

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

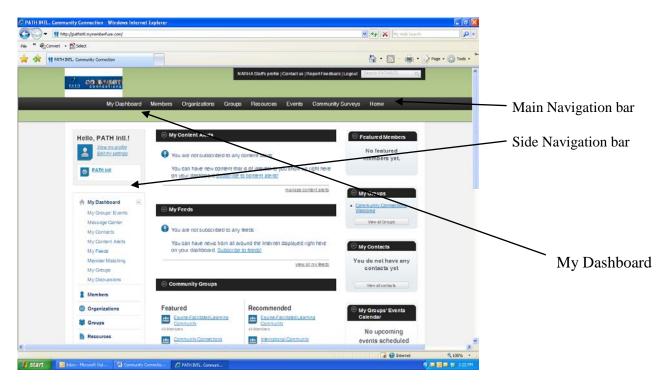
This navigation bar is used for all things related to your personal Community Connections profile and usage. There is some redundancy between the Main Navigation Bar and the Side Navigation Bar as seen in the search options for members, organizations, resources, events and surveys.

Side Navigation Bar Icons

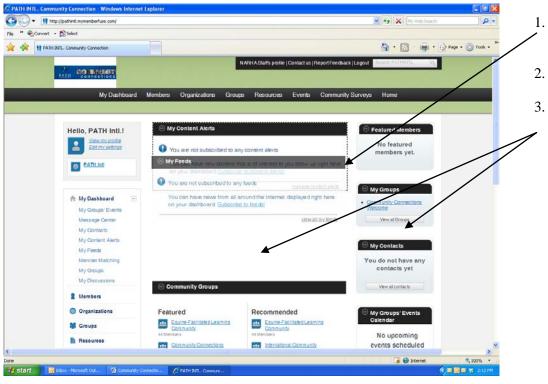
- View my profile View your individual member profile.
- Edit my settings Edit your member information, notification settings, privacy settings, create a bio and upload a photo.
- **My Dashboard** Main page to view group content, personal contacts, group surveys, content alerts, member matching, view 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.
 - o My Content Alerts Subscribe to content alerts within the community.
 - o 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



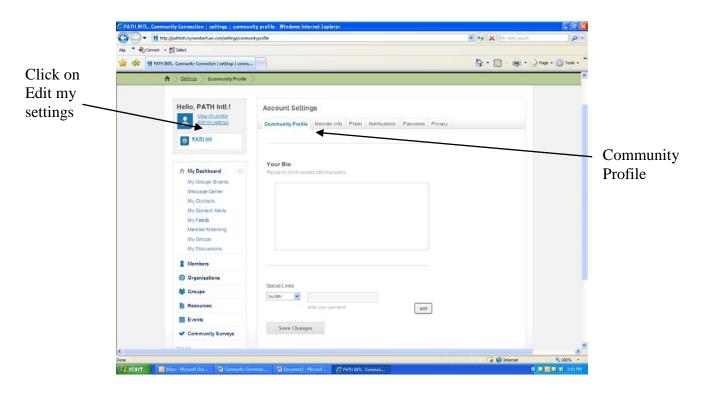
Create a personalized layout of your content, groups and discussions.



- Click on the black header bar for a section
- 2. Drag the bar up or down
 - Layout can be customized for the center section and the right side items

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

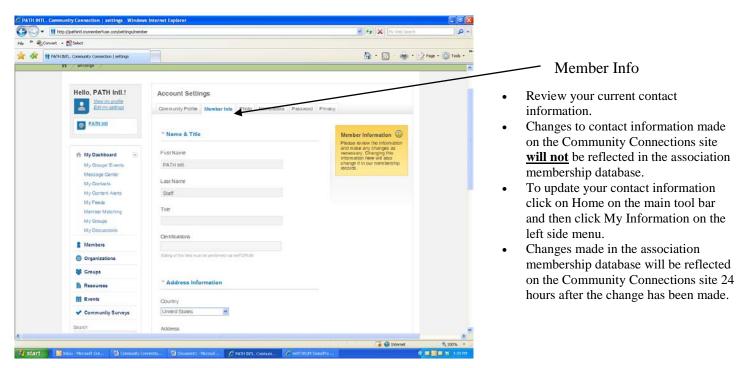
Community Profile

- 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

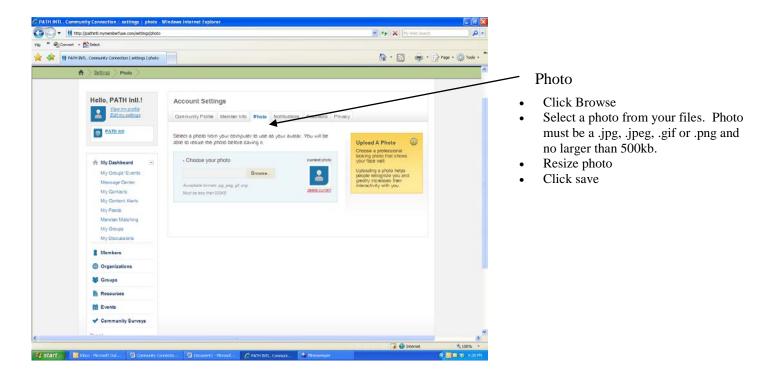
Member Info

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

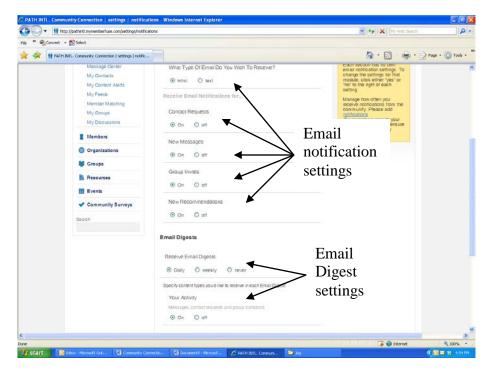


Edit My Settings

Uploading Your Photo



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

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Edit My Settings Setting Privacy

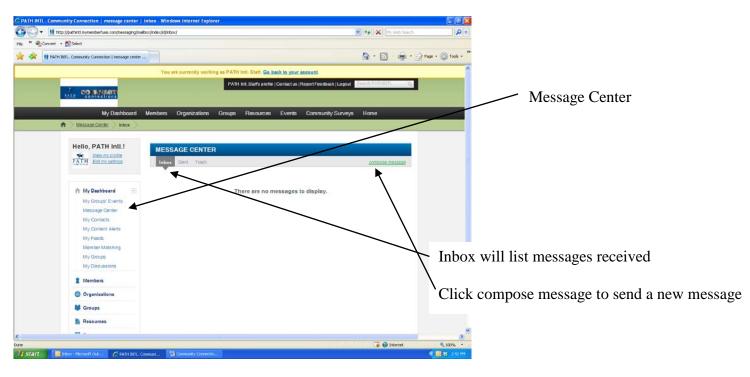
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My Group's Events This feature list any events scheduled in specific groups that individual belongs. You can view the full community calendar for general events scheduled.

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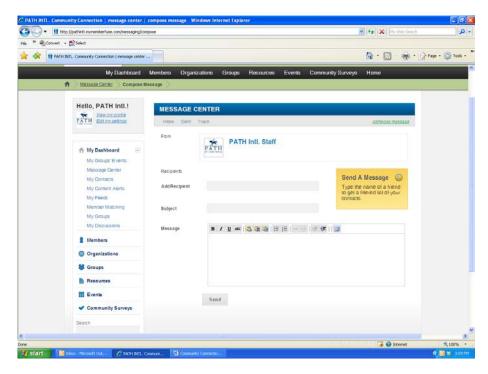
Message Center

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

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

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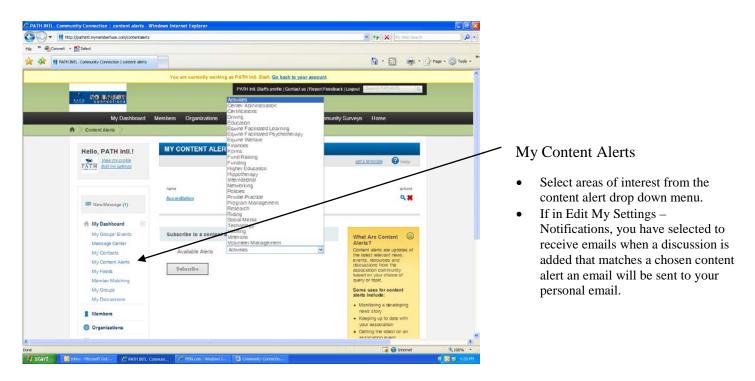
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My Contacts This feature allows you to search for members and invite them to become a contact.

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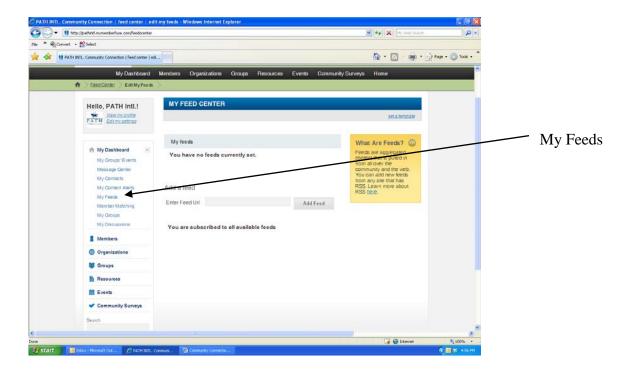
My Content Alerts

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



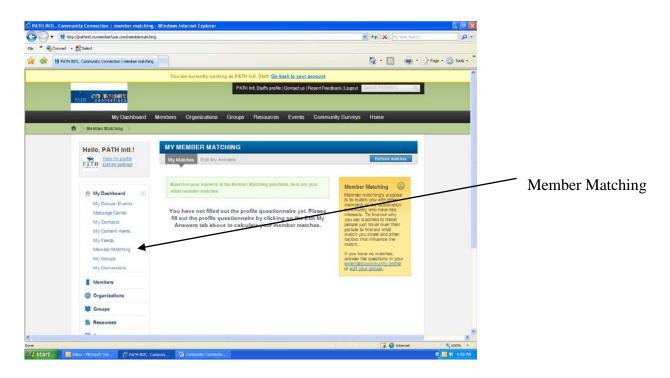
My Feeds

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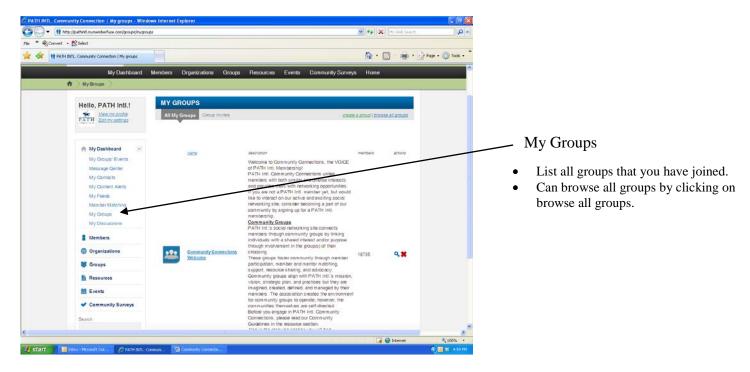
Member Matching

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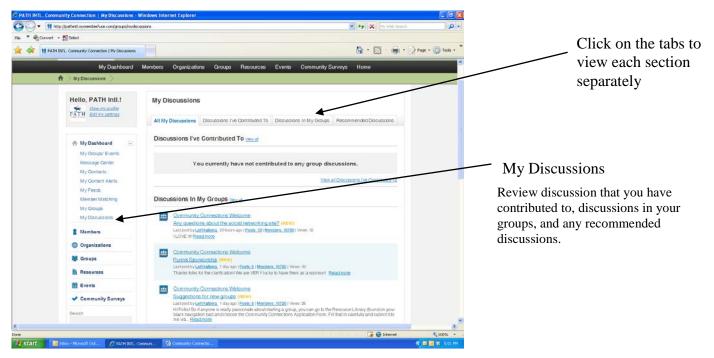
My Groups

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



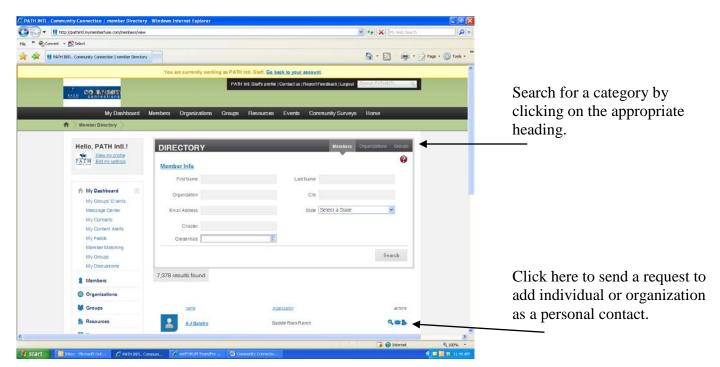
My Discussions

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



Searching Member Directory

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

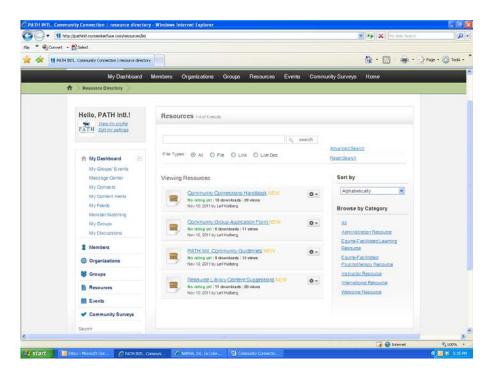


Members – Current PATH Intl. Members Organizations – Current PATH Intl. Center Members and Higher Education Members Groups – Community groups

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

Resources

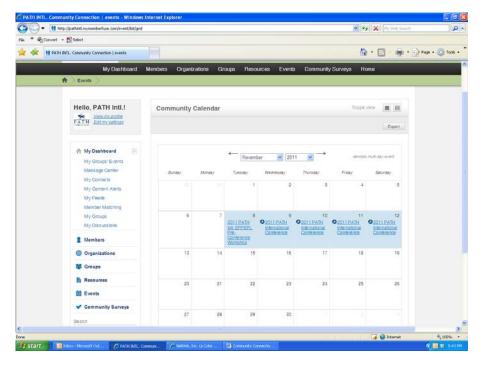
This feature allows you to view resources that have been uploaded to the site.



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

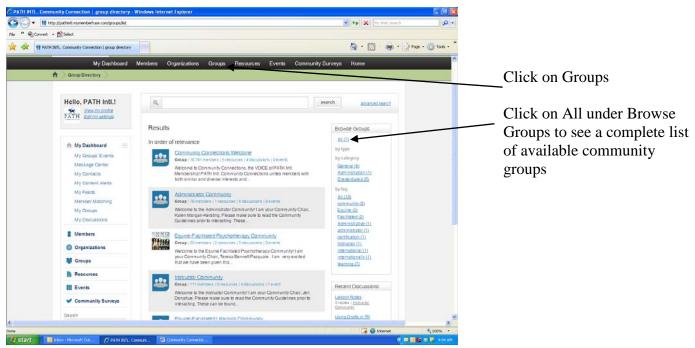
This feature allows you view and participate in surveys.

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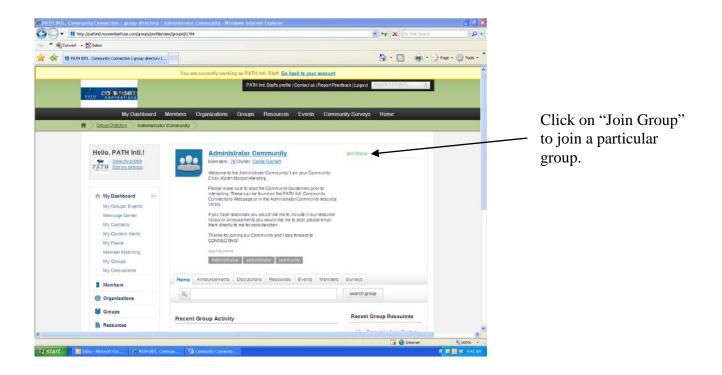
To see more information about a survey specific to a community group, join or enter that specific group. (See Group instructions)

Joining a Group

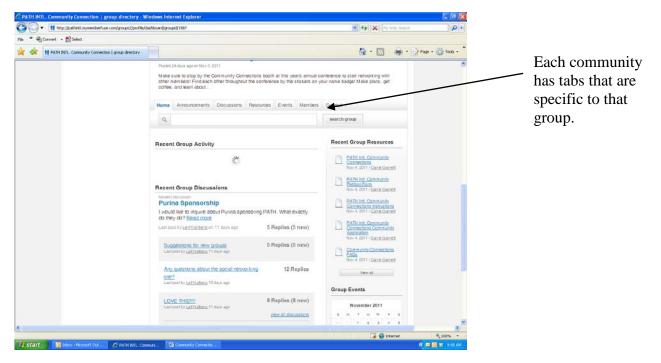
This feature allows you to join multiple groups.



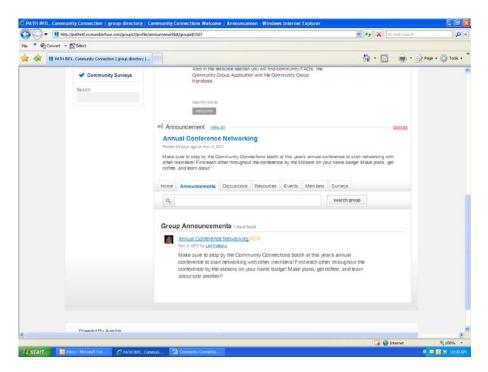
- Click on the name of the community group you wish to join.
- At this point you will be able to review discussions but will not be able to add to them.
- To join the community group, click on join group.
- You will now be able to join in or start discussions.



Group Tabs



- 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.

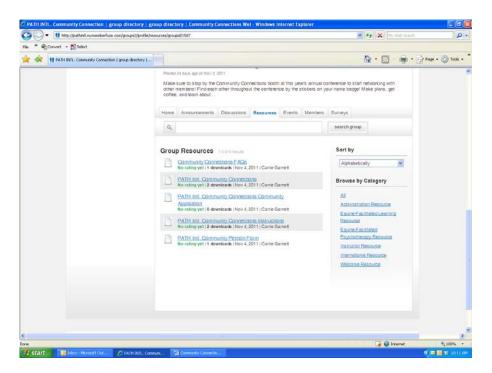


The announcements tab will list all announcements for that community group.

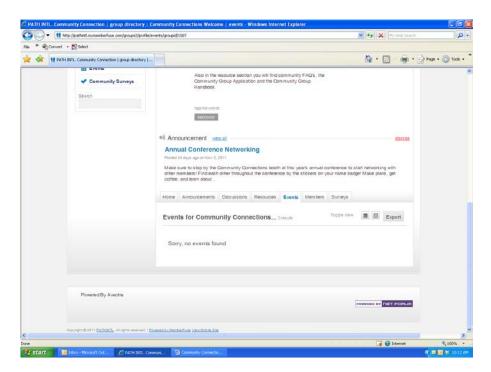
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The discussions tab will list all discussions for that community group.

- 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.

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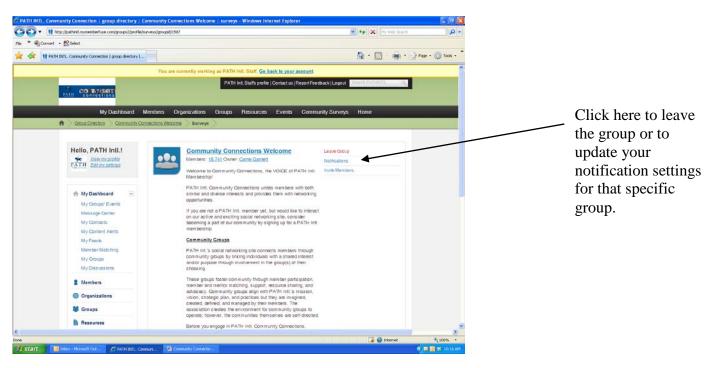
The members tab will list all members of that specific community group.

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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.



- 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.