

How to use...



SOAPBOX

What is SoapBox?

- **SoapBox** is an innovation management tool organizations use to gather and filter top ideas from community members.
- Members add ideas and vote on and discuss those ideas, all in one place. In turn, community leaders then have much greater visibility into which ideas are really resonating at the community frontlines, and are ultimately provided with a clear list of priorities on which ideas are the most important to execute and work to bring about change on.

How to use SoapBox

- The following two pages show how you can use SoapBox in four easy steps to add your ideas and bring about change on the issues that matter most to you as social entrepreneurs in Ontario.

SoapBox in four easy steps

1. Sign Up

pillar.soapboxhq.com/



Login

x

Email

Password

[Forgot Password](#)

or

Need an account?

Sign Up

Sign In

Stay signed in

tip: Click the “sign in” tab and this will then prompt you to create your new account. Use an email that you check regularly (a personal email is okay).

Choose **ENGLISH** or **FRENCH** by clicking on the world icon near the top-right corner of the screen

2. Contribute an idea

- tip:** when you add a new idea you can:
- ✓ Attach a file
 - ✓ Categorize the idea
 - ✓ Tag relevant key words

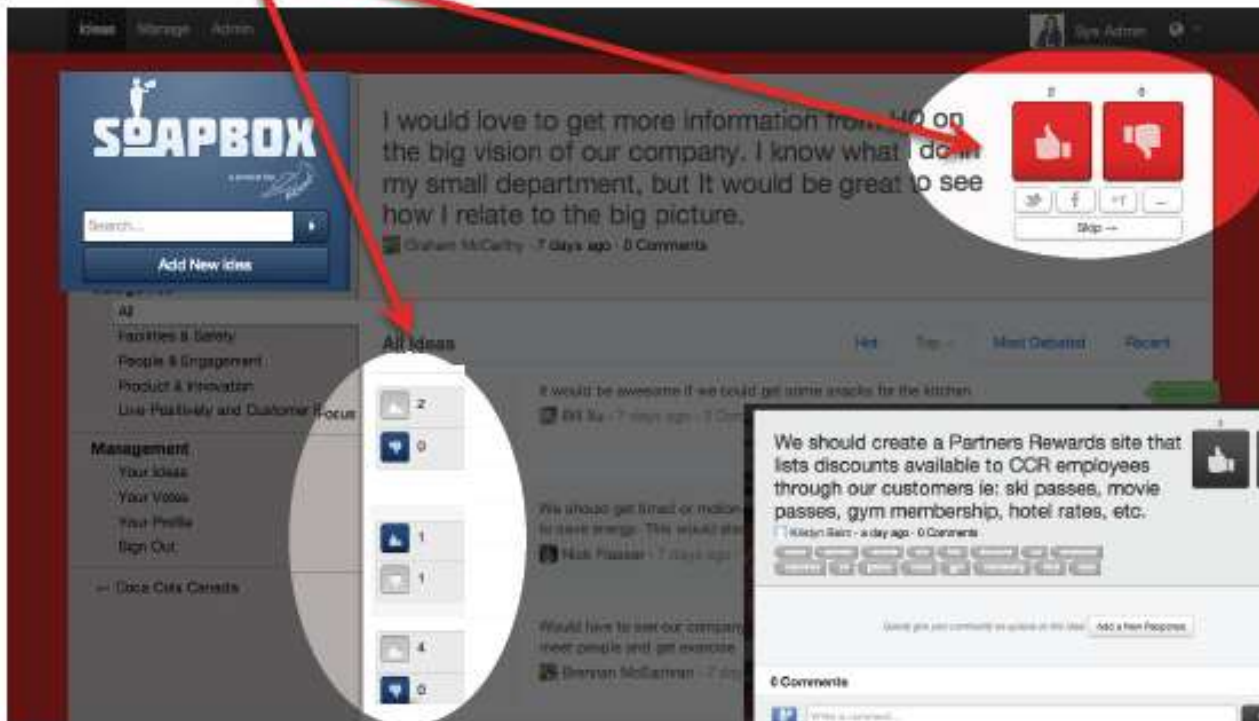
Click on Add New Idea

Share what is on your mind

The screenshot shows the SOAPBOX website interface. At the top, there is a navigation bar with 'Ideas' and 'Dashboard' links, and a user profile for 'chris@hitsend.ca'. Below the navigation bar, there is a header section with the SOAPBOX logo and a search bar. A red arrow points from the text 'Click on Add New Idea' to the 'Add New Idea' button in the left sidebar. Another red arrow points from the text 'Share what is on your mind' to the 'What's on your mind?' form in the main content area. The form includes a text input field with the placeholder 'I wish that...', a category dropdown menu, and three columns of instructions: 'Write out the idea. Make it the simplest form of the idea.', 'Let us know how you would resolve the issue. Keep the idea and suggestions simple.', and 'Keep it positive. Frame your submission positively to help us make changes.' The form also has 'Cancel' and 'Submit Idea' buttons at the bottom.

3. Share your thoughts on other people's ideas

Vote on an idea



tip: to comment on an idea, click on it and input your thoughts in the pop-up that appears

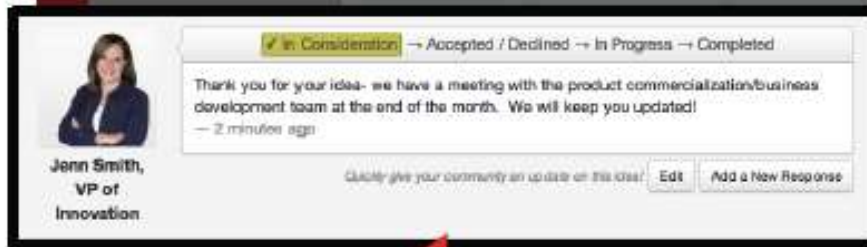
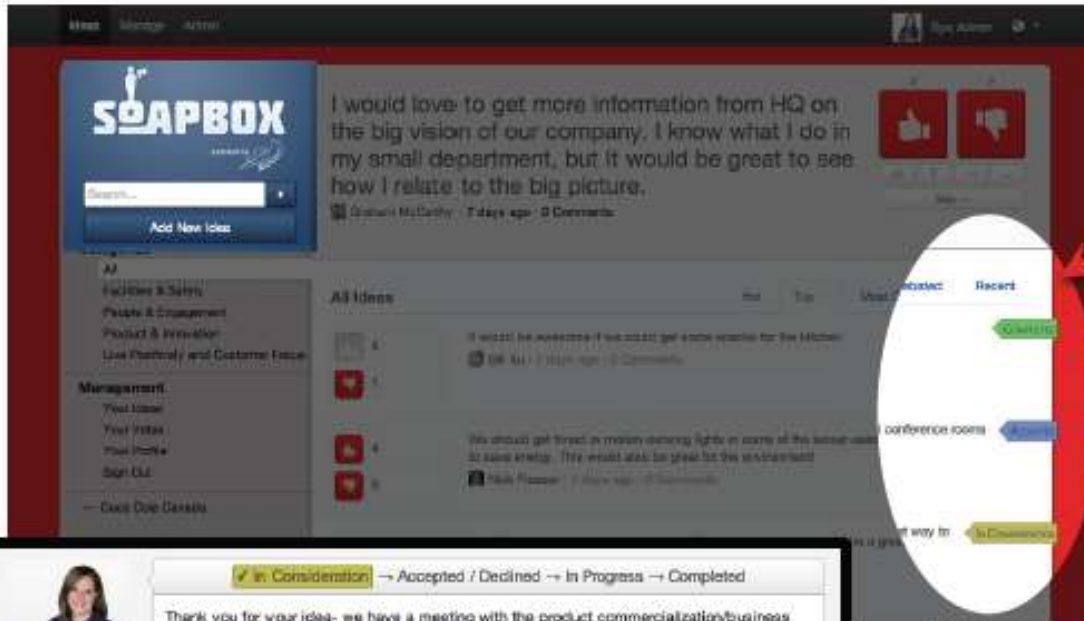
Comment on an idea



4. See what happens to the idea

See if an idea has been accepted

Receive an email follow-up on ideas you submit and comment on



Click on an idea to read the Official Response and comments

