USCJ's Digital Community, The Commons, is our online platform that:

- **Fosters** the creation and deepening of relationships among the lay & professional leadership of our kehillot
- **Facilitates** the frictionless sharing of ideas & resources
- **Empowers** members to develop their own affinity groups within our space
- **Directs** the leaders of our kehillot to forums of relevance and meaning
- **Connects** the members of The Commons to the staff and resources of USCJ

In The Commons, we will collectively strive to create a culture of trust, transparency, and generosity as we learn, share, and seek meaning together.
Go to https://thecommons.uscj.org

Click on Sign Up.
Complete the registration form.

- **All fields are required** except “Prefix.”

- Your **Display Name** should be your full name.* For example, Jennifer Gordon. You can include a middle initial if you wish, such as Jennifer R. Gordon.

- While there is no official minimum length your **Password** must be, we strongly recommend your password is at least 12 characters long, and contain a combination of lower case letters, upper case letters, numbers, and symbols. **Make sure you write down your password and keep it in a secure location!**

- Your **Kehilla Role/Title** should reflect your current position on your kehilla’s leadership team (rabbi, president, etc.). If you do not hold a current leadership position, you can enter “Member.”

Only members of USCJ affiliated kehillot and partner organizations will be granted membership into The Commons.

* While your “Display Name” can be any alphanumeric sequence (including an email address), using your actual name identifies you to other members of The Commons, so **we ask that you to use your real, full name as your “Display Name.”**

* Your **Kehilla (Synagogue) or Organization** is the name of the synagogue you represent, or the name of the organization you represent/are employed by.
Security Check: Check the box to the left of the text “I’m not a robot.” The system will often be able to *automagically* determine if you are a real human being through this simple check.

If the system cannot verify your humanity at first click, you may be asked to solve a puzzle such as the one below:

After you have checked off the appropriate boxes, click “VERIFY” (you may need to complete more than one puzzle in some cases, but this is rare).

Send me news and updates: You do not need to check this box, **but you should leave it checked.** Most notifications from The Commons will be sent to you in response to your activity you follow on the platform, but to receive community-wide announcements, this box needs to be checked.

Agree to the Terms of Use and Privacy Policy: You must accept the Terms of Use and Privacy Policy in order to become a member of The Commons. We encourage you to read these policies. **You need to check this box in order to register for our community.**

Create my Account: After you have confirmed your humanity and agreed to the Terms of Use, click here to register!
Awaiting Approval: After you click “Create my Account,” you should see this message in your browser. Only those individuals who hold a leadership role at, or belong to, a USCJ affiliated kehilla, or one of USCJ’s partner organizations, may join our online community. A community administrator will need to approve your registration before you can access and participate in The Commons.

Generally, you will receive a confirmation email within 24-48 hours (not including weekends and holidays), and likely sooner.

If you have any concerns, please contact Howard Goldberg, USCJ’s Digital Community Manager at thecommons@uscj.org or 518-250-9076.

While you are waiting to receive your approval email, you can Sign Out of the platform if you wish.

You can also explore USCJ’s public social media channels!
You’re Approved!

When an email arrives in your inbox indicating that you are now officially a member of USCJ’s The Commons, you can return to [https://thecommons.uscj.org](https://thecommons.uscj.org) and sign in with the email address you registered with and the password you created:

Note that the email will arrive from noreply@invisioncloudcommunity.com.
Welcome to The Commons, our online kehilla! When you first enter our digital community, you will be greeted by our announcements, upcoming events, and our forums where deep and dynamic conversations will take place. In another guide, we will learn more about our forums, clubs and cohorts, the resource library, and other features of our community.

But for now, let’s finish setting up your profile. To start click on the drop-down arrow to the right of your name ... ... then click on “Profile.”
Let’s give your profile some personality, so everyone in our community can see and know who you are! Let’s start by adding a **profile picture** of yourself. Now that you are on your profile page for the community, you can click on the photo icon on the lower left quadrant of your profile picture circle, currently populated with the first letter of your first name:
A new pop-up window will appear that will allow you to upload a profile photo. The easiest way to do this is to select “Upload Photo,” and the click on “Choose Single File.” Once you click “Choose Single File,” your computer’s native file browser window will appear, and you can navigate to select the photo of yourself you would like to use. Note, that photos need to be 5MB or smaller in size. Once you have selected your photo, you will see a thumbnail of your headshot and you can click “Save.”
You will now have the opportunity to **crop your photo to taste**. Much like on social media platforms, your profile photo will display on your profile page, and next to the posts you share in forums and clubs. Once you are satisfied with your headshot, **click save** …

... and finished! No more first letter of your first name. **We can see the real you now!**
Similar to social media platforms, you can also add a **Cover Photo** (banner) to your profile page. To personalize your profile with a cover photo, click on “**Cover Photo**” and follow the on-screen instructions, which are very similar to uploading your profile photo. Note, the size of your cover photo can be much larger than that of your profile photo!
Finally, we are going to **make sure that everyone knows what kehilla you belong to and your leadership role at your kehilla** when you post in our forums and clubs. To begin, click “Edit Profile.”
A window will pop-up allowing you to make any changes you want to the information you provided about yourself during registration.

The "Member Title" field under Basic Info will (most likely) be blank. Here, **enter in your leadership role and the kehilla you belong to**. For our example member, Jennifer R. Gordon, she would enter:

"Membership Vice President, Kehilla Ohev Sholom, Great Bend, KS"

Optionally, you can also enter in a short “About Me” bio on the Edit Profile pop-up.

Click “Save” to return to your Profile page.
After entering your leadership role and the kehilla you belong to in the **Member Title** field, you will be easily identified in the posts you make in our forums, clubs, and cohorts (and in other comments you make in response to content on The Commons). Of course, if your leadership role changes, you can always update your profile information!
Once you are satisfied with your **Cover Photo**, **Profile Photo**, and **Member Title** you can hover over/click on “The Commons” to return to our Forums, Clubs and Cohorts, Resource Library, etc.

**You are now ready to being exploring USCJ’s The Commons! Welcome to our Digital Community!**

As you begin to participate in The Commons, the “Activity” and “Clubs” tabs will be created on your profile page and will begin to populate with your activities and interactions!
Questions?

Please contact:

Howard Goldberg
Digital Community Manager, USCJ
thecommons@uscj.org
518-250-9076

You can also leave feedback and/or request support while you are in The Commons by clicking on the “Help and Feedback” tab (directly accessible at https://thecommons.uscj.org/support/).