



Hawaii Reapportionment Commission - Redistricting Online

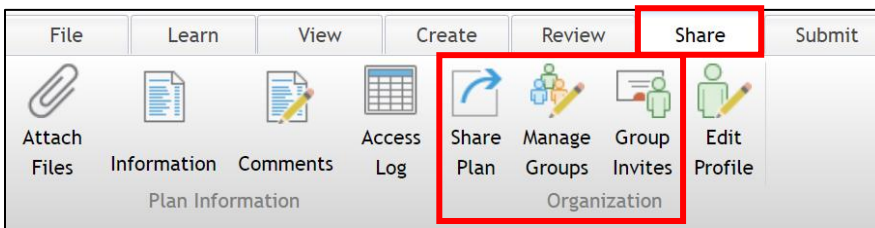
Hawaii Redistricting Online assists the Hawaii Reapportionment Commission, Advisory Councils, advocacy groups, and the public to create state legislative and congressional redistricting plans following the 2020 U.S. Census.

There is a 25 minute video that describes the steps to create an account and create plans using Hawaii Redistricting Online. If you haven't watched it, here's the link:

[Introduction to Hawaii Redistricting Online \(YouTube video\)](#)

This Click List shows how to use tools on the Share tab to join or create a group to privately share plans with.

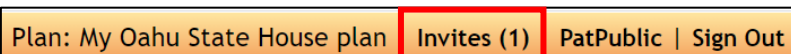
Click List 9 – “Share” tab



The “Share” tab has several buttons to help you share a plan privately with other users and for them to share plans with you.

“Group Invites” Button – Join a Group

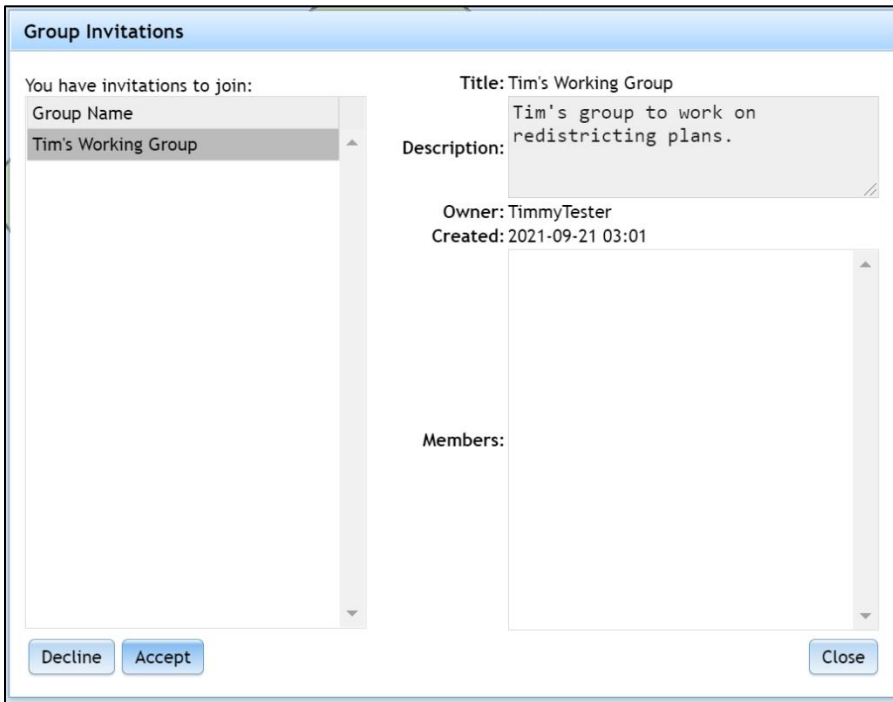
While you're working, you might notice in the upper right corner of your screen, where it usually shows “Invites (0)”, instead it shows “Invites (1)”.



This means that someone is inviting you to join their group so you can share redistricting plans.



Click the “Group Invites” button to learn more about the invitation.

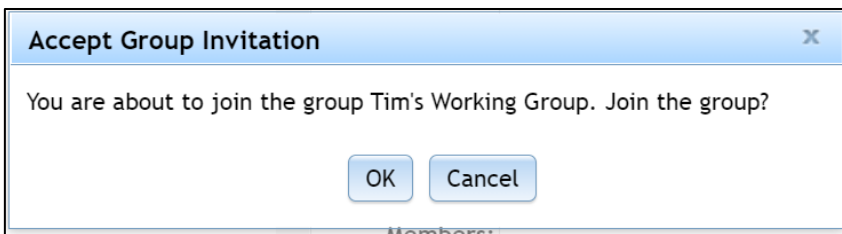


The “Group Invitations” window opens and you can see more information about the group you’ve been invited to join.

Click on the name of the group in the “Group Name” box (in this case “Tim’s Working Group”) and the group name turns gray.

You can see that Timmy Tester is the owner of the group and his description of his group.

If you want to share plans with this group, make sure the group name is shaded gray and click “Accept”.

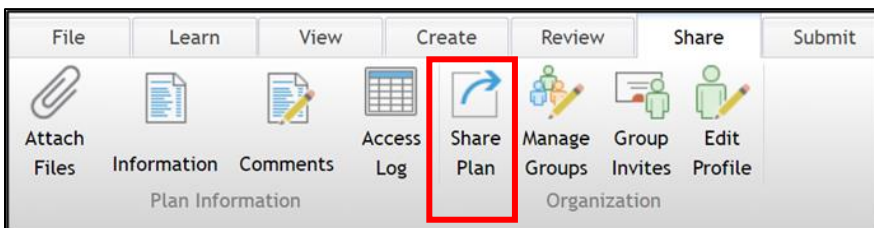


A window opens asking you to confirm that you want join this group.

Click “OK”.

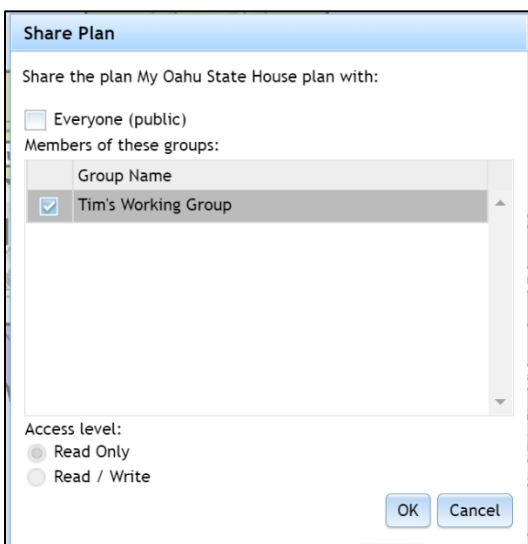
Click “Close” to close the window.

“Share Plan” Button – Share Your Plan with a Group



If you have a plan open that you own, you can share that plan with any group you belong to.

Click the “Share Plan” button.



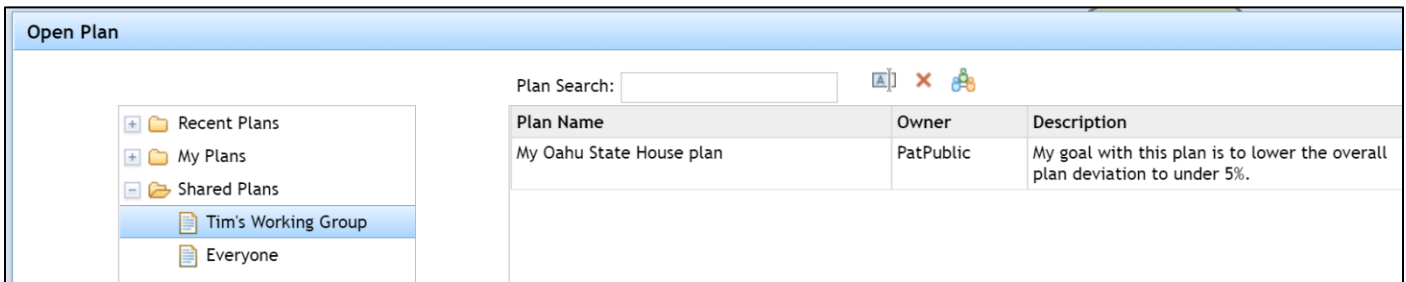
You can share your plan with “Everyone” meaning everyone who has an account on Hawaii Redistricting Online. If you want to do this, click the box to the left of “Everyone (public)”.

Usually you want to share privately only with the members of a group. In this case you want to share your plan with “Tim’s Working Group” so click on that group name and it will be shaded gray.

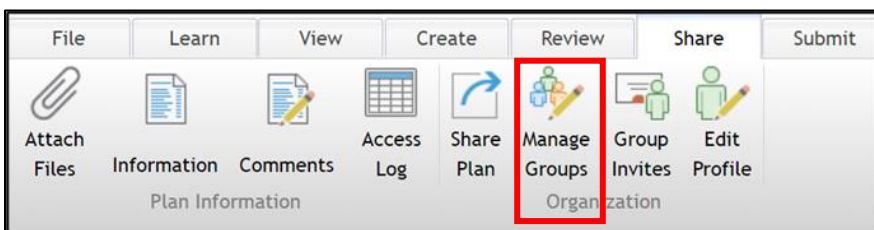
To keep things simple, leave the “Access level:” set to “Read Only”.

Click “OK”.

Now, when you click the “Open” button on the File tab to open a plan, you can click on the “Shared Plans” folder, click on “Tim’s Working Group”, and you’ll see all the plans shared with that group and can open any of them.

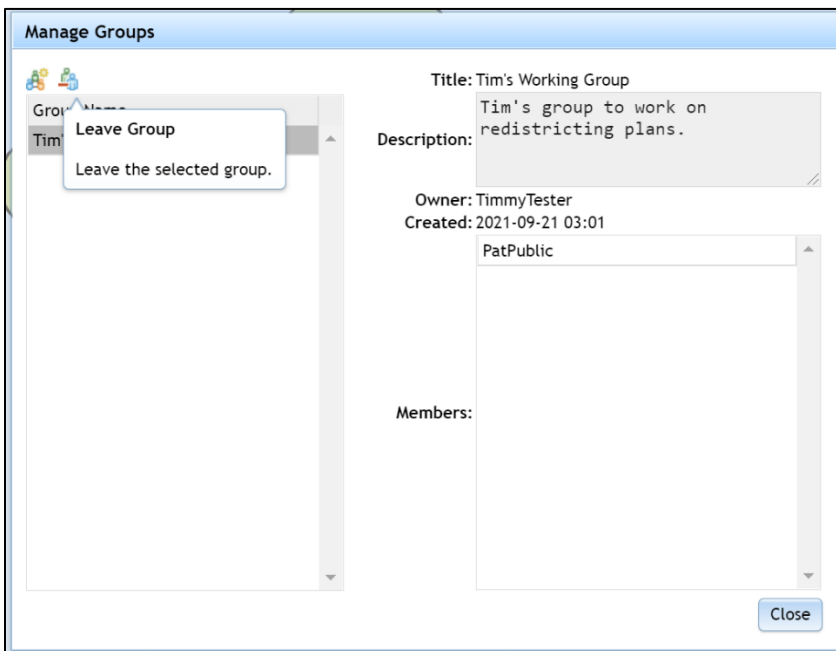


“Manage Groups” Button – Leave a Group



Use the “Manage Groups” button to leave a group you belong to.

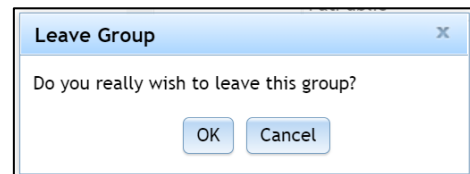
Click “Manage Groups”.



Say you decide you no longer want to be part of “Tim’s Working Group”?

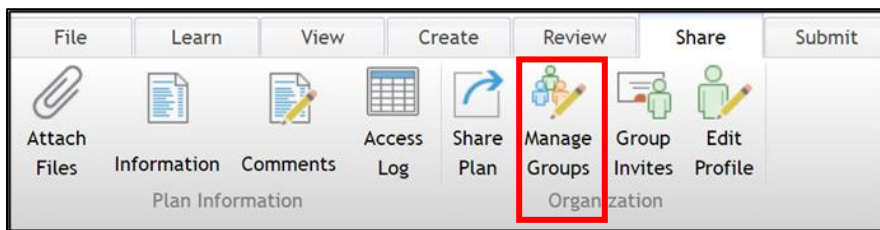
Click on that group name, it is shaded gray.

Click the “Leave Group” button.



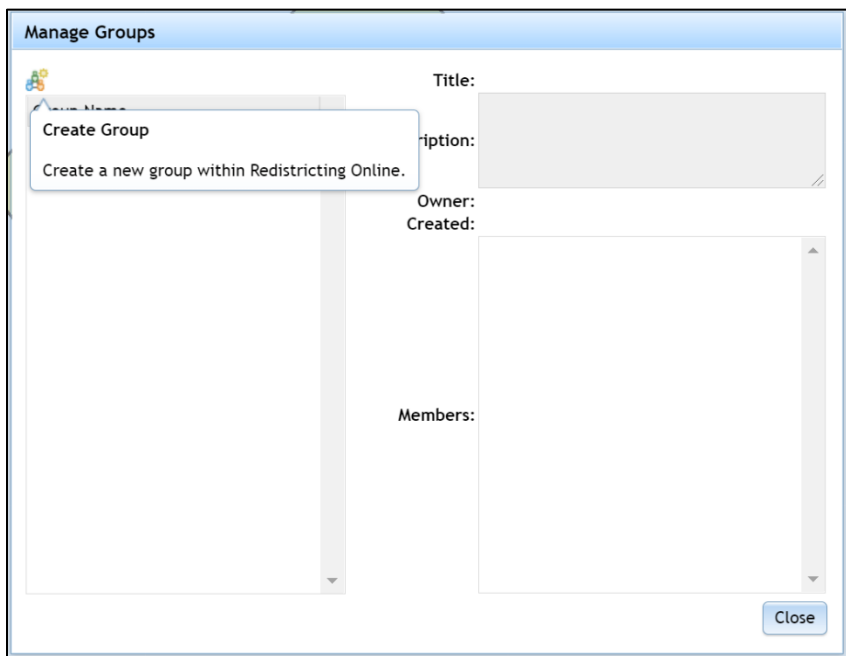
Click “OK” to confirm you want to leave this group.

“Manage Groups” Button – Create Your Own Group



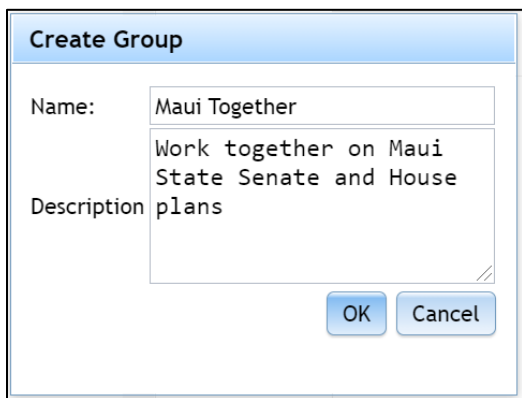
Use the “Manage Groups” button to create a new group of your own.

Click “Manage Groups”.



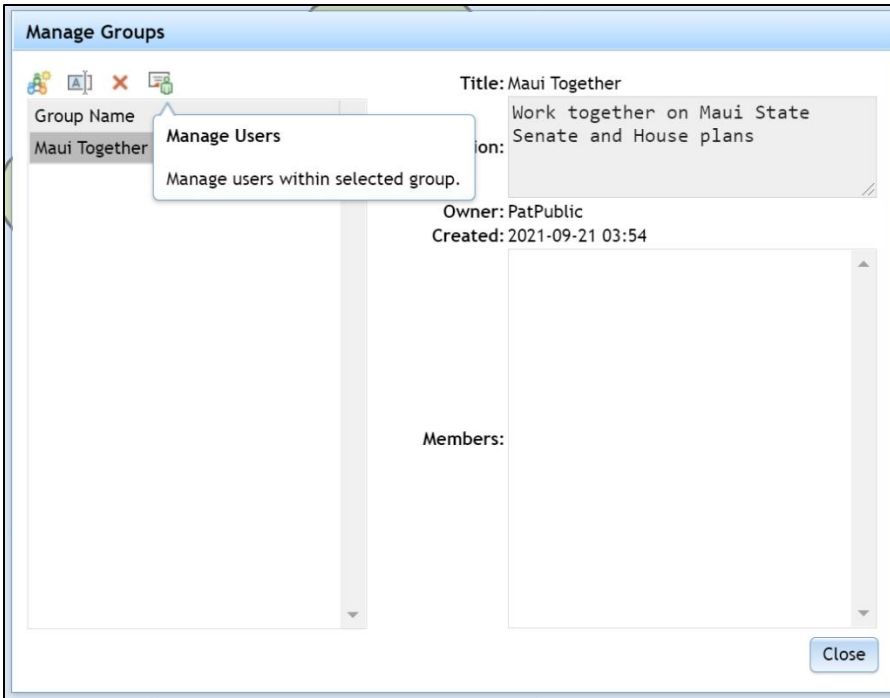
Now you want to create your own group and invite people to join your group. First, you need to create the group.

Click the “Create Group” button.



Give your group a name and a brief description.

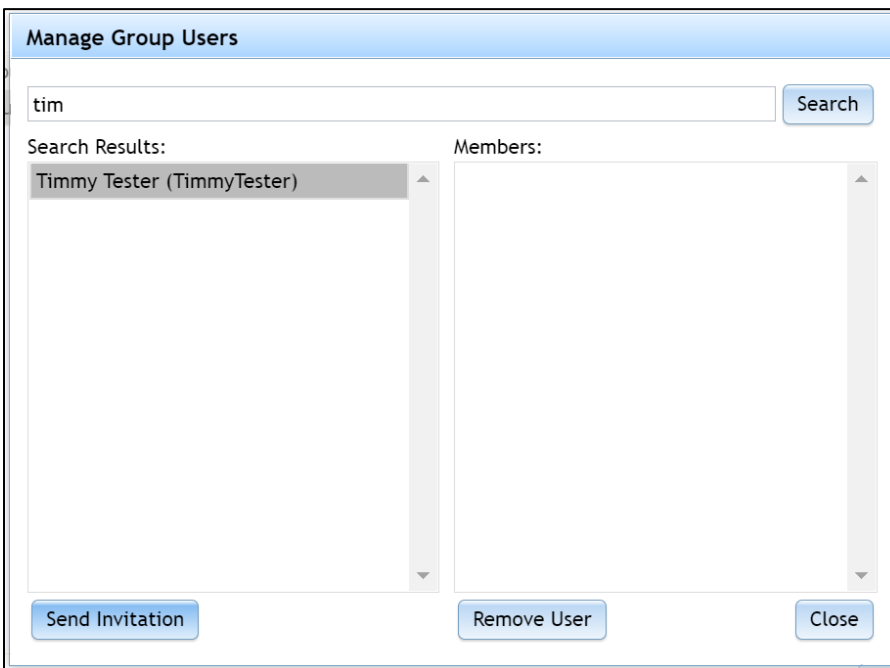
Click “OK” to create the new group.



You will see your new group in the “Manage Groups” window.

Right now you are the only member of the group.

Click the “Manage Users” button to invite users to join your group.



The “Manage Group Users” window opens.

Enter part of the user’s name in the Search box and click “Search”. There might be more than one result.

Click the user name you want to invite, it is shaded gray, and then click “Send Invitation”.



Click “OK” to confirm.

The user will receive an invitation like the one you received earlier. Once they accept your invitation their name will show in the “Manage Groups” window.