

Information: Check-Ins

Hello everyone! This is going to be an informative Doc on check-ins that happen or can be done in sub-community forums. You can refer to this Doc anytime for all information on check-ins!

Check-ins can be an important part of a thriving sub-community and can be a great way to bond and see how others in the community are doing. Each team is different, and check-ins may vary depending on team needs and interests. Here is some basic information about check-ins:

- **What is a check-in?**

A check-in is a thread that invites members to a safe and interesting place to meet and share their struggles, dilemmas, mental wellbeing and accomplishments with us. By doing check-ins, we are giving members the opportunity to seek support, let us know how they're doing and interact with other members in the sub-community.

- **Who does these check-ins?**

Check-ins are done by the sub-community team members. They have assigned / signed-up spots for these. If there is no team member available (upon confirming) to do the check-ins, anyone can do these!

- **Where are these posted?**

The check-ins from teams are always posted in dedicated check-in sub-forums. The most recent check-in can also usually be found by clicking the Check-In Today button in the top of the sub-community.

- **When are they done?**

Each sub-community has its own schedule - they can be daily, weekly, monthly, or really a single on-going thread that covers multiple dates. It really depends on the number of active and reliable team members.

- **What is the format for a check-in?**

The content varies depending upon the needs and interests of sub-communities and leaders. However, for those doing it, the basic structure (with examples) of a check-in includes:

- **Title**

- X Support Community Check-In: Month Date(s) Year

- **Photo/GIF**

- At the beginning or the end.

- Ensure that the photo or gif doesn't display flashy or triggering images.
 - **Quote/Excerpt/Article/Video (Optional)**
 - For the community to share their reactions, views, etc. on.
 - **Theme for content, if any**
 - **Questions, mostly open-ended**
 - Ask what is going well and what is not going well.
 - Post icebreakers or simple questions that relate to your community.
 - Simply ask how they are feeling. Let them share or ask them to rate how they feel on a scale of 1-10 or relate how they're feeling to a color.
 - **Community Taglist**
 - Use and attach the taglist at the end for members to be tagged, added, removed. Click [here](#) to know more and for a list of subcommunity taglists.
 - **Check-In Responses**
 - Ensure everyone participating is replied to and the conversation is as much as supportive as possible from your end.
 - We want everyone participating to feel welcome, included, valued and cared for.
 - Even if they're just stopping by to say hi, give them a wave back!
 - **Reminders**
 - Lastly, remember to [set the thread to check-in](#) and be responsible with the whole process. It's perfectly okay to step back when needed and let someone else cover.
 - Include other discussions, events happening and resources available in your community to use in the check-in! Also include information on check-ins where applicable in non-check-in areas so people know about these.
 - Don't forget to enjoy your check-in!
 - Check-ins are an important tool of community building and support so we cannot thank you enough for all the efforts! You are appreciated!
-

A sample format for a check-in is here:

Title: Check-In: February 7th-13th

Photo/GIF:



[Image Description: Text in bold on a white background that says "Hello, (in blue) How Are (in red) You?? (in yellow)"]

Check-In Questions:

- How are you feeling today?
- What's going well for you? What isn't?
- What was the highlight of your week/day, if any?

Taglist:

Click [HERE](#) (hyperlink the forum thread to the taglist) to be added/removed from the community taglist

Insert names of persons in the taglist: @User1 @User2 @User3

All of this information is available in a forum post [here](#)! Share your check-in tips and best practices in that very thread!