



JOIN THE FTF MEMBER HUB ON SLACK!

Getting Started

- **Create an account on the [FTF Member Hub on Slack](#) by following the invitation link sent to you via email by the FTF.**
 - If you or a colleague did not receive an invitation, email hub@fairtradefederation.org to be added.
 - We suggest using the same password as your previous member hub account if you had one (so it is easier to remember).
- **Set up your profile on slack to connect with others.**
 - Create your profile - the top left dropdown on the computer or bottom right section on the mobile app - by adding your name, photo, and more.
 - We also invite you to introduce yourself in the #introductions channel!
- **Join relevant channels to your business/work.**
 - You will be automatically added to the #all-members, #ftf-announcements, and #introductions channels. Channels are similar to the discussion groups on the previous member hub.
 - Join others by clicking the + button next to the channels header to browse other channel options!
 - We specifically suggest joining the #wholesale, #online-retail, and #stores-and-cafes channels, if applicable, to make sure not to miss any FTF updates specific to those sales channels.

Joining the Conversation

- **Download the desktop version and/or slack mobile app and manage your notifications.**

- Though you can access slack from any browser by logging in, by downloading slack to your desktop and mobile devices, you do not need to login each time. Additionally, you'll receive more real-time updates from the community!
- If you download the app, your notifications will automatically switch from email to mobile. However, you can select an option in your preferences to continue to receive emails if you'd like. See [here](#) for further details about personal settings and notifications.
- **Post to your channels to connect with others.**
 - Post a message, question, or update in a channel, and respond to someone else's post with a reply to start a thread. Also, connect outside of the channels via direct messages.
 - Tag other members in the channels using @ (please note they must be in the channel to receive a notification).
 - Notify all active users in a channel by tagging @here or the entire channel using @channel. (Please be respectful of this option as too many notifications may result in people leaving the channel.)
 - See more about engaging on slack [here](#) as well as slack's tips and tricks for beginners and experts [here](#).

Adhering to FTF Member Hub Policies

- **By participating in the FTF online community, you agree to follow the [FTF Member Hub Policies](#).**
 - Please take a moment to review these basic guidelines for participation. Our goal is to create a community that reflects fair trade values and offers the best possible experience for all members!

Further Resources and Questions: Slack has great resources on getting started and more; visit the [Slack Help Center](#) to check them out. For FTF specific questions, email us at hub@fairtradefederation.org.