

<b>HOW TO ...</b>	<b>ESSENTIAL INSTRUCTIONS</b>	<b>WHO</b>
<b>Access and Use Your Group's GroveSite</b>		
Login	Open your browser and enter your site's URL: <a href="http://grovesite.com/orgname/sitename">http://grovesite.com/orgname/sitename</a> (no www.) On the Login screen: ID: Enter your email address PW: Enter supplied password (case sensitive) <b>OR</b> Go to <a href="http://www.grovesite.com">www.grovesite.com</a> and use login fields on right.	P, M, SA
View the site	Click on page names in the left-hand Navigation Bar	P, M, SA
Open a file; Download a file to your PC	Click on the icon by the file; choose to open or save	P, M, SA
Update your profile; Change your password	Click 'My info' to update your profile, change password, insert a picture, or hide your email address	P, M, SA
Participate in Discussion Forums	Click [Add a New Posting] to post a question or comment; Click on someone else's question/comment to post a Reply. Check the Email Notification box if you want to be notified of Replies.	P, M, SA
View Your Tasks	From any page with a table-style Task List, click [Reports]. You can update your tasks from this window.	P, M, SA
<b>Edit and Add Items to a Basic Web Page</b>		
Add an item to a page	Turn on edit [new item]	M, SA
Edit/move/delete an item	Turn on edit [edit] to right of item	M, SA
Post a file	Turn on edit [new item] Item type = text/picture OR file to be downloaded Use 'Browse' to locate file and attach it.	M, SA
Insert a link	Turn on edit [new item] Item type=link to another website Type <a href="http://www.domain.com">http://www.domain.com</a> in subheading field	M, SA
Display a picture	Turn on edit [new item]; Scroll down a few inches Use 'Browse' to attach a .jpg or .gif Click 'Add;' watch progress upload window Select formatting (left/right/center/thumbnail)	M, SA
<b>Add Information to Specialized Pages: Task Lists, File Libraries</b>		
Add a Task to a Task List	Go to the page with the table-style Task List. Click [Add a New Task]	M, SA (maybe P)
Upload a file to a File Library	Go to the page with the table-style File Library. Click [Add a New File] Use 'Browse' to locate/select your file.	M, SA (maybe P)

<b>Add New Pages</b>		
Add a page	Turn on edit [new page] (in Site Navigation area at left) Select page type and page security**, click 'Add page' Enter page heading (title); Click 'Save'  ** Pages of type Discussion, Task List, and File Library should normally have page security = <b>participants can see and update</b>	SA
Edit page parameters (navigation text, page heading, text at top of page, order)	Turn on edit Click [edit] in the left-hand Site Navigation area, just to the right of the page name	SA
<b>Manage a Site</b>		
Add/edit headers, logo etc.	Administration Manage Site Text, Logo, and Settings	SA
Add/edit color scheme, width, fonts	Administration Manage Site Style, Background and Colors	SA
Enroll members  <i>GroveSite will send an email invitation to each new enrollee, with URL, ID and GroveSite-assigned password; you can choose to assign your own password and/or NOT to send email invitations.</i>	Administration Enrollment Step 1: -Enter information in Names box**: <i>Email address, first name, last name, title, co, phone</i> -Select Site Role (Participant, Moderator, or Site Admin) -Click 'Check Names' Step 2: -Edit Welcome and Instruction text as desired -If you do NOT want GroveSite to send email invitations, check the box marked 'No Invitation.' -If you want to assign a specific password, type the password in 'Default Password' field. -Click 'Enroll checked'  **Only the email address is required for subsequent sites.	SA
Change/delete member's role	Administration Manage Participants	SA
<b>Create New Sites</b>		
Add a New Site	Administration Switch to Organization Administration Mode In the new panel that appears at left, click 'Add New Site' (complete form; select site to copy from) Enroll Site Administrator, who then customizes the site (headers, colors, new page definitions) and enrolls members	OA