

Tips for UCubed Jobs Activists: Creating and Communicating with Cubes

Sign up: Before you join or create a cube you must sign up and be signed in.

1. Click **sign up** in the gray bar to fill in the details to join UCubed. Click *Complete Sign Up*.
2. You are randomly given an avatar to represent you in future groups. If you'd like to upload your own avatar, browse your computer and click Upload Image.
3. You'll receive an **activation notice** in your email. Click the activation link and you'll be taken to a page that will welcome you and forward you to sign in.

Finding or Creating a Cube: Once you're signed in to UCubed you'll want to find a local cube to join. If there is no cube in your area, you may create your own and invite fellow activists.

1. Go to Cubes at: <http://unionofunemployed.com/wordpress-mu/groups>
2. Enter your zip code, search by state or cube name to find a cube that you want to join.
 1. Click on the cube to find out more details or click "Request Membership" to join the cube. The creator of that cube will be sent a message that you are waiting to join. They'll review and accept or deny your membership based on that group's criteria or standing. Each cube is made up of 6 activists.
3. If there is no cube in your area, click **Create Cube**.
4. Select a Cube Name, Cube Description, and if you want to announce any Recent News feel free. You'll also want to fill in your location information so that activists in your state and zip code can find you. Click Create Cube and Continue.
5. On the next page you'll want to **enable comment wire** if you want to allow member chats on the Cube page. You'll also want to **enable discussion forum** if you want to let activists post articles or information on the cube page. Click Next Step.
6. Your cube will be given a random avatar. If you want to upload your own, browse your computer and upload an image. Click Next Step.
7. **Cube Invites** is the final step in creating the cube. This is where you can enter in as many email addresses as you want to invite activists. If you're fellow activists have already joined UCubed, you can choose from your friends. When done submit and finish to go to your cube.

8. When you're done, keep looking for notifications to accept new activists to your cube.

Cube Page: The cube page is where you can interact with your fellow activists.

UCubed Alerts will show up from time to time to inform all of the cubes of important information.

News is information that your Cube Administrator will post from time to time to keep you up to date on the status of the cube.

Recently Active Topics is where you'll see posts and articles by your cube activists.

The Cube Wire is where activists can post quick messages to the other members in the cube similar to a chat room or instant messenger.

Connecting the Cubes: Connecting with other jobs activists can be as easy as browsing other cubes.

1. **Request friendship.** Click on a cube, or go to Members in the top navigation to find other activists. You can request friendship of a jobs activist by clicking Add Friend. They will be notified and will respond.
2. **Send a message.** Go to a job activist's page and click send a message to invite, or inform. If you're looking for an activist in your area you can go to members and search by state or zip code. You can also send a message by rolling over My Account and selecting Messages > Compose Message.
3. **Linking Cubes to create a neighborhood.** *Note: This functionality will be added post launch as part of the V2 effort.* Cube members can link up to other cubes by clicking the request Cube Link button. When a cube is linked up with 9 total cubes they become a neighborhood. When 3 neighborhoods link up, they create a Power Block.