



USER GUIDE

GETTING STARTED

MojoReporter consists of three platforms – MojoReporter, SportMojos and CampusMojos – allowing you to choose the platform that best suits you, your community or organisation.

For simplicity, this user manual will demonstrate the MojoReporter platform, but functionality across all three platforms remains the same.



For brands, media houses, NGOs, charities and all mobile content producers



For sports clubs, associations, player bodies, players and fans

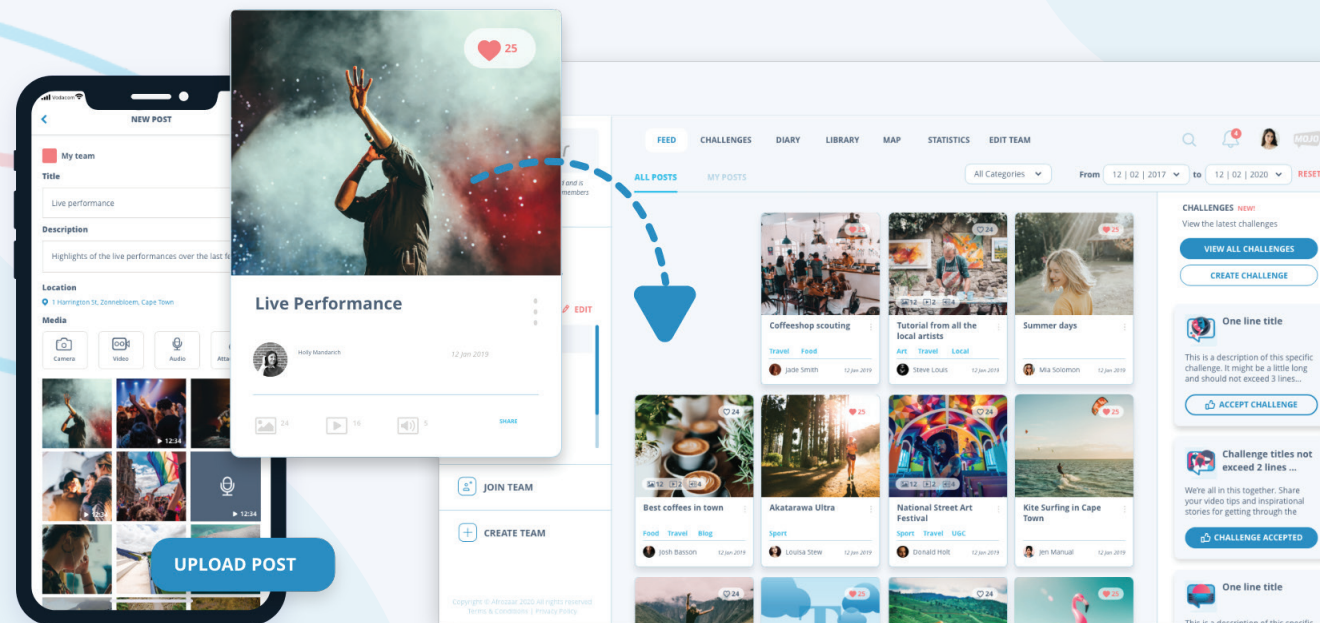


For colleges, universities, teachers and students

WHAT IS MOJOREPORTER?

MojoReporter is a mobile collection and workflow platform.

MojoReporter consists of a mobile application for creating Mojo posts of photos, videos, audio files and GPS locations, which can be uploaded to the MojoReporter AWS-powered web dashboard for secure storage and future use.



WHAT IS MY MOJO, MOJO COMMUNITY AND MOJO TEAMS?

MojoReporter allows you to store and share your mobile content in three ways ...



MY MOJO

Store your personal media to your own private MY MOJO dashboard



MOJO COMMUNITY

Share your best creative work and take part in Mojo Challenges with the public MOJO COMMUNITY

MOJO TEAMS

Collaborate and share media to a private MOJO TEAM dashboard. To join a private Mojo team, you must be accepted by the team administrator

MOJO DASHBOARD

The Mojo dashboard is where all My Mojo/Mojo Community/team content is stored and displayed, and is accessed by secure login. You can view all your posts here.

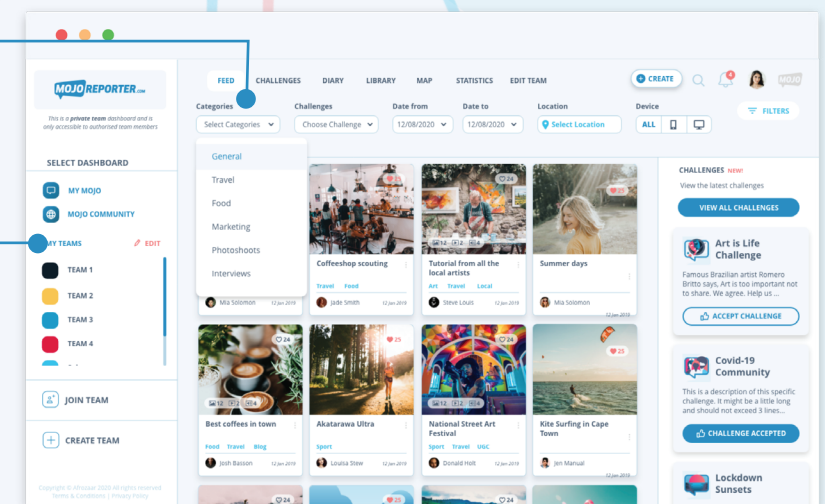
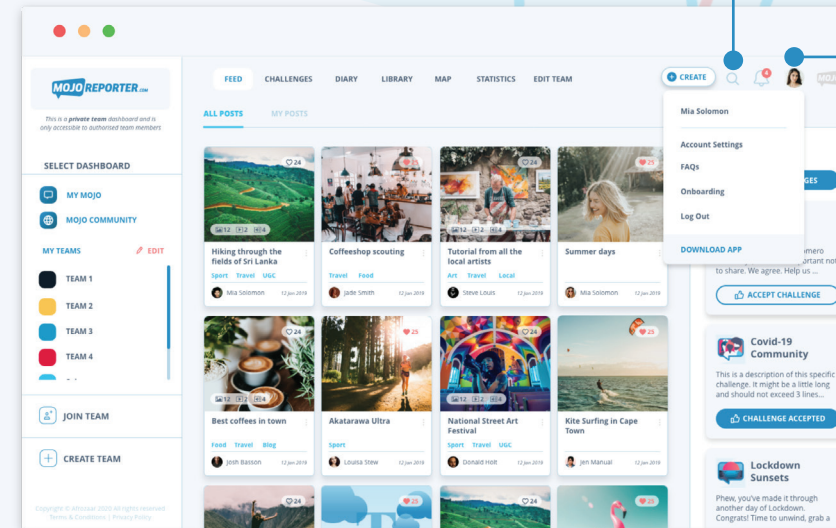
To log in to the MojoReporter dashboard, [click here](#).

Posts can be categorised. You can choose a category when you create a post in the app

You can switch between your My Mojo, Mojo Community or team dashboard in the SELECT DASHBOARD menu

Search for specific posts

View your profile, change settings, or log out by clicking on your profile thumbnail



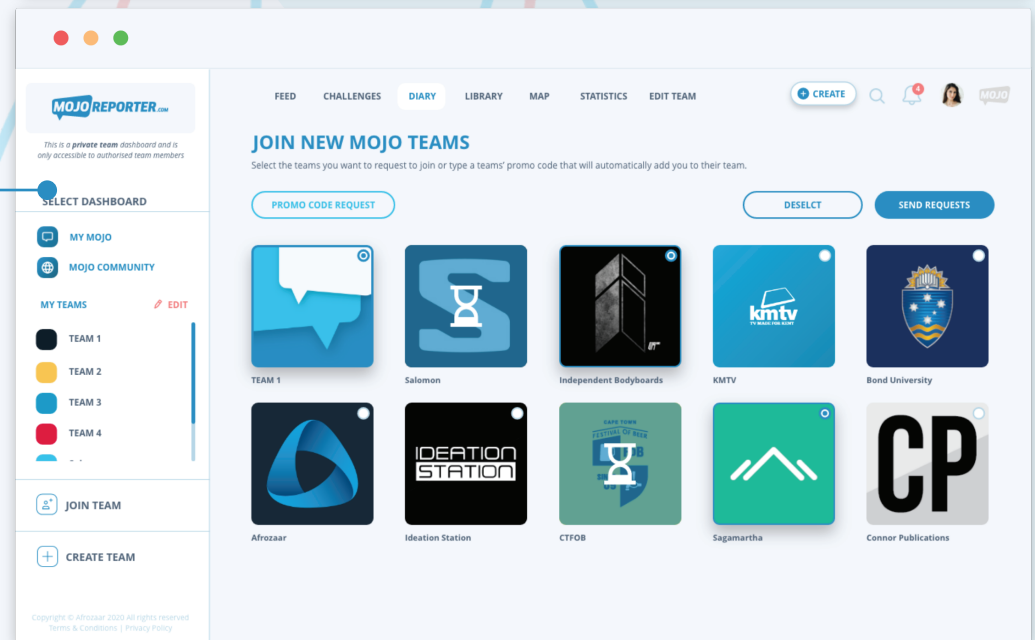
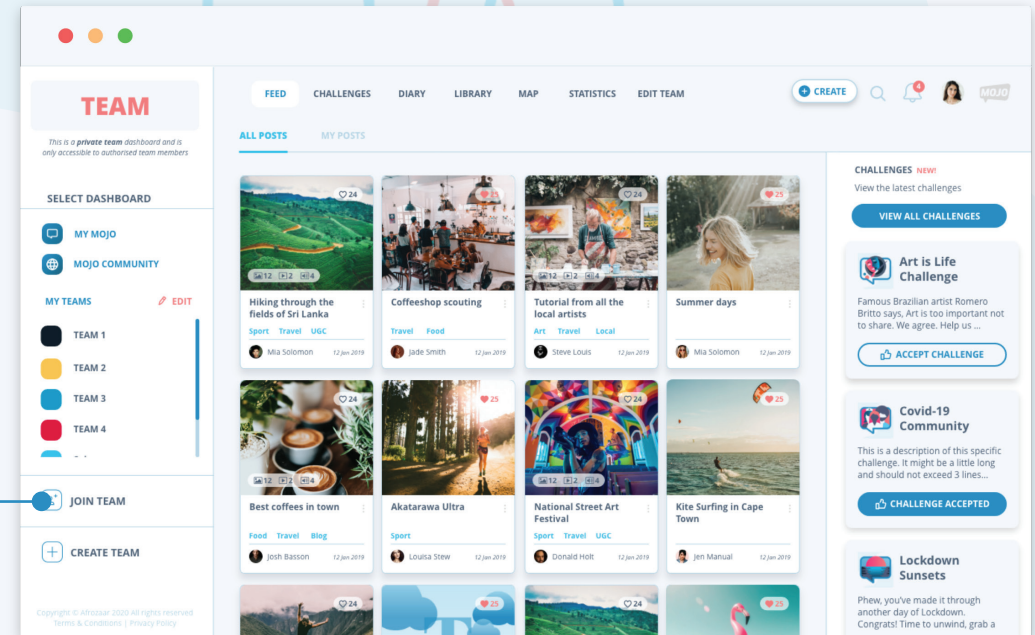
MOJO DASHBOARD: JOIN A TEAM

MojoReporter teams are private, allowing teams of content creators to collaborate and share media to a private, access-controlled team dashboard.

You can request to join a team, and can be accepted either as a CONTRIBUTOR or TEAM MEMBER. As a contributor you can upload content to the team dashboard but you will not see the team feed or dashboard. As a team member, you have full access to the dashboard.

After clicking "JOIN TEAM", select the team you would like to join.

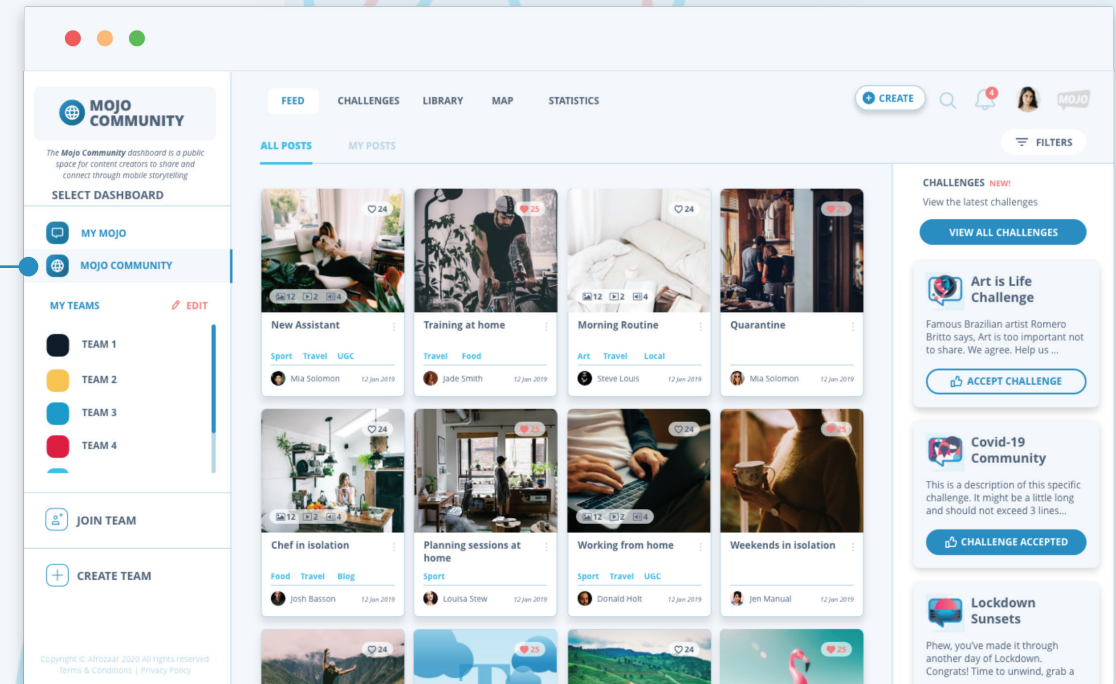
You will be notified via email whether your request has been approved or declined.



MOJO DASHBOARD: JOIN THE COMMUNITY

All MojoReporter users are given access to the public Mojo Community, allowing you to share your work with other mobile content creators and take part in exclusive Mojo Challenges.

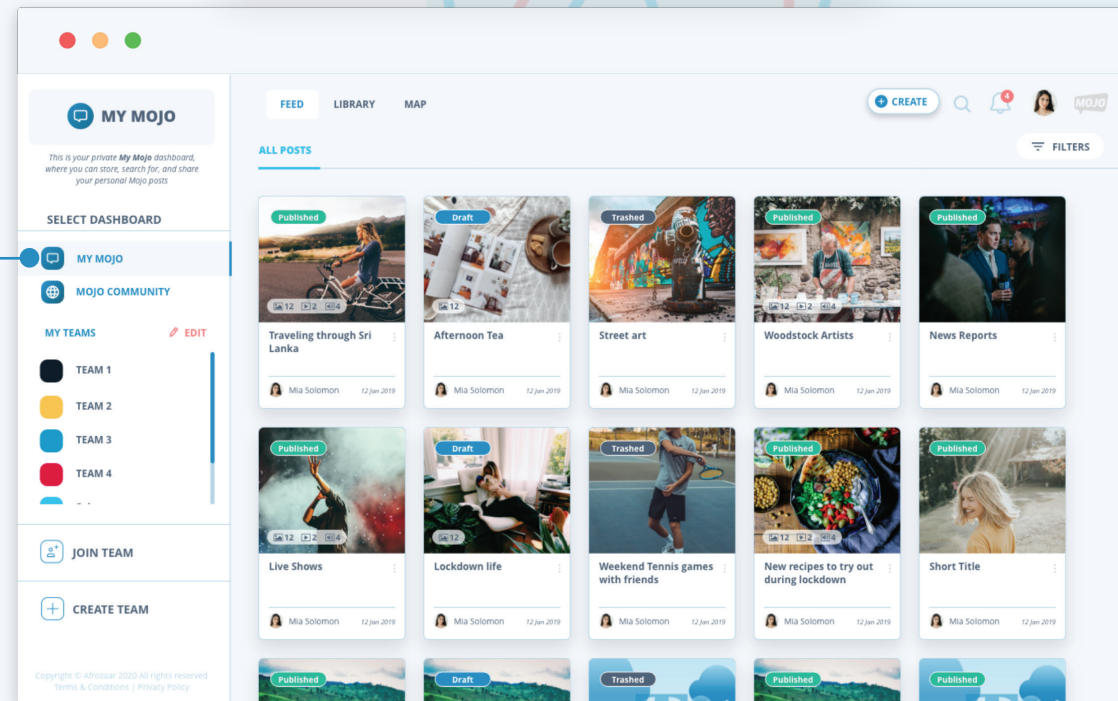
To view the Mojo Community dashboard, click on **MOJO COMMUNITY** in the SELECT DASHBOARD menu



MOJO DASHBOARD: MY MOJO

Your My Mojo dashboard is your MojoReporter home base, where you can store, manage and share all of your personal mobile media in a private space.

To view your My Mojo dashboard, click on **MY MOJO** in the SELECT DASHBOARD menu



MY MOJO

MOJO DASHBOARD: CREATE POST

Before creating a Mojo post, make sure you are connected to the correct profile

My Mojo - PRIVATE, personal dashboard

Mojo Community - PUBLIC community dashboard

My Teams - PRIVATE, access-controlled team dashboard

The screenshot shows the Mojo Reporter dashboard interface. On the left is a sidebar with navigation options: 'MY MOJO', 'MOJO COMMUNITY', 'MY TEAMS' (with a list of teams 1-4), 'JOIN TEAM', and 'CREATE TEAM'. The main area is titled 'CREATE A POST' and includes fields for 'TITLE' (with the example 'Best meals across Cape Town'), 'DESCRIPTION' (with the example 'Cape Town is full of great food. Here's the top restaurants' signature dishes'), 'CATEGORIES' (a dropdown menu), and 'LOCATION' (a map showing '8 Maynard Rd, Muizenberg'). At the bottom of the main area are 'PUBLISH' and 'SAVE AS DRAFT' buttons. On the right side of the dashboard is a media upload section titled 'DRAG & DROP YOUR FILES HERE OR' with an 'UPLOAD FILES' button. A 'CREATE' button is located in the top right corner of the dashboard header.

Click on "CREATE"

Attach media to your post and upload

Add title (the name of your Mojo post)

Add description of your post

Select a category that your posts relates to

Add location to post if required

Publish your post

MOJO DASHBOARD: CREATE MOJO CHALLENGE

Private team administrators can commission their Mojo teams for content by creating Mojo Challenges.

Add due date

Select type of Challenge

Select platforms you want responders to publish their posts too

Select category

Add title

Describe content request

Add thumbnail image to visually represent Challenge

The screenshot shows the 'CREATE CHALLENGE' form in the Mojo Reporter dashboard. The form is titled 'CREATE CHALLENGE' and includes a sub-header: 'Need an event covered or a specific type of media submitted? Send out a request to your Mojo team and watch the media roll in'. The form fields and their corresponding callout labels are as follows:

- UPLOAD MEDIA:** A callout points to the 'UPLOAD MEDIA' section, which includes a camera icon and a note: 'Need an event covered or a specific type of media submitted? Send out a request to your Mojo team and watch the media roll in'.
- POST TO PUBLIC FACING APP:** A callout points to the 'POST TO PUBLIC FACING APP' toggle switch, which is currently set to 'ON'.
- DUE DATE:** A callout points to the 'DUE DATE' field, which is set to '01|02|2019'.
- TYPE:** A callout points to the 'TYPE' dropdown menu, which is set to 'General'.
- SHARE CHALLENGE POSTS TO:** A callout points to the 'SHARE CHALLENGE POSTS TO' section, which includes checkboxes for 'Facebook', 'Twitter', 'Instagram', and 'MojoReporter Platform'.
- CATEGORY:** A callout points to the 'CATEGORY' dropdown menu, which is set to 'CHOOSE CATEGORY'.
- TITLE:** A callout points to the 'TITLE' field, which contains the text 'Downhill biking in Helderberg'.
- DESCRIPTION:** A callout points to the 'DESCRIPTION' field, which is currently empty.
- CREATE:** A callout points to the 'CREATE' button at the bottom of the form.

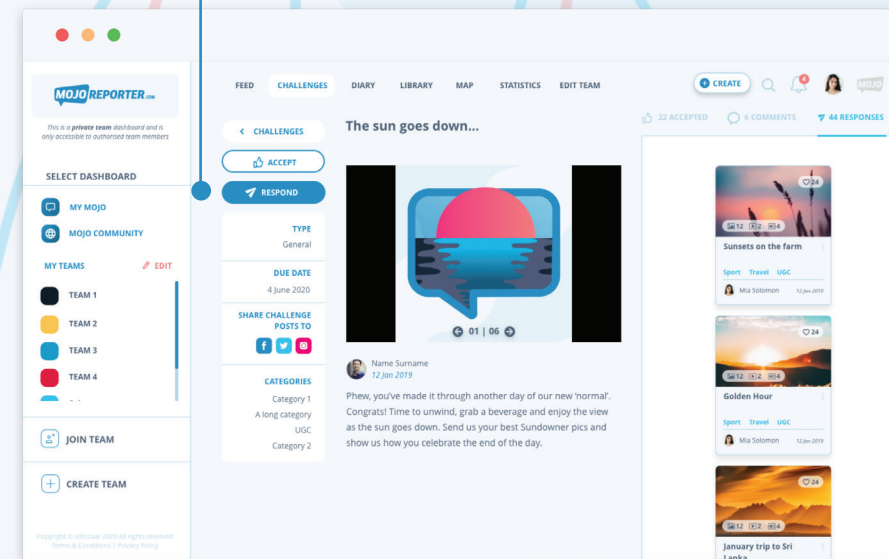
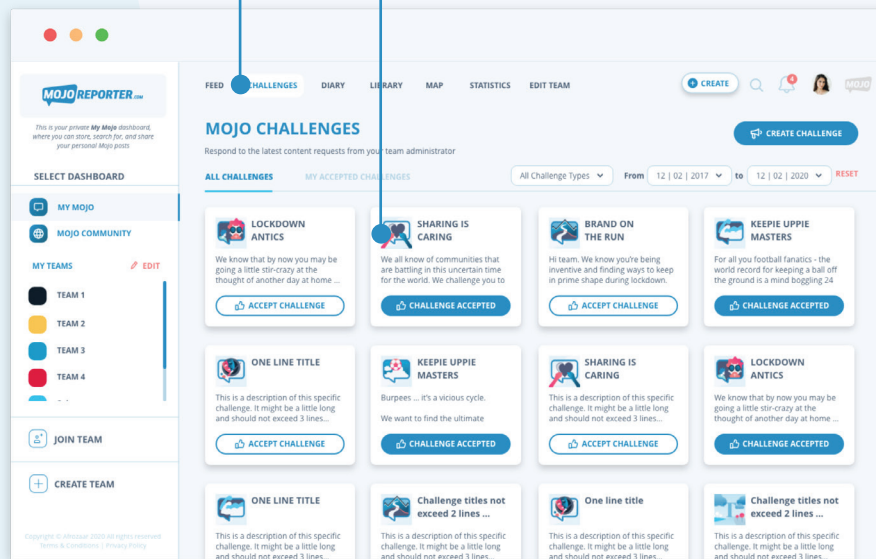
Publish Challenge to team dashboard and app

MOJO DASHBOARD: RESPOND TO MOJO CHALLENGES

Click on "CHALLENGES"

Select Challenge by clicking on the title.
You may also "ACCEPT CHALLENGE"

Review the Challenge and click "RESPOND". You will
be taken to the CREATE A POST screen.



MOJO DASHBOARD: CREATE DIARY ENTRY

Private team administrators can create diary entries to inform Mojo team members about upcoming meetings, events, travel arrangements, press conferences and more.

Select type

Add additional media

Name your diary entry

Add Location

Add a start and end date/time

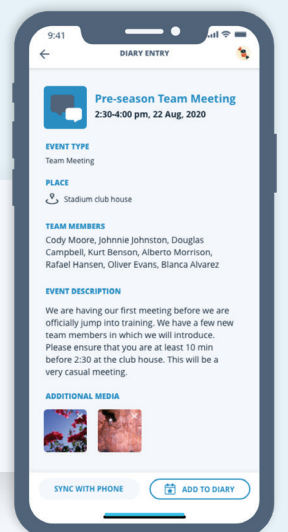
Add Mojo team members

Describe the event

Click "CREATE" to publish

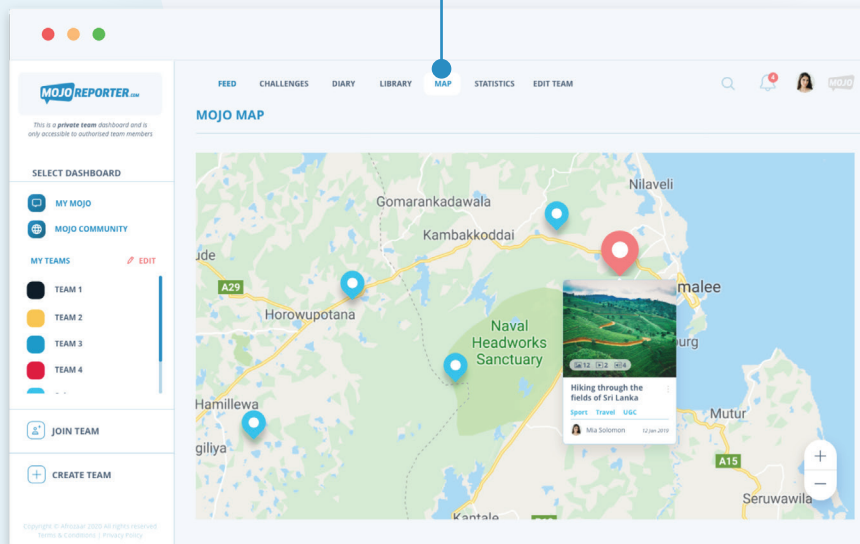
The screenshot shows the 'CREATE DIARY ENTRY' form in the Mojo Reporter dashboard. The form is titled 'CREATE DIARY ENTRY' and includes a sub-header 'Notify the team by sending a diary entry'. The form fields are: 'TYPE' (dropdown menu with 'TEAM MEETING' selected), 'TITLE' (text input with 'Pre-season Team Meeting'), 'LOCATION' (text input with 'Stadium club house'), 'START DATE' (dropdown menu with '01|02|2019'), 'START TIME' (text input with '2:30 PM'), 'END DATE' (dropdown menu with '01|02|2019'), 'END TIME' (text input with '2:30 PM'), 'TEAM MEMBERS' (list of members with 'ADD MEMBERS' button), and 'DESCRIPTION' (text area with formatting options). A 'CREATE' button is at the bottom right. The left sidebar shows 'SELECT DASHBOARD' with options 'MY MOJO', 'MOJO COMMUNITY', and 'MY TEAMS'. The 'MY TEAMS' section shows 'TEAM 1', 'TEAM 2', 'TEAM 3', and 'TEAM 4' with 'JOIN TEAM' and 'CREATE TEAM' buttons.

Published diary entries can be viewed by team members on the team dashboard and within the app.

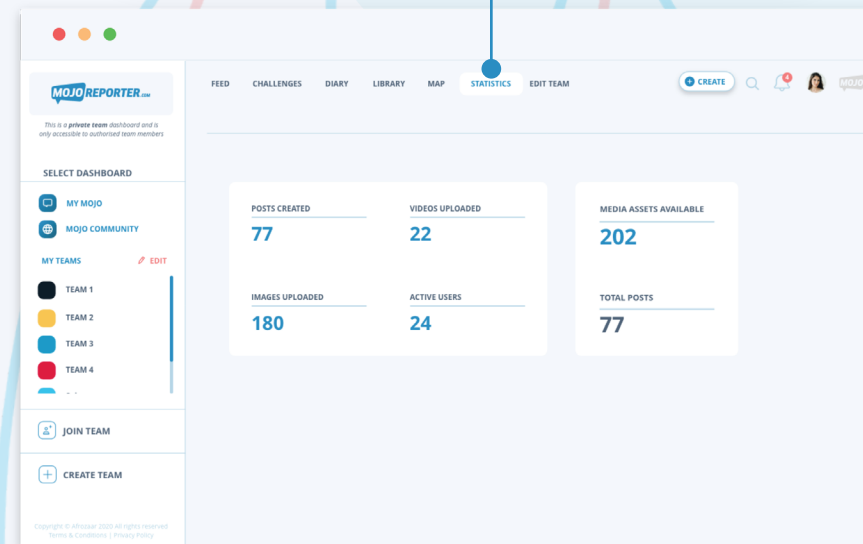


MOJO DASHBOARD: ANALYTICS

Access a global map indicating the locations
of GPRS tagged Mojo posts



View statistics regarding your team's posts
and media count



MOJOREPORTER APPS

The MojoReporter app suite – **MojoReporter**, **SportMojos** and **CampusMojos** – can be downloaded at the respective app stores: **Play Store for Android** or at the **App Store for iOS**.

MOJOREPORTER.com



SPORT MOJOS



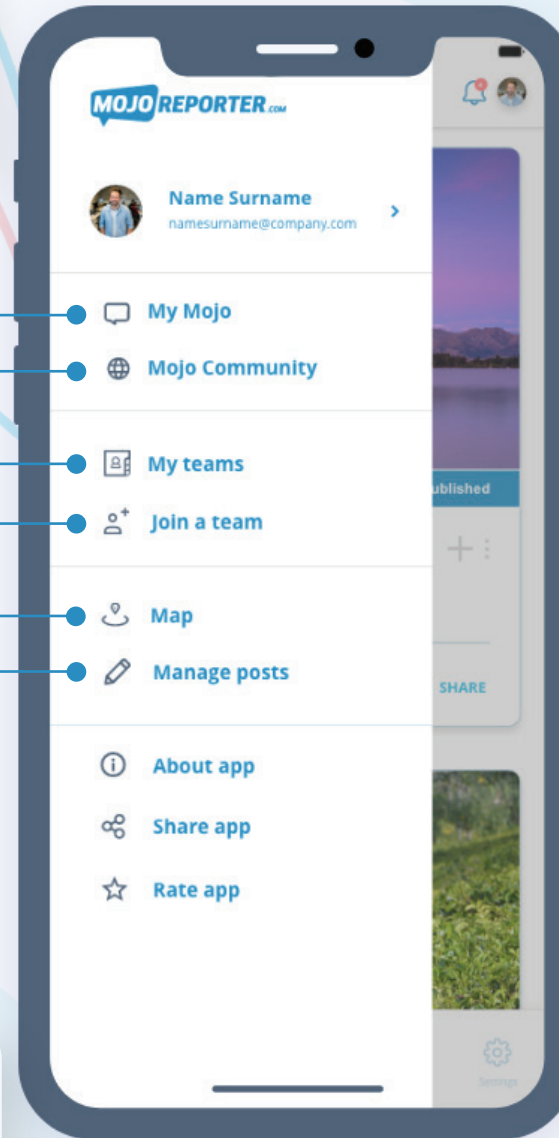
CAMPUS MOJOS



Compatible with Android 5 and higher
Compatible with Apple iOS 10 and higher

MOJOREPORTER APP

Now it's time to take a closer look at the MojoReporter app. In order to reduce unnecessary replication, we are only showing the iOS version of the MojoReporter app. However, the SportMojos and CampusMojos apps, on Android and iOS have similar functionality.



Select "My Mojo"
to post to your
PRIVATE dashboard

Select "Mojo Community" to
share content to the PUBLIC
Community dashboard

Select "My Teams" to post to
your PRIVATE team dashboard.

Request to join other teams.
Mojo users can be members
of multiple teams

See where stories have been
reported via GPS location

Copy uploaded posts
from one dashboard
to another

MOJO APP: CREATE POST

Before creating a Mojo post, make sure you are connected to the correct profile

My Mojo - PRIVATE, personal dashboard

Mojo Community - PUBLIC community dashboard

My Teams - PRIVATE, access-controlled team dashboard

Tap on "Create"

Add title (the name of your Mojo post)

Add description of your post

Select a category that your posts relates to

Add location to post if required

Capture media or attach existing media to post

Upload your post

The screenshot shows the 'NEW POST' interface of the Mojo App. At the top, it says 'NEW POST' with a back arrow and a globe icon. Below this, there's a header for 'Mojo Community' and a 'Challenge name' field. The main form includes a 'Title' field with placeholder text 'This will be a title', a 'Description' field, a 'Categories' dropdown menu with 'Choose Categories' and a downward arrow, and two category tags: 'CATEGORY 1' and 'CATEGORY 2'. Below these is a 'Location' field showing '1 Harrington St, Zonnebloem, Cape Town'. The 'Media' section has four icons: 'Camera', 'Video', 'Audio', and 'Attachment'. Below the icons is a grid of six image thumbnails. At the bottom right, there is a blue 'UPLOAD POST' button. Callout lines from the text boxes on the left point to the 'Title', 'Description', 'Categories', 'Location', 'Media' section, and the 'UPLOAD POST' button.

MOJO APP: MY POSTS

In this view, you have an area where all your own Mojo posts are listed.

Here you can:

- See varying states of your posts and filter accordingly.
- Create, edit and delete your Mojo posts.

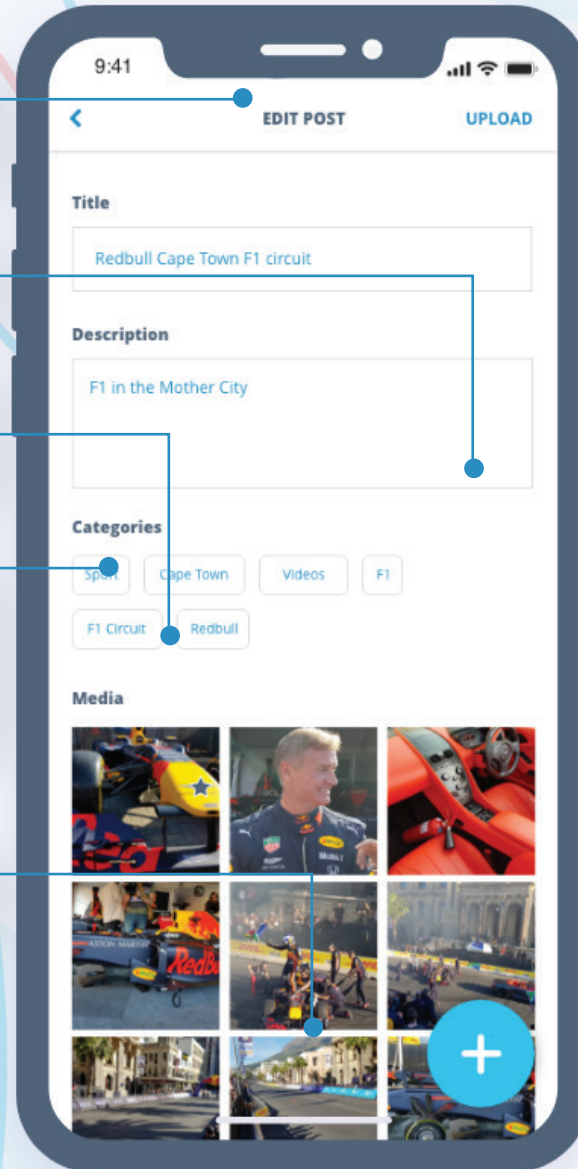
Filter your posts according to status

See the status of your post

See the media content count of your post

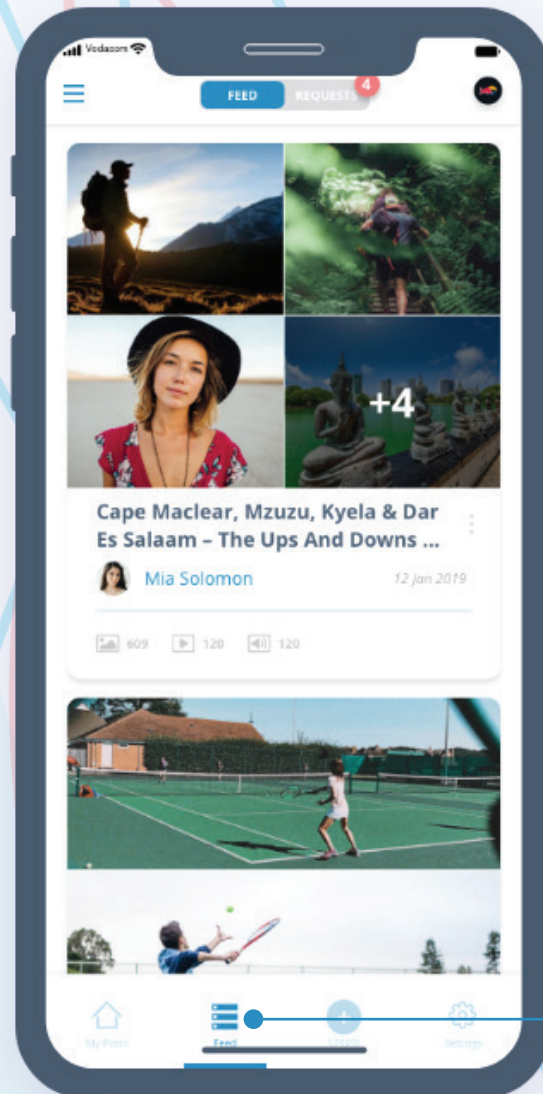
You can edit any of your posts in this screen by simply tapping on them

Create a new Mojo post



MOJO APP: MOJO FEED

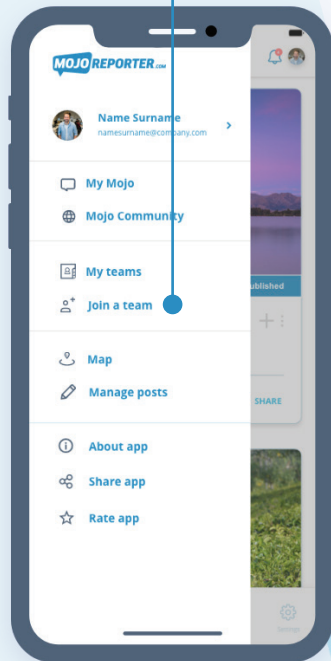
Examine Community/team posts in the Mojo feed. See what content has been submitted to the web dashboard. NB, the Community feed is PUBLIC; your team feed is PRIVATE.



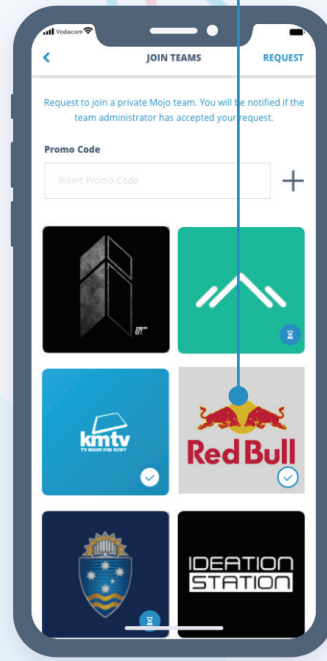
Tap on the Feed icon to view Community/Team media

MOJO APP: JOIN A TEAM

To join a Mojo team, open the menu and select "Join a Team".



Select the team you want to join, and confirm.

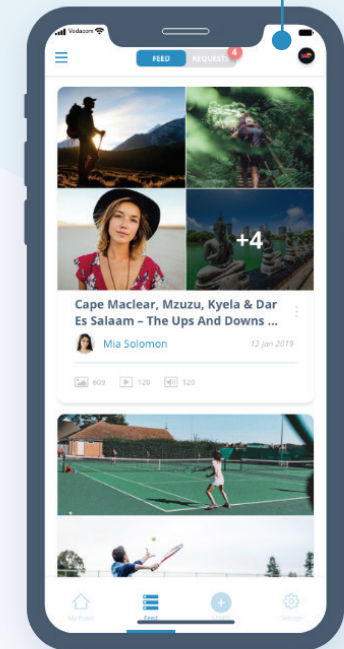


You will receive an email notifying you if your request has been granted.

iOS: If your request is successful, your iOS device will update automatically.

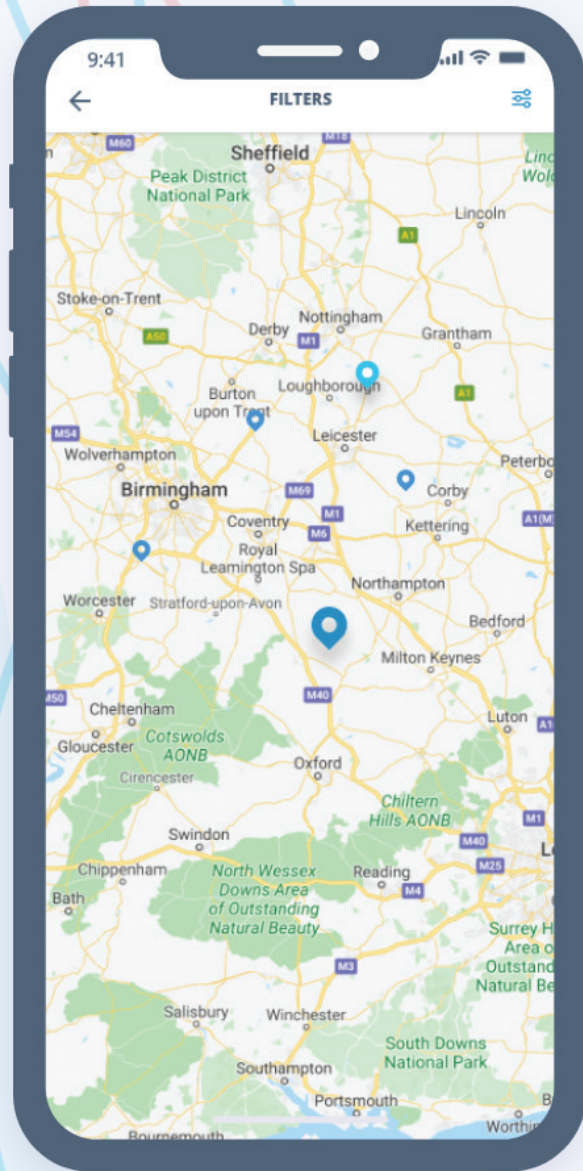
Android: If your request is successful, return to the app menu and select "My Teams", and then tap on the "Refresh my Teams" button.

You're now ready to start posting to the team's private dashboard.



MOJO APP: MOJO MAP

The Mojo post map indicates where posts have been Geo-tagged. With a granular zoom to street level, you can see where the posts were created.



MOJO APP: RESPOND TO MOJO CHALLENGES

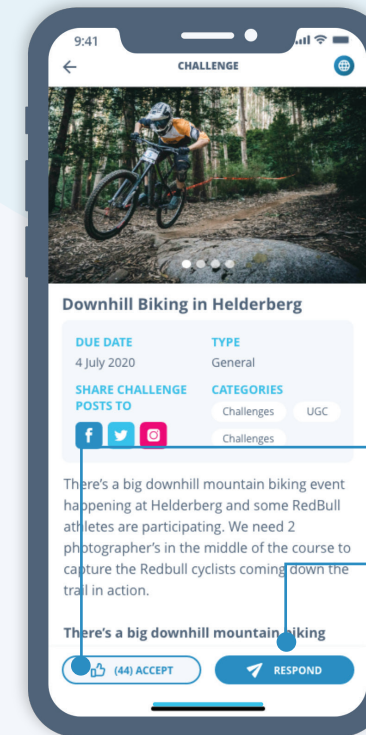
Mojo users can respond to two types of Challenges ...

Community Challenges: Mojo Challenges that are visible on the public Mojo Community dashboard

Team Challenges: Private content requests from your team administrator

Tap on "Challenges"

Select your Challenge



Accept the Challenge

Respond to the Challenge.
You will be taken to the post creation screen.

CONTACT US

For any queries, don't hesitate to contact us at support@mojoreporter.com

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