

## Community Space User Guide



Your community group can now fill in an application for your Fairtrade Commitment via the online portal, the [Fairtrade Community Space](#). Thank you for being part of the Fairtrade campaign movement- we need you, along with all other Fairtrade campaigners and communities around the UK to come together and help create the perfect conditions for trade justice to grow.

### **Five Action Areas & digital badges**

To support you to complete your Fairtrade Commitment, we have outlined five Action Areas that community groups can get involved in. You don't have to tick them all off to make your Fairtrade Commitment- you can pick and choose what type of action taking suits your community group the most.

You can read more about the Five Action Areas in the [Campaigns Action Guide](#).

If your community group is particularly proud of the campaign activity you've undertaken in one Action Area, you can visit our "Badges" section of the Community Space and tell us all about your achievements. In return, you'll receive a digital badge to display on your social media and webpages. We will also be displaying a selection of these achievements on our case studies webpage to inspire other community groups.

### **Applying for the first time**

You can begin your journey to becoming a Fairtrade Community by signing up as a new user via the online portal, the [Fairtrade Community Space](#). Once you have registered and verified your email address, you can login and fill in an application to make your community's Fairtrade Commitment.

Please note if you have difficulty at this stage, it may be that your community is already registered, in which case contact us at [communities@fairtrade.org.uk](mailto:communities@fairtrade.org.uk) so that we can help you to activate your account.

### **Renewing your Fairtrade Commitment**

If you are already a Fairtrade Community key contact, and it's your first time using the [Fairtrade Community Space](#), you should receive your username by email, with instructions on how to log in for the first time.

If your community wishes to renew its Fairtrade Commitment and you already know your username and password, please go to the online portal, the [Fairtrade Community Space](#). Sign in as an existing user and input your username and password.

**Forgotten your username?** In most cases, it will be the email address of the key contact of your community group.

If you are key contact to more than one community group (for example, both a Fairtrade Town Group and a Fairtrade Church) it will be your email address with a suffix attached to it (e.g. [joblogs@email.comGROUPNAMEONE](mailto:joblogs@email.comGROUPNAMEONE) and [joblogs@email.comGROUPNAMETWO](mailto:joblogs@email.comGROUPNAMETWO)). If you've forgotten your suffix, please email us at [communities@fairtrade.org.uk](mailto:communities@fairtrade.org.uk) and we can let you know.

**If you are a new key contact for your community group**, please email us at [communities@fairtrade.org.uk](mailto:communities@fairtrade.org.uk) with the name and the email address you would like to change your key contact to, and we will update your group details so that you have access to your community's account.

**Forgotten your password?** No problem, just go to the [Fairtrade Community Space](#) and click 'I am an existing user', enter your username, tick the 'reset password' box and submit.