

USER GUIDES: GETTING STARTED ON THE PEOPLE'S TIMES

2 – Setting up a People's Community

Once you've registered as an individual user and you're logged in, it's easy to create a new community on the People's Communities service or join an existing one. You can create or join as many as you want.

How to start a new community

1. Go to the box on the right hand side of the Communities page headed 'Create your community', and click on the green button labelled 'START NOW'.



2. A form will appear for you to fill in. First, enter the name of your community.

Your group might already have a name, but if not, try to choose something that describes what your group does, and where it is – e.g. 'South Canterbury Classic Car Club'.

3. Select your country.

New Zealand is selected automatically, but you can choose another country from the drop-down menu.

4. Choose a suitable community category from the drop down menu.

This will help people to find your group. You can choose more than one by holding down the 'Ctrl' or 'Apple' key on your keyboard while you click on additional categories.

5. Type in your community's location.

You can enter a suburb, a town, or a city; or a larger area like Upper Hutt or Otago – whatever will be most relevant to your group's membership.

You can enter more than one location, for example your suburb and your city – just separate multiple locations with a comma and a space. Or you can leave it blank if your location isn't relevant.

6. Type in some keywords that will help other people to find your group using our community search function. Separate multiple keywords with a comma and a space.

Keywords are also sometimes called 'tags'. There's no limit to how many keywords you can enter. Think laterally when choosing your keywords, as the more you have the more likely it is your listing will come up when someone is searching for a group like yours. Don't forget to check your spelling!

For example, if you were setting up a social running club for women in Waikanae, you might enter the following keywords: running, run, fun-run, training, jogging, jog, social, group, women, women's, ladies, fitness, exercise.



You don't need to re-enter your community category, country or town/city/area – these will be turned into keywords automatically.

7. Briefly describe your community.

There isn't a minimum or maximum amount of text required here, but between 100 and 250 words would be about right.

This information will help people to know what it is your community group, club or society does, how often, whether you want new members, who can join, and so on. This description will be displayed on your community homepage, and underneath your community's name in search results.

You can use the text editing buttons along the top of this box to make text bold, bulleted, centred, etc. – they are the same as Microsoft Word editing buttons.

If you are copying and pasting text from Microsoft Word, use the 'Paste text from Word' button . If you are pasting it from anywhere else (e.g. the internet), or you are having trouble with a Word document, use the 'Paste as plain text' button . This will ensure your text is formatted correctly.

8. Choose your community membership setting.

You need to decide whether you want people to be able to join your community automatically, or have to be approved by you first. You can change this setting at any time.

If you choose the restricted membership option and someone wants to join, their membership request (with a personal message from the applicant) will be sent to you by email.

9. Choose what the 'default community role' will be for new group members.

Everyone who joins your group is automatically assigned to a 'role'. These roles control what members can do within your community.

As the founding member, you will hold the role of community administrator.

This entitles you to edit your community's details at any time; to admit new members and remove existing ones; to send group emails to members; to delete content posted by other members; and to delete the community itself.

Ordinary members of your community won't be able to do any of these things, but they will be able to read, comment on and post content to your community, and delete anything they have posted themselves.

However, you can choose to give all of your community members administrator status automatically when they join, by selecting 'community administrator' in the drop-down box. DON'T choose this unless you are sure you want everyone to have the same permissions that you have.

If you want to promote individual members to administrator status later on, you can do so by choosing 'Manage your members' from the management menu.

(NOTE: even if you give everyone administrator status, you will still be the main point of contact for your community, and any membership requests will still come to YOUR registered email address.)

10. At the bottom of the page, you can click 'Preview' to get an idea of how your community page is going to look.

When you are happy with the information you've entered, click 'Submit' – you'll be taken to your community's new homepage.



11. Now you'll be prompted to enter your community's contact details (just click on the words 'contact details').

It's a good idea to fill these in now so that people can get in touch with you, but you can always add or edit them at a later date.

Remember that any contact details you do enter will be visible to anyone who views your community page, so don't enter anything that you want kept private. Only your members can see your community files, so you can always upload a members' contact list later on.

If you don't enter anything here, interested people will still be able to email you for information through the People's Times (your email address will not be shown).

12. You can also upload your group's logo if you have one, by clicking on the word 'logo'. Your logo will appear on your homepage, above the blue contact details box.

You can always add or change your logo at a later date.

Your logo will need to be saved somewhere on your computer as an image file (documents ending in .jpeg or .tif for example). If your file is too big, it will be re-sized automatically when you upload it.

Click on the 'Browse' button to find the file on your computer's hard drive, select it and then click the button 'Submit logo'.

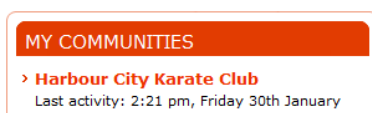
Upload logo:

And that's it - you're done!

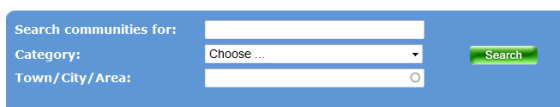
You can now upload files, start a forum discussion, add a photo gallery, write a blog...



Now, every time you login to the People's Times and click on the Communities tab, you'll see the 'My Communities' box at the right of the page. It lists all of the communities that you've set up or joined. To visit your community's homepage, simply click on its name in this box.



Your community will also feature in our searchable Communities database. You can find the blue search box at the top of the Communities homepage.



Search communities for:
Category: Choose ...
Town/City/Area:

Let people know you're up and running

If you'd like to let people know your community is up and running, the easiest way is to use the 'Recommend to a friend' link. You'll find it on your homepage underneath the blue community contact details box.

 **Recommend to a friend**

Click on this link to be taken to our 'Forward this page' tool. Simply enter your email address, name, and the email addresses of up to five people.

You can include a personal message to tell the recipients about your community, and the first few lines of your community description will be included too.

Click 'Send message' when you're ready.

The email will contain a blue URL link that, when clicked, will forward people straight to your community homepage. There, they can join your group (or request membership, if you've chosen to restrict it) with just one click. If they haven't already join the People's Times, they'll be prompted to do this first.

Further help

For additional information, check out the Help section of the website, email info@peopletimes.org.nz, or phone us on 03 525 7434. Thanks for joining us on the People's Times, and we look forward to seeing you again soon!