for this program, we may suggest changes in order to incorporate environmental sustainability principles to your Action, or we may discuss other options with you that could involve not including your event in the 100in1 Day website and/or promotions.

By registering your Action you will receive an event listing on the 100In1Day Calgary website. This link can be used by Evergreen and/or Green Calgary to promote the event.

HOWEVER. Actions are also individually-led and community-based; our overall promotion for 100In1Day should not replace your own promotional effort.

We're excited to see your idea come to life!

100In1Day Calgary

Powered by



**But ultimately – 100In1Day is created by and for
people like you!**