# Digital Tips to Showcase Impact for a Community Group & Social Enterprise

Kate Doodson Cosmic @cosmickated



is part funded by the European Regional Development Fund



European Union European Regional Development Fund



### Who are we?

Cosmic are an award winning Digital Skills & Transformation Specialists that provide digital skills training and services to organisations & businesses across the South West.

We are a Social Enterprise, investing our profits in developing the skills of those most digitally excluded.

# 1. Learn about what digital tools/platforms can help you run your community

- 2. How to visually show and display the impact of your community/social programme work using digital technologies
- 3. Create an infographic a walk through session





🕑 f 🞯 🛗 Stay in the loop 🖂

Search

Q

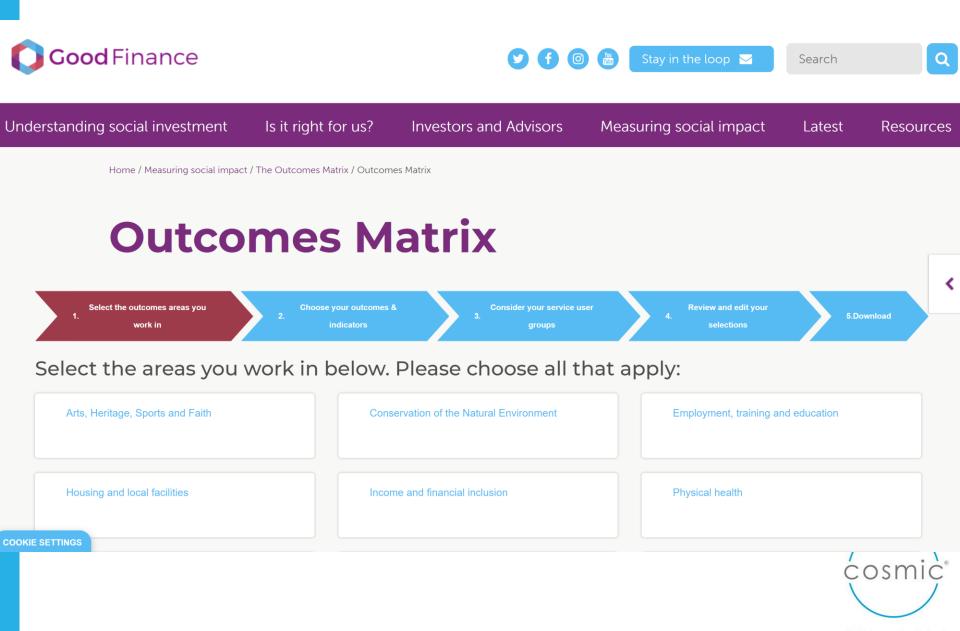
Understanding social investment	Is it right for us?	Investors and Advisors	Measuring social impact	Latest	Resources
		1 mars			
Welcome to <b>Goc</b>	od Finance				
Our mission is to help <b>c</b>	harities & socia	al enterprises navig	jate the		
world of <b>social investm</b> e	ent.				
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UNDERSTAND SOCIAL INVESTMEN	Т	-			
		A REPORT		11	

ACCEPT ALL

DECLINE ALL

digital, smart, ethical

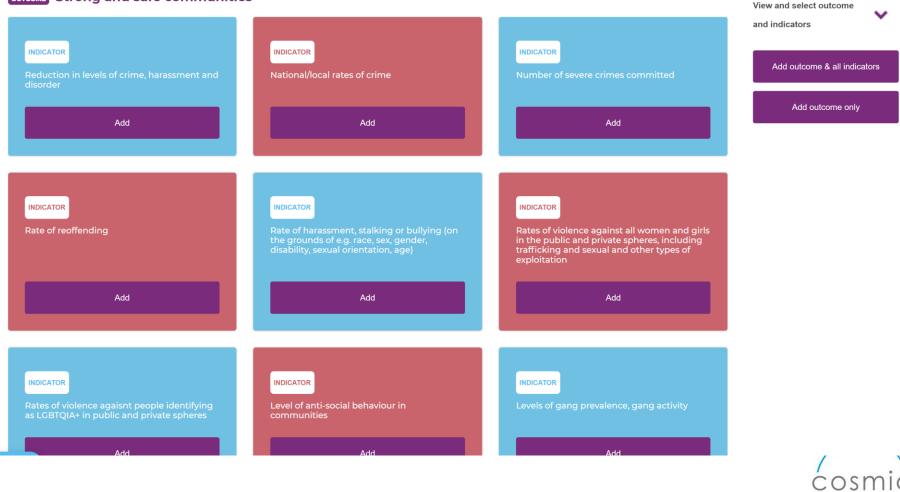
<sup>c</sup>osmic<sup>®</sup>



digital, smart, ethical

### **Citizenship and community**

### OUTCOME Strong and safe communities



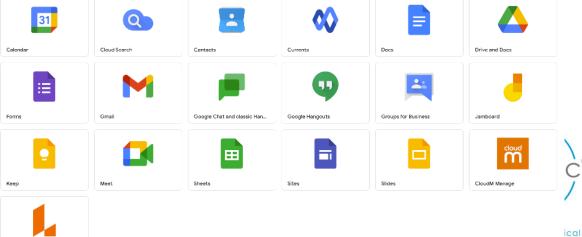
# Digital tools and platforms

to run your community group



# Cloud based software

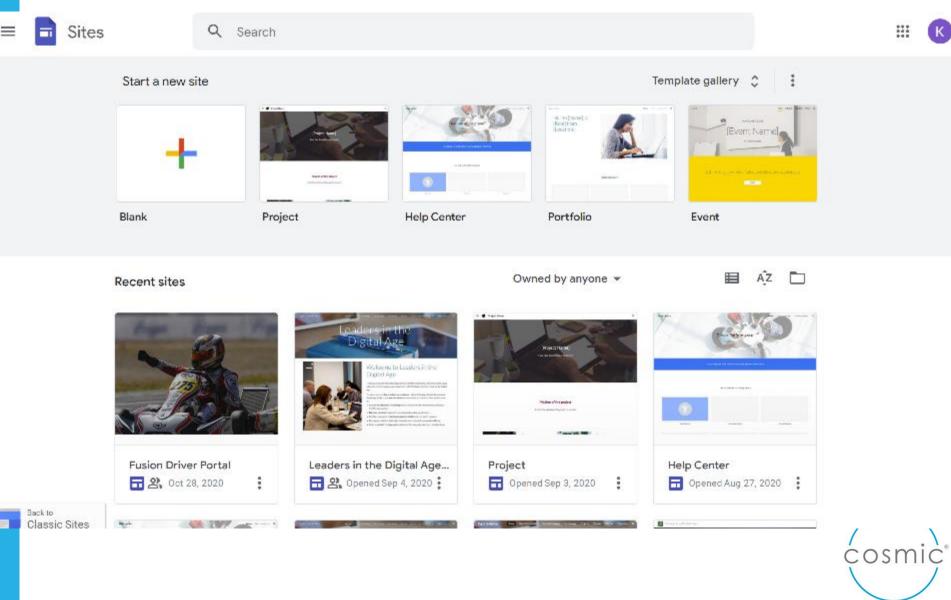




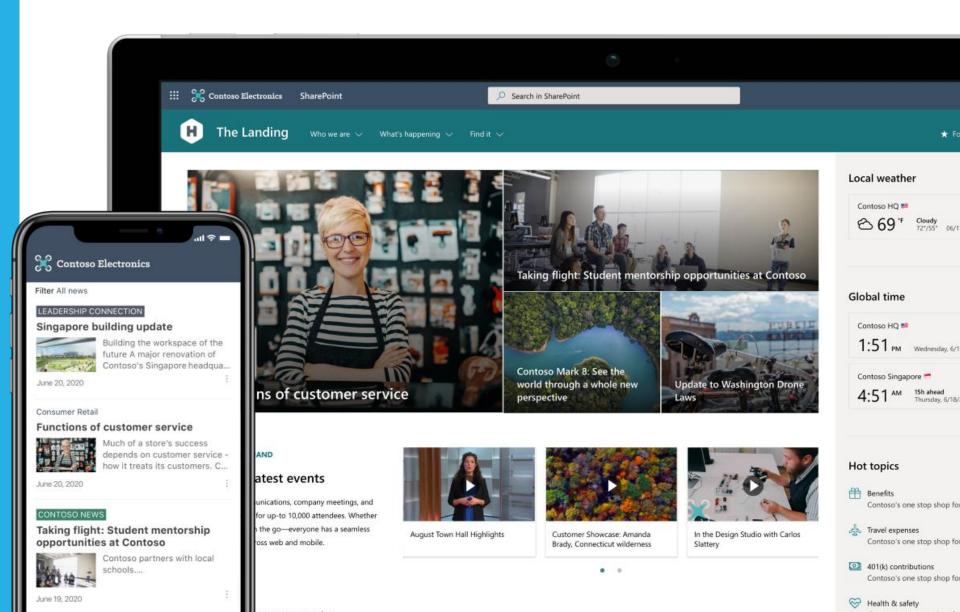
SharePoint/OneDrive & Google Drive

# **SharePoint vs OneDrive:** Where Teams stores files S

# Internal/External Impact sites – Google sites

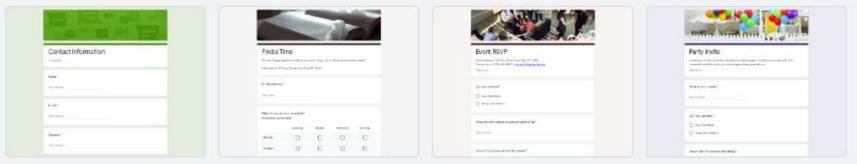


### SharePoint Communication Sites for Commissioners/Board/stakeholders/ Impact site?



# Forms – gathering information - Google and O365 Forms

### Personal



RSVP

Contact Information

Find a Time





Event registration
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Operation -

T-Shirt Sign Up

**Event Registration** 

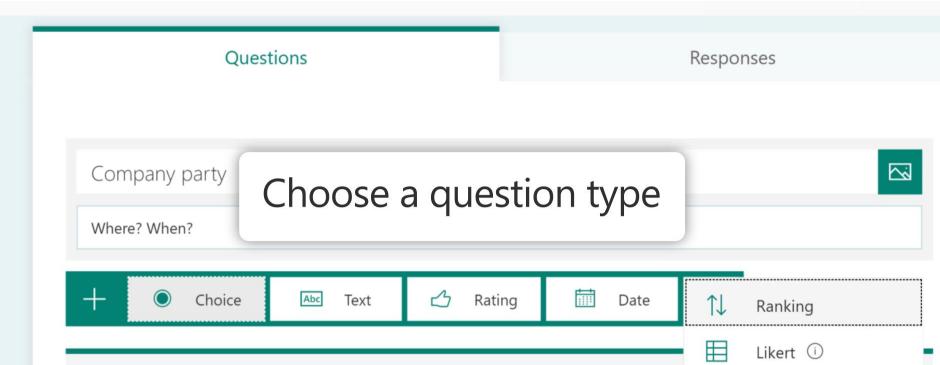


## **MSForms**

### Quizzes and forms for quizzes, polls and feedback

Cr<u>eate a quiz</u> with a variety of question types, set point values, use customised branching to route students down different learning paths and display students' points and feedback after they complete the quiz.

File Upload, which allows respondents to upload files when answering a question, extending the scenarios of interactive learning. Other features include immersive reader and branching for customised learning.



	Qu	estions	Response	s	-	Short answer		
Let's meet at 123 Your	Street Your City, ST 123	45			≣	Paragraph		
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Question								Ð
Option 1					U	Drop-down		Тт
Option					~	File upload		<b></b>
Add option or Ad	d "Other"							
						Linear scale		
						Linear scale		
					:::	Multiple-choice grid		
What times are you	available?					Tick box grid		
Please select all that apply								
						Date		
	Morning	Mi	dday	Aft	0	Time		
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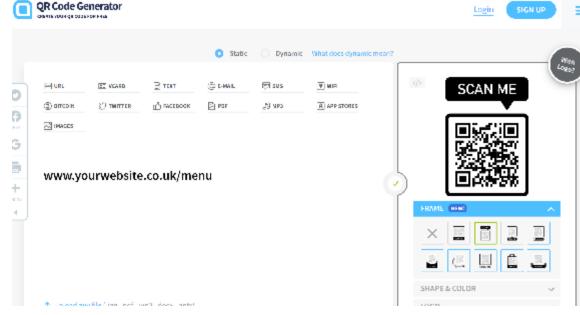
# QR Codes - Their day has come!



- QR codes for adding to your data
- QR codes for easy access to your impact reports

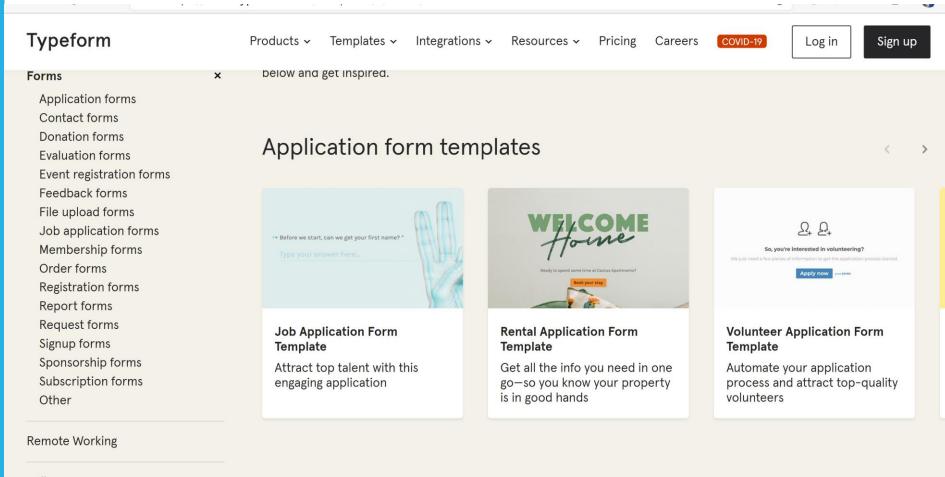
# **QR** code generator

- QR  $\rightarrow$  website menu
- QR  $\rightarrow$  Form
- QR  $\rightarrow$  WiFi code
- QR $\rightarrow$  Allergen info
- QR $\rightarrow$  Further info
- QR $\rightarrow$  Provenace
- QR  $\rightarrow$  Follow me (social)
- QR  $\rightarrow$  Discount codes
- QR  $\rightarrow$  Video clips (how tos, guides, descriptors)





# Typeform – easy forms for non 365 users



5

Polls

Contact form templates

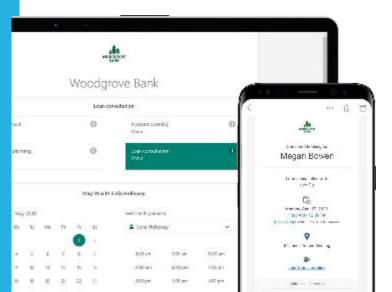
Quick-Start

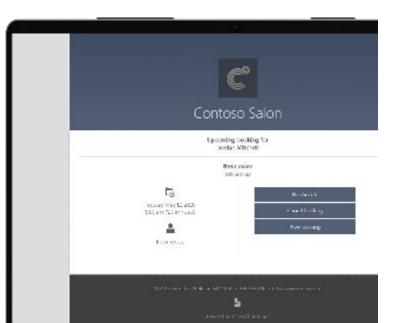
# O365 bookings

Your customers can visit your booking page whenever they want, book the time and service they need, get a confirmation email and calendar invitation, and reschedule or cancel if they must. If you prefer to book appointments on behalf of your clients, simply enter the appointment details in Bookings **and all confirmations and reminders will be sent**, and all changes tracked.

You can create and manage multiple Bookings calendars, each with their own unique setup to accommodate specific goals and use cases.

Bookings is easily tailored and provides a variety of editable fields and settings including page structure and information, staff details, appointment specifics, and custom communications. It is one solution that can be used across your organization.





# Calendly

Features Pricing Integrations Solutions For Teams Sign Up

Calendly has extended support for free integrations with video meeting tools, Zoom and CoToMeeting, through September of 2020, to help make connecting during the <u>candemic</u> easier.

### Create simple rules

Setup is easy. Let Calendly know your availability preferences and it'll do the work for you.

### Share your link

Share your Calendly links via email or embed it on your website.

### Schedule

They pick a time and the event is added to your calendar.

### **Calendar Integrations**

Works with your Google, Outlook, Office 365 or iCloud calendar so you're never double booked

### Control

Set buffer times between meetings, prevent last minute meetings, create secret event types, and more

### Flexible

Supports 1-on-1, round robin and collective availability meetings

Calendly helps you schedule meetings without the backand-forth emails

Enter your email	Sign Up
Get started for free. No credit card	d required.



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	Rasic SDue	Prendum \$8.m	Pro \$12 are
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# Taking bookings? Eventbrite

eventbrite

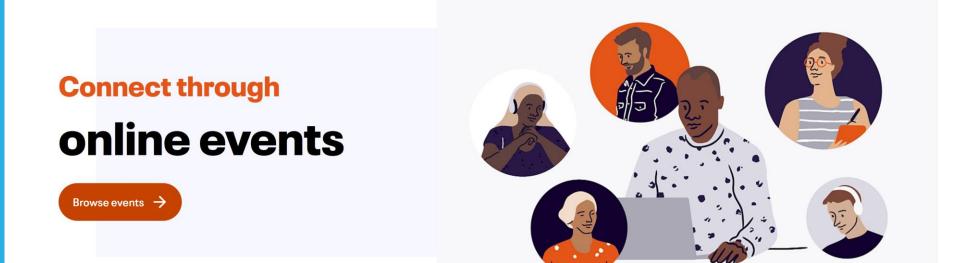
Q Search events

Organise v Help v Create Event

Sig

We're here to help

See our latest COVID-19 resources to stay safe and manage your events - for attendees and creators.



### **Popular in Online Events**

All For you Today This weekend Sports Free Music Food & Drink Charity & Causes

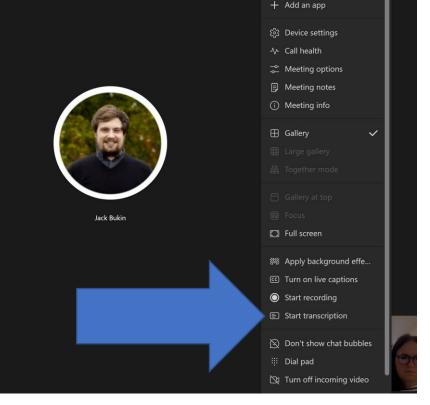
# Transcription for social impact recording

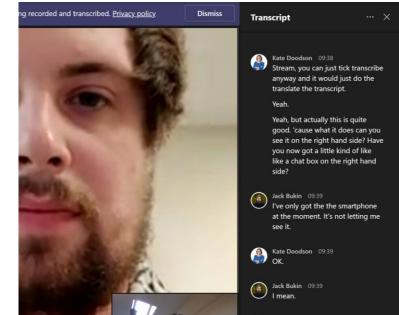
Transcript creates a full transcription of the call – into the Chat area

Saves into the original invite in Teams

Is saved after the call

Participants are notified that live transcription is on and have the ability **to hide it from their meeting** view with just a click. If they choose not be identified, attendees can also turn off speaker attribution in their profile settings.

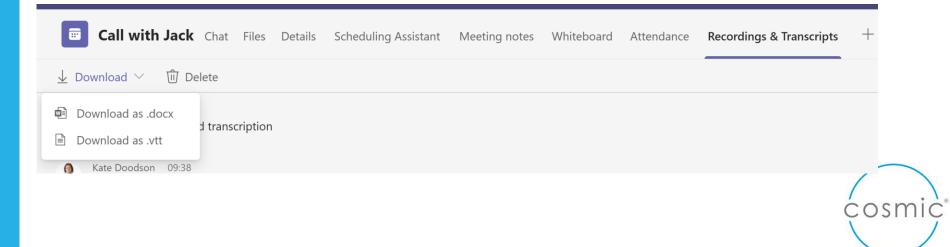




# Download transcript

and you can download it into Word or as a VTT file (with date stamps)

VTT has time stamp related transcript for easy searching



# Transcripts

Post-production script of call

Record in Stream

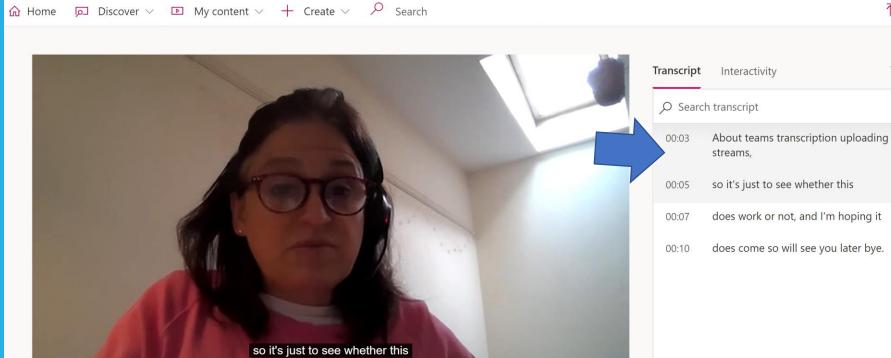
At end

Find file in OneDrive

upload it into Stream

Click on transcript

	> Details
	> Permissions
	$\checkmark$ Options
	Comments ()
	comments are enabled, anyone who can the video can also comment on it.
	• Off
	Captions ① <ul> <li>Autogenerate captions ①</li> </ul>
	Subtitles ①
	Upload a subtitle file
	Learn more about captions, subtitles, and transcripts
	ting recording - Microsoft COSMIC
leams cloud mee	eting recording - Microsoft
Teams   Microso	ft Docs
	digital, smart, ethical



Details

Call with-20211006\_133213-Meeting Recording

More from my videos

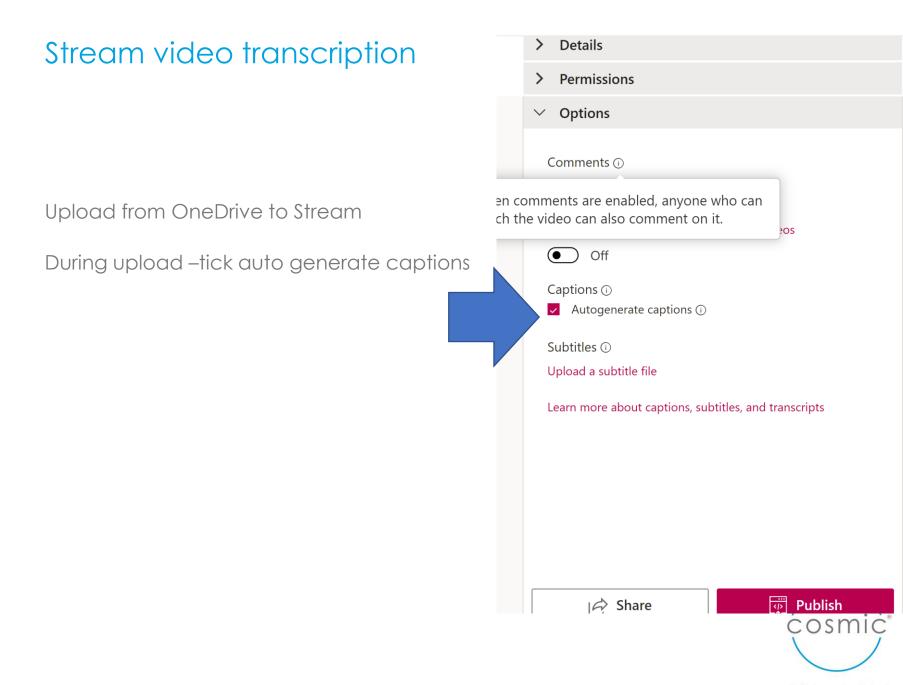


team meeting test-20211006\_124... 1 view



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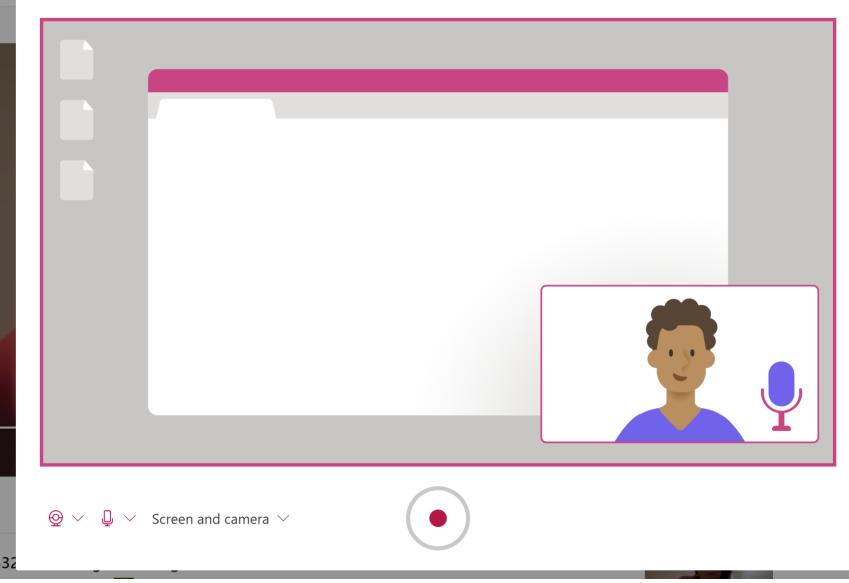
S



# Screen capture - Stream

### Record screen or video

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# Immersive reader – Microsoft Lens – iOS and Android

It's amazing!!!

# Immersive Reader for Office Lens in Android

### Version: 16.0.12827.20100

The Immersive Reader has been added to Office users can now have their text read aloud, choos highlight syllables and parts of speech, use a pic over 67 languages. As a result, those users can spacing, have a darker theme, and much more.

Learn more by visiting: Immersive Reader in C

Read aloud Highlight/syllables/spacing







Dictation	OneNote Desktop	OneNote App	OneNote Online	Word Online	Word Desktop	Outlook Desktop	PPT Desktop	Windows 10	

# OneNote

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Dictation	OneNote Desktop	OneNote App	OneNote Online	Word Online	Word Desktop	Outlook Desktop	PPT Desktop	Windows 10	

# Dictation

### **OneNote or Word**

Make sure your device is connected to the internet

Place the cursor into a document or text field.

Or select the microphone icon on the on-screen keyboard.

The dictation bar will appear onscreen to show that your device is listening. Note: You may be asked to turn on Online speech recognition first.

Now, just start talking to enter your text. Keep mic on to edit https://support.microsoft.com/en-us/office/dictate-your-notes-inonenote-2f5d1549-afe1-4abd-95ff-829a839e3d00

Mohamed Elsharkawy × <u></u>L<sup>\*</sup> 5 ♂ ႙' ဠ Share Q Dictate  $\sim$ Set Dictation Language Chinese (PRC) English (Canada) English (United States) Spanish (Mexico) Spanish (Spain) **Preview Languages** English (Australia) English (India) English (United Kingdom) French (Canada) French (France) German (Germany) Italian (Italy)

# Dictation (only in Chrome) – Dictation in O365

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Untitled document File Edit View Insert		ools Add-ons Help			✓ Find Select ✓	Dictate	e Design Ideas	re K
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							digital	l, smart, ethical

# Planner for planning marketing of social impact

Planner				
	TL Actions ★	Board Charts Schedule	🎍 🌘 🌷 💩	+7 Members 🗸 Filter (0) 🗸
New plan	To Do	Doing		Done
Planner hub	+ Add task	+ Add task		+ Add task
My tasks	() test	O decide on O365		
irites ^		test		
Actions	□ ⊘ 3/3	□ ⊙ 3/4		
Marketing Plan for T&C	10 leafest to kate			
nmended ^	Member	Completed tasks 2	2 ~	
D and C - Example Plan	Red			
DSFRS - Demo Pan	O test			



While built primarily for sales organisations, CRM systems can be customised and tailored to charities, with many vendors specialising in the charity sector.

We've picked out the providers in the list below because they are either specifically designed for non-profit organisations or have extensive experience working with charities and building systems to their needs.

There is a lot to consider when making the choice. Some questions to ask include:

- Do you need a solution that is **cloud-based** or on-premise?
- How many users will there be? Will this change over time and can the system scale?
- Can you use an **out-of-the-box** solution, or will you need something bespoke?
- Will you be able to configure the system over time and create new functionality when required?
- Can the system integrate with existing software, such as finance and email, and your website?



Which CRM?



Cesule

# Microsoft Dynamics 365

HubSpot

# insightly



# CRM systems for fundraising

For fundraising

Small-medium charities (Under £1m income)

- Blackbaud eTapestry
- Donorfy

Large charities (£1-10m)

- Raiser's Edge NXT
- Microsoft Dynamics 365
- DonorPerfect
- ThankQ

Major charities (£10m+)

- Salesforce
- Blackbaud CRM
- CiviCRM

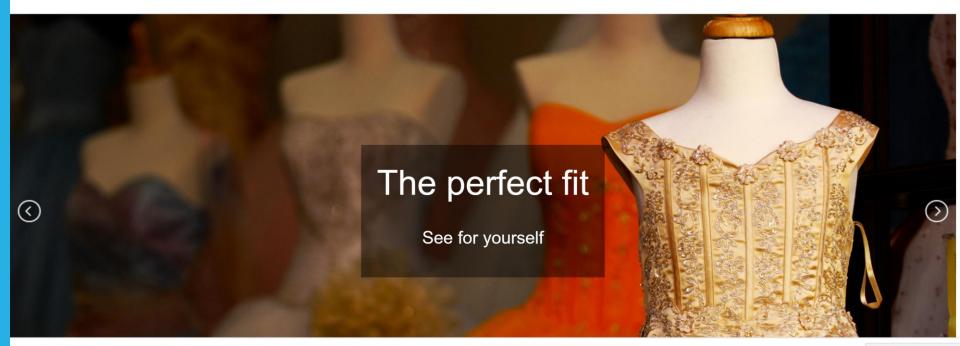
https://charitydigital.org.uk/topics/topics/thebest-crm-systems-for-charities-7626



# CRM system – client management & confidentiality

For Client management

	We use cookies to ensure that we give you the best experience o	n our website. If you continue to use th	nis site we will	assume that you ar	re happy with it.	ок	;
Contraction La	mplight	THE SYSTEM <del>~</del>	PRICING	CUSTOMERS	ABOUT US <del>-</del>	BLOG	CONTACT US



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## **CRMs** for Charities

FEATURES HOW GROOP IS USED ABOUT US NEWS PRICING DBS CHECKS



### The easy to use *Groop* management software built for the Public and Third Sectors

The Groop platform combines powerful management features, adaptable for your services with CRM functionality.





The System Pricing Set Up

ontact

### The Complete Charity Database, Tailored To You

Make the difference you want to make with safe, organised and purposeful data

BOOK A DEMO 🐳



5 2 3 4 CONTRACT LEGAL PROTECTION PUBLIC LEGITIMATE CONSENT **OBLIGATION OF VITAL** TASK **INTERESTS INTERESTS** processing is processing is processing is processing is the data subject necessary for the necessary for necessary in necessary for the necessary for the gave consent compliance with performance order to protect performance of a for the of the contract of a legal obligation the vital interests task carried out processing of which the data to which the of the data in the public personal data controller is subject is the subject or of interest or in the for one or more subject another natural exercise of or by a third party specific official authority person purposes

GDPR - do I need consent? What is the purpose of the data? What is the data? What is the purpose of the data? What is the data? digital, smart, ethical

6

## Not sure? <u>https://ico.org.uk/for-organisations/gdpr-</u> <u>resources/lawtul-basis-interactive-guidance-tool/</u>



For organisations / GDPR resources / Lawful basis interactive guidance tool

## Lawful basis interactive guidance tool

### Contract

Q1. Do you have (or intend to have) a contract with the individual? \*

🔵 Yes

🔵 No

🔵 I don't know

More information...

## Consent

Consent Is:	Consent Is Not:	
A "clear affirmative action"	Implicitly assumed from pre-ticked boxes, inactivity, or silence	
Freely given	A condition to use a service (unnecessarily)	
Specific, informed and unambiguous	Asked for with vague or confusing language (no legalese!) or bundled with other terms and conditions	
Documented	Defensible, if the details are not recorded and accessible (date, time, language)	
Easily withdrawn	Hidden (hard to withdraw)	



## Fundraising platforms

donorfy

FEATURES

INTEGRATIONS

PRICING RESOURCES

BOOK A CHAT

## The modern undraising CRM you'll love

oud-based. Easy to use. Integrated and powerful, yet flexible. ill for the way you fundraise today and tomorrow, Donorfy is fo nart, growing nonprofits large and small.

**FREE TRIAL** 

ff



### **Essentials**

### FREE

A great place to start if you've not had a CRM before and have under 500 constituents. **No more spreadsheets** 

UP TO 500 CONSTITUENTS

### **Professional**

### FROM £65 PER MONTH

A powerful CRM with all the features you need to manage, grow and track your fundraising.

Move the slider 👇 to find your price band.

#### UP TO 500 CONSTITUENTS

£65 +VAT PER MONTH

20 PER MONTH (FREE)



HELP

y and paste a line of our site. You can take

Sign Up

Log In



## ACCEPTING DONATIONS IS EASIER THAN EVER.

BUSINESS V

DEVELOPER

Whether you're a charity or not-for-profit, a PTA or sports club, if you're raising money for a good cause, PayPal has a solution for you.

Get a business account

VOLUNTEER

PERSONAL  $\vee$ 

P PayPal

VOLUNTEER

£55.00

Tap/Insert Card

()))\$

VISA

6

What I need to sign up

Call us on 020 794 93272\* to discuss your not-for-profit or charity's requirements

add PayPal Checkout to ence that keeps the

### GIFT AID ELIGIBLE

With PayPal, donors opt into Gift Aid by simply ticking a box. This declaration is then automatically applied to all future donations to your charity.



## JOIN THE PAYPAL GIVING

Once you've created your PayPal account, you your charity and enrol in PayPal Giving Fund Through it, you can reach new donors throu Humble Bundle, the PayPal app and more. T Giving Fund charges no fees to charities for services.\*\* Learn more here

## **IN-PERSON DONATIONS**

Take Chip and PIN or contactless donations or payme with the Zettle reader – now a PayPal service.

Learn more about the Zettle reader



Every Click 🛞



Over 4,000 retailers work with Everyclick to give a percentage of your transaction back to your charity.

We've teamed up with loads of leading retailers who have all agreed to give a percentage of your total spend with them to the charity.

Sign up for a free Everyclick account and benefit from...

- Choose which charity gets the free money you've raised. Choose from over 200,000.
- Track how much you raised for your charity
- Get exclusive offers and deals all with the intention of getting you great deals and raising in the process

### Join 100,000 others raising free donations

е	amazon	TESCO	John Lewis	
à .	Raises up to 1.50%	Raises up to £3.00	Raises up to 1.00%	
	M&S EST. 1884	<b>Expedia</b>	Booking.com	
	Raises up to 2.00%	Raises up to 6.00%	Raises up to 2.50%	
	ebay	let's feel good	<b>CISOS</b> discover fashion online	
	Raises up to 0.75%	let's feel good Raises up to 4.00%	CISCOS discover fashion online Raises up to 2.50%	
	Raises up to 0.75%	Raises up to 4.00%	Raises up to 2.50%	

C n https://www.every	/click.com/signup/choose-charity	
Categories	Cats Protection Raised £55,905.96	Support us > About >
<ul><li>All categories</li><li>Animal</li></ul>	Woodland Trust Raised £36,695.19	Support us > About >
<ul> <li>Arts &amp; Culture</li> <li>Children &amp; Young People</li> <li>Community</li> </ul>	Dogs Trust Raised £35,278.10	Support us > About >
<ul> <li>ℰ Disability</li> <li>ℰ Education</li> <li>ℰ Environmental</li> </ul>	tearfund Raised £32,492.27	Support us > About >
<ul> <li>International</li> <li>Medical</li> </ul>	Cystic Fibrosis Trust Fibrosis Trust Raised £28,421.43	Support us > About >
<ul> <li>Religious</li> <li>Services</li> <li>Sports</li> </ul>	PARKINSON'S <sup>UK</sup> CHANGE ATTITUDES. FIND A CURE. JOIN US. Parkinson's UK Raised £28,676.70	Support us > About >
🦨 Welfare	Born Free Foundation	Support us > About >

### **Online donation websites**

If you've ever given a donation or raised funds online, you've probably used sites like:

- JustGiving
- <u>Givey</u>
- <u>Virgin Money Giving</u>.
- Local Giving

### (My Donate has closed)

These sites make it easy for the fundraiser or organisation to set up a fundraising page, share their message and collect donations. They can also help to collect donors' details for future contact.

However, apart from Givey and MyDonate most of these sites charge a fee. Do your research and make sure you know how much you'll be paying before you start. It might be worth paying more to get the functionality that you need, or you may just be looking for the cheapest option.

These sites can be very useful for fundraising events, or to allow individual supporters or volunteers to fundraise on your behalf.

## Amount passed on by sites for a £10 donation + Gift Aid (if debit card used) Max £12.35.

Amount passed on by sites for a £10 spend + Gift Aid (if debit card used)						
	AMOUNT GIVEN DIRECTLY TO CHARITY	TRANSACTION FEES/ VAT	CHARGES TO CHARITY	NUMBER OF CHARITIES SIGNED UP		
Donate to UK charities:						
MyDonate	£12.35	£0.15	£0	9,500		
Charity Choice	£12.25	£0.25 (1)	£0	4,000		
Virgin Money Giving	£12.15	£0.35	£120 - one- off	11,500		
Givey (2)	£12.50 (but an extra 50p is charged on top of your £10 donation)	£0.50 (3)	£0	8,100		
Every Click	£11.94	£0.56	£0	200,000+		
JustGiving	£11.78	£0.72 (4)	£15 or £39 - monthly (5)	13,000		

Explore

Search for a Charity or Fundraiser

### Q

## 100% of your donation goes to the cause you support

Start Fundraising

## Facebook birthdays - donations

You can raise money on Facebook to support a charity or a local busine

### Differences between personal and charity fundraisers

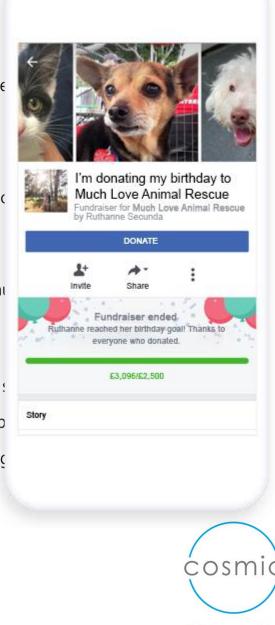
You can create two types of fundraisers on Facebook:

- Personal fundraisers: Fundraisers that raise money for a personal or a friend or a business. Learn how to create a personal fundraiser.
  - Note: Cannot be used to raise money for a charity.
- Charity fundraisers: Fundraisers that raise money for charitable car Learn how to create a charity fundraiser.

### When to create personal fundraisers

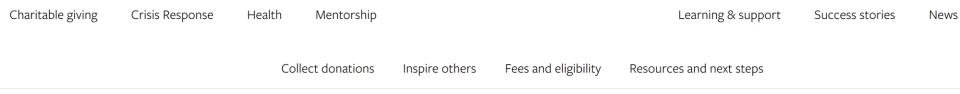
Create a personal fundraiser when you want to raise money for things :

- Community projects, such as buying new supplies for your local lib
- Crisis relief, such as helping a friend whose home was badly damag
- Education, such as tuition funds



digital, smart, ethical

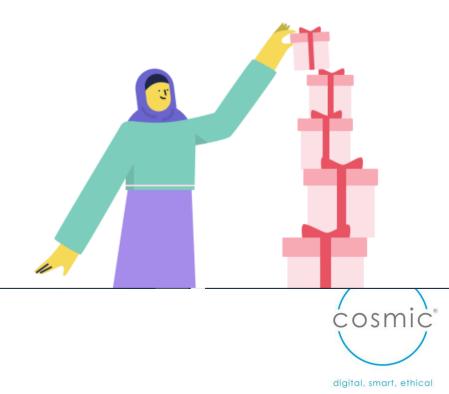
### 🔿 Meta



### Charitable giving

## Raise money and awareness for your cause on Facebook.

To make it easier for you and your community to raise money on Facebook, we've built free tools to help you collect donations and enable supporters to fundraise for your



### Donate button

Page fundraisers →

Fundraiser sticker ...

### Live video donate

More and more people are going live on Facebook to share their experiences. You can add a donate button to live videos on Facebook. Give people an inside look into your organisation and share the impact that you've made in real time.

Learn more

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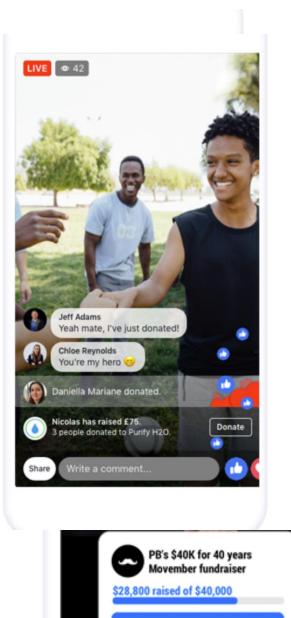
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funuraise เทาบนฐาา Facebook วเบทตร.

### Learn more

.. .. . .



Donate

## Facebook Mentorship

🔿 Meta

Charitable giving

Crisis Response Health

n Mentorship

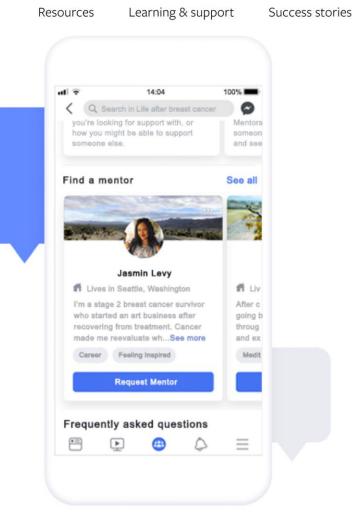
### **Product overview**

When admins turn on Mentorship, group members can elect to sign up and add details about the experiences and expertise they can share as a mentor, or the topics and areas they're looking for help with as a mentee.

Anyone in a group can browse and choose their own mentorship partner based on the specific interests that people list when they sign up to participate.

They can get in touch directly with the partner with a request and communicate in a one-to-one space in Messenger with helpful prompts to guide them.

### How it works →





Discussion: breakout rooms – sharing best practice – what have you used before? Any other software to share?



## Break



# Ways to showcase impact

Stories & numbers



## Memorable communications

How do you show impact in a way that is memorable?.

And use it to encourage others to participate?



### Check out the latest from Camfed

See the latest articles, press releases, films and social media from across Camfed's work. To ensure you always get notified of our latest content, sign up for email updates.



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aking room for girl

Skell Social Entreprensure Challenge

#### Camfed on Twitter

#infographic: The Cost of the Learning Crisis via #EFAlleport http://t.co/ulWgW6qXby #education/orall



header (en 19.20) The Shall Poundation, in particulary with The Hallington Pour, a balanching da Kiet crosself-adding challenge designed to proble scene of the world's likeling social intergenerae's with

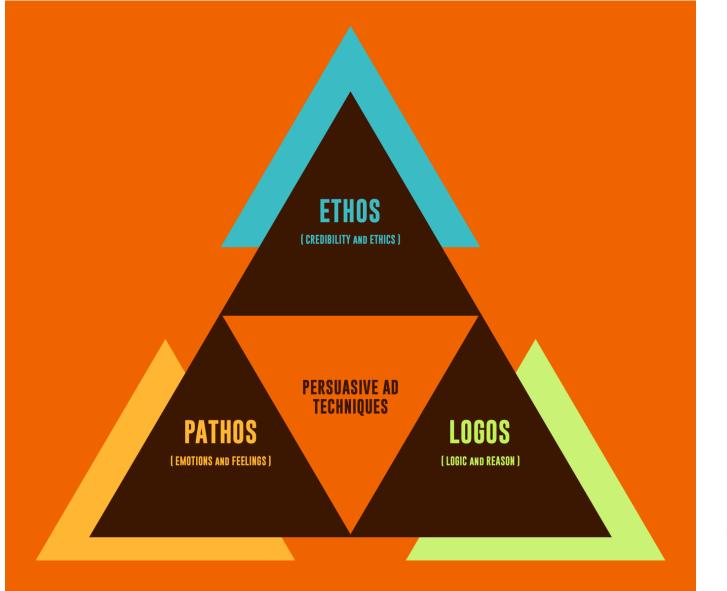


#### Join our worldwide community of supporters

We need your help to educate more girls in Africa. Take a look at our latest appeals, make an online donation, send an e-card or find out how you can fundraise for Camfed.



## Creating impact that matters



digital, smart, ethical

cosmi¢°

## Mix of Numbers/Stories & Ethics

**Ethos** 

'Ethics'

Establishing personal credentials

Getting your audience to trust you Pathos 'Pity'

Inspiring an emotional response

Getting your audience to feel Logos

'Logic'

Arguing based on reason and facts

Getting your audience to think

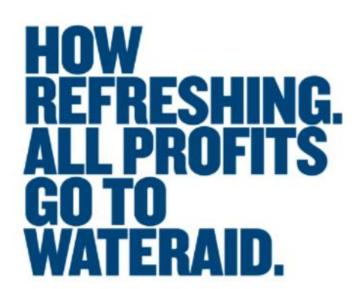
Hyperbolit



digital, smart, ethical

## BELU. WATER WITH ETHICS.





We have partnered with the charity WaterAid since 2011 giving 100% of our profits to help to end water poverty. To date **we've given over £2.2M, transforming 146,671 lives** with safe water and sanitation. 100% of Belu's revenues are from trading, we do not receive and grants or subsidies.

WaterAid know how a relatively small donation can change someone's life. Just £15 can enable one person to access to clean water for a lifetime.

### BELU. WATER WITH ETHICS.

## WATERAID TRANSFORMS LIVES.

### **RICHARD MARTIN, BELU SALES DIRECTOR**



### WE ARE AN Environmental Brand First.

"Success at Belu is measured by the reduction of our overall environmental impact, successful and sustainable trading, and the number of lives transformed in poor countries through access to safe water."



#### Home Merch Donate Blog Photos & Videos 🔗 🖬 🞯 f 🎔 🔌

## MURPHSLIFE

## MAKE A CONTRIBUTION

Change to Life

### Instagram

ars I would have nightly sleep paralysis. F a child. For many it can be absolutely rifying. You see cloaked spirits, witches and her cultures, maybe a little creature sitting o ur chest. **Q** Search





Sign Up

Log In







video on my IG.. you sent me too much money for a bike this is what happened...

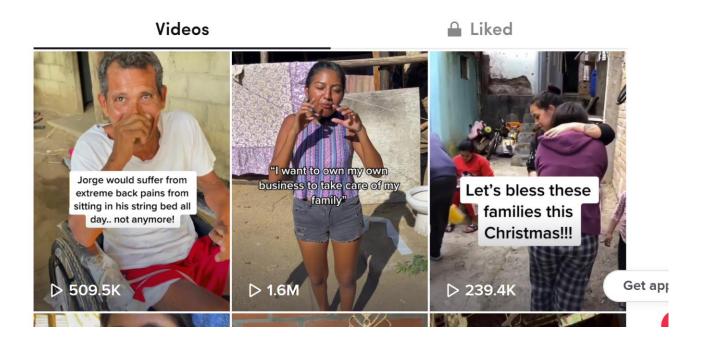




54 Following 2.8M Followers 66.3M Likes

Let's bless a stranger! Gofundme in Bio. Venmo- MURPHSLIFE24 PayPal MURPHSLIF

### 𝔄 gofund.me/be49b1ce



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## HUMANS OF NEW YORK

## Stories-Countries-Series

The latest stories from HONY, featuring interviews with thousands of people on the streets of New York City.

## LATEST STORIES



NEW YORK TIMESNº1 BEST SELLER



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## Importance of good photography

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https://www.streetleague.co.uk/our-purpose/our-impact/

La Co 🗸 🗸 🖉

LATEST News

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TING HEROES TACKLING RACISM IN SPORT AND EMPLOYMENT

THANK YOU #TEAMSTREETLEAGUE 2021 LONDON MARATHON RUNNERS

### **MEET SOME OF OUR YOUNG PEOPLE**









### Annie's Story

Annie left school aged 15 with no qualifications. Her employment for the past 40 years has been hard physical work: cleaning, catering and care work. In January 2020 she found herself unemployed and because of health issues she was no longer able to do manual work.

At her Job Centre appointment, her adviser, Roz, discussed learning how to use a computer. Annie had complained that all the jobs were online, and she had to rely on her daughter to apply on her behalf. She explained to Roz that she found it difficult to learn new things and would get nervous when people were annoyed and impatient. Roz assured her that the Positive People

tasks that I found difficult without ever making me feel stupid."

Suzi taught Annie the basics of using a computer, from using a browser and Zoom to using Google Photos to free up space on her phone.

When the pandemic started, Suzi wanted to arrange telephone lessons. At first, Annie declined as she thought it would be impossible to learn over the phone. However, Suzi asked if she could call anyway, as Annie was living alone in the lockdown. Suzi phoned through a WhatsApp video call, another new skill for Annie, and she decided to carry on with her lessons



### How Positive People went Remote

Working on a project where the majority of the people supported are digitally excluded has been both difficult and inspiring over the last year. 2020 was the year the world went digital and for those who don't have access to devices or the knowledge to use this new world, it has been a very steep learning curve.

When the country went into Lockdown back in March 2020, the Positive People team wondered how they were going to be able to support the participants they worked with. They had to be innovative and focus on how to deliver the digital training as well as the social support their advisors give to the participants.

In the beginning, the team focused on the platforms they could use to deliver the training, and ensuring they had the knowledge in the team for using them. This meant creating How To Videos and guides for platforms such as Teams, Zoom, Whatsapp, Google and many others.

They spent the first few weeks ensuring that the participants had a phone call to check they were okay and identify those who had devices to work with and access to the internet. For those that didn't, they worked alongside the Change Coach

team to look at where they could access the funding to support with data and devices.

After a couple of months, the world that had seemed so strange in the beginning was becoming second nature. The adapted courses and workshops were delivered with a focus on being remote.

The team also wrote new content looking at wellbeing and safety online. This included a focus on the scams that were now very prevalent in lockdown. They created videos on internet banking, using the GP services online and how to get deliveries from supermarkets. A tech support line was set up to help those who didn't have access to support online.

Since the start of this new way of working the Positive People Project have identified the good and bad and how they can continue to support those who are most diaitally excluded.

We are looking forward to being able to have a hybrid version to support those who are happy to work remotely, as well as those who still need the human interaction for their digital and social inclusion

151 Devon

Number of Participants Helped:



opportunities

Rita came to live in England from Lithuania about fourteen years ago where she worked in a bank before starting a family. Her children are arown up now and when her husband passed away eight years ago, she suffered from depression and anxiety. "Evan right now Lean't listen to music and sometimes I can't be around people, especially if I dan't know them".

Getting support from Positive People has helped rcome some of these challenges. She says, "They found me interesting things to do like computer courses and activities".

As part of this support. Rita attended an English se at her local college and worked with Digital

bank, she hadn't lost her passion for numbers and sudoku quickly became one of her favourite apps! She's now also able to use YouTube to indulge in tfing support from her another of her passions which is listening to opera and likes to go online to keep up to date with news and politics hen her drughter needed ess to a digital device" Working with her Change Coach, Mike also recommended some short online training courses ae Coach, a case was provided with her own tive People project. big step forward for Rita

to help Rita practice and improve her English. She found these to be comprehensive and enjoyable and completed them successfully saying, "I really enjoyed the computer courses, and it was a good experience for me" Rita will still have occasional help from her

as she now has unlimited access to a tablet which opens up many new opportunities for he

including learning online and improving her skills in addition to job searching and looking for other

Rita adds "I learnt how to check emails or write them. I am not a computer person but computer courses have helped me get basic skills".

Mike suggested a variety of different apps including

some that Rita could use to help her continue improving her English skills and she found these to be interactive and fun. But having worked in a

daughter on her digital endeavours but plans to continue with her online learning and says her future goals include. "Be healthy and continue to learn something which helps me

"I must thank you again as you've prepared me for this very eventuality (lockdown). You really did key me in to the future.'

**Digital Inclusion** Hours Delivered across **Positive People:** 

5712

#### Jacqui's Story

"12 months ago. I could send an email and do a Word document... and that was pretty much it!

Training

One year on since March 2020 and Jacqui is speaking live on BBC Radio Devon, explaining her Digital journey: "The Zoorn calls have been a massive hit, helping me to keep in touch with my clients and family

Jacqui Reid runs one of Slimming World's 10,000 p Silmming World Okehampton, in Devon, after thending another group herself. She successfully lost 4 stone 2 pounds through the programme of dietary, health and wellbeing support, and thought, "I wanted to help other people do that". Unfortunately, the impact of Covid-19 and lockdown in spring 2020 meant that Jacqui was "thrust into technological mayhem!".

"When we first went into lockdown is was devostating. I had just built up my client-base in the 12 weeks since starting in Okehampton, and suddenly overnight I had no customers. It was a case of getting onboard with technology, or sinking. Thankfully I've kept onboard".

Jacqui registered for the Growth Support Programme. This programme, now in its fourth year, is funded by the European Regional Development Fund and is delivered in partnership with the Heart of South West LEP, the Growth Hub and a range of delivery partners. Cosmic's Digital Business advisors are able to support SMEs, just like Jacqui. ith a range of digital training and advice. Over the course of several meetings, Jacqui met with

#### one of our Digital Skills Trainers, Becky. Cosmic helped Jacqui to identify her needs and skills gaps, realising that her challenge during Covid-19

would be all around digital marketing and online communications. Jacqui got to grips with a range of tools and solutions, and really embraced the benefits of Digital.

"I've learnt how to use Whatsapp. I used to think what is that? I was terrified of it. I can now do a video broadcast for people and send it to them. It's blown my mind. Facebook has gone from being really scary, to me now doing live cookery lessons for my clients."

Not only has our Digital Skills training helped Jacqui Not only has our lagital skill around a lacat keep her business going, but it has obe given her the ability to support her own mother with new skills – passing on the Digital inclusion across the community. "I've actually managed to teach my Mum, she's 81 and based in Cumbria. I laught her how to join us on Zoom for a party on VE Day. That was brilliant!"

"My generation, we're frightened to press buttons on technology, in case we break it or do something wrong. So, I say, 'don't be frightened to try', My Mum started using her iPad when she was 80, and she's discovered YouTube and she's act a new e of life, watching all her favourite musicians aaain

We are thrilled to have supported Jacqui at this helping to pass on the message to so many



#### **Splash Projects** Splash Projects is an award-winning company that delivers innovative experiential learning

programmes through real-life community projects.

With a head office in Exmouth, they help clients

charities and community organisations. It's a great way for a company to achieve team and leadership development, whils creating and developing new physical assets for communities

Over the duration of their projects, participants are

invited to design, plan and execute in an unfamiliar

and development opportunities for employees and

As a small team, Splash understood the importance

and potential value of developing a digital marketing strategy and overall social media

environment - offering a spectrum of challenges

achieve their business objectives while also

and charitable groups

senior managers alike

delivering life-changing building projects to

avenues for communications, gaps in targeted marketing and improving website performance

 Maximising social media presence, especially Linkedin (their most valuable platform to reach target audience).

Developing original content for the website and articles to help work towards their goal of becoming a more influential provider in experie learning & team/leadership development.

ot Splash, sold, "Kate has provided us with s invaluable insights into the digital marketing and has helped guide the foundation of ou diaital marketing and communications str going forward. Kate has also worked with us breakdown our goals into actionable tasks. wanted to say a massive thank you for these Cosmic sessions. Anna and I have found these meetings incredibly insightful and have truly

oby Rix, Head of Marketing & Communicat





## MS Sway for Social impact Reports



digital, smart, ethical

### A video review is harder to fake

- Testimonials work because they tap into one of the most powerful, old school advertising methods — word of mouth.
- In the digital age, world of mouth has got a makeover. It's no longer confined to friends and family, it's influencers you admire and reviewers you like.
- **Video Video Testimonials:** Word of Mouth is the Best Advertising
- Video takes word of mouth marketing to the next level.

A video is harder to fake. This is a real person, willing to associate their face and name with your product. It creates trust, and helps forge a real connection between the viewer, the person in the video, and the company.

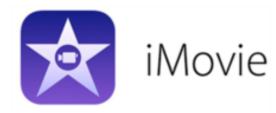
### 72% of consumers say that reviews and testimonials make them trust a company more.

## Video editing apps and software



**Free** (Windows, Mac, iPad and iPhone)

**Free\*** (preinstalled on Mac, download from Appstore for iPhone/iPad)



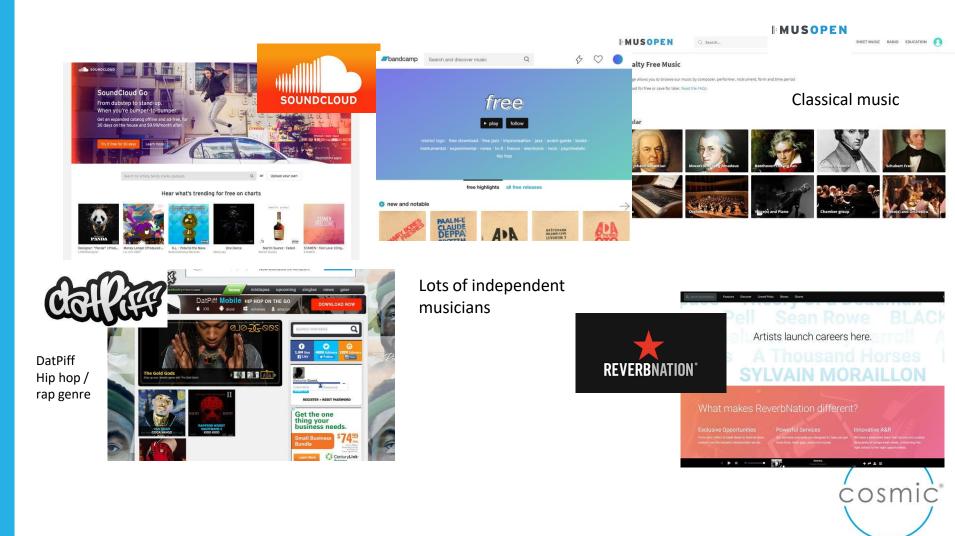


Microsoft Photos Free (Included with Windows 10)

Free (iOS and Android)



## Adding or using music legally in your video's



digital, smart, ethical

### https://gopro.com/en/us/shop/quik-app-video-photo-editor

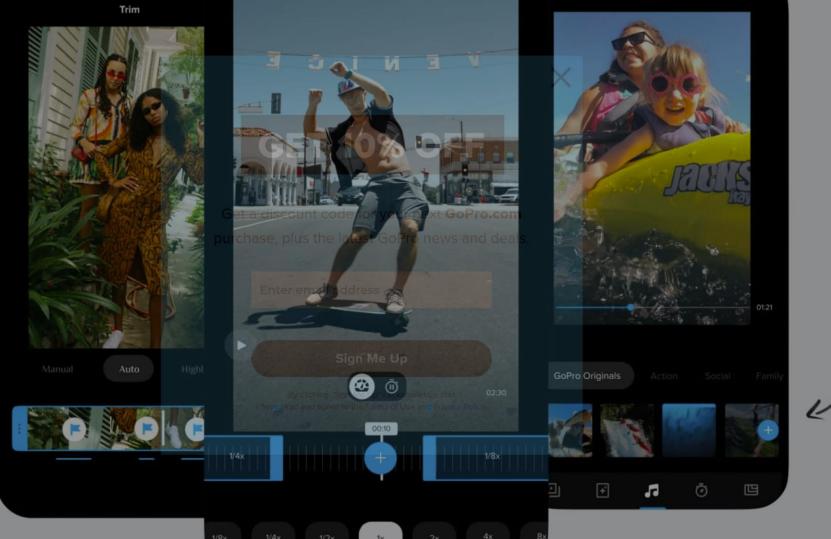


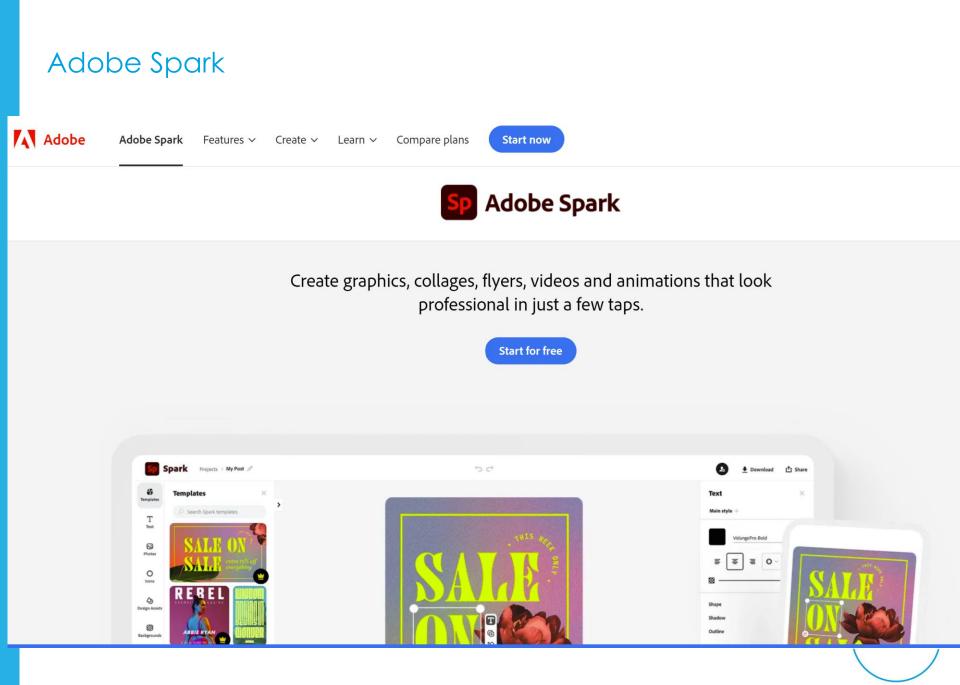
https://gopro.com/en/us/shop/quik-app-video-photo-editor



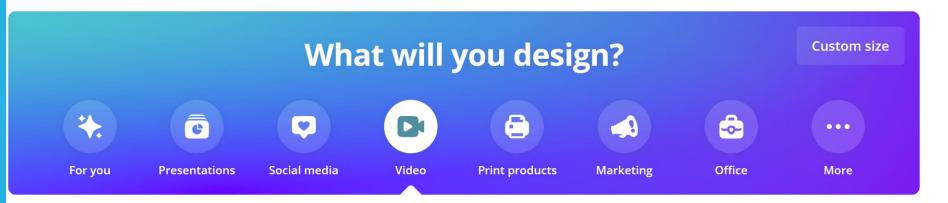


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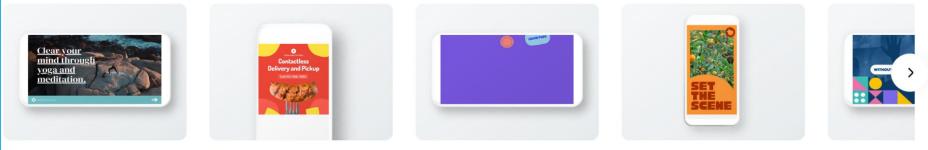




#### Canva video editor!



#### Easy-to-assemble videos



Video

Facebook Video

Video Message

Mobile Video

YouTube Vide



## Does it need to be written?

#### Alternatives to written text

For those with dyslexia – or processing conditions

For those with low literacy

It's just easier to read and digest!

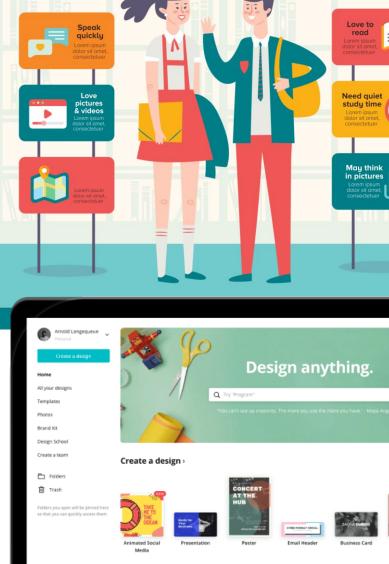
Inclusive design

Canva – drawings and diagrams, models or infographics

Tabular and bullet format

Highlight key words for easy reference





#### 9 of the most popular types of infographics are:

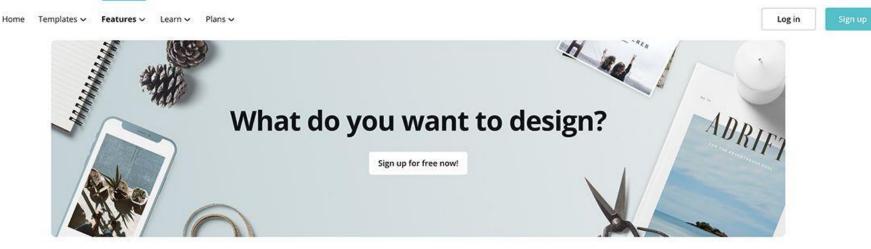
- 1. Statistical infographics
- 2. Informational infographics
- 3. Timeline infographics
- 4. Process infographics
- 5. Geographic infographics
- 6. Comparison infographics
- 7. Hierarchical infographics
- 8. List infographics
- 9. Resume infographics



### Infographics Canva

#### Need to make posters or images to share online?

Use <u>Canva</u>, an online marketing and design tool which makes professional looking graphics easily. <u>https://www.canva.com</u>



#### **Popular designs**

Discover everything you need to know about Canva's most popular document types. Access inspiring content, video how-to guides, free templates, and more.



**Baby Shower Invitations** 





Brochures

**Business Cards** 



Calendars



**Christmas Cards** 



Facebook











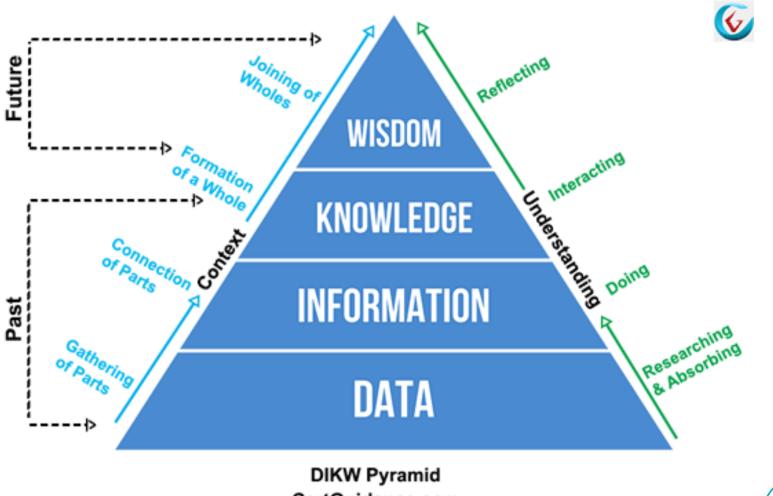




### MS Sway for Social impact Reports



#### Number telling - DIKW triangle



CertGuidance.com



#### Number telling - PowerBI

Let's talk about numbers....

ST II SCOTTISH CYCLIST SMASHES EVERESTING CHALLENGE IN SUPPORT OF STREET LEAGUE STREET LEAGUE APPOINTS DOUGIE STEVENS

#### 2131

young people started programmes with us over the past 12 months.

#### 118

young people disengaged from our programmes over the past 12 months.

#### 1094

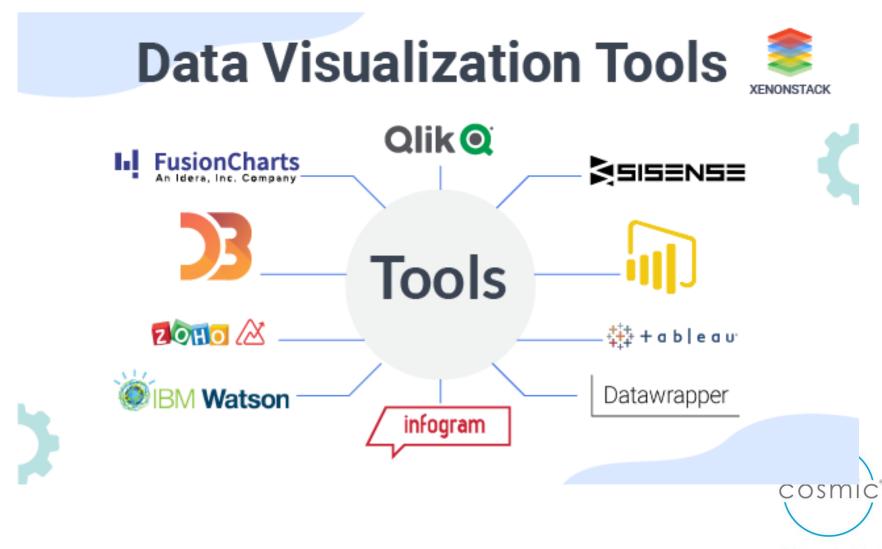
young people progressed into jobs, education or further training over the past twelve months.

## 118

young people sustained employment outcomes for at least 6 months over the past 12 months.



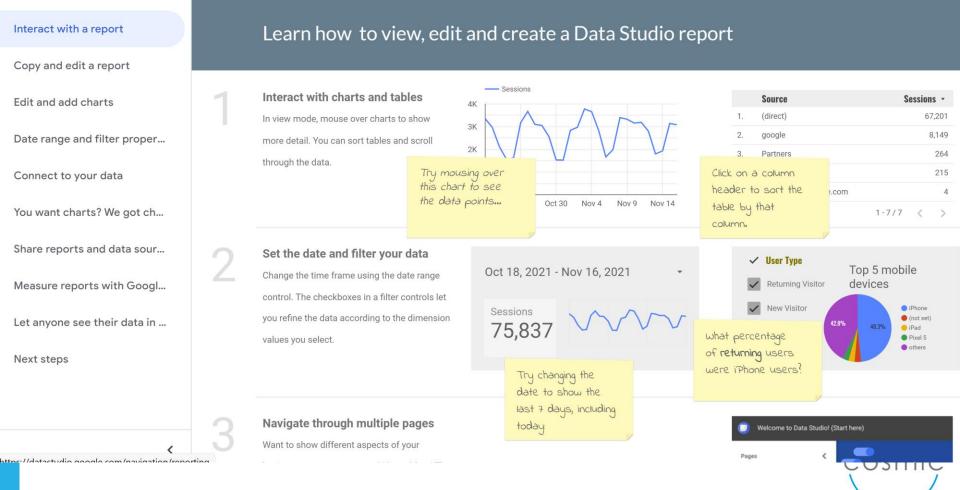
Data visualization platforms



### Google data Studio

#### 

🖛 Reset 🙎 + Share 🗸 🚺 🚼 😩



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## BF Adventure Case study



Discussion – breakout: What will you introduce to your work as a result of today?





# Infographics

## How to make a Sway How to create an infographic using Canva



## Does it need to be written?

#### Alternatives to written text

For those with dyslexia – or processing conditions

For those with low literacy

- Canva drawings and diagrams, models or infographics
- Tabular and bullet format

Highlight key words for easy reference



Trash

Animated Social

Media

Email Heade

#### 9 of the most popular types of infographics are:

- 1. Statistical infographics
- 2. Informational infographics
- 3. Timeline infographics
- 4. Process infographics
- 5. Geographic infographics
- 6. Comparison infographics
- 7. Hierarchical infographics
- 8. List infographics
- 9. Resume infographics



## Discussion

## Any questions



#### Wild wonder and wisdom storytelling ...

https://www.smartline.org.uk/wild-wonder-wisdom



## Thank you 🕲

## kate@cosmic.org.uk

