

Bavuse! for Community Self-Mobilisation:

**‘Grassroot for Android’ Mobile App for Smartphones and Tablets**

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## What is Bavuse?

Bavuse! or Grassroot is a communication tool that anyone in South Africa can use for community self-organising. The aim of Bavuse! is to make it easy for communities and activists to use their cell phones to organise themselves in ways that are free or cheap.

## Who created Bavuse?

Bavuse! is developed by [Grassroot](#), a non-profit organisation. [PHM-SA](#) is a development partner that assists in testing, training and implementing Bavuse! at community level. At PHM-SA, we call Grassroot's communication tool Bavuse! and our groups are Bavuse! groups.

## Join PHM-SA's Bavuse! group

If you want to receive information about PHM-SA campaigns, activities and events, please join our Bavuse! group: **Dial \*134\*1994\*7147#** (it's free).

## What can I do with Bavuse?

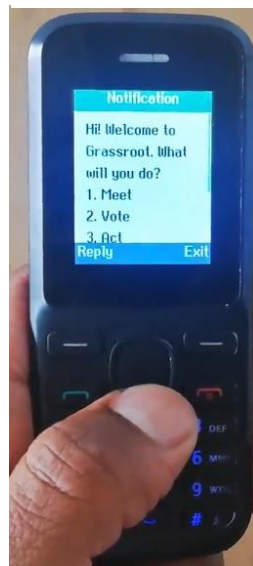
On any cell phone, you can use Bavuse! to:

- Create a profile
- Create groups and add members
- Create group organisers
- Call meetings
- Call votes
- Assign tasks to members
- Ask for information
- Ask for volunteers

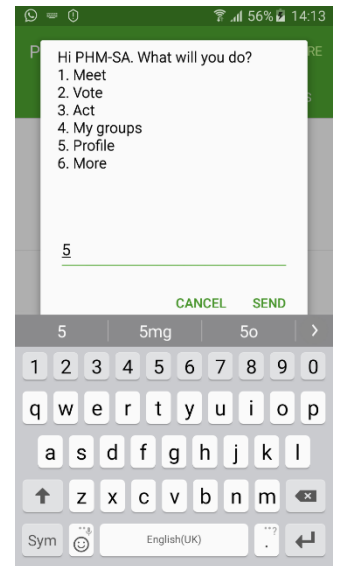
On the Grassroot website, you can also:

- Send SMS, email and social media broadcasts
- Create campaigns and link to [Amandla](#) [Awethu](#) petitions
- Monitor group activity, and import and export membership lists

*Basic Cell Phone*



*Smartphone*



## What does Bavuse! cost?

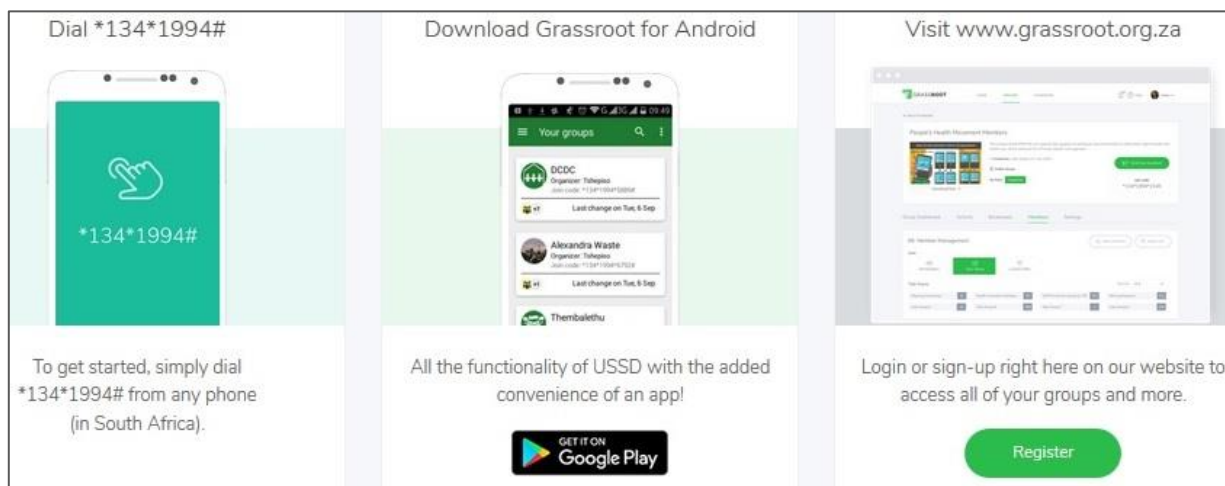
Bavuse!/Grassroot is currently free for groups of up to 250 members. Every group can send 3 free SMS or USSD messages per month. (Additional capacity and advanced functions like campaigns require a Grassroot Extra account.)

PHM-SA has additional capacity to sign up thousands of members in each of our groups and to send them thousands of messages.

## How do I use Bavuse?


You can use Bavuse! in any of these ways:

- On any cell phone, dial \*134\*1994# (it's free).
- On an Android smartphone or tablet, download the [Grassroot for Android app](#) from the Google Play Store (the app is only available for Android devices and uses data).
- Register on the Grassroot website: <https://www.grassroot.org.za/>

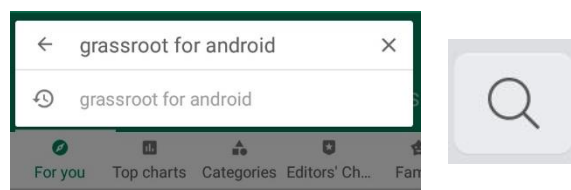


In this instruction pamphlet, we explain how to use the [Grassroot for Android](#) Mobile App for Android Smartphones and Tablets. You need a little data to download and use the app.

## How do I install the Grassroot for Android mobile app?

1. On an Android smartphone/tablet, press the  icon to open the Google Play Store.

2. Type Grassroot for Android in the Search field and press the **Search** button:



3. Select the Grassroot for Android app from the list of apps, then press **Install**:




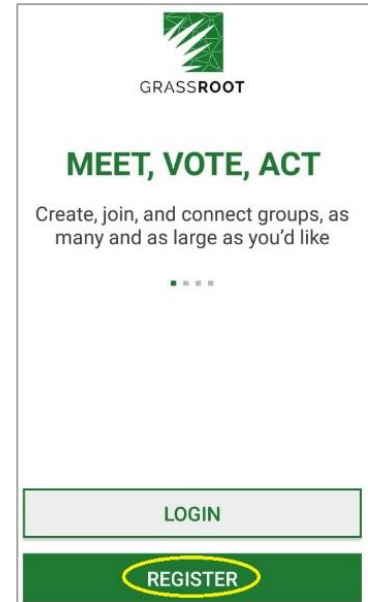
**Note:** You can also find the *Grassroot for Android* app here:

<https://play.google.com/store/apps/details?id=za.org.grassroot.android>

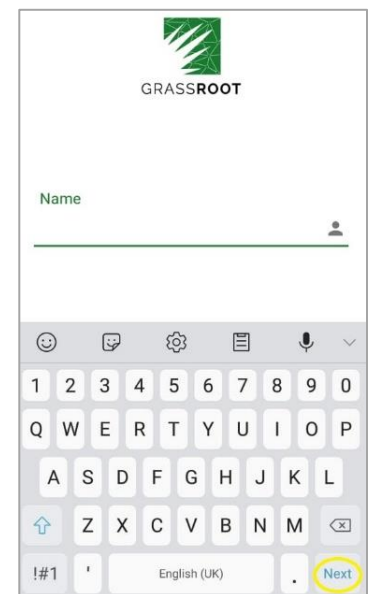
## How do I create my Bavuse! (Grassroot) profile?

After installing the Grassroot for Android app on an Android smartphone/tablet, you need to register and complete your profile:

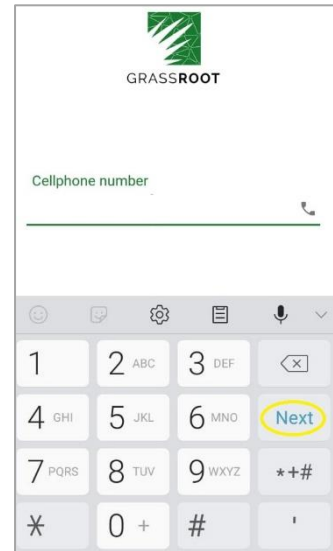
1. On your smartphone/tablet, press the  icon to open the Grassroot for Android app.
2. To create your profile, press **Register**.



- 
3. Type your name. Then press **Next**.

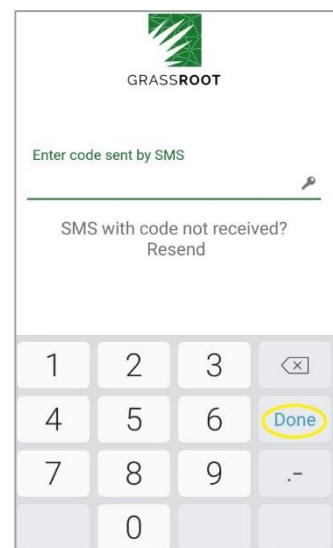


4. Type your cell number. Then press **Next**.  
You will receive an SMS with a code.



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5. When you receive the SMS, type the code and press **Done**.



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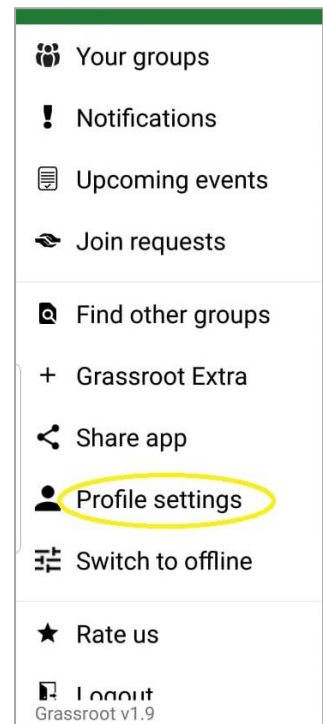
6. You can now search for groups to join.  
Or you can create your own group.



7. You can change your profile details at any time. Press the **Settings** button in the top left corner to view the main menu.



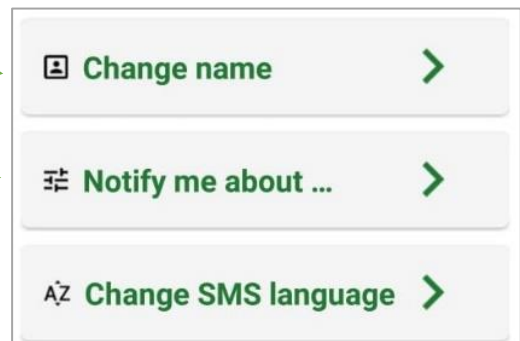
8. To change your name or language, press **Profile settings**.



9. Press **Change name** if you want to change your display name.

Press **Notify me about** if you want to choose which notifications you receive.

Press **Change SMS language** if you want to specify your language.



## How do I create a group and add members?

You can create groups and add members to your own groups. You are the owner and Organiser of every group you create.


Let's say you want to create a group for sexual and reproductive health and rights (SRHR) activists. You want to call the group SRHR and add a few members:

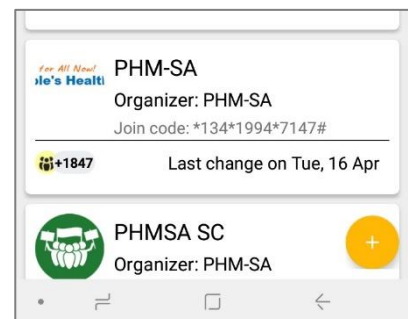
1. On your smartphone/tablet, press the  icon to open the Grassroot for Android app.

- 2a. If you are not yet a member of any group, you will see options to find groups or start a group. To create your own group, press **Start a group**.

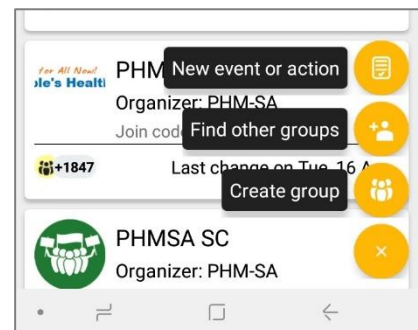


- 2b. If you are already a member of existing groups, you will see a list of them.

To create your own group, first press the  **plus** button in the bottom right corner of the screen to see a list of tasks.

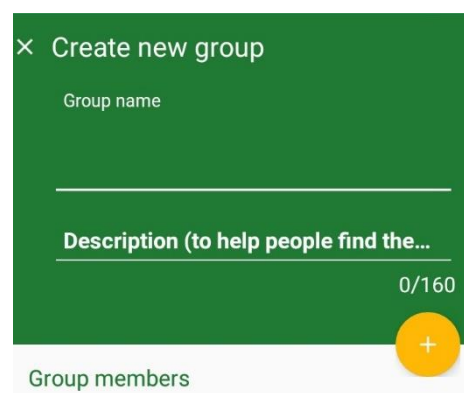


Then press the  **Create group** button.



4. Type a name and description for your new group.


*Hint:* Keep the group name short, or it will use up too much text in messages.

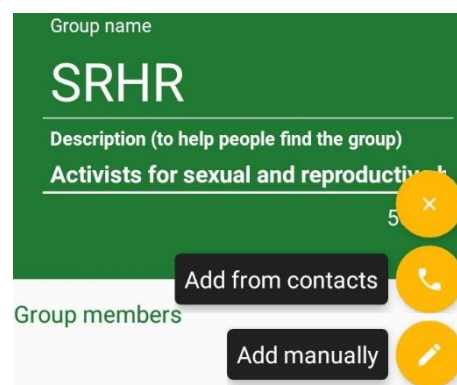
A screenshot of the 'Create new group' form. It has a green background and a white border. The form contains two input fields: 'Group name' and 'Description (to help people find the...)' with a character count '0/160'. A yellow plus button is located at the bottom right. The text 'Group members' is visible at the bottom of the screen.

5. To add members to your group, press the  **plus** button.

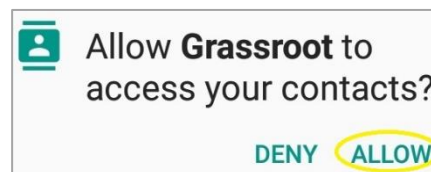


6. You can add group members in three ways:  
(a) You can select multiple members from the Contacts on your phone.  
(b) You can add members manually one at a time by typing their numbers.  
(c) You can give people your group's join code.

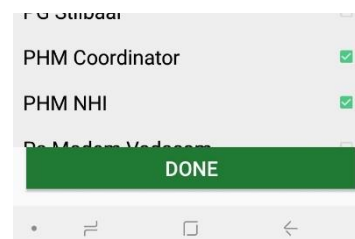
To add members from your phone Contacts, press the  **Add from contacts** button.



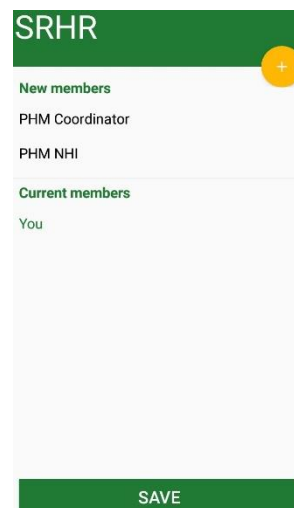
7. Press **Allow** to let Grassroot access the contacts on your phone.




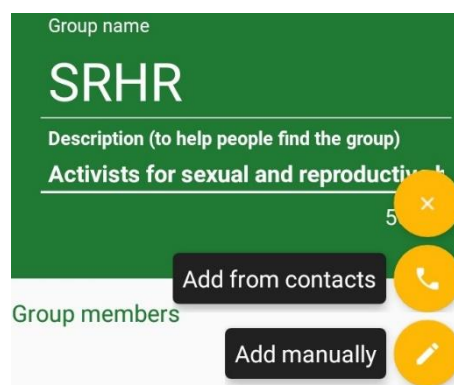
8. Select the contacts you want to add to your group, then press **Done**.



9. You will see a list of the new members, then press **Save**.



10. To add members manually one at a time by typing their numbers, press the  **Add manually** button.



11. Type the name and number of the person you want to add as group member, then press **Add**.

A form for adding a new member to the group. It has two input fields: 'Name' and 'Cellphone number'. The 'Name' field has a small person icon on the right. The 'Cellphone number' field has a small telephone handset icon on the right. Below the input fields, there is a green bar with the text 'ADD' in white.

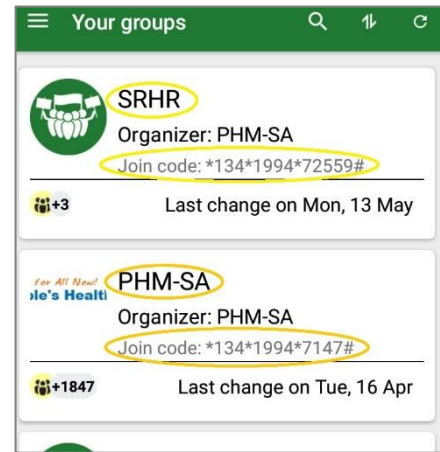
**Note:** You can add members to a group that you created. But to add members to someone else's group, the owner/Organiser of that group will first have to assign the necessary permissions to your profile.

## How can people join my group using a join code?

Every new group automatically gets its own **join code**. If you want other people to join your group, you can give them the join code to dial on their phones. It's free to dial a join code. When they join your group, they will receive messages you send to the group.

For example, PHM-SA's join code is **\*134\*1994\*7147#** (it's free). If you dial this code, you will join PHM-SA's group, and you will receive our messages.


1. To view your group's join code, open the [Grassroot for Android](#) app. You will see a list of your groups.
2. Each group's join code appears below its name.
3. If you want someone to join your group, just give them your group's join code to dial. It's free!

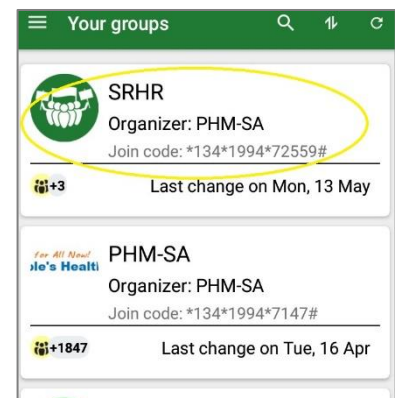


## How do I add Organisers to my group?

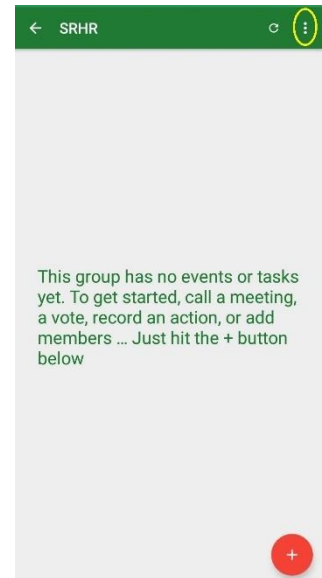
You are the **Organiser** of all the groups you create. You can also add other **Organisers** to your group. An **Organiser** can call meetings and votes, and they can add other members and **Organisers**. (Ordinary members can't call meetings/votes and they can't add other members to the group.)

*Let's say you want to make someone an **Organiser** of your **SRHR** group, so that they can send messages to the group:*

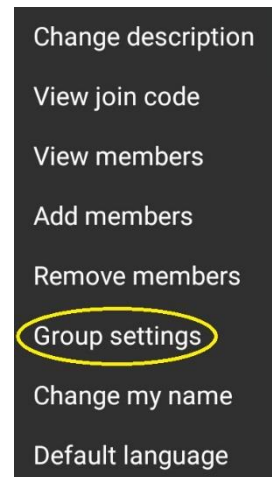
1. On your smartphone/tablet, press the  icon to open the [Grassroot for Android](#) app.
2. Press the **SRHR** group in the list of groups.



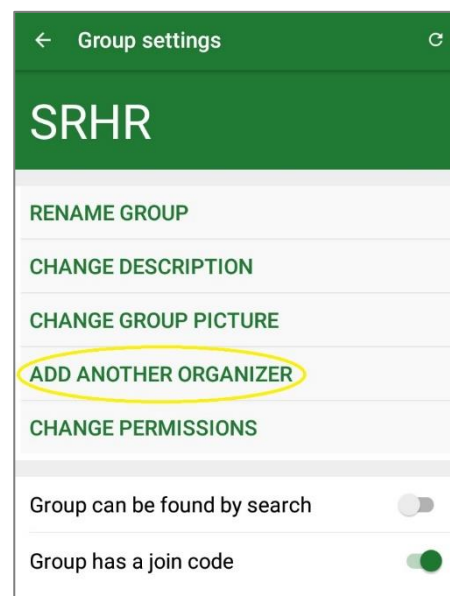
3. Press the  **Group menu** sign.



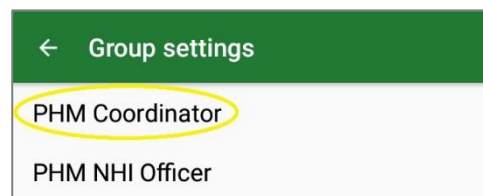
4. Press **Group settings** on the menu.



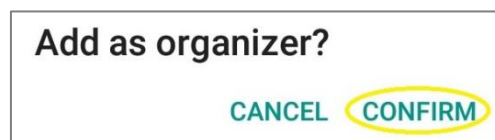
5. Press **Add another organizer**.



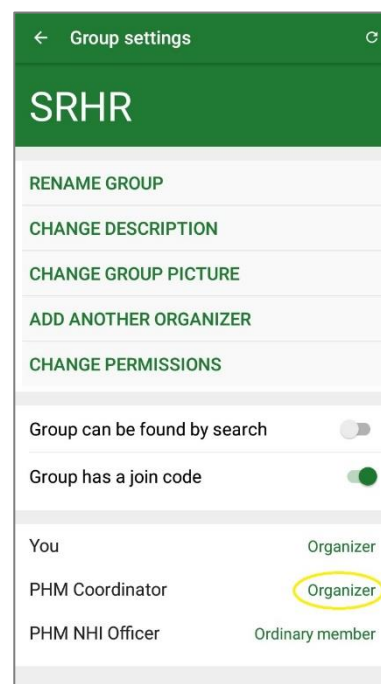
6. Press the name of the person you want to add as Organiser, in this case **PHM Coordinator**.



7. Press **Confirm** to add the person as Organiser.



8. PHM Coordinator is now also listed as an Organiser.




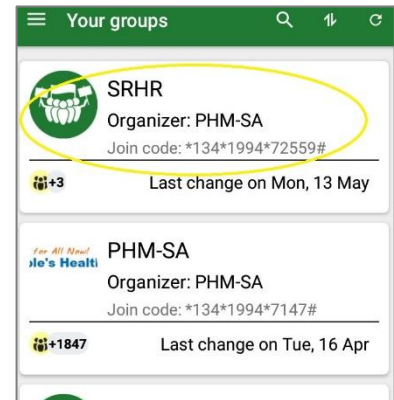
**Note:** You can add Organisers to a group that you created. But to add Organisers to someone else's group, the owner/Organiser of that group will first have to assign the necessary permissions to your profile.


## How do I call a meeting?

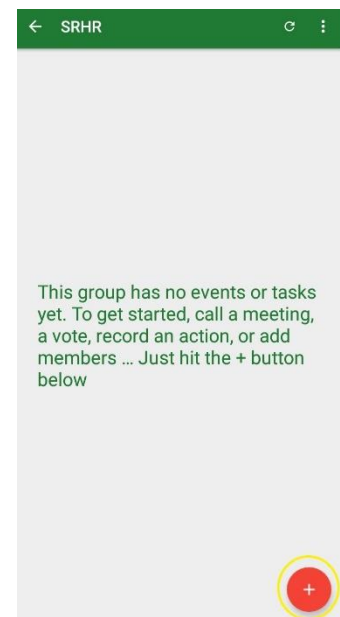
It's easy to call a meeting, but you must be the owner/Organiser of a group. When people receive your SMS notice, they can RSVP by dialling \*134\*1994# (free) and you will receive their confirmations by SMS. You can also view their RSVPs on your Grassroot app.

Let's say you want to call a meeting with members of the SRHR group:

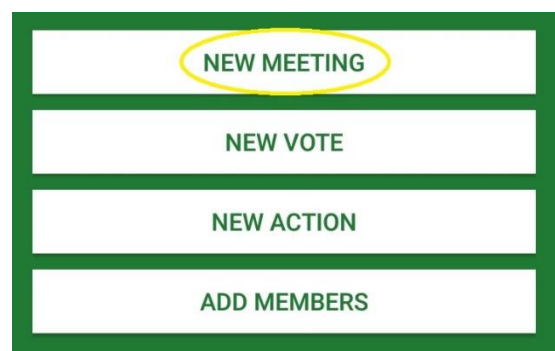
1. On your smartphone/tablet, press the  icon to open the Grassroot for Android app.
2. Choose the Group for which you want to call a meeting, in this case, press the **SRHR** group in the list of groups.



3. Press the  button to see a list of tasks you can create.



4. Press **New Meeting**.



5. Complete the meeting details:

- Type the topic of the meeting.
- Type the place of the meeting.
- Select the date of the meeting.
- Select the time of the meeting.
- Include an image if you want to (optional).
- Choose to set a reminder one day, half a day or one hour ahead of the meeting. You can also disable all reminders.
- Add a note if you want to (optional).
- Select members who must receive the meeting notice. You can send it to the whole group or select only some members.

The screenshot shows the 'Call a meeting' interface. At the top is a green header with a back arrow and the text 'Call a meeting'. Below this is a form with several sections: 'Meeting subject' with a text input field and a character count '0/35'; 'Meeting location' with a text input field; 'Meeting date' with a calendar icon and the text 'Select date'; 'Meeting time' with a clock icon and the text 'Select time'; a green button with a camera icon and the text 'INCLUDE IMAGE'; 'Configure reminder' with a dropdown arrow; 'Add notes' with a dropdown arrow; and 'Select members'. At the bottom is a green button with the text 'SEND'.

6. When you have completed all the details, press **Send** to send the meeting notice.

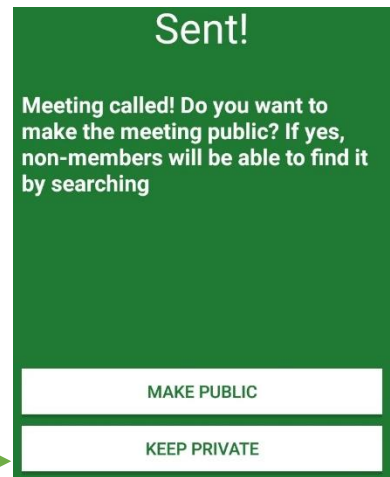
The screenshot shows the 'Call a meeting' interface with the following details filled in: 'Meeting subject' is 'Reproductive Justice' (20 / 35 characters); 'Meeting location' is 'Community Hall' (14 / 35 characters); 'Meeting date' is 'Sat, 27 Apr'; 'Meeting time' is '10:00'. The 'INCLUDE IMAGE' button is highlighted with a green border. The 'Select members' section shows 'You have selected 304 members'. The 'SEND' button at the bottom is circled in green.

7. An SMS about the meeting has now been sent to group members. You can now choose to make the meeting Public or Private.

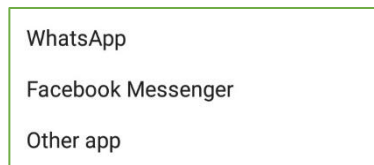
If you press **Public**, other Grassroot users will be able to see the meeting when they search for events.

If you press **Private**, only invited members will be able to see the meeting details.

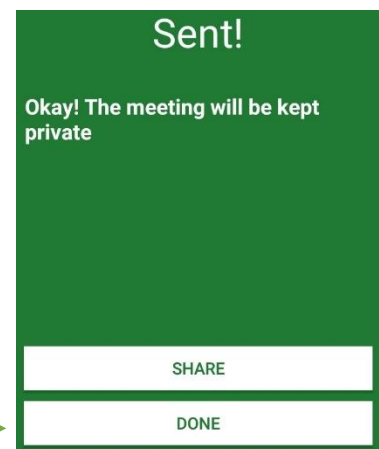
In this case, we only want members of the SRHR group to attend, so we choose to keep the meeting private.



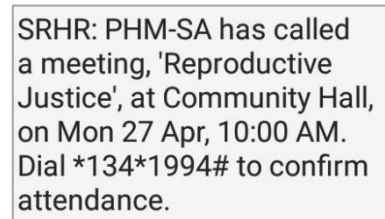
8. You can now choose to share the meeting with others on Whatsapp, Facebook Messenger or another app if you want to. To share the meeting, press **Share**, then choose the app you want to use, and select people you want to send the meeting details to.



In this case, we do not want to share the meeting on other apps, so we just press **Done**.

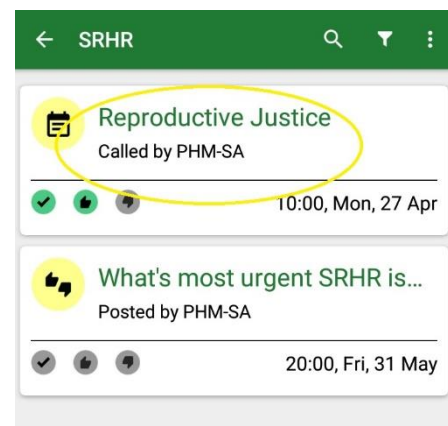


9. Group members who receive your SMS about the meeting, can RSVP by dialling **\*134\*1994#** (it's free).



You will receive their RSVPs as SMSs, or you can view their RSVPs on your Grassroot app.

In this case, first select the SRHR group for which you called the meeting, then press the **Reproductive Justice** meeting from the Events list to see the RSVPs of members.



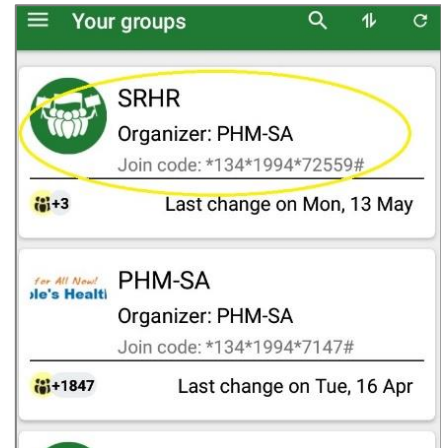
## How do I call a vote?


You can call a vote if you want your group to make a decision or find out their views on an issue. When people receive your SMS notice, they can vote by dialling \*134\*1994# (free). When the vote closes, group members will receive an SMS with the voting results. You can also view the voting results on your Grassroot app.

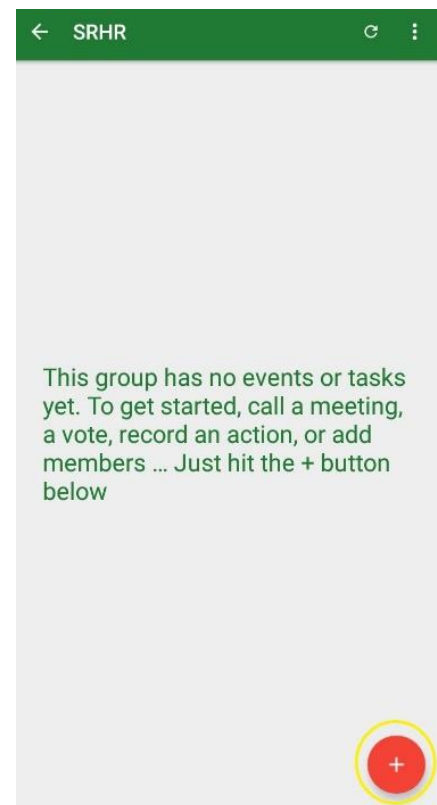
*Let's say you want to find out what SRHR group members think is the most urgent sexual and reproductive rights (SRHR) issue:*

1. On your smartphone/tablet, press the  icon to open the Grassroot for Android app.

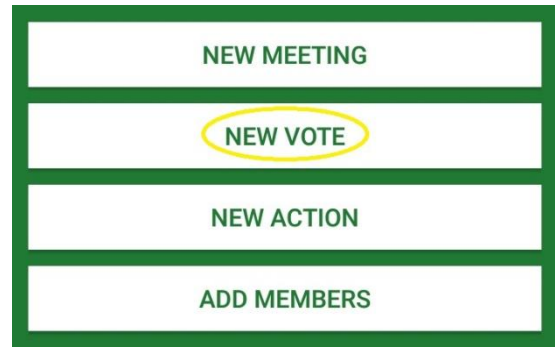
2. Choose the Group for which you want to call the vote, in this case, press the **SRHR** group in the list of groups.



3. Press the  button to see a list of tasks you can create.



4. Press **New Vote**.



5. Complete the vote details:

- Type the vote question/topic.
- Choose if the answers to your vote must be Yes/No/Abstain. Or choose to add answers one by one (press **Enter** after every new answer).
- Select the closing date and time when the vote will end.
- Add a note or longer description if you want to.
- Select members who must receive the vote. You can send it to the whole group or select only some members.

A screenshot of the 'Call a vote' form. The form has a green header with a back arrow and the text 'Call a vote'. Below the header, there are several fields: 'Vote subject' with a text input and a character count '0/35'; two radio button options: 'Yes/no vote' (selected) and 'Add my own options'; 'Closing date' with a calendar icon and 'Select date'; 'Closing time' with a clock icon and 'Select time'; 'Add notes' with an expand/collapse arrow and a text input 'Add extra notes on the vote subject'; and a checkbox 'Vote includes all members'. At the bottom of the form is a green button labeled 'SEND'. Green arrows from the list on the left point to the 'Vote subject' field, the radio button options, the 'Closing date' and 'Closing time' fields, the 'Add notes' section, and the 'Vote includes all members' checkbox.

6. When you have completed all the details, press **Send** to send the vote.

← Call a vote

Vote subject  
What's most urgent SRHR issue?  
30 / 35

Yes/no vote  
 Add my own options

Enter vote options one by one

Safe abortion  
Decrim sex work  
Adolescent SRHR  
LGBTI+ SRHR  
Contraception

Closing date 📅 Fri, 31 May

Closing time 🕒 20:00

Add notes ▼

Vote includes all members

**SEND**

8. You can now choose to share the vote with others on Whatsapp, Facebook Messenger or another app. To share the vote, press **Share**, then choose the app you want to use, and select people you want to send the vote to.

- WhatsApp
- Facebook Messenger
- Other app

In this case, we do not want to share the vote on other apps, so we just press **Done**.

**Sent!**

Done! Vote called of 111 members

SHARE

**DONE**

9. Group members will receive an SMS about the vote.

SRHR: PHM-SA calls a vote, 'What's most urgent SRHR issue?', dial \*134\*1994# to vote by Fri 31 May, 8:00 PM.

Group members can then vote by dialling: **\*134\*1994#** (it's free).

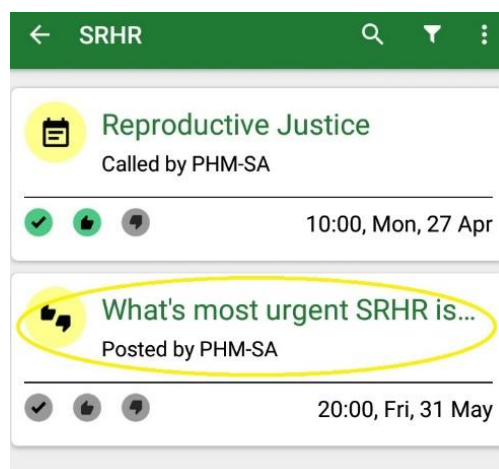
SRHR: PHM-SA calls a vote: What's most urgent SRHR issue?

1. Safe abortion
2. Decrim sex work
3. Adolescent SRHR
4. LGBTI+ SRHR
5. Contraception

CANCEL SEND

10. When the vote closes, group members will receive an SMS with the voting results. You can also view the voting results on your Grassroot app.


In this case, first select the SRHR group for which you called the vote, then press the **What's most urgent SRHR issue?** vote in the list. You will now be able to see members' votes.

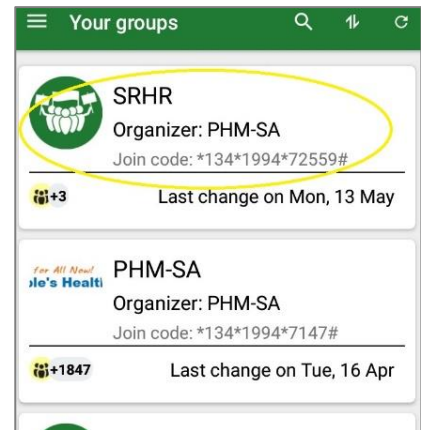


## How do I ask for volunteers?


You can call for action or volunteers, or assign tasks to members. When people receive your SMS notice, they can confirm by dialling \*134\*1994# (free) and you will receive their confirmations by SMS. You can also view their confirmations on your Grassroot app.

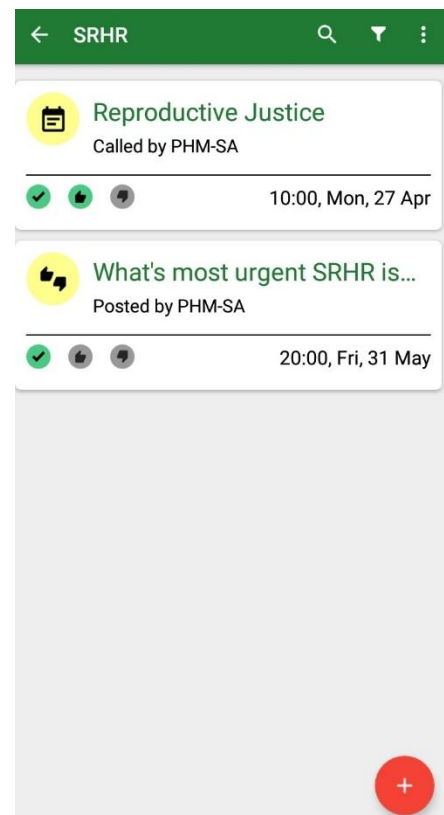
*Let's say you want to call for volunteers from the SRHR group to help organise a march to Parliament on sexual and reproductive health and rights (SRHR):*

1. On your smartphone/tablet, press the  icon to open the Grassroot for Android app.
2. Choose the Group from which you need volunteers, in this case, press the **SRHR** group in the list of groups.

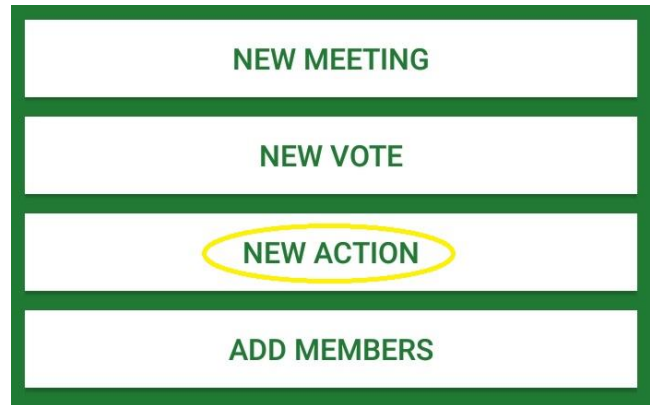


3. You will now see a list of your group's meetings, votes and actions if you have previously sent out notices.

Press the  button to see a list of tasks you can create.



4. To create a request for volunteers, press **New Action**.

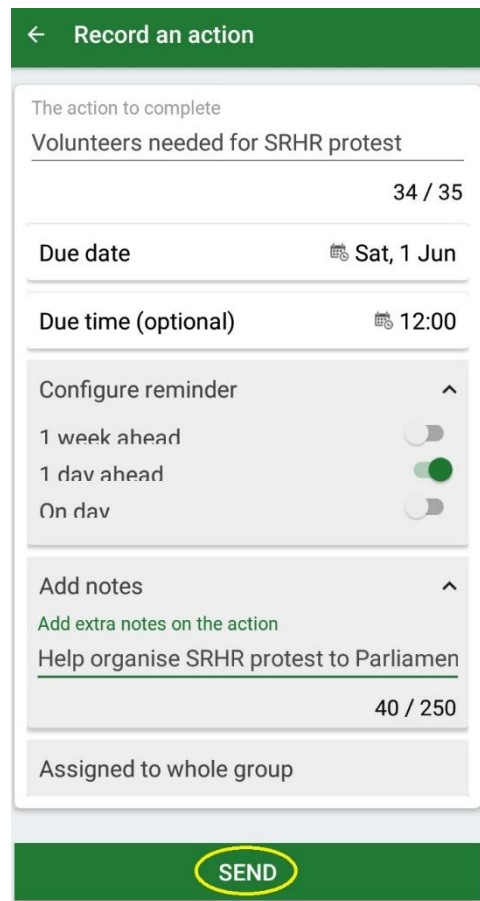


5. Complete the action details:

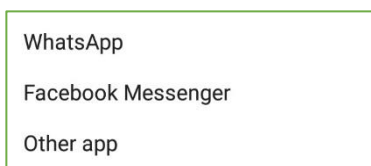
- Type the action topic/request.
- Select the date and time by when the action needs to be done.
- Choose to set a reminder one week ahead, one day ahead, or on the day of the meeting. You can also disable all reminders.
- Add a note or longer description if you want to.
- Select members who must receive the action or request. You can send it to the whole group or select only some members.

A screenshot of the 'Record an action' form. The form has a title bar with a back arrow and 'Record an action'. Below the title bar are several input fields: 'The action to complete' (with a character count of 0/35), 'Due date' (with a calendar icon and 'Select date'), 'Due time (optional)' (with a clock icon and 'Select time'), 'Configure reminder' (with a dropdown arrow), 'Add notes' (with a dropdown arrow), and 'Assigned to whole group'. At the bottom is a green 'SEND' button.

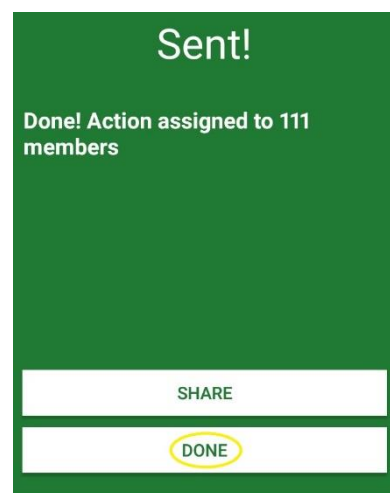
6. When you have completed all the details, press **Send** to send the action or request.



8. You can now choose to share the action with others on Whatsapp, Facebook Messenger or another app. To share the action or request, press **Share**, then choose the app you want to use, and select people you want to send the action to.



In this case, we do not want to share the action on other apps, so we just press **Done**.

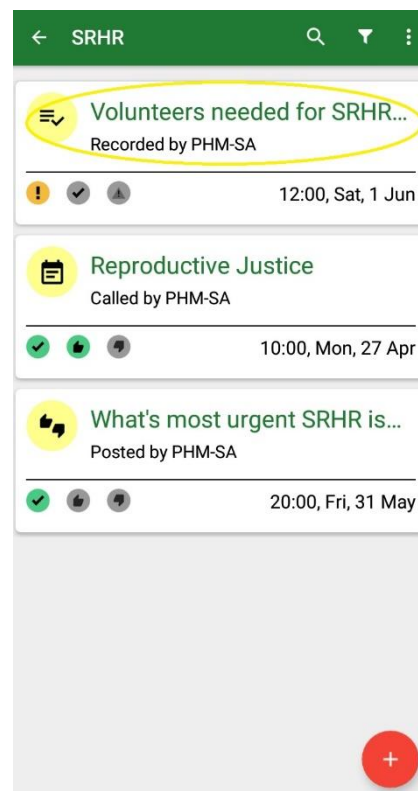


9. The request for volunteers will now appear in the list of actions, meetings and votes for the SRHR group.

Group members who receive your SMS about the action, can confirm their availability by dialling **\*134\*1994#** (it's free).

You will receive their responses as SMSs, or you can view their responses on your Grassroot app.

In this case, press the **Volunteers needed for SRHR protest** action in the events list of the SRHR group. You will now be able to see who have volunteered to help organise the SRHR protest march.



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*Join the PHM-SA Bavuse! group:  
Dial \*134\*1994\*7147# (it's free)*



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