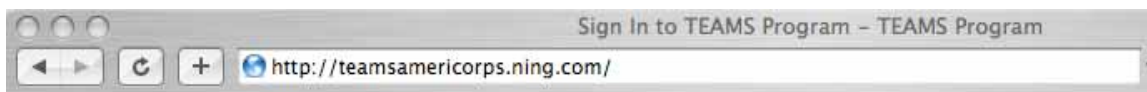


The TEAMS Community

The TEAMS Community is the online version of our real-world network. Each Fellow is responsible for creating their profile and maintaining their presence within the network. Once you are enrolled in TEAMS, you will be invited to join the TEAMS Community where you will have access to our Fellows and leadership across the entire TEAMS network.

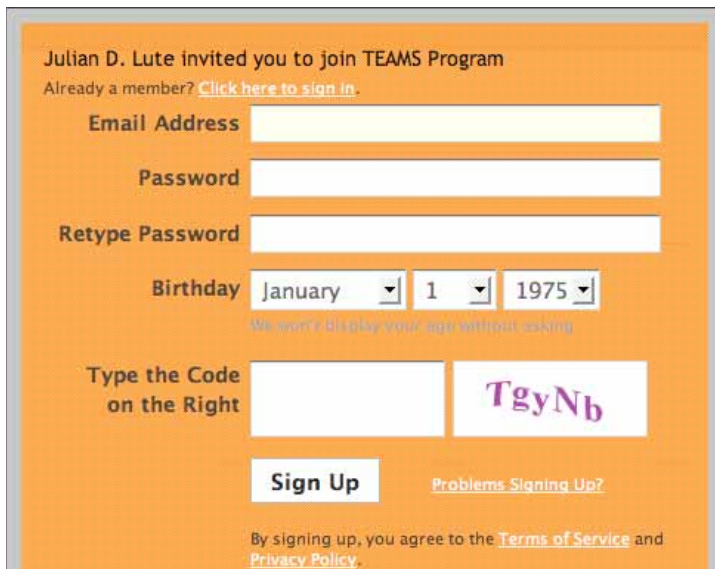
You can access the TEAMS Community by clicking the “Community” Tab on the TEAMS website. Or you can navigate to this page directly by typing www.teamsamericorps.ning.com directly into the address bar of your internet browser. For best results, please use Internet Explorer or Safari on Mac OS X. Using Mozilla Firefox can cause problems properly using the website. If you use Mozilla Firefox, please update Firefox to the most current version before utilizing the site.



Invitations and Registering

The TEAMS Community is a **closed social network** and membership in the community is by invite only.


When you receive your invitation to join the TEAMS Community, you will receive an email with a hyperlink directing you to the following page:

A screenshot of a registration page with an orange background. At the top, it says "Julian D. Lute invited you to join TEAMS Program" and "Already a member? [Click here to sign in.](#)". Below are input fields for "Email Address", "Password", and "Retype Password". A "Birthday" section has dropdown menus for "January", "1", and "1975". Below the birthday fields is a small note: "We won't display your age without asking". A CAPTCHA section says "Type the Code on the Right" and shows a box with the code "TgyNb". At the bottom is a "Sign Up" button and a link "Problems Signing Up?". A footer note says "By signing up, you agree to the [Terms of Service](#) and [Privacy Policy](#)."

This is the general registration page where you enter your email address and your password (be sure to keep it in a safe place!). Also, type the code in EXACTLY as you see it in order to get authentication.

After you register your email address and password, you are invited to create your profile. This consists of more detailed information about your role in TEAMS and your professional information. **Be sure to have a picture handy to upload to your profile!**

Create Your Profile

One more step: tell the people on TEAMS Program more about yourself. Questions marked with a  lock are private and only visible to network administrators.

* Indicates a required question

Name *

Profile Photo

Gender

Male Female Don't Display

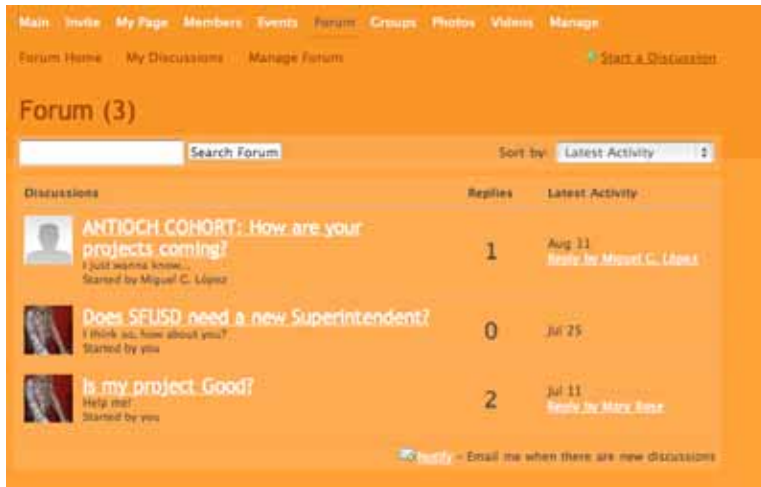
City, State

Utilizing the Functions of the TEAMS Community

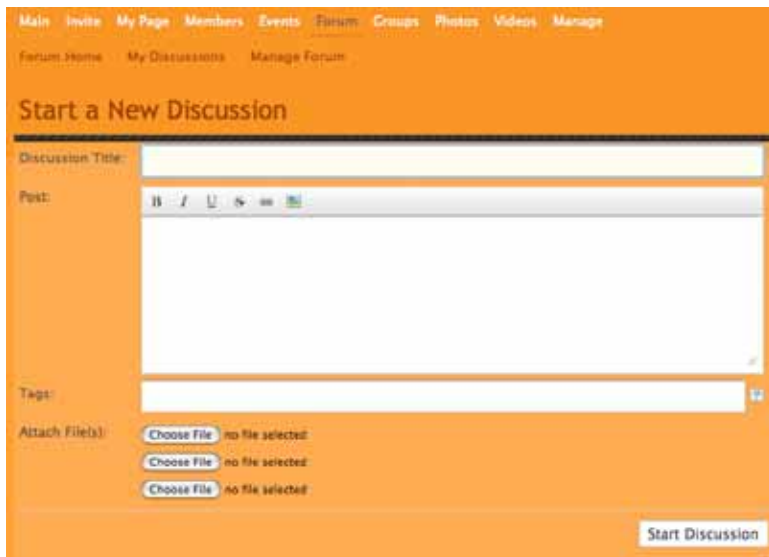
Once you have registered and completed your profile questions, you will be directed to a screen that shows the overall network, similar to the page below. It shows all the latest community activity at a glance and allows you to access the main menu. From here you can **invite new members, view your page, view the other members of the community, check the upcoming events, start discussions in the forum, start and join groups, post photos and videos.**

Discussion Forums

One of the best features of our TEAMS Community is the ability to create discussion threads using the Forum tab. Creating discussion threads allow Fellows and Family Leaders to engage with pedagogy, post and answer questions and concerns brought up during sessions, and interact with the discussions posted by other Fellows.



Creating a discussion in the Forum is simple, you click the “Start a Discussion” link and it takes you to the Start a New Discussion page, here you can title the discussion, post pictures, tag it and even attach files.



Creating Groups

Using the TEAMS Community to create groups is a perfect way to increase the interaction within your family structure between seminars. Fellows can also create groups to facilitate collaboration on service learning projects. You can create groups and invite members to join, communicate privately with them and track group discussion. **Each group needs a picture, so be sure to pick out your picture before you create your group, you'll need it to complete the "Create a Group" process.**

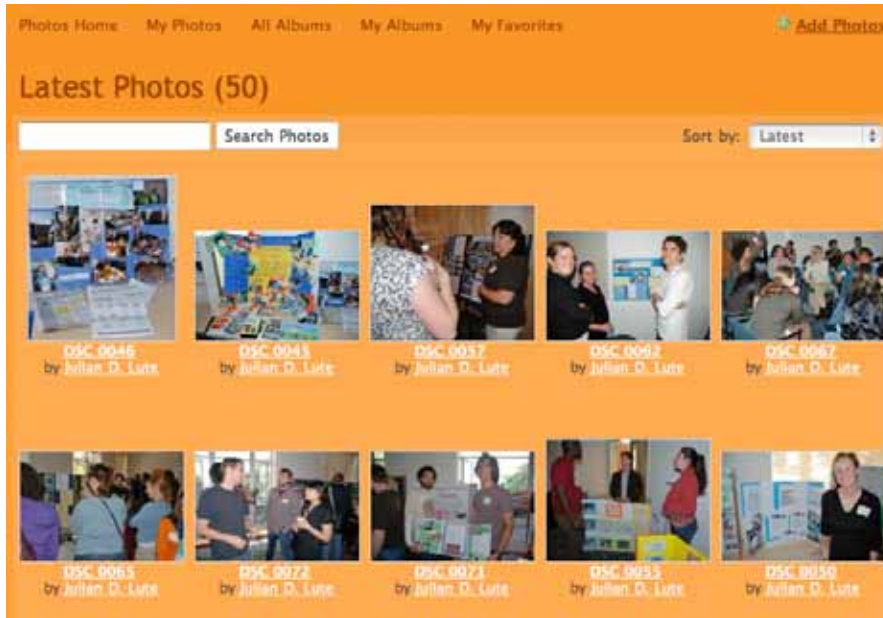


From the Groups tab, you can create a group using the "Create a Group" link. This will lead you to the following menu which allows you to set up your groups information. After you've created your group, you can then invite members by entering their email address and adding a short introductory message.

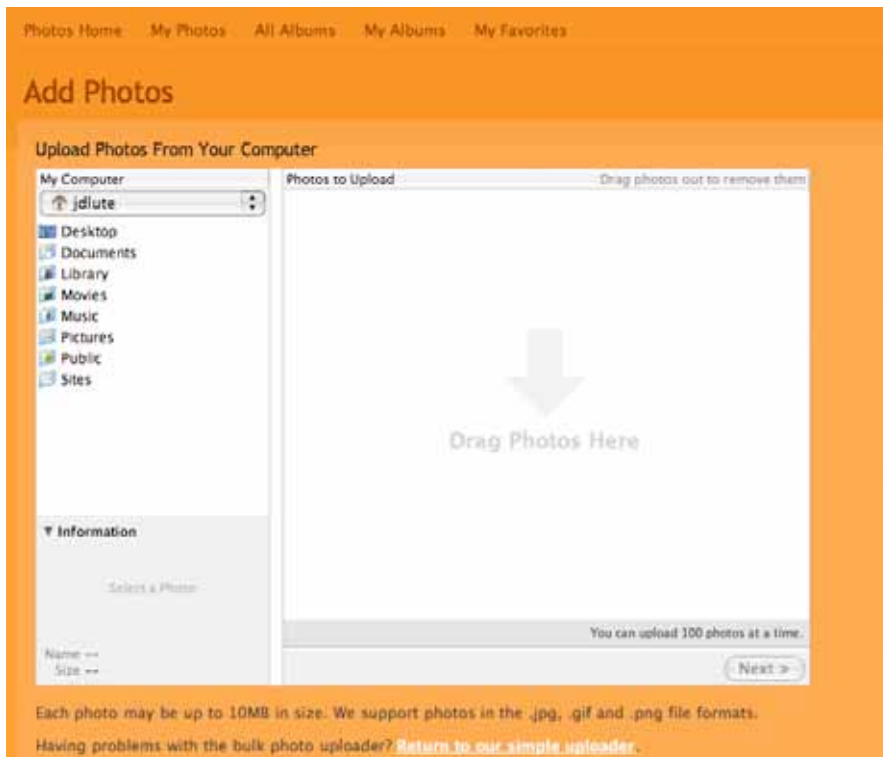
A screenshot of the 'Create New Group' form on the TEAMS Community website. The form is divided into two steps: 'Step 1: Set up your group's information' and 'Step 2: Invite members'. Under 'Step 1', there are two columns of fields. The left column, 'Group Information', includes fields for 'Name', 'Image', 'Description', 'Group Address' (with a note: 'This sets the URL of your group. http://teamsamericorps.xing.com /group/groupwebaddress'), 'Website' (with a note: 'http://'), and 'Location' (with a note: 'If your group is based somewhere, add your town or city'). The right column, 'Features', includes a note: 'Choose the features you want on your group page.' and checkboxes for 'Comments', 'Discussion Forum', 'Text Box', and 'RSS Reader'. Below 'Features' is the 'Privacy' section with a note: 'Choose who can join this group. Privacy can't be changed after the group is created.' and radio buttons for 'Anyone' (selected) and 'Only Invited People'. At the bottom right, there is a 'Messages' section with a checked checkbox for 'Allow members to send messages to the entire group'. At the very bottom of the form are 'Create Group' and 'Cancel' buttons.

Adding Photos

During your service project, be sure to bring in your digital camera and take photos of your class while you plan and execute your projects, as well as during our general seminar sessions. You can view the latest photos added to the community, you can post photos for your personal page, for your group page, as well as for the general TEAMS page. To add photos, click the “Photos” tab on the main menu and within the Photos section, click the “Add Photos” link.



Below is the add dialog box



Adding Videos

One of the coolest features of the TEAMS Community is the ability to add video to your page, to your groups and to the main TEAMS page for all to enjoy. You can access the video upload menu by using the “Video” tab, where you can see the latest videos that have posted by the group. You can upload videos by clicking the “Add Videos” link, which will take you to the video upload box. You can add videos stored on your computer or ones you find on video sites such as YouTube.

