



PATH Intl. Community Connection User Manual

Welcome to the Professional Association of Therapeutic Horsemanship International's social networking site Community Connections.

PATH Intl.'s social networking site connects members through community groups by linking individuals with a shared interest and/or purpose through involvement in the group(s) of their choosing. These community groups are lead by members for members and it's up to the membership to provide discussion, dialog, resource sharing, and support for each other.



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Main Navigation Bar

Description of Main Navigation Bar

This navigation bar provides access to general information and resources applicable to ALL communities. It is not specific to any one community.

Main Navigation Bar Icons

My Dashboard – Main page to view group content, personal contacts, group surveys, content alerts, member matching, view personal profile, edit personal settings and much more

- **Members** – Search for PATH Intl. members
- **Organizations** – Search for PATH Intl. center members
- **Groups** – Search for PATH Intl. community groups
- **Resources** – General community resources such as PATH Intl. Community Guidelines and the Community Group Application form
- **Community Surveys** – General surveys for all community members
- **Home** – Return to managing contact and membership information

Side Navigation Bar

Description of Side Navigation Bar

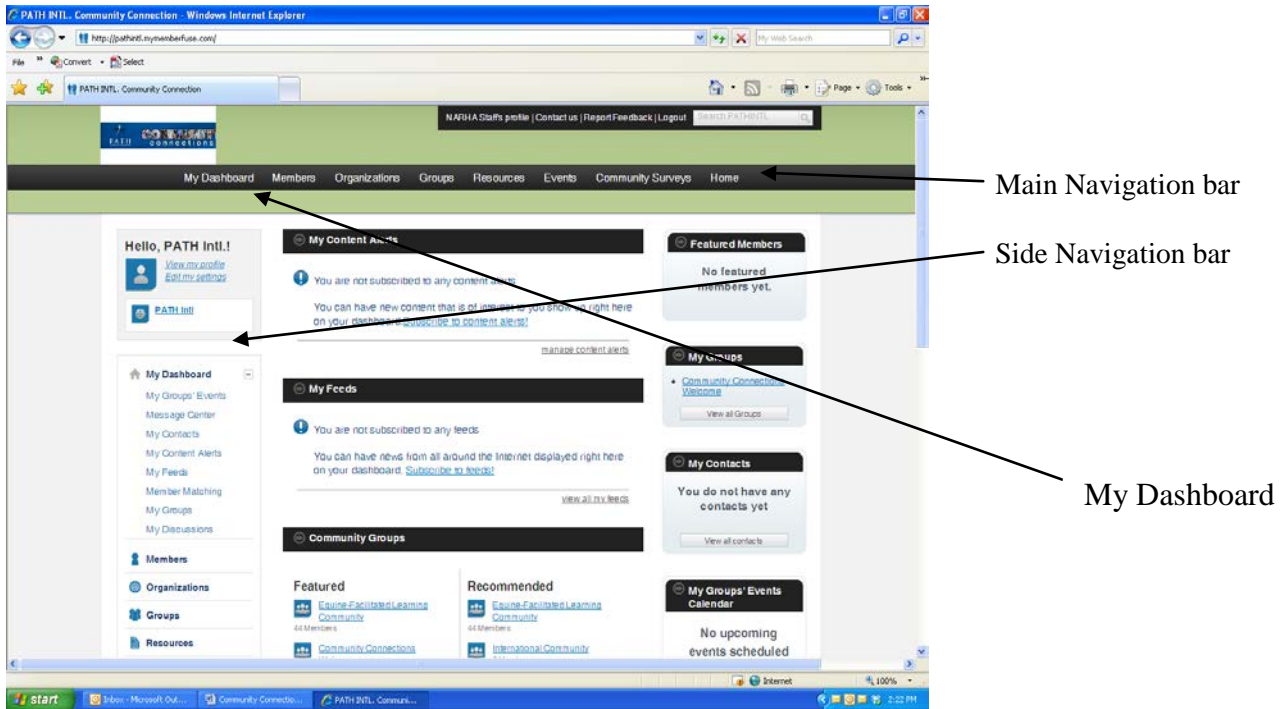
This navigation bar is used for all things related to your personal Community Connections profile and usage. There is some redundancy between the Main Navigation Bar and the Side Navigation Bar as seen in the search options for members, organizations, resources, events and surveys.

Side Navigation Bar Icons

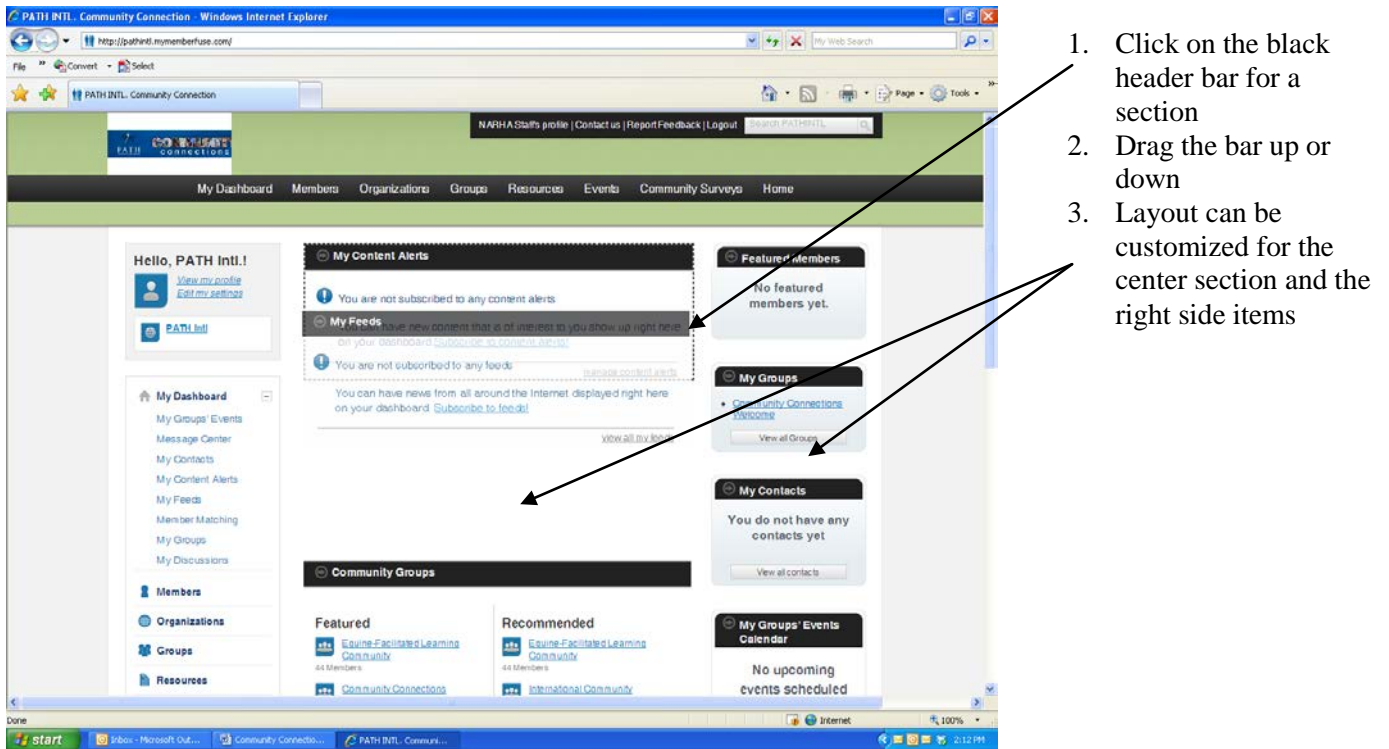
- **View my profile** – View your individual member profile.
- **Edit my settings** – Edit your member information, notification settings, privacy settings, create a bio and upload a photo.
- **My Dashboard** - Main page to view group content, personal contacts, group surveys, content alerts, member matching, view personal profile, edit personal settings and much more
 - My Groups' Events – See upcoming events from community groups in which you belong.
 - Message Center – Send and receive private messages.
 - My Contacts – List of your personal contacts and contact requests.
 - My Content Alerts – Subscribe to content alerts within the community.
 - My Feeds – List RSS feeds available.
 - Member Matching – By answering subscribed questions, be matched to members with similar interests.
 - My Groups – List of community groups to which you belong.
 - My Discussions – Easily review discussion you have contributed to, discussions within your community groups and recommended discussions.
- **Members** – Search for PATH Intl. members
- **Organizations** – Search for PATH Intl. center members
- **Groups** – Search for PATH Intl. community groups
- **Resources** – General community resources such as PATH Intl. Community Guidelines and the Community Group Application form
- **Community Surveys** – General surveys for all community members

My Dashboard Page

This is your personal “homepage” or “landing page”. It can always be refreshed by clicking on “My Dashboard” in the Main Navigation Bar

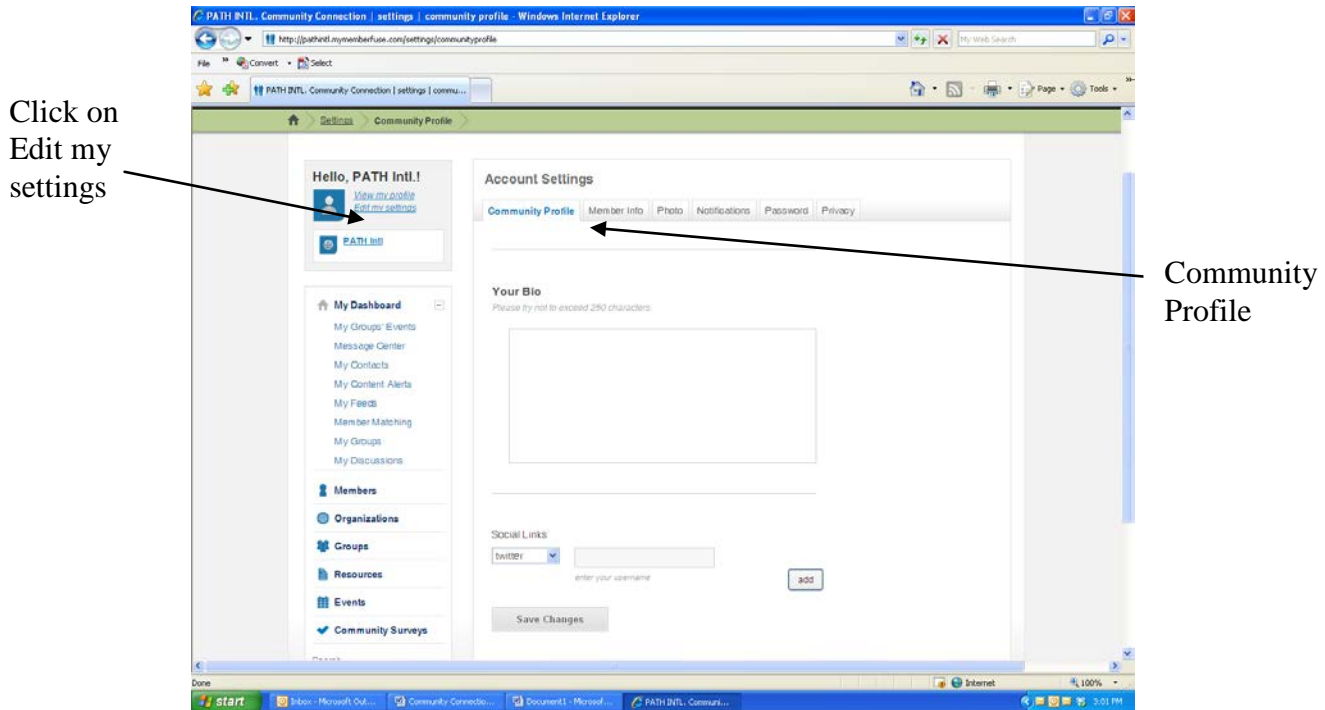


Create a personalized layout of your content, groups and discussions.



Edit My Settings

This feature allows you to customize the way you receive information from Community Connections and the way others view your information.



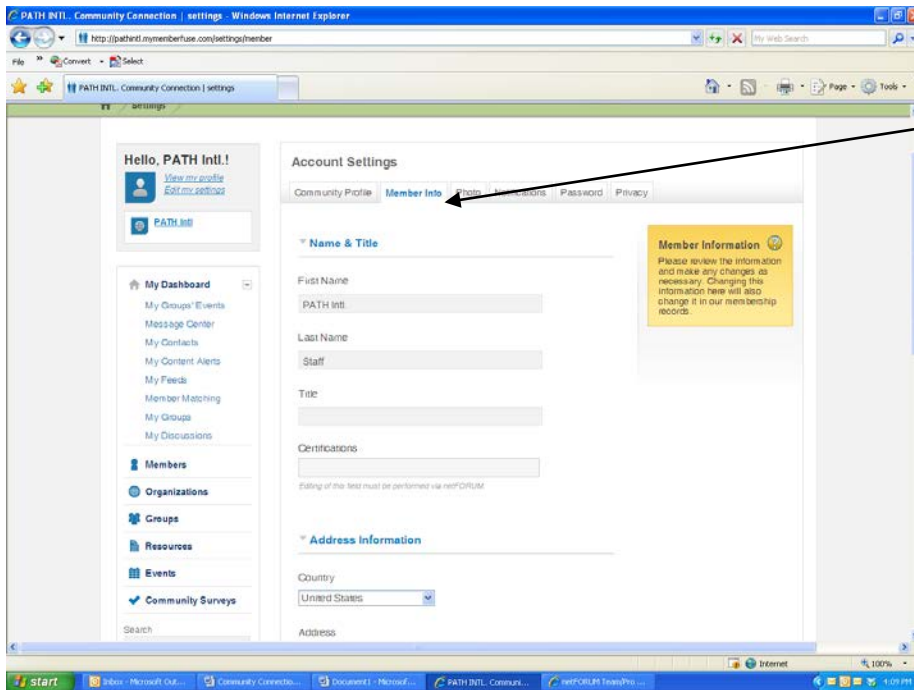
Edit My Settings Community Profile

- Create your personal profile in the Your Bio section. Your bio should be less than 250 characters. Punctuation and spaces count as one character.
- Add links to your twitter, facebook, linkedin pages using the drop down menu under Social Links. Enter your user name and click add.
- Click Save Changes

Edit My Settings

Member Info

Note: Changes to contact information made on the Community Connections site will not be reflected in the association membership database.

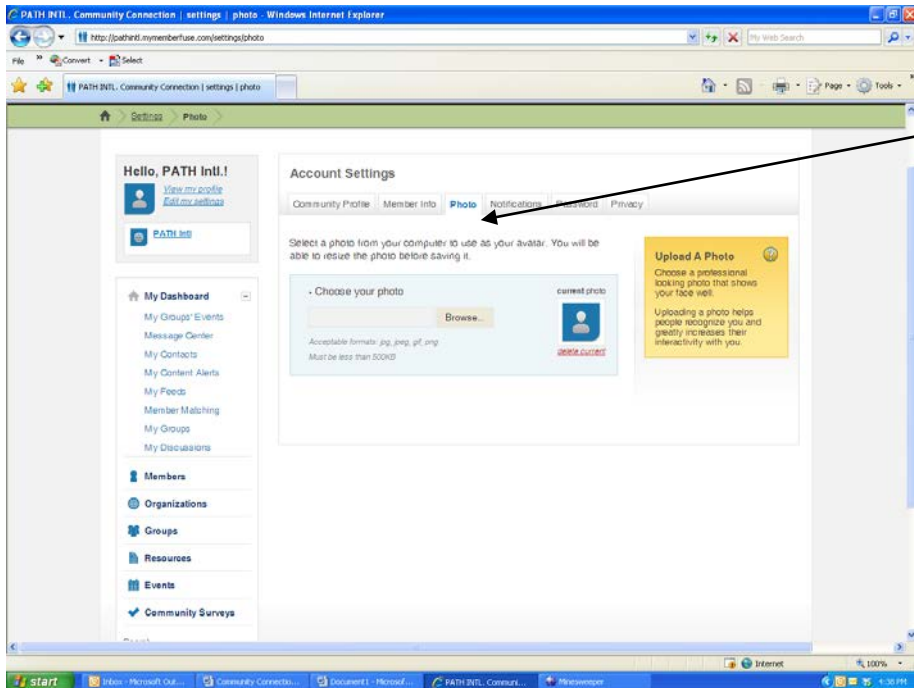


Member Info

- Review your current contact information.
- Changes to contact information made on the Community Connections site will not be reflected in the association membership database.
- To update your contact information click on Home on the main tool bar and then click My Information on the left side menu.
- Changes made in the association membership database will be reflected on the Community Connections site 24 hours after the change has been made.

Edit My Settings

Uploading Your Photo

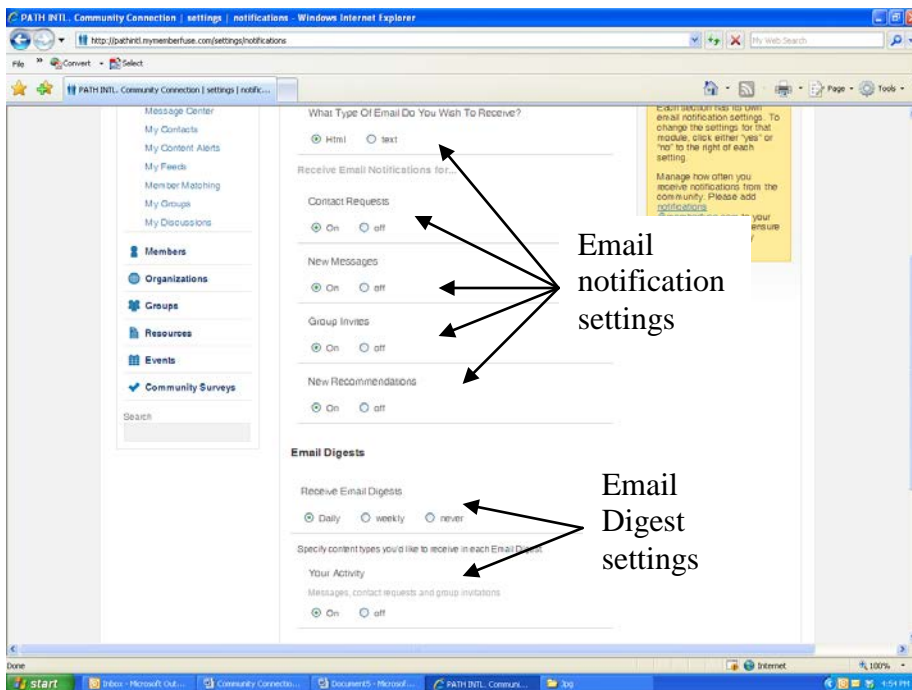


Photo

- Click Browse
- Select a photo from your files. Photo must be a .jpg, .jpeg, .gif or .png and no larger than 500kb.
- Resize photo
- Click save

Edit My Settings

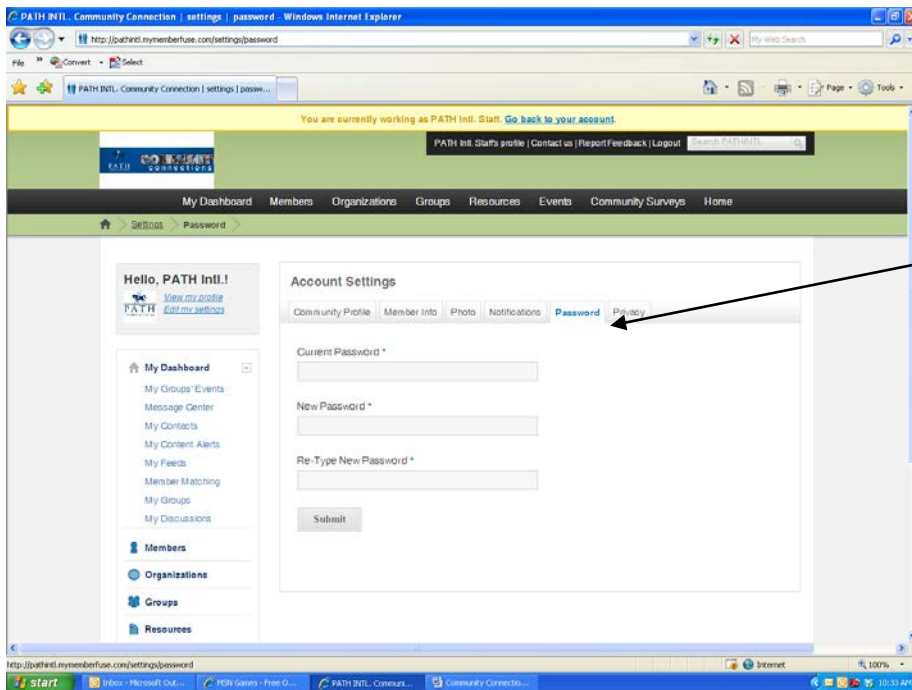
Setting Email Notifications of Activity



- To receive notification emails, click On. To deactivate notification emails, click Off.
- To set when digest emails are received: Daily indicates once a day, Weekly indicates once a week and Never deactivates digest emails.
- Set your email notifications. These notifications are messages or requests that you will receive personally.
- Set your email digests. The email digests will give you a summary of your activities, your group updates and your content alerts in one email.
- You may update your notification or digest settings at any time.

Edit My Settings

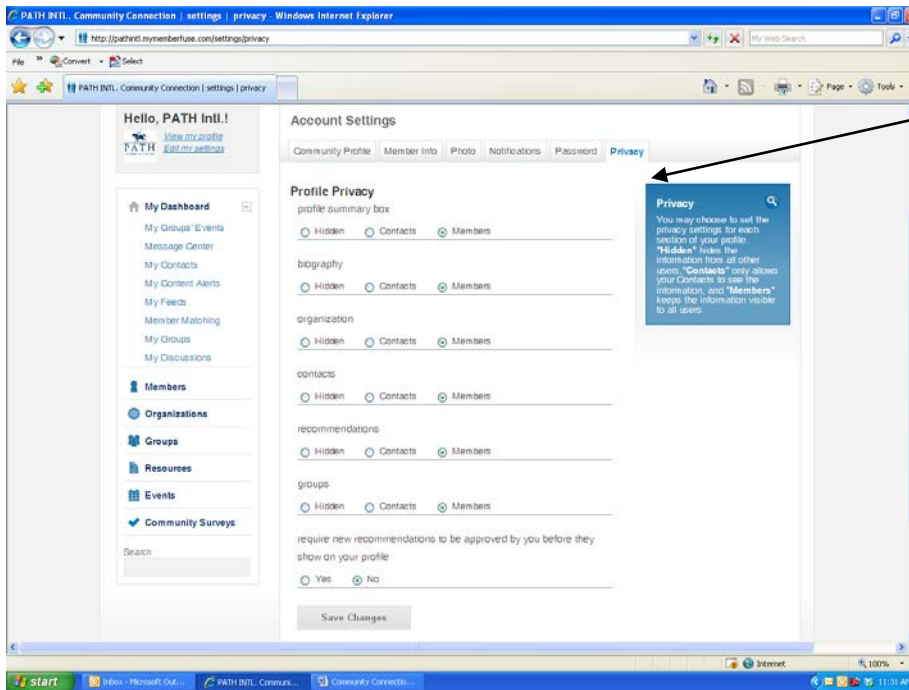
Changing Your Password



Updating your password on the PATH Intl. Community Connections site will also update your password for the PATH Intl. web site.

Edit My Settings

Setting Privacy

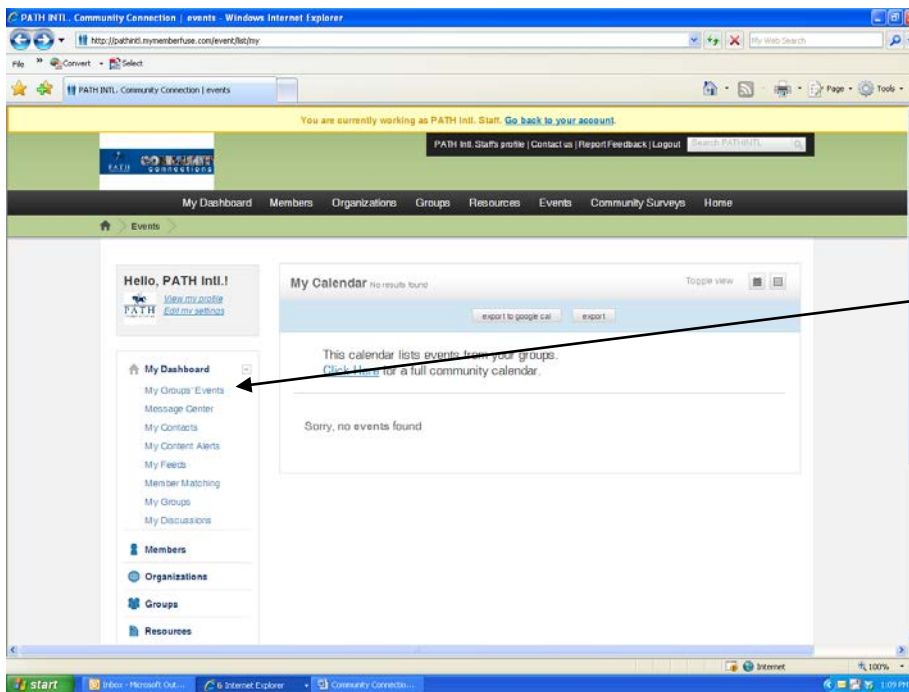


Privacy

- Setting your privacy will allow you to control the personal information you choose to share with fellow community members.
- Hidden – hides your information from all community members.
- Contacts – allows those on your contact list to view your information.
- Members – allows everyone to view your information.

My Group's Events

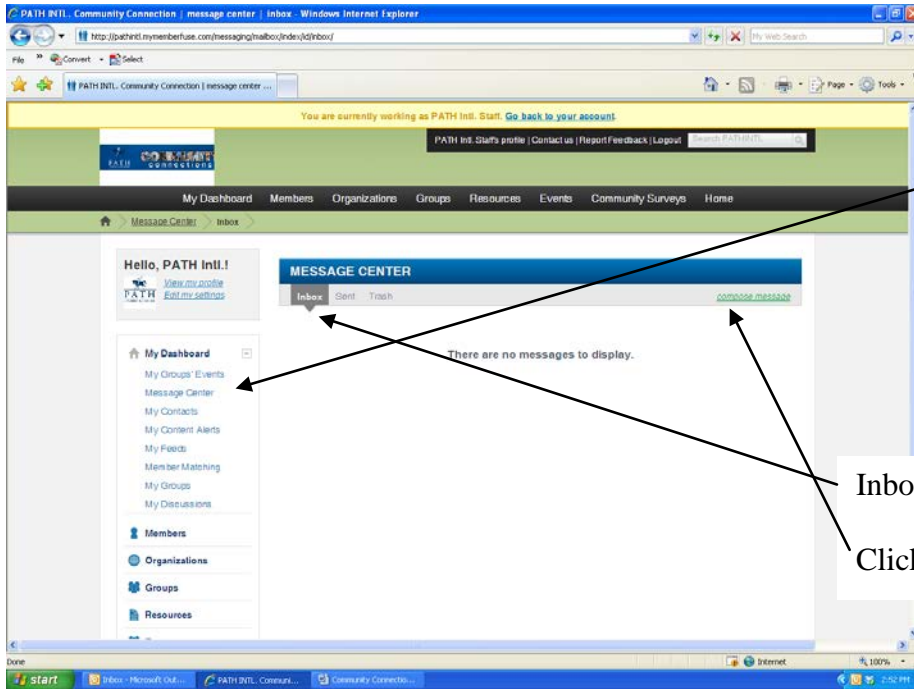
This feature lists any events scheduled in specific groups that individual belongs to. You can view the full community calendar for general events scheduled.



My Group's Events

Message Center

This feature is your own personal email within Community Connections. It allows you to search for members, send group or individual messages and receive private messages between members

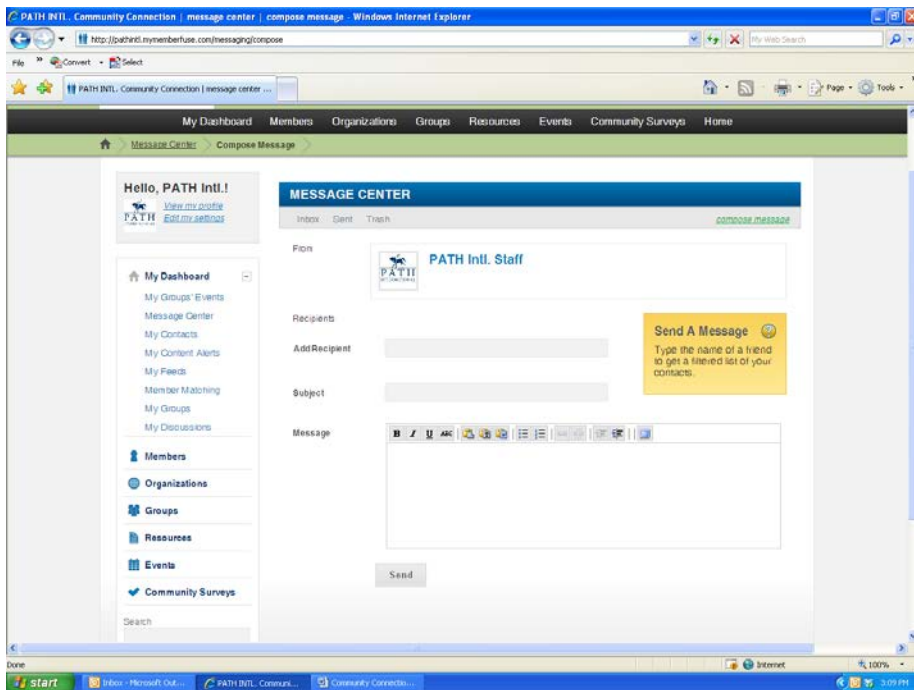


Message Center

Inbox will list messages received

Click compose message to send a new message

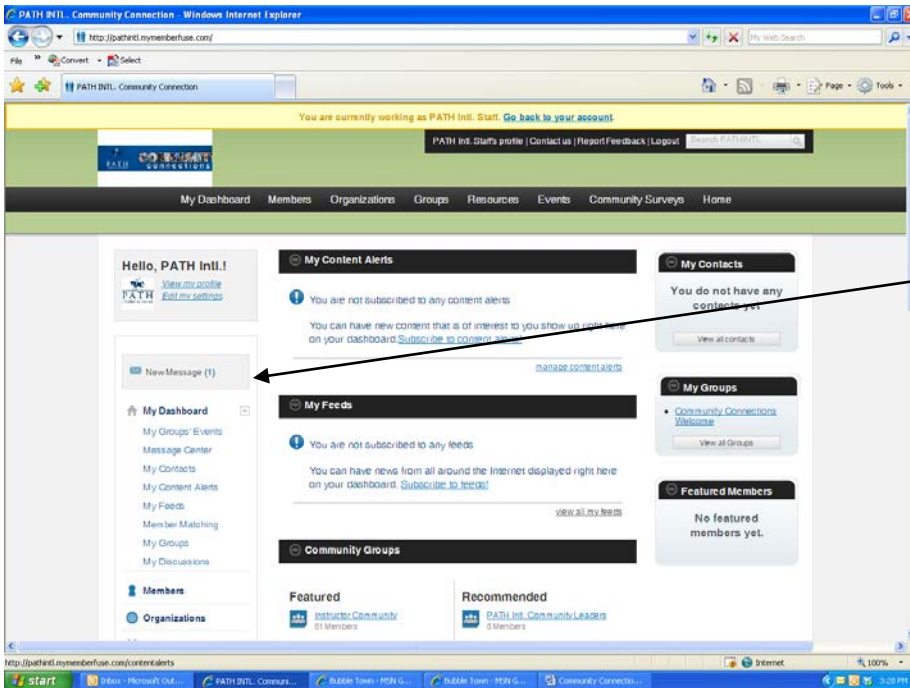
Message Center Sending a Message



- In the “add recipient” box type in the name of the person you wish to contact.
- A list of name will populate. Click on the name of the person. Multiple names may be added.
- Type your message, and click send.

Message Center

Receiving a Message

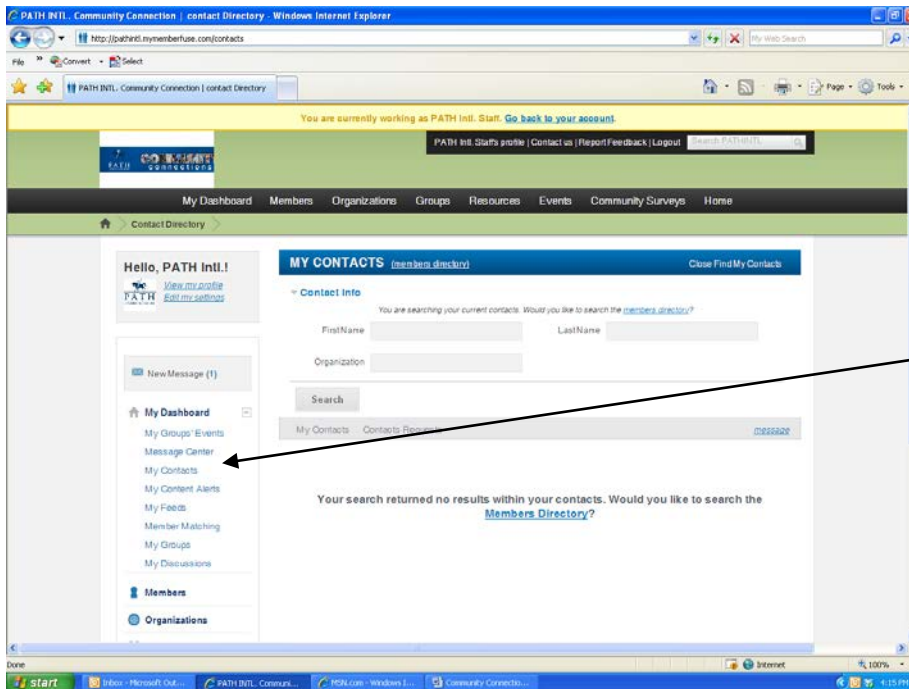


When you receive a new message, a new message box appears above My Dashboard.

- Click on new message to open.
- If in Edit my Setting – Notifications, you have set to receive email notifications of new messages an email alert will also be sent to your personal email account.

My Contacts

This feature allows you to search for members and invite them to become a contact.

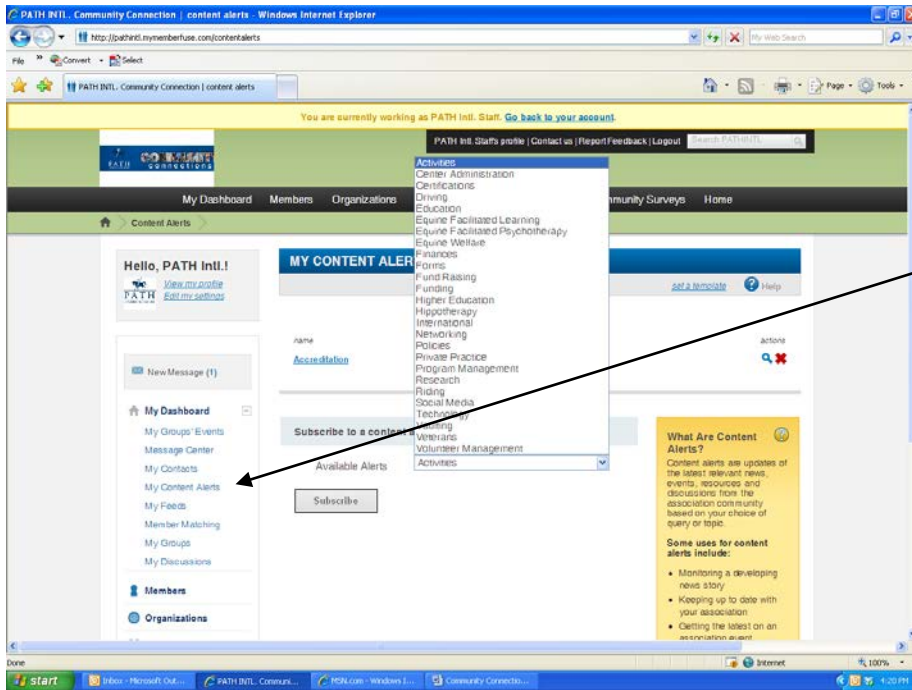


My Contacts

- Search for personal contacts by entering member name or organization.
- Request members to become a contact in the Membership Directory (see Searching Member Directory.)

My Content Alerts

This feature allows you to choose areas of interest that you would like to receive notifications about.

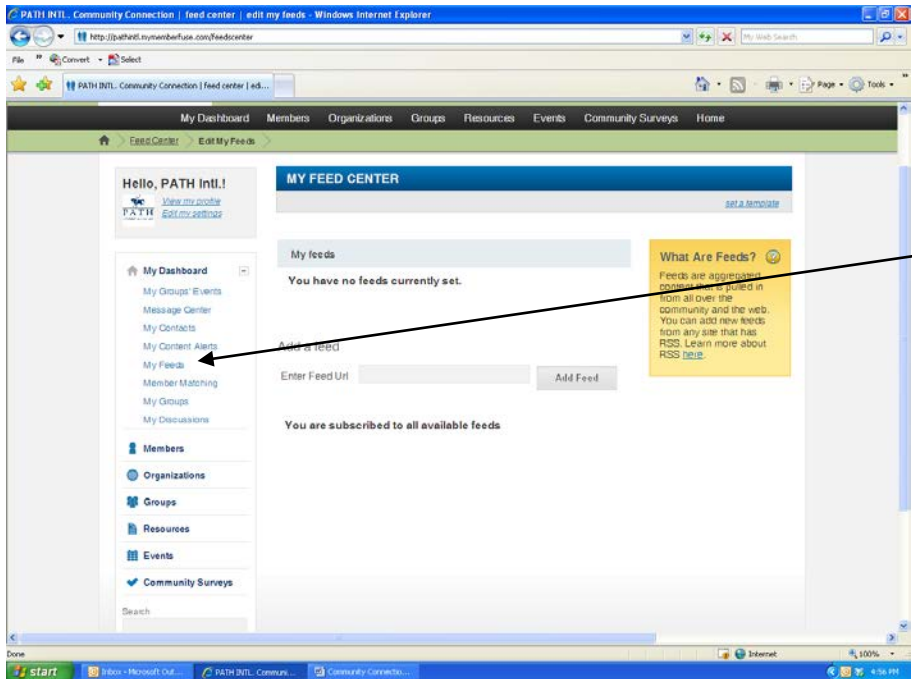


My Content Alerts

- Select areas of interest from the content alert drop down menu.
- If in Edit My Settings – Notifications, you have selected to receive emails when a discussion is added that matches a chosen content alert an email will be sent to your personal email.

My Feeds

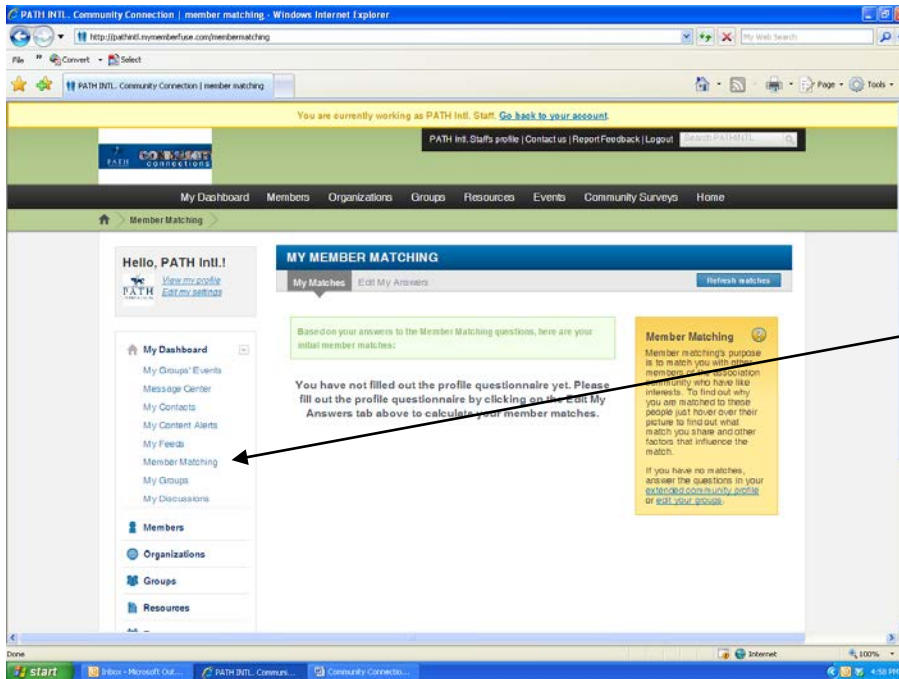
Section currently under construction.



My Feeds

Member Matching

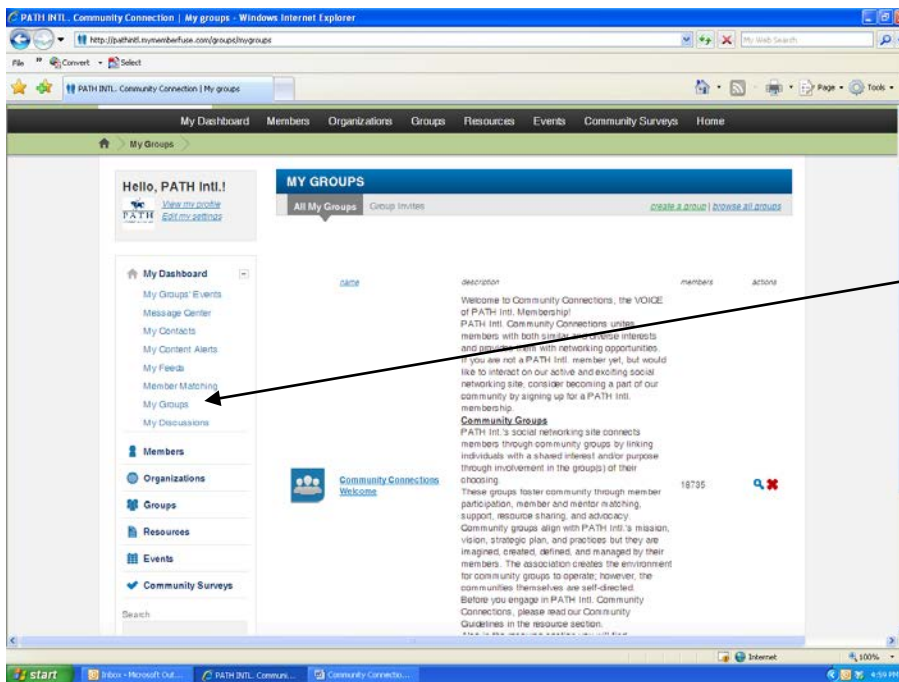
Section currently under construction.



Member Matching

My Groups

This feature allows you to search all of the groups you have joined.

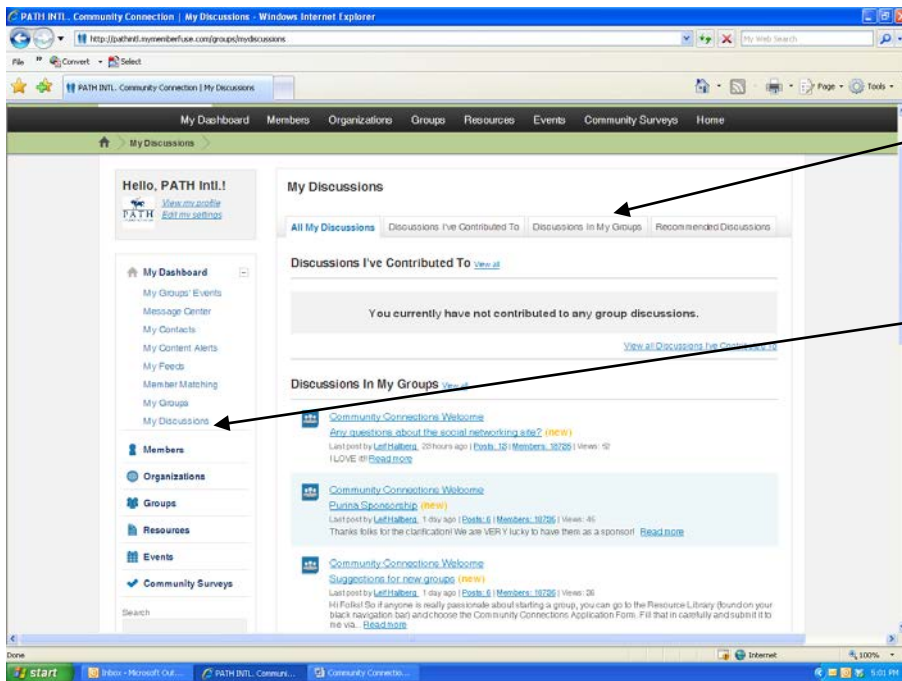


My Groups

- List all groups that you have joined.
- Can browse all groups by clicking on browse all groups.

My Discussions

This feature allows you to view all of the discussions you have contributed to throughout all of your community groups.



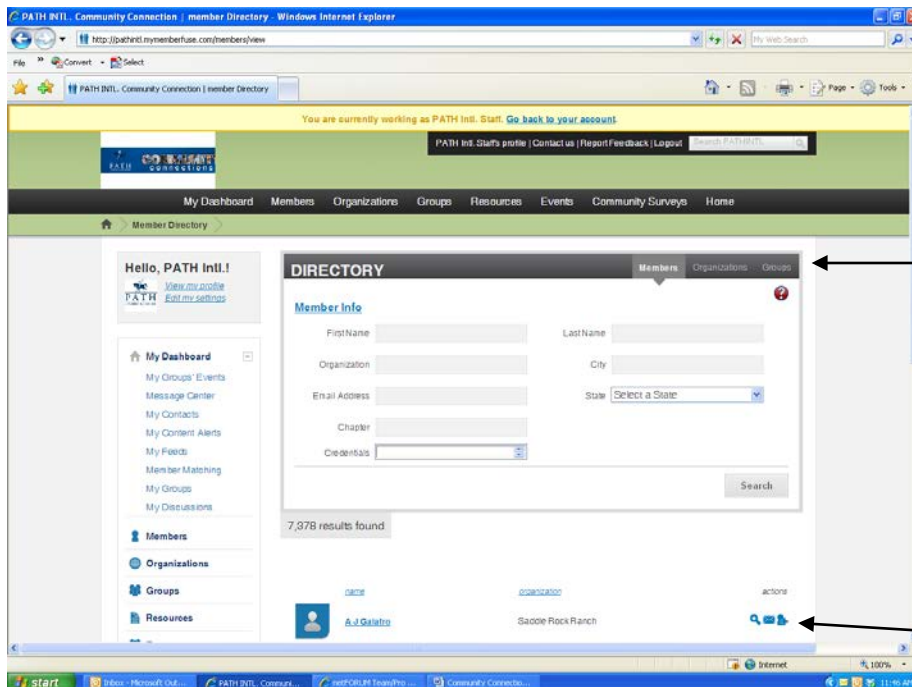
Click on the tabs to view each section separately

My Discussions

Review discussion that you have contributed to, discussions in your groups, and any recommended discussions.

Searching Member Directory

This feature allows you to search for individual members, organizations, and groups.



Search for a category by clicking on the appropriate heading.

Click here to send a request to add individual or organization as a personal contact.

Members – Current PATH Intl. Members

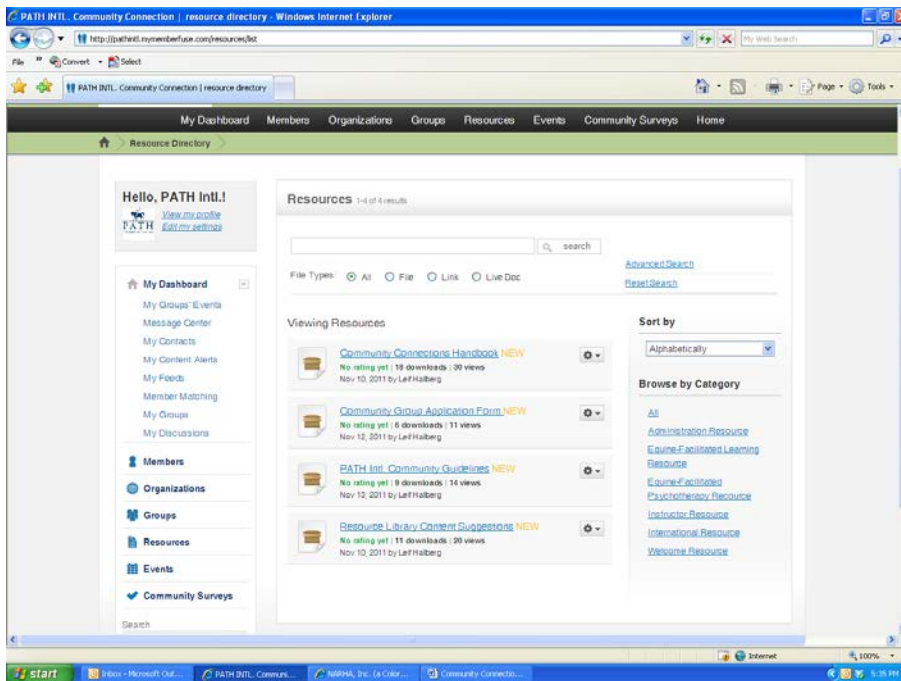
Organizations – Current PATH Intl. Center Members and Higher Education Members

Groups – Community groups

You can also search for organizations or groups by clicking on Organizations or Groups on the main tool bar.

Resources

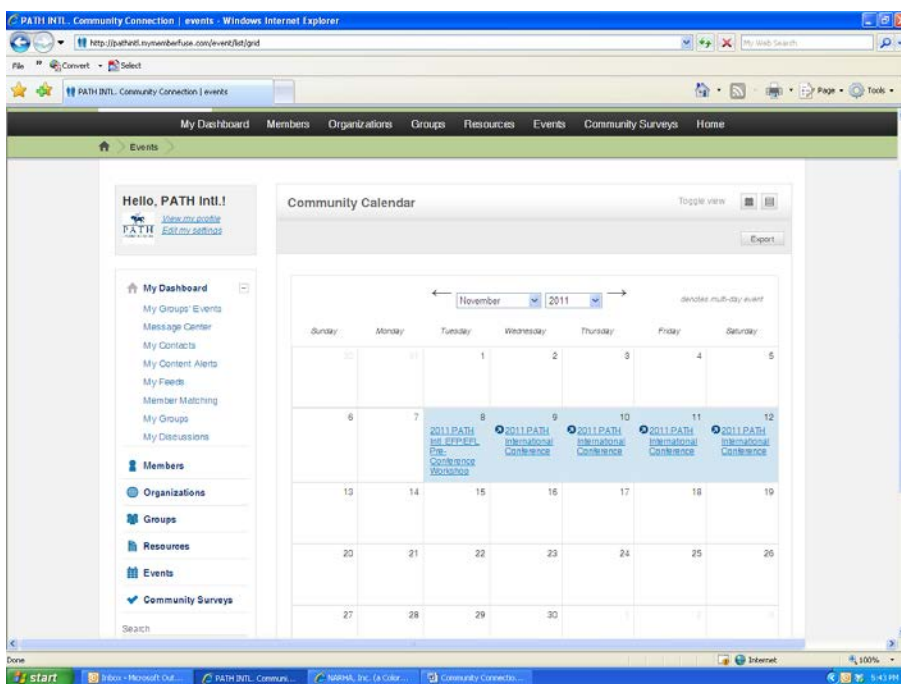
This feature allows you to view resources that have been uploaded to the site.



From the main tool bar the resources available will be general to the PATH Intl. Community Connections site. To find resources specific to a community group, join or enter that specific group. (See Group instructions)

Events

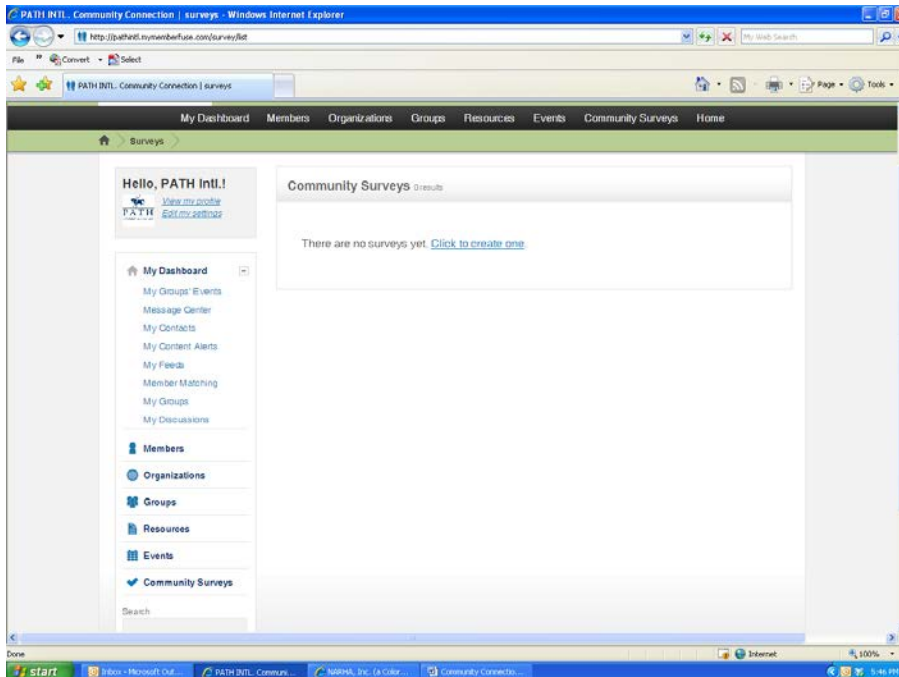
This feature allows you to view and post events Calendar.



From the main tool bar the events scheduled will be general to the PATH Intl. Community Connections site. To find events specific to a community group, join or enter that specific group. (See Group instructions)

Community Surveys

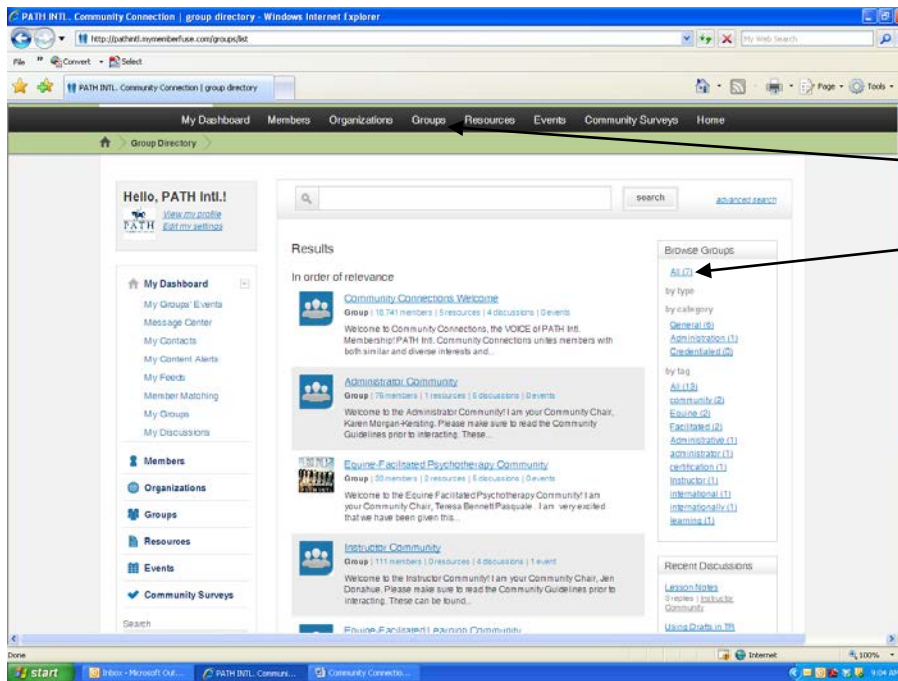
This feature allows you view and participate in surveys.



To see more information about a survey specific to a community group, join or enter that specific group. (See Group instructions)

Joining a Group

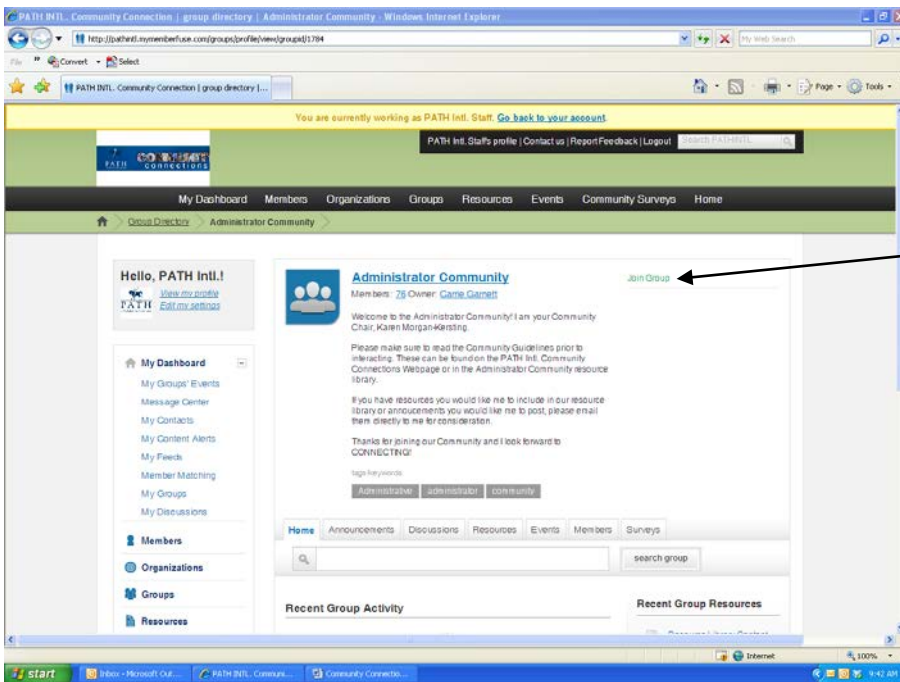
This feature allows you to join multiple groups.



Click on Groups

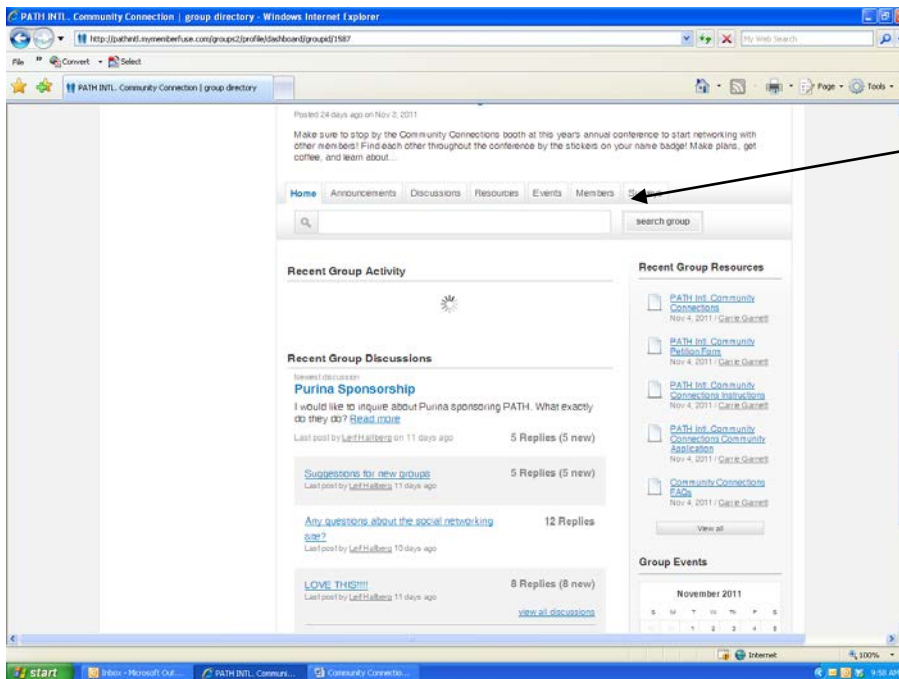
Click on All under Browse Groups to see a complete list of available community groups

- Click on the name of the community group you wish to join.
- At this point you will be able to review discussions but will not be able to add to them.
- To join the community group, click on join group.
- You will now be able to join in or start discussions.



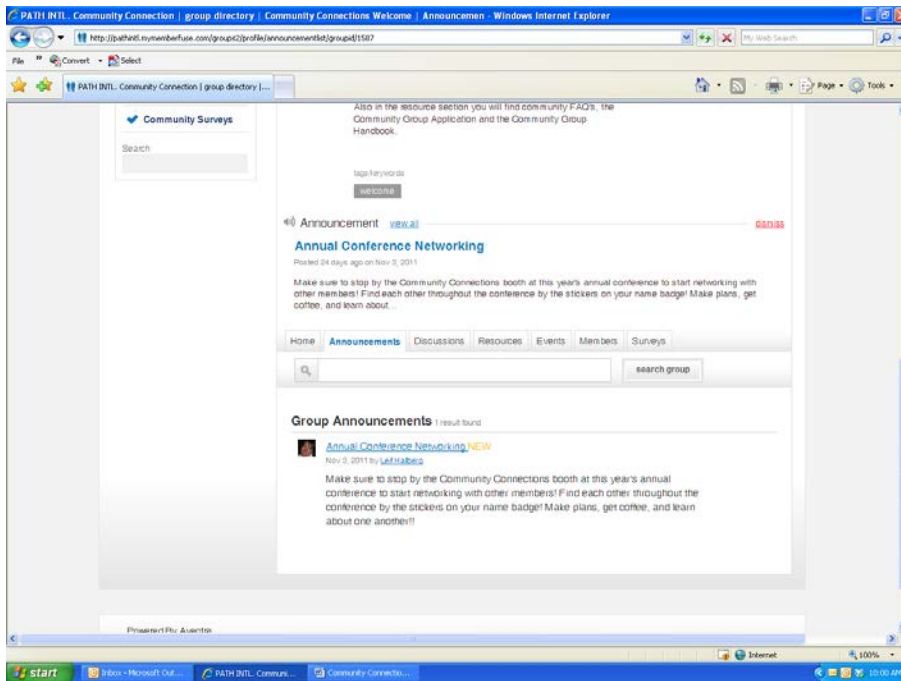
Click on "Join Group" to join a particular group.

Group Tabs

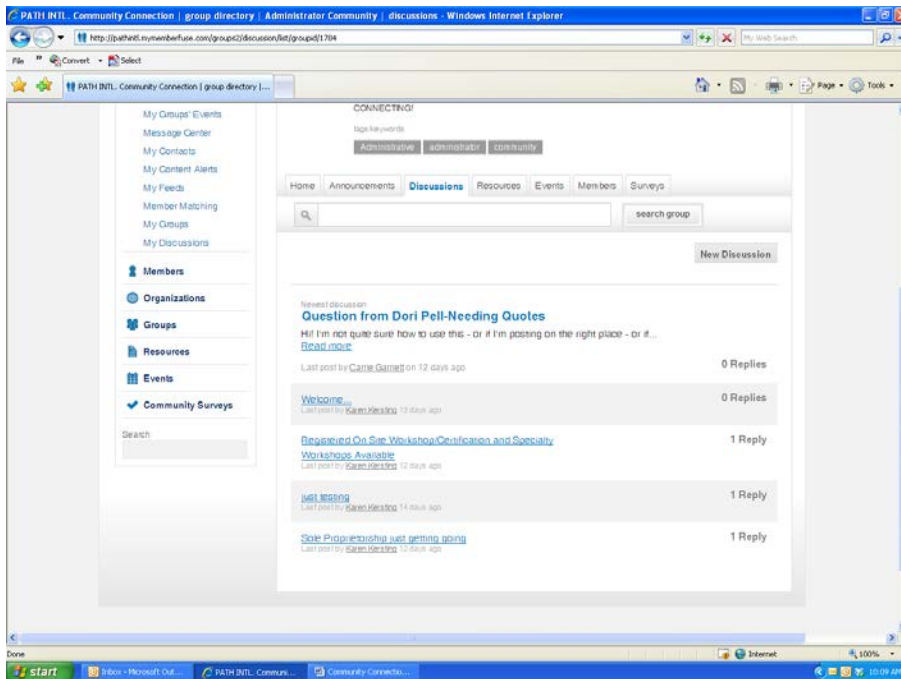


Each community has tabs that are specific to that group.

- The tabs within each community group are specific to that group.
- The home page will provide an overview of new community group discussions, resources, announcements and events.

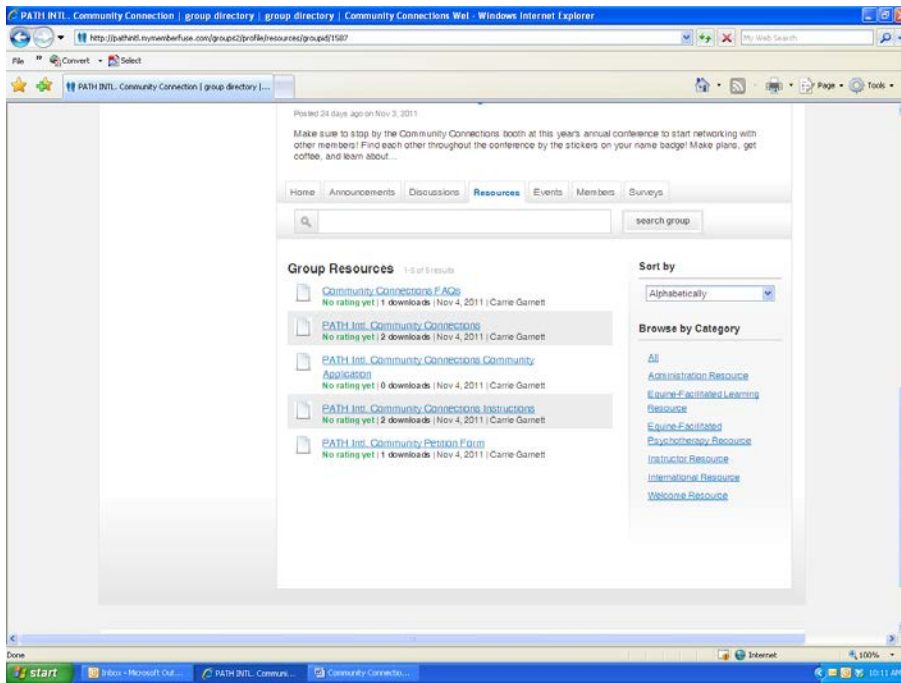


The announcements tab will list all announcements for that community group.

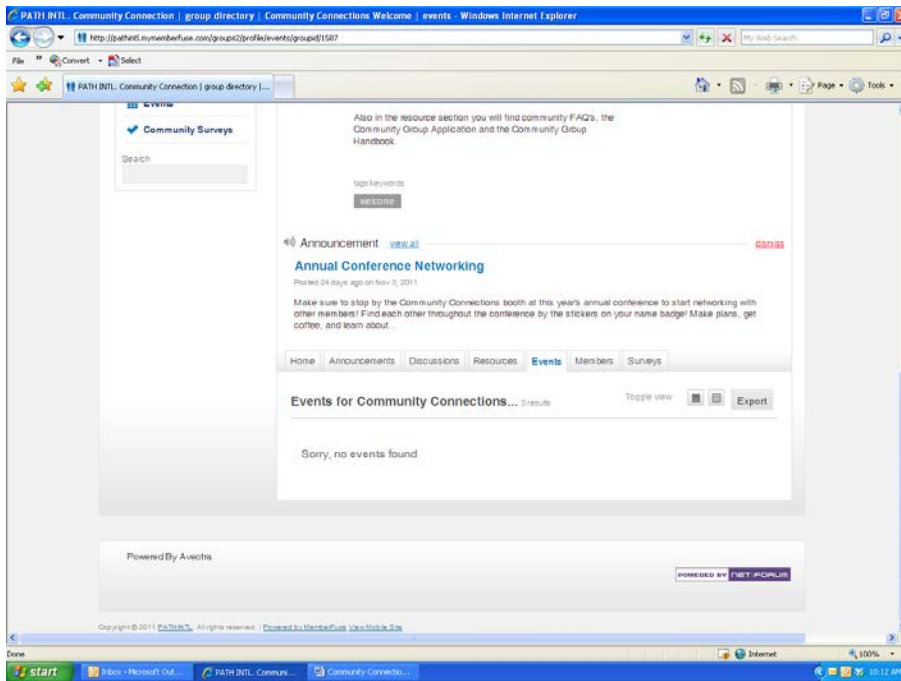


The discussions tab will list all discussions for that community group.

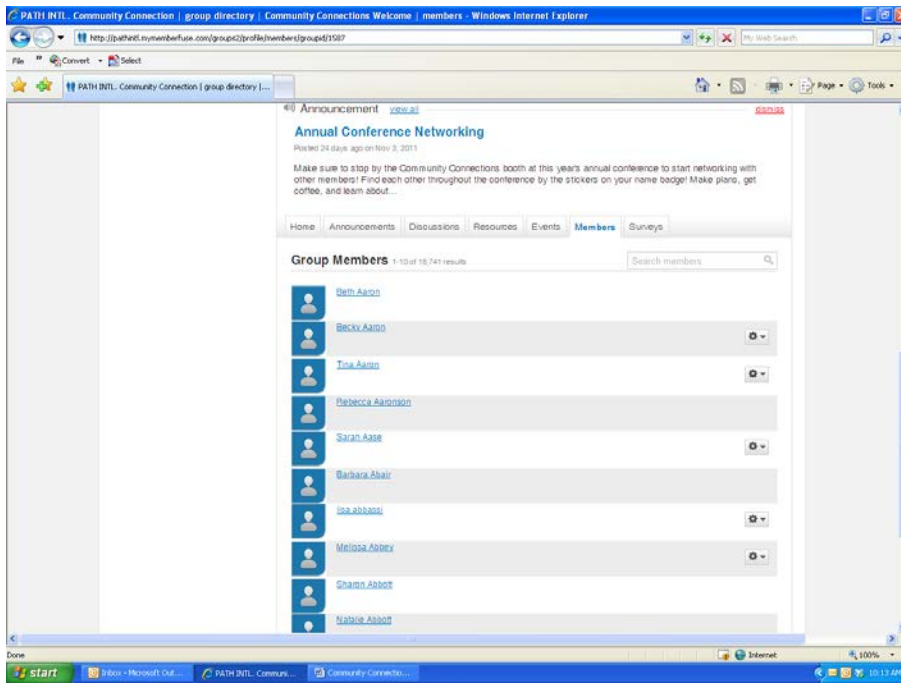
- Click on the discussion you wish to add to or review to see all replies.
- Click on New Discussion to add a question or start your own discussion thread.



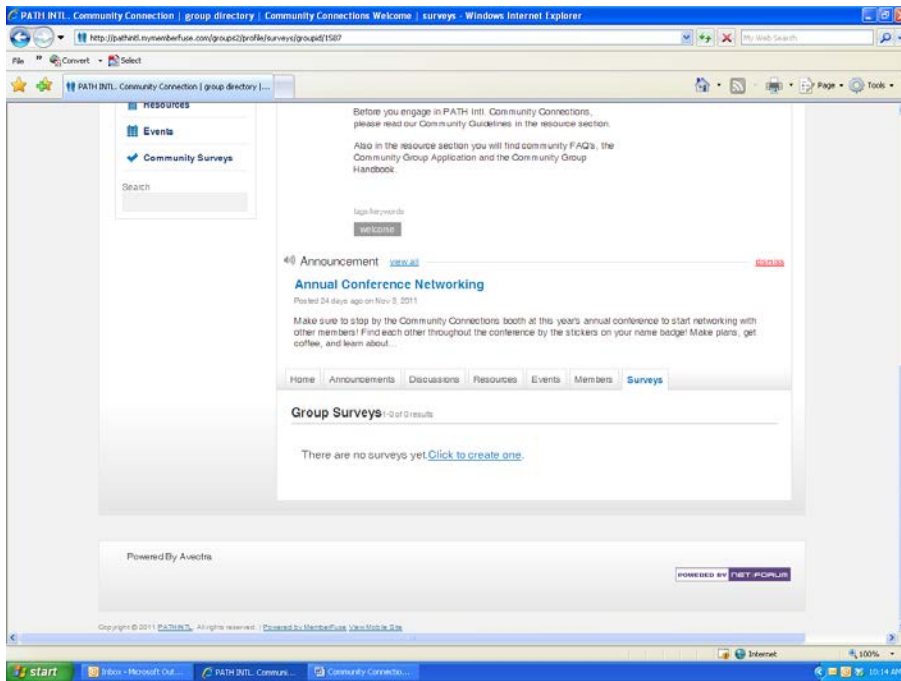
The resources tab will list all available resources for that community group.



The events tab will list all events for that community group.



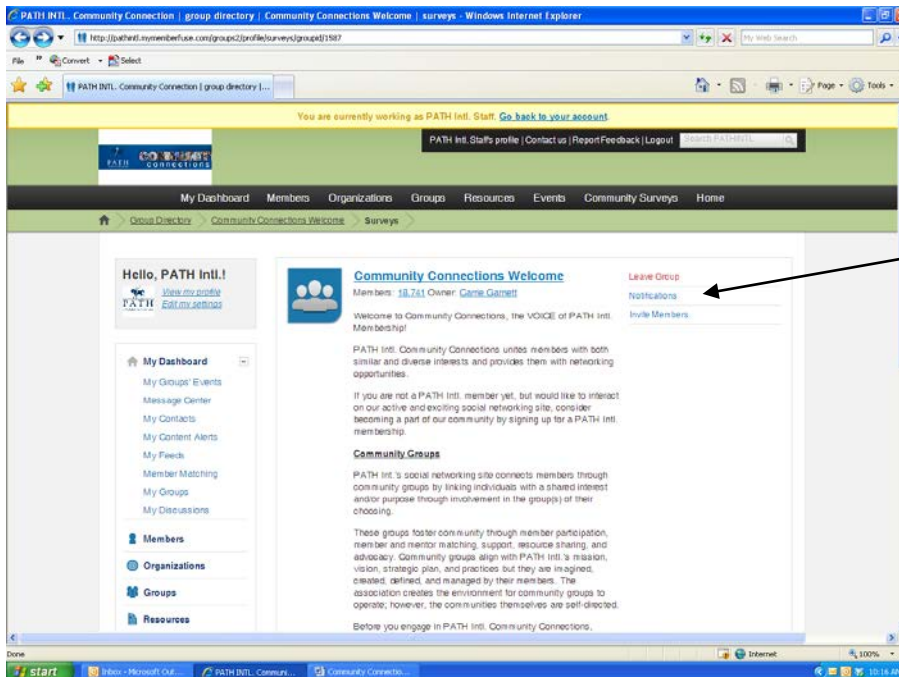
The members tab will list all members of that specific community group.



The surveys tab will list all surveys currently open to member of that community group.

Your Group Settings

This feature allows you to update your settings within a group, leave a group, and invite other members.



Click here to leave the group or to update your notification settings for that specific group.

- To leave a group, click on leave Group
- To modify your notification settings, click notifications. (See Setting Email Notifications of Activity)
- To invite other members with similar interest, click Invite members.