

Cooperative Grocer

NETWORK

QUICK START FOR CGN USERS

Welcome to CGN!

ORGANIC SHARING. Since it was started in the late 90s, CGN has existed to help food co-ops and their associates develop and share resources. We are a learning community working together to support, counsel, and teach any person who has joined us in advancing the food co-op sector. We collect resources, connect cooperators, and encourage conversation. We aim to give you the Big Picture.

CGN is an archive for tools and conversations, and a history of our magazine, *Cooperative Grocer*. You can upload images, articles, tools, PDFs, and videos from your co-op to the site, collecting them here. Before you purge your old newsletters, for example, contribute them to CGN—you'll have a repository for past accomplishments.

Please explore the site, become an active participant, and put it to work for you, your staff, and your board. We always welcome you to contact us if you want help with the site or have ideas about how we can improve this resource.

Ellen Michel, CGN Executive Director
ellen@grocer.coop

What is Cooperative Grocer Network?

The mission of Cooperative Grocer Network is to build community and strengthen all retail food co-ops. We facilitate the development and sharing of resources among member co-ops and their associates and supporters.

CGN is a live communications portal that gives you a glimpse of the food co-op landscape as it evolves in real time. We coordinate and collect content, managing an accessible record of food co-op history. We also publish the bimonthly magazine, *Cooperative Grocer*. Bookmark our home page to see news from co-ops around the world.

Social media is part of the mix! Visit CGN on Facebook, Pinterest, and Twitter, contributing to the conversation there. Thank you for supporting CGN!

CGN is always evolving—become involved. Email us at admin@grocer.coop

QUICK START FOR CGN USERS – TAKE THE TOURS

Click on **TOUR** in the green navigation bar at the top of www.grocer.coop to find tours of the website.

There are three tours:

1. HOMEPAGE WEBSITE TOUR

This tour shows you some of the features of the site, as shown on the Homepage of Grocer.coop.

2. DIRECTORY OVERVIEW

This shows you the Food Co-op Directory.

3. CGN SPACES TOUR

This explains the Discussion Spaces feature of the site.

Click around! Try the Search bar. It can search for keywords inside documents, helping you pull up items from the archive.

CGN MEMBER ACCESS via your ACCOUNT MANAGER

When your co-op joins CGN, at least one person is designated as a CGN Account Manager. Sometimes this is the GM, or an Admin Assistant, or another person familiar with who is on staff and who is on your Board of Directors.

1. The CGN Account Manager helps you get signed up as a CGN user. Most co-ops enroll their managerial staff and members of the Board of Directors.

2. When you have been added to the roster of users at your co-op, you will receive an email from CGN, telling you how you can log in.

3. Once you log in to CGN, you will see a blue-green navigation bar at the top of the page. Click on this to go to your Dashboard. Your Dashboard shows you your Discussion activity on the left side of the screen. Discussions take place in CGN Spaces and via email.

On the right side, you will see a box called My Spaces. This shows you the Spaces you have joined. You'll want to join those Spaces that have something to do with your role in your co-op. You'll see CGN Announcements in the box under your Spaces. You can set notifications, too.

4. The HOME icon on the far left shows you recent Spaces you've visited.

Under CGN Spaces (on the left next to HOME) you'll see a dropdown list of CGN Spaces. You can see the activity in most of the CGN Spaces (HR is limited to Human Resources personnel), but you need to be a member of a Space in order to post comments within it.

When you explore CGN, you'll see the profiles for users from co-ops and from Associate Member groups. These profiles include contact information supplied by the user. You can reach out to people, knowing more about their role.

5. Use the dropdown menu to complete your user profile under EDIT ACCOUNT. Click on Photo & Bio to upload a photo, and to tell others about yourself. On the Profile Info page, add information about your role in the Site & Notification Signature line, such as: Board Secretary, Good Food Co-op, Anywhere USA. You can add other information on the page, too.

As a CGN User, you can participate Discussions around a common role or interest area. Discussions become part of the searchable resources of the site. For example, if someone begins a conversation about Annual Meetings, that conversation is archived on the site along with anything else relevant to the topic: photos, *Cooperative Grocer* articles, videos, store flyers, member brochures, annual reports, and so on. Our search engine finds words within documents to pull up information about this topic.

Membership to most Spaces is open to CGN All. This means Discussions may be viewed by all CGN members. HR, the CGN Board Space, CGN Staff and CGN Testing are current exceptions to this.

CGN Spaces are listed on the lefthand dropdown menu.

They are:

CCMA: Discussion space for participants in CCMA, the annual Consumer Cooperative Management Association conference organized by the National Cooperative Business Association (NCBA).

CGiN Board

A private Space for the CGN Board of Directors.

CGN General

The CGN General Space reaches the broadest audience of CGN users. This Space is open to all CGN Members and is used for big picture topics of interest to everyone.

CGN Grocery

This Space facilitates discussion and networking among grocery managers and staff.

CGN HR

The HR Space facilitates the discussion and exchange of ideas and information about human resource management among Human Resource managers and staff. Membership to this Space moderated.

CGN Marketing

This Space facilitates discussion and networking among marketing managers and staff.

CGN Operations

This Space facilitates discussion and networking among operation managers and staff. Operations includes a private section for General Managers.

CGN Owner Services

This Space facilitates discussions and networking among Owner (or Member) Services managers and staff. If you work in Marketing, Outreach, Education or as a Customer Services Manager, you might want to join this group.

CGN Prepared Foods

This Space facilitates discussion and networking among prepared food managers and staff.

CGN Produce

This Space facilitates discussion and networking among produce managers and staff.

CGN St. Mary's U

This is a space for graduates of the Saint Mary's University Co-operative Management Education programs and for others who are interested in these programs.

CGN Staff

For internal CGN Staff communications and testing.

CGN Startups

This Space builds community and facilitates discussion among the people involved in starting a food co-op.

CGN Testing

This group is for internal CGN admin to test CGN Space functions.

CGN Wellness

This Space facilitates discussion and networking among wellness managers and staff.

CGN-UX Improve

The CGN-UX Improve space is for members helping us test and improve the User eXperience (UX) of this website. We started with beta testers but are open to any member who wants to join in. Interested? Email admin@grocer.coop

LEAD Program

Find the Western Corridor LEAD Resources, including issues of LEADer magazine.

NCG Convergence

Community Space for participants in Convergence, the annual product and purchasing expo organized by National Co+op Grocers.

How to apply to a CGN Space

You apply to join a CGN Space by clicking on the Request Space Membership buttons below the list of Spaces or in the link found in the sidebar of each CGN Space landing page.

Once approved by an administrator, you will receive an email with more instructions, including the email address that can be used to start a Discussion simply by sending an email. If you reply to a Discussion via email (one option on the site), be sure to erase the previous message and your email signature. This makes the thread easier to read.

A note about Courtesy and Privacy

Although we've made every effort to design a secure CGN site, it is used by many people and uses email to distribute content. Per our Terms of Use, no highly proprietary or sensitive discussions or documents should be stored or exchanged within this platform. Use common sense, courtesy, and good judgment when contributing to CGN.