

Using the Message function on the online Members' Community platform

1. Log in to the [Members' Community Page](#).
2. Once logged in, click on the 'Members Directory' tab. You should see this page below:

The screenshot shows the WSSCC Members Directory page. At the top, there is a navigation bar with 'WSSCC Members Community', 'Members Directory' (highlighted with a red arrow), and 'Events'. A search bar is located in the top right corner. Below the navigation bar, a yellow banner displays a warning: 'The current page has been customized from its template. Revert to template.' The main content area features a search bar on the left and a table of members. The table has columns for First Name, Last Name, Organization, City of Residence, Country of Residence, Professional Affiliation, Job Title, and Gender. The members listed are:

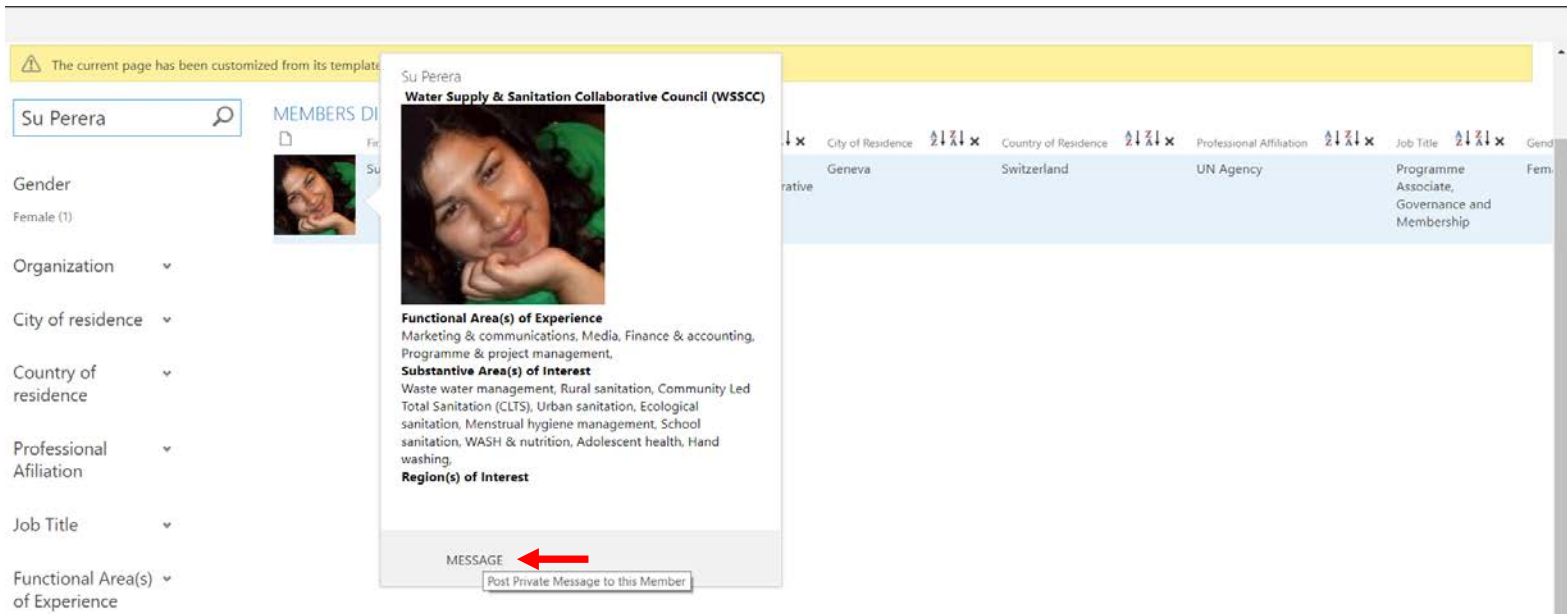
First Name	Last Name	Organization	City of Residence	Country of Residence	Professional Affiliation	Job Title	Gender
A.H.	Gunapala	National Water Supply & Drainage Board	Colombo	Sri Lanka	National NGO	Chief Sociologist	Male
A.R.M.	Mehrab Ali	Bangladesh Rural Advancement Committee (BRAC)	Dhaka	Bangladesh	International NGO	Research Assistant	Male
AARON	KALALA KARUMBA	APAA Congo- Association Paysanne pour l'Autosuffisance Alimentaire	UVIRA	Congo (Kinshasa)	National NGO	Executive Director	Male
AART	Van den Beukel	Safi Sana	Weesp	Netherlands	International NGO	Director	Male
AATIF	ATIQ	United Nations Development Programme (UNDP)	Islamabad	Pakistan	UN Agency		Male

3. In the search bar, located on the top left-hand side of the page, type in the name of the person you would like to send a message to:

The screenshot shows the WSSCC Members Directory page with the search bar containing 'Su Perera'. The search results show a single member profile for Su Perera. The profile includes a photo, a red arrow pointing to the search bar, and the following details:

First Name	Last Name	Organization	City of Residence	Country of Residence	Professional Affiliation	Job Title	Gender
Su	Perera	Water Supply & Sanitation Collaborative Council (WSSCC)	Geneva	Switzerland	UN Agency	Programme Associate, Governance and Membership	Fem.

4. Hover over the contact's record using your cursor. You will see a pop-up box. Click 'Message' at the bottom of this box:



5. After clicking 'Message', another pop-up box will appear, prompting you to write your message.



6. Once you have finished writing your message, click 'Post' to send your message.

- If you wish to send a message to a large group of people (for example, canvassing during elections), you can use the filter option located on the left-hand side of the Directory page. For example, if you wish to send a message to members in Afghanistan, you can click on the 'Country of residence' filter and select Afghanistan and the Directory will only pull up the contact details of the members in Afghanistan, as seen below:

The screenshot shows the 'MEMBERS DIRECTORY' page of the Water Supply & Sanitation Collaborative Council (WSSCC). A yellow banner at the top states: 'The current page has been customized from its template. Revert to template.' Below this is a search bar and a list of filters on the left. The 'Country of residence' filter is selected and circled in red, showing 'Afghanistan (9)'. The main table displays the following members:

	First Name	Last Name	Organization	City of Residence	Country of Residence	Professional Affiliation	Job Title	Gender
	Abdul Waheed	Hamidi	Ministry of Rural Rehabilitation and Development	Kabul	Afghanistan	Government	Director of planning	Male
	Abdul Wali	Babakarkhil	United Medical Center for Afghans/Rehabilitation Program for Afghanistan	Jalalabad, Nangarhar	Afghanistan	National NGO	Executive director	Male
	Gemma	Querol Prades	UNICEF	Kabul	Afghanistan	UN Agency	WASH Manager	Fem.
	Habiburahman	Haziq	UNICEF	Kabul	Afghanistan	UN Agency	WASH Officer	Male
	Leendert	Vijselaar	Danish Committee for Aid to Afghan Refugees (DACAAR)	Kabul	Afghanistan	International NGO	WASH Cluster Co-Lead Coordinator	Male
	Mohammad Azeem	Barat	DACAAR (Danish Committee for Aid to	Kabul	Afghanistan	International NGO	Manager Water Expertise and	Male

Note however that currently, there isn't an option to send a message to multiple members at the same time – you can only send a message to one member at a time.

If you have any further questions, please send an email to members@wsscc.org.