Welcome to the Online Diversity, Equity, and Inclusion Toolkit!

We've created this site to have four main topics under which all the resources are organized. Education, Programs and Training includes resources like program guides, discussion topics, educational assessments, and facilitator bios. One might find the Guide to Jewish Values and Disability Rights from JFN under here, as well as a link to Ten Tips for Communicating with People who are Hard of Hearing. Jewish Learning houses text-based sources related to diversity and inclusion.

To submit a post, comment on other posts, or contact other posters, you must create and account.

CREATE A PROFILE:

1) On the home page of the site, there is a Login/Register link. To create a new profile, please click **register** at the bottom of that dropdown. Otherwise, login using your credentials.

2) Complete the form on the registration screen. We strongly encourage using your work email, to further our message that this site is a resource library for professionals.
3) After filling out the fields, click **complete sign up** on the bottom right corner of the screen.

Thank you for creating a profile! Please allow up to 12 hours for account approval.

We suggest searching through our library to ensure the resource you are uploading has not already been added, and to get used to the format we encourage. Using the keyword search option might be helpful.

HOW TO SUBMIT A POST:

1) Login to your account
2) Click on **submit a post** (located on the top right of the website)
   a. Enter the **post title**: (name of the article, program guide, etc. Make sure appropriate punctuation is used)
   b. **Post content:** You want to introduce your post with a quality descriptive that includes at least 5-10 keywords. This ensures that your post will be found, if the content is in the post. If you are submitting an organization, copy the mission statement or first paragraph from their about us page into this field. For an article, use the first 2 opening paragraphs. Videos usually have a blurb; and educational pieces have an explanation. All of these are acceptable content to copy. Please make sure to proofread carefully before submitting.

      i. Then, at the bottom, after the content which explains the post, enter the text, "*Click here to continue.*" Or "*Read more*"
      ii. Highlight that text.

      iii. With the text highlighted, click on the **hyperlink icon**. This is the icon on the top of that field, second from the right, that looks like a chain link. Once you've clicked that icon, a small box will

appear. Enter the link to the organization's website, or article/video url there.

iv. In this pop-up you will see two buttons. One appears to be a gear. Click the gear.

v. Check off the box that says **open link in a new tab** then click **update** at the bottom.
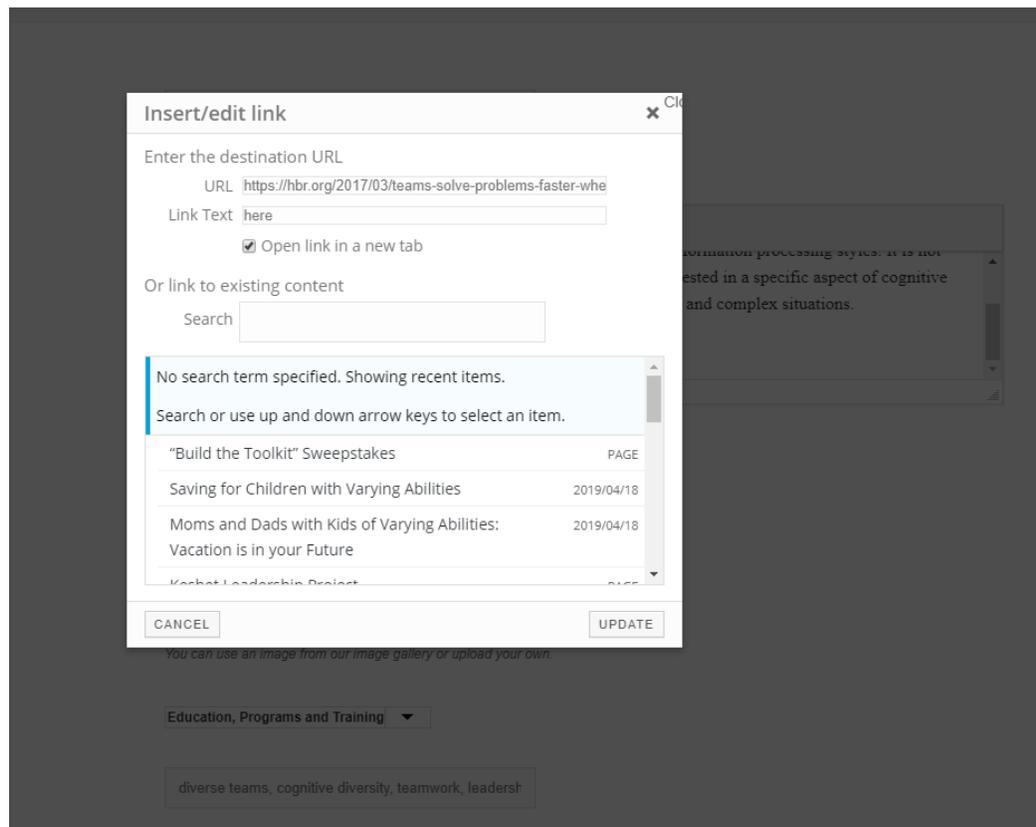
c. Next, **select an image for your post**. This can be the image already accompanying the resource. For example, use the company logo, person's headshot, or article image. Simply download to your computer and upload the file.

d. **Select a category**. Use the dropdown to choose where this resource belongs: is it a Personal Perspective? Educational resource? Organization? Jewish Learning could be a text-based resource, or any Jewish content related to diversity and inclusion. This is usually intuitive, but not always, so we just encourage best judgement – and if it's in the wrong place a moderator will correct it.

e. **Tags**. These are crucial, as they allow your submission to be viewed easily. Use as many keyword terms as possible. Let's use Eshel as an example. Eshel is an Orthodox support group for LGTBQ Jews. So, it might make sense to use the following terms: orthodox, LGBTQ, queer, gay and lesbian, inclusion resources, organization, website. Think of what a person might use to search for this organization and add it in.
Look at the resource text for ideas.
Use a comma to separate the terms.

f. **Media Type –** let us know if this is a video, article, website, or program your uploading. Use the file upload to post your original resource.

g. **Click the reCAPTCHA**

h. **Click SUBMIT**

All content on this site is strictly reviewed. Inappropriate material, language, comments, of any kind will be removed and the account taken under review. Please post responsibly.