

PART 1, AUTUMN
2022

AMNESTY INTERNATIONAL NORWAY

USER'S MANUAL

MINSIDE



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1. How to log in to " Min side"

You will find "Min side" in the activist portal (aktivistportalen), at the bottom of Amnesty.no, or through this link: minside.amnesty.no/logg-inn



You should now see this page



Alle personer som er registrert med en økonomisk transaksjon de siste 3 år, kan logge inn på "Min Side".

Velg innloggingsmetode over og følg videre instruksjoner for å logge inn. Mobilnummeret du logger inn med må være det samme som du er registrert med. For hjelp, ta kontakt med [kundeservice](#).

There are **two** ways to log in: VIPPS or by adding your phone number and receive a code. Choose your preferred method



If you have any problems with your login, please contact your regional office.

2. Accesses

You are now on "Min side", welcome!

You will have access to different things, depending on whether you are in a group or not, have a specific role, or whether you are a group leader or not.

If you are a member of a group, the page will look like this



Are you missing one or multiple tabs– contact your regional manager so that they can add you. You will find the contact information to your regional manager at the last page.

3. What can I do at "Min side"?

At Min side, you can create events, get an overview over closed events and events that you already have participated in, you can apply for economic support, find the refund form for your region, order material. The group leader will also get an overview over their own group and send mail directly from the page. In the first round, we will check that everyone has the right information in the system and that you are registered with the correct membership, and in the correct group. For this reason, we would appreciate if you checked that you are registered in your region and in your group.

4. Personal data and correct information

Under the tab "Min profil" (My profile), you will find the registered personal data.

Please check that the information is correct and that your email registered is the one you use.



Mine personopplysninger

Fornavn *

ⓘ Må være fylt ut

Etternavn *

ⓘ Må være fylt ut

Epost *

ⓘ Må være fylt ut

Telefon

Fødselsnr ⓘ

Finnes ikke

Adresse

Postnummer

4015 Stavanger

5. I am **not** registrered in my group!

If you **are** registrered in your group, it should look like this →



If you **are** member of a group, but **not** registrered as member at "Min side", you can easily do so by

(1) Going to "Mine grupper" (my groups) →



(2) Press "meld deg inn i en gruppe" (Sign me up in a group) →

Meld deg inn i gruppe



(3) Find your region →

Finn grupper i din region

Region Midt

Regionkontoret for fylkene Møre og Romsdal og Trøndelag.
Kontaktperson: Tove Marie Paasche
E-post: tpaasche@amnesty.no
Tlf: 99 50 71 25
Adresse: C/o DIGS, 7011 Trondheim

FINN GRUPPE I REGION MIDT

Region Sør

Regionkontor for fylkene Agder og Rogaland.
Kontaktperson: Gunvor Romsbotn
E-post: gromsbotn@amnesty.no
Tlf: 98 62 34 73
Adresse: Østervåg 5, 4006 Stavanger

FINN GRUPPE I REGION SØR

Region Vest

Regionkontoret i vest ligger i Bergen og dekker fylket Vestlandet.
Kontaktperson: Tanja Clifford
E-post: tclifford@amnesty.no
Tlf: 99 22 64 88
Adresse: Spaces i Vaskerelven 39, 5014 Bergen

FINN GRUPPE I REGION VEST

Region Øst

Regionkontor for fylkene Vestfold og Telemark, Viken, Oslo og Innlandet.
Kontaktperson: Camilla Rebekka Olsen
E-post: Colsen@amnesty.no
Tlf: 91 12 07 08
Adresse: Postboks 702 Sentrum, undefined

FINN GRUPPE I REGION ØST

Region Nord

Regionkontoret for fylkene Nordland, Troms, Finnmark og Svalbard.
Kontaktperson: Ole Gunnar Solheim
E-post: osolheim@amnesty.no
Adresse: Flow Coworking, 9008 Tromsø

FINN GRUPPE I REGION NORD

(4) Choose your group →

Bli medlem i ny gruppe

Gruppe *

BLI MEDLEM

6. I have a role that is **not** registrered!



If you are registrered with the wrong role - do the same!

If you are registrered with a role, it should look like this

Mine gruppeverv

Du er leder i camillas test gruppe

Se gruppe →

You will not be able to add your role yourself. Let your regional manager know, either bye-mail or by filling out the form on "Min side" (under "høringer").

"Høringen" you will find by (1) Go to "mine arrangementer" (my events)



(2) At the bottom om the page you should find "hearings". Go to "svar på høring" and fill out the form. Your regional manager should now receive the form.



7. Other information about "Min side"

Automatic log-out

After 45 minutes, you will be logged out of "Min side" automatically if you have not been active. You will then be sent back to Amnesty.no and will have to go to Min side again. If you had something done, it is possible that it will not be saved.

If you have any issues..

If you have any issues, contact your regional office here



Contact information- regional manager and Member service



Ole-Gunnar Solheim
Regionleder nord

E-post: osolheim@amnesty.no
Tlf: 41 21 98 37



Tove Marie Paasche
Regionleder midt

E-post: tpaasche@amnesty.no
Tlf: 99 50 71 25



Sara Bergesen
Organisasjonsmedarbeider i region vest

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Regionleder øst

E-post: ybennour@amnesty.no
Tlf: 97624508



Medlems- og giversenteret

E-post: medlem@amnesty.no
Tlf: 22 40 22 00#2

