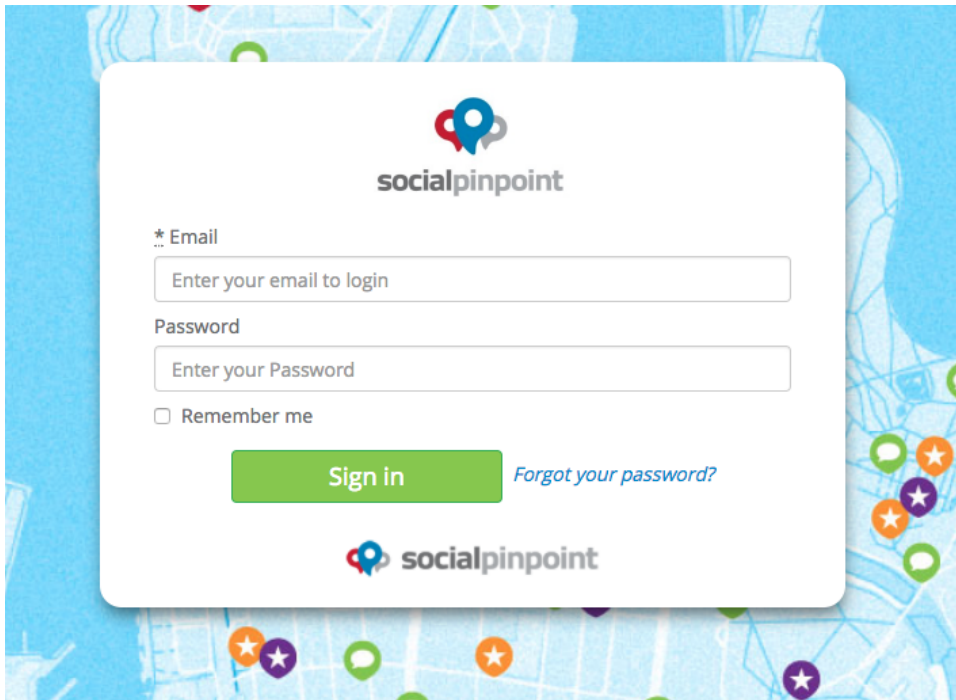


Logging in to the Admin Site

This section explains how to log in to your Social Pinpoint project(s) admin site.

You can log into your Social Pinpoint Admin site using the details emailed to you when the site subscription commenced.

Click Images to Enlarge

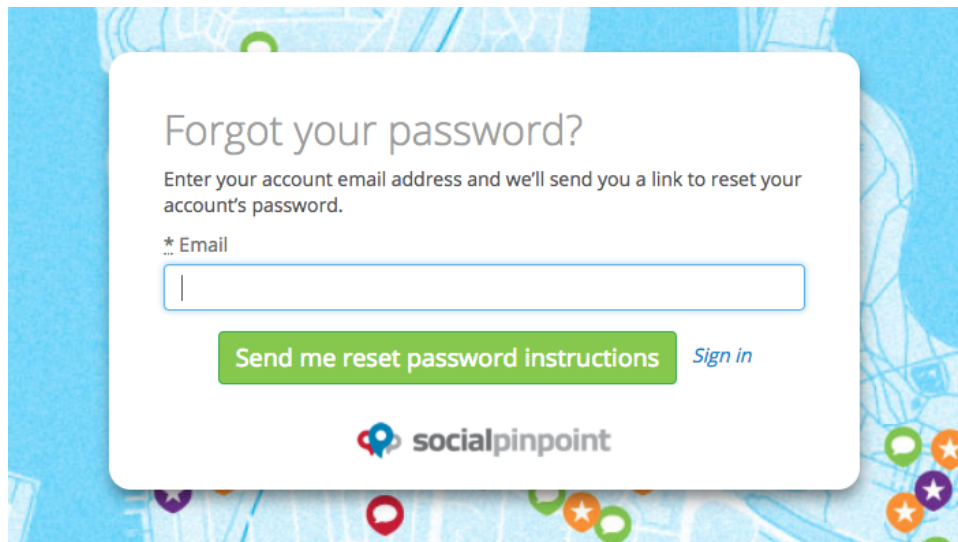


To login:

Email: Enter the email address that relates to your Social Pinpoint admin account

Password: Enter the password you have created for your account and click **Sign in**.

Email and password details should have been sent to you in an email from Social Pinpoint if you have been granted access to the Admin site.



If you have forgotten your password click the 'Forgot your password?' link, re-enter your email and password reset instructions will be sent to the account specified.

A 'not found' message will appear if you have entered an email address that is not currently associated with a valid account.

Welcome to Social Pinpoint

We make it easy to engage online with your community & stakeholders. Please take some time to review our [help resources](#) to setup and publish your first engagement project.

Create a project

To get started create a project using one of our many online engagement tools.

CREATE A NEW PROJECT

Manage your site

Create interactive landing pages that interact with our engagement tools.

MANAGE SITE PAGES

ACCOUNT SETTINGS

Account Landing Page

Landing Page PUBLISHED VISIBLE [View](#) [Edit](#)

Current Projects

FILTER ALL SETUP ACTIVE CLOSED ARCHIVED

Dog Park SETUP [Edit](#) [Clone](#) [Preview](#)

Example Map ACTIVE [Responses](#) [Reports](#) [Clone](#) [View](#)

Current Projects

FILTER ALL SETUP ACTIVE CLOSED ARCHIVED

Dog Park SETUP [Edit](#) [Clone](#) [Preview](#)

Example Map ACTIVE [Responses](#) [Reports](#) [Clone](#) [View](#)

GeoSurvey Training Map ACTIVE [Responses](#) [Reports](#) [Clone](#) [View](#)

GeoSurvey Training Map copy SETUP [Edit](#) [Clone](#) [Preview](#)

GSC Demo SETUP [Edit](#) [Clone](#) [Preview](#)

ideas wall 2 SETUP [Edit](#) [Clone](#) [Preview](#)

Ideas Wall Demo ACTIVE [Responses](#) [Reports](#) [Clone](#) [View](#)

Land Use Planning Demo ACTIVE [Responses](#) [Reports](#) [Clone](#) [View](#)

Living with Hazards Engagement ACTIVE [Responses](#) [Reports](#) [Clone](#) [View](#)

Upon logging in you will be directed to the **Welcome Page**. From here you can find links to create new projects, edit existing projects, access the Social Pinpoint [set up guide documentation](#) and the [support portal](#).

From here you can also watch our **Introductory Video**

The current projects section allows for a summary of projects to be seen at a glance.

These projects are able to be filtered by their status in the top right hand corner.

When a project title is clicked it will navigate to the [Dashboard Page](#) which contains a snapshot of the public activity across that project. From here you can also access the edit and settings options for that project.

On each project you will notice a different amount of icons depending on the state of the project.

Edit: This will take you to Settings for that project where you can begin editing.

Clone: This will create a duplicate of the project.

Responses: If the project has received comments this will take you to the list of responses.

Reports: This will take you to the reports related to the project.

Preview: This will show the project in its current state while you are in the setup state.

View: Opens the public project site in a new browser tab.