




Member Documents for OpenProfile

Version 1


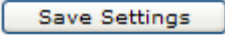
October 2008

How to Use Blogs



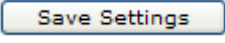
NOTE - Blogs and the options available within them may vary from what is shown in this document as community blogs settings are customized by the community's administrators.

1. Navigate to your profile within the community.
2. Click on the  tab.


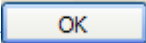
Add a Blog:

1. Click the  [Add a Blog](#) link while located on the Manage Blogs tab.
2. **Blog Name:** Enter a name for your Blog.
3. **Blog Description:** Check the box to add a description of your blog. A content editor window will open up for text entry.
4. Based upon the settings your community administrator has chosen, there may be additional options available to you.
5. Click  when done.



Edit Blog Settings:

1. On the Manage Blogs, click  to edit the settings for a blog, **or** click  [Blog Settings](#) while viewing the blog.
2. Make the necessary changes and click .

Delete a Blog:

1. On the Manage Blogs tab, click  to delete a blog.
2. A confirmation box will appear. To delete the select blog, click .

Create a New Post:


1. To add a post:
 - On the Manage Blogs tab, Click  by the blog you want to add a post to.
 - Or, on the Manage Posts tab (of your selected blog), click  [Add a Post](#) .
2. **Title:** Enter a Title for the post.
3. **Full Post:** Enter body text for the post.

4. There may be additional options shown based upon the settings your community administrator has chosen.
5. Enter the Post Date when you want the posting to be shown
6. Choose or .
7. You will be taken to the blog that contains the post you just created.

Edit a Post:

1. Click the  icon by the post you want to edit. ( will be available when you are on the View Blog tab and the Manage Posts tab for the blog.)
2. Make the necessary changes and click .

Delete a Post:

1. On the Manage Posts tab, click  beside the post you want to delete.
2. A confirmation box will appear. To delete the post, click .

Search a Blog:

1. Click on the [Blog Search](#) link in the navigation.
2. Enter the values you want to search on and click .
3. The blogs matching the search criteria will be returned. An example of what you will see is shown below.


Blog Title	Last Post Title	Date Created
Fox's Blog	Fox's SuperBowl Recap	02/05/2008

4. To view the blog, click on the Blog Title.
5. To view the latest post, click on the Last Post Title.
6. Select to start a new search.

How to Add and Edit RSS Feeds

NOTE – RSS Feeds and the options available within them may vary from what is shown in this document as community RSS Feed settings are customized by the community's administrators.


Add RSS Feed:



1. Navigate to your profile within the community.
2. You will be in Edit Mode  **Edit Mode** by default. (You will need to be in Edit Mode in order to add RSS Feeds to your profile.)
3. Make sure you are on the tab you want to add content to. Click **Add Content** where you want the content added.
4. Click the **RSS Feeds** tab.
5. The RSS Feeds defined by your community administrator will be shown. Click the **+** by a category to expand it in order to view your options.

*NOTE - If the feeds within a category have sub-categories you will see a **+** so you can expand it further. If there is no **+**, then you will simply click on the feed you want.*


6. Select the RSS Feed you want to add to your profile.
 - **Feed Name:** The Name is predefined, but you can change it if you would like.
 - **Feed URL:** The URL is predefined and cannot be changed.
 - **Maximum Number of Links:** The maximum number of records/ articles to pull in has also been predefined, but you can change this number.
 - **Feed Height:** You can also limit the feed height or leave blank or set it to 0 to allow the system to autofit the text.
 - **Show Description:** This option allows you to get a short description with the links included in the feed. It is checked by default.
 - Click **Save**.

Edit RSS Feed:



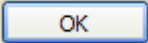
1. Navigate to your profile within the community.
2. You will be in Edit Mode  **Edit Mode** by default. (You will need to be in Edit Mode in order to edit the RSS Feeds in your profile.)

3. Click  next to the RSS Feed you want to edit.
4. Make the desired changes.
5. Click .




Move Feeds:

1. Navigate to your profile within the community.
2. You will be in Edit Mode  **Edit Mode** by default. (You will need to be in Edit Mode in order to move the RSS Feeds in your profile.)
3. While hovering over the title of the RSS Feed, you will see a four-headed black arrow. Click and hold the four-headed arrow to drag and drop the RSS Feed where you want it to appear. As you move over other content areas, they will be shaded light blue. The RSS Feed you are moving will appear ABOVE the blue shaded area.

Remove RSS Feeds:

1. Navigate to your profile within the community.
2. You will be in Edit Mode  **Edit Mode** by default. (You will need to be in Edit Mode in order to delete RSS Feeds in your profile.)
3. Click  on the RSS Feed you want to remove.
4. A confirmation window will appear. Click  to delete the feed.



Preview My Profile



1. Click  **Edit Mode** to toggle to  **View Mode**.
2. To move back into Edit Mode, click  **View Mode**.

How to Add and Edit Widgets

NOTE - Widgets and the options available within them may vary from what is shown in this document as community widget settings are customized by the community's administrators.



Add a Widget:

1. Navigate to your profile within the community.
2. You will be in Edit Mode  **Edit Mode** by default. (You will need to be in Edit Mode in order to add Widgets to your profile.)
3. Make sure you are on the tab you want to add content to. Click **Add Content** where you want the content added.
4. Click the **Widgets** tab.
5. The Widgets defined by your community administrator will be shown. Click the  by a category to expand it in order to view your options.


NOTE - If the widgets within a category have sub-categories you will see a  so you can expand it further. If there is no , then you will simply click on the widget you want.

6. Click on the widget you want to add to your profile. Complete the required fields on the right side of the page to add the widget.
7. Click **Save**.

Edit Widget:



1. Navigate to your profile within the community.
2. You will be in Edit Mode  **Edit Mode** by default. (You will need to be in Edit Mode in order to edit the Widgets in your profile.)
3. Click  for the Widget you want to edit.
4. Make the desired changes to the Widget information.
5. Click **Save**.

Move Widget:



1. Navigate to your profile within the community.
2. You will be in Edit Mode  **Edit Mode** by default. (You will need to be in Edit Mode in order to move the Widgets in your profile.)

3. While hovering over the title of the Widget, the cursor will change to a four-headed black arrow. Click and hold the four-headed arrow to drag and drop the Widget where you want it to appear. As you move over other content areas, they will be shaded light blue. The Widget you are moving will appear ABOVE the blue shaded area.

Remove Widget:

1. Navigate to your profile within the community.
2. You will be in Edit Mode  Edit Mode by default. (You will need to be in Edit Mode in order to delete Widgets from your profile.)
3. Click  for the Widget you want to remove.
4. A confirmation window will appear. Click  to delete the widget.


Preview My Profile:

1. Click  Edit Mode to toggle to  View Mode .
2. To move back into Edit Mode, click  View Mode .



How to Add and Edit Member Fields

NOTE - Widgets and the options available within them may vary from what is shown in this document as community widget settings are customized by the community's administrators.

Add Member Fields:


1. Navigate to your profile within the community.
2. You will be in Edit Mode  **Edit Mode** by default. (You will need to be in Edit Mode in order to add Member Fields to your profile.)
3. Make sure you are on the tab you want to add content to. Click **Add Content** where you want the content added.
4. Click the **Member Fields** tab.
5. The categories available for you to add will be shown in the left portion of the window. The editable categories are determined by your community administrator.
6. Click on a category to view the available fields. The checkboxes for some fields may be grayed out if your community administrator determined that those fields are required and cannot be removed from display.
7. Check the box in the **Show** column if you want a field to show in your profile.
8. Click **Save** to save your changes.

Edit Member Fields:



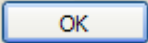
1. Navigate to your profile within the community.
2. You will be in Edit Mode  **Edit Mode** by default. (You will need to be in Edit Mode in order to add Member Fields to your profile.)
3. Click  next to the Member Fields area you want to edit.
4. Check the fields you want to add or uncheck the fields you want to remove from your profile.
5. Click **Save**.

Move Fields:




1. Navigate to your profile within the community.

2. You will be in Edit Mode  **Edit Mode** by default. (You will need to be in Edit Mode in order to move an area of fields in your profile.)
3. While hovering over the header for the fields, you will see a four-headed black arrow. Click and hold the four-headed arrow to drag and drop the field block where you want it to appear. As you move over other content areas, they will be shaded light blue. The field area you are moving will appear ABOVE the blue shaded area.

Remove Member Fields:

1. Navigate to your profile within the community.
2. You will be in Edit Mode  **Edit Mode** by default. (You will need to be in Edit Mode in order to add Member Fields to your profile.)
3. Click  next to the Member Fields area you want to delete.
4. A confirmation window will appear. Click  to delete the field content block.


Preview My Profile:

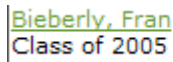
1. Click  **Edit Mode** to toggle to  **View Mode** .
2. To move back into Edit Mode, click  **View Mode** .




How to Use the Friends List

NOTE - You must be logged in to your community in order to use the Friends List feature.

Add Friends to the Friends List

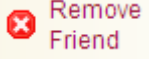
1. Use the **Search the Directory** link in the navigation.
2. Enter the search criteria you want to use and click **Search >>**.
3. Click the **Add Member to Friends List** icon () which is on the row with that person's name.

 Bieberly, Fran
Class of 2005


  
Class Year: 2005

4. **Invite a Friend:** A sample email invitation message is displayed. Customize the email if desired and click **Preview >>**.
5. Select **Send >>** to send the invitation.


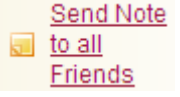
Remove Friends from the Friends List

1. Access the Friends List area by clicking **friends list** from the Member Bar, or by going to your profile and selecting the **Friends List** tab
2. Click  **Remove Friend** in your Friends List area for the person you want to remove.
3. A confirmation screen will appear. Click **OK** to remove the friend.

Send Emails to Your Friends

1. Click  in your Friends List area for the person you want to send an email.
2. Enter a Subject and Message. Click **Preview >>** to view the message.
3. Click **Send >>**. (Or select **Edit** to make changes before sending.)

Send an Instant Note

1. Select  **Send Note** to send to an individual Friend or  **Send Note to all Friends** to send a message to everyone on your Friends List.
2. Enter a Subject and Message for the Note. Click **Preview >>**.
3. Click **Send >>**. (Or select **Edit** to make changes before sending.)

NOTE - If you would like to receive email notification when you have notes waiting, make sure you check the following box in the Notes area.

Receive e-mail notification when unread Notes are more than 1 day old.

How to Use Class Notes

NOTE - In order to search Class Notes or add a Class Note, you must be logged in to your community.

Add a Class Note

1. There are three options for getting started.
 - Click [Submit Notes](#) from the homepage.
 - On the main Class Notes page, click [Add Class Note](#).
 - Click [My Class Notes](#) from the Member menu bar, then [Add Class Note](#).
2. **Note Category:** Select the category from the dropdown box under which your Note should be filed.
3. **Note Text:** Enter the text for your Note in this area.
4. **Note Photo:** You have the option to include a photo with your Class Note. Click **Browse** to locate the image on your computer. Enter a title for the photo and include a caption if you wish.
5. [I give consent for this Class Note to be published in official print media.](#) This is a statement giving the organization permission to reprint the Note in print publications (such as newsletters). By default, it is selected.
6. Click [Preview >>](#) to view your Note before publishing.
7. Click [Submit Note >>](#).

Search Class Notes

1. There are two options for searching Class Notes.
 - Click [Search Notes](#) from the homepage.
 - Click **Class Notes** from the navigation. Click [Search Class Notes](#).
2. Select the criteria you want to use to search.

Note – Each community has its own set of search fields. Your search options may be different than the ones in the illustration below.

Find All Class Notes

Note Categories: Births and Adoptions (2) Careers (9) Education (4) Engagements and Weddings (1) Moves/Relocations (4) Use Ctrl or Shift keys to multi-select.

Date Posted:
to

Class Year: 2011 2010 2009 2008 2007 Use Ctrl or Shift keys to multi-select.

3. Once the criteria are selected, click **Search Class Notes >>**.
4. The Class Notes meeting the criteria will be displayed.

Example of a Class Note after a search:

Pets

[Maack, Jeanette](#) Posted: 8/30/2007
7:38:28 AM

Class of 2005

We recently adopted a dog. His name is Hayden.

How to Use Classifieds

NOTE - In order to search for a community member, you must be logged in to your community.

Add a Classified

1. There are two ways to navigate to add a Classified:
 - Under the Classifieds section on the homepage, click [Submit](#) .
 - On the Classifieds homepage, click [Add Classified](#) .
2. Enter the required (*) information into the form provided. Complete the optional information as needed.
3. **Photo:** You have the option to include a photo with your Classified. Click **Browse** to locate the image on your computer. Enter a title for the photo.
4. I give consent to have this classified published in official print media. This is a statement giving the organization permission to reprint the Classified in print publications (such as newsletters). By default, it is selected.
5. Click [Preview >>](#) to view your Classified before publishing.
6. Click [Submit Classified >>](#) .

Search Classifieds

1. There are two options to navigate to begin searching Classifieds.
 - Under the Classifieds section on the homepage, click [Search](#) .
 - Select the Classifieds link from the navigation.
2. Select the criteria you want to use to search.

NOTE – Each community has its own set of search fields. Your search fields may be different than the ones in the illustration below.

Search Criteria

Find All Classifieds

Category:

- Books (0) ▲
- Business/Financial (0) ☰
- Garage/Estate Sales (0) ▼
- Lawn & Garden (0)
- Merchandise (0)

 Use Ctrl or Shift keys to multi-select.

Location:

- Not in the U.S. ▲
- All U.S. ☰
- Alabama-All ▼
- Alabama-Anniston
- Alabama-Birmingham

 Use Ctrl or Shift keys to multi-select.

Country:

- United States ▲
- Afghanistan ☰
- Aland Islands ▼
- Albania

 Use Ctrl or Shift keys to multi-select.

Date Posted: ▼
 to ▼

3. Once the criteria are selected, click [Search Classifieds >>](#).
4. The Classifieds meeting the criteria will be displayed.

Item Posted	Date Posted ▲	Category	Summary	Location
Radio Flyer Wagon	8/30/2007 7:36:35 AM	Transportation	Purchase this slightly used Radio Flyer Wagon. It has a spacious compartment to store snacks. It fi... [more]	Kansas-Overland Park

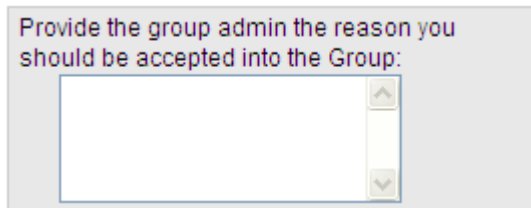
How to Use Groups

Click on the name of a group to get more information about the group.

Add Groups to My Profile:

1. Navigate to your profile within the community.
2. Click [Groups](#).
3. The subgroups that exist will be shown. Check the boxes in front of the subgroups you want to join.

If you select a “Private” Group a text will pop up requiring you to enter the reason for your request.



Provide the group admin the reason you should be accepted into the Group:

4. Click [Update My Group Membership >>](#).

Delete Groups:

1. Navigate to your profile within the community.
2. Click [Groups](#).
3. The subgroups on your profile will be shown. Click to “Uncheck” the boxes in front of the subgroups you want to remove.
4. Click [Update My Group Membership >>](#).


Groups Tab – Other Members:

1. Click on the **Name** of a Member.
2. Click [Groups](#) for the member you are viewing.
3. You will see the groups that the member belongs to.

How to Use Instant Notes

NOTE - You must be logged in to your community in order to use the Instant Note feature.

Send an Instant Note

1. When other members are online, **1 Member Online** this message will display in your member bar. Click the menu item (**1 Member Online**).
2. The other community members who are online are shown. Click  next to the person to whom you want to send a note.
3. Enter the Subject and Message.
4. Click **Preview**. The note will be shown. (Click **Edit** to make changes.)
5. Click **Send >>**.
6. You will then be sent to the **Notes Center** page. You will be able to view recently sent and received Instant Notes.
7. **Receive e-mail notification when unread Notes are more than 1 day old.** You also have the option of receiving email notification on notes that are more than 24 hours old. Mark the box if you want to receive notification.

View an Instant Note Sent to You

1. When you are online and receive a note, you will see a menu option stating **1 new note**. Click **1 new note**.
2. The note will be in the **Received Notes** area. Click on the name of the person who sent you the note in order to view it.
3. You will have the option to **Reply** or **Delete** the note.
 - Enter your reply to the message, select **Preview** and then **Send >>** the reply.
 - If you choose **Delete**, a confirmation screen will be shown. Click **Yes** to delete the Note.

How to Use Photos

NOTE - You must be logged in to your community in order to use Member Photo Albums.

Creating Member Photo Albums:

By creating a photo album, you can put a picture in your profile as well as share pictures with other members of the community.

1. Click **My Photos** from the Member Bar.
2. Enter a name for the photo album and click **Add**.
3. Click **Manage Album**.
4. Click **Manage Photos**.
5. Click **Browse...** to search for the image you would like to upload.
6. Select the image and click **Upload**.
7. On the next screen you have the option to enter a caption for your photo. Click **Finish**.







NOTE - The first photo you upload will be displayed in your member profile by default.

8. **Make this the default photo for my Profile Page.** When you upload other images you will have the option to select which photo will be displayed in your member profile.

NOTE – The images will need to be approved by a community administrator before they will be visible to the rest of the community.

How to Add and Edit Custom Tabs

You can add additional tabs to your profile area which enable you to customize the organization of the information in your profile.

1. Navigate to your profile within the community.
2. You will be in Edit Mode  **Edit Mode** by default. (You will need to be in Edit Mode in order to add Custom Tabs to your profile.)
3. Click the  **Add Tab** icon.
4. **Tab Title:** Another small window will open up prompting you for a tab name. Enter the Table Title. Click  to save the tab.
5. In this new tab a set of options will open up:
 -  **Audience** - Allows you to select who can see the tab. Choices are as follows:
 - **Friends** : Only people on your Friends List will be able to view the content on this tab.
 - **Regular Member** : Only logged in members of the community can access the tab.
 - **Personal** : Only you will be able to see the content on this tab.
 -  **Rename Tab** - Allows you to edit the name displayed on the tab.
 -  **Delete Tab** - Allows you to remove a tab that you no longer want.

How to Search for a Community Member

NOTE - In order to search for a community member, you will need to be logged in to your community.

1. Locate the **Search the Directory** link in your community. (The exact text of the link may vary by community.)
2. Select the criteria for your search.

First Name: Equals










Last Name: Equals

Class Year:

- 2011
- 2010
- 2009
- 2008
- 2007

 Use Ctrl or Shift keys to multi-select.

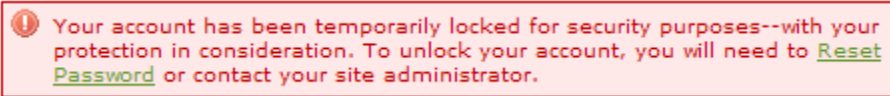
3. Click **Search >>** once the criteria are set.
4. The members that meet the criteria will be displayed.

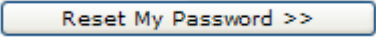
Bieberly, Fran Class of 2005	   Class Year: 2005
Maack, Jeanette  Class of 2005	     Class Year: 2005

- Use the icons to learn more about the member or to contact the member.
- To view the member's profile, click on the member's name.

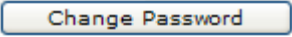
How to Reset My Password

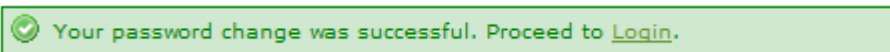
You will be required to reset your password if you have too many invalid login attempts. A message (shown below) will appear letting you know that your account has been locked.



1. Click on the Reset Password link in the message.
2. Enter the email address that is on file for you in the community.
3. Click .

NOTE - If you share an email address with another member of the community, a dropdown list will appear on the next screen that allows you to pick the account you are resetting the password for.

4. An email will be sent to you with a link that allows you to reset your password. The email link will be good for 72 hours.
5. After clicking the link in the email, you will be taken to the community and placed in a window asking you to enter a password and confirm it.
6. Click .
7. A success message will appear (shown below) that includes a link to login.



8. Click the **Login** link in the message shown above. Enter your username and password to login.