# AMNESTY INTERNATIONAL NORWAY

# USER'S MANUAL SIDE



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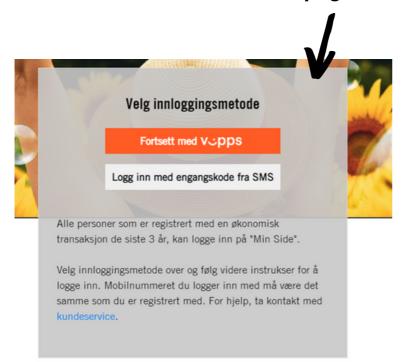
# 1. How to log in to "Min side"

You will find "Min side" in the activist portal (aktivistportalen), at the bottom of Amnesty.no, or through this link: minside.amnesty.no/logg-inn

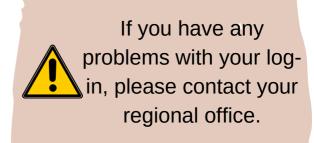




# You should now see this page



There are **two** ways to log in: VIPPS or by adding you phone number and receive a code. Choose your preferred method

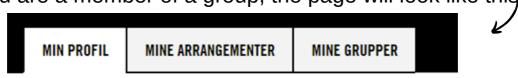


### 2. Accesses

#### You are now on "Min side", welcome!

You will have access to different things, depending on whether you are in a group or not, have a specific role, or whether you are a group leader or not.

If you are a member of a group, the page will look like this



Are you missing one or multiple tabs—contact your regional manager so that they can add you. You will find the contact information to your regional manager at the last page.

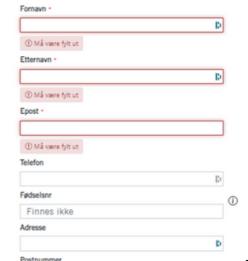
## 3. What can I do at "Min side"?

At Min side, you can create events, get an overview over closed events and events that you already have participated in, you can apply for economic support, find the refund form for your region, order material. The group leader will also get an overview over their own group and send mail directly from the page. In the first round, we will check that everyone has the right information in the system and that you are registered with the correct membership, and in the correct group. For this reason, we would appreciate if you checked that you are registered in your region and in your group.

#### 4. Personal data and correct information

Under the tab "Min profil" (My profile), you will find the registered personal data.

Please check that the information is correct and that your email registered is the one you use.



Mine personopplysninger

4015 Stavange

S. 2

# 5. I am **not** registrered in my group!

If you **are** registrered in your group, it should look like this

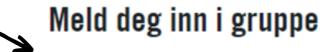


If you **are** member of a group, but **not** registrered as member at "Min side", you can easily do so by

(1) Going to "Mine grupper" (my groups)



(2) Press "meld deg inn i en gruppe" (Sign me up in a group)



FINN GRUPPE

(3) Find your region



Finn grupper i din region

Region Midt

Regionkontoret for fylkene Møre og Romsdal og Trøndelag.

Kontaktperson: Tove Mørie Passche E-post, topassche@amnesty.no
Tif. 99 50 71 25

Adresse: Clo DIGS, 7011 Trondheim

Region Sgr Regionkontor for fylkene Agder og Rogaland. Kontaktperson: Gunvor Romsbotn E-post: gromsbotn@amnesty.no Tift. 98 62 34 73 Adresse: Østervåg 5, 4006 Stavanger

FINN GRUPPE I REGION SØR

(4) Choose your group



Bli medlem i ny gruppe

Gruppe •	
	•
BLI MEDLEM	

Region Vest
Regionkontoret i vest ligger i Bergen og dekker fyliket
Vestlandet.
Kontaktperson: Tanja Clifford
E-post: tclifford@amnesty.no
Tif. 99 22 64 88

Adresse: Spaces i Vaskerelven 39, 5014 Bergen

FINN GRUPPE I REGION VEST

Region Øst

Regionkontor for fylikene Vestfold og Telemark, Viker Oslo og Innlandet. Kontaktperson: Camilla Rebekka Olsen E-post: Colsen@amnesty.no Tif: 91 12 07 08

FINN GRUPPE I REGION ØS

Region Nord

Regionkontoret for fylkene Nordland, Tr

Regionknorert for fylkene Nordland, Troms, Finnmar gg Svalbard. 
Kontaktperson: Ole Gunnar Solheim 
-post: osolheim@amnesty.no 
Adresse: Flow Coworking, 9008 Tromsø 
FINN GRUPPE I RESION NORD

# 6. I **have** a role that is **not** registrered!



If you are registrered with a role, it should look like this

#### Mine gruppevery

Du er leder i camillas test gruppe

Se gruppe

You will not be able to add your role yourself. Let your regional manager know, either bye-mail or by filling out the form on "Min side" (under "høringer").

"Høringen" you will find by (1) Go to "mine arrangementer" (my events)



(2) At the bottom om the page you should find "hearings". Go to "svar på høring" and fill out the form. Your regional manager should now receive the form.

Høringer		
Innsamling gruppeinformasjon	Svar på høring	$\rightarrow$

# 7. Other information about "Min side"

#### **Automatic log-out**

After 45 minutes, you will be logged out of "Min side" automatically if you have not been active. You will then be sent back to Amnesty.no and will have to go to Min side again. If you had something done, it is possible that it will not be saved.

#### If you have any issues..

If you have any issues, contact your regional office here



# Contact information- regional manager and Member service



Ole-Gunnar Solheim Regionleder nord

E-post: osolheim@amnesty.no

TIf: 41 21 98 37



Tove Marie Paasche Regionleder midt

E-post: tpaasche@amnesty.no

TIf: 99 50 71 25



Sara Bergesen

Organisasjonsmedarbeider i region vest

E-post: sbergesen@amnesty.no

TIf: 45282577



**Gunvor Romsbotn** 

Organisasjonsmedarbeider region sør

E-post: gromsbotn@amnesty.no

TIf: 98623473



Yonas Bennour

Regionleder øst

E-post: ybennour@amnesty.no

TIf: 97624508



Medlems- og giversenteret

E-post: medlem@amnesty.no

TIf: 22 40 22 00#2

