

TriUU Community Bulletin Board Tutorial

November 5, 2020

Welcome to the TriUU Community Bulletin Board. We hope that you have a wonderful experience in using this new social media platform just for TriUU members and friends. We will walk through how to register your username and password, log in to our community bulletin board, and socialize with others. If you have any questions in using the Community Bulletin Board, please contact our team below for assistance:

Oscar Smalls (Primary Technical contact) – osmallsjr@yahoo.com

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- **Registering a username and password.**

1. Go to <https://triuu.communitysite.com/>.
2. In the top right-hand corner, you are asked to “Please log in or register”. Choose **register**.
3. In the Register section, it asks for Your Information. Please choose I am a **Friend of Tri-UU** or I am a **Member of Tri-UU**.
4. Type in your **First Name** and **Last Name**.
5. Type in your **Email Address**.
6. You do not have to put in a cell phone number.
7. Type in your **Password**.
8. If you would like to add an additional household member now, you can choose **Add Member** to put their information in now. You can always add additional household members later.
9. Choose the **Register** button. Your registration is now under review by one of our technical contacts above. You will have limited access to the community bulletin board while you wait; however, you can now log in and create a nice profile picture under your member settings.

- **Log into our community bulletin board:**

1. Go to <https://triuu.communitysite.com/>
2. In the top right-hand corner, you are asked to “Please log in or register”. Choose **log in**.
3. Type the **email** and **password** that you used when registering.
4. Choose the **Log In** button.
5. If you cannot access some menu items like the Animal Companion Directory, your registration has not been approved yet. While you wait for approval, you can access your member settings to create a profile picture.

- **Updating my member settings to add a profile photo:**
 1. After you have logged in, click on your name in the top right-hand corner and then choose **Member Settings**.
 2. Under Member Settings, click the **Profile** tab and then choose **Upload New Photo** to add a photo to your profile.
 3. You can also change your password on the **Password** tab and change the frequency of “What’s Happening” emails on the **Contact** tab.

- **Updating my account settings to add additional household members:**
 1. After you have logged in, click on your name in the top right-hand corner and then choose **Account Settings**.
 2. Under Account Settings, click the **Members** tab. Click the **Add Member** button to add additional household members.

- **Socializing with others:** When you are granted access to the community bulletin board, you can socialize with others by uploading a picture of the pet you live with to the Animal Companion Directory, list Items for Sale, Offer Services to our online community, and generate discussion in the Entertainment & Education forum. These are just a few of the ways you can socialize with others, and if you come up with new ideas, please let our Community Bulletin Board Project Lead know.

- **Adding an animal companion to the directory:**
 1. Choose **Animal Companion Directory** from the menu.
 2. At the bottom of the listing of animal companions, click *Add pets to your account **on this page!***
 3. Click the **Add Member** button.
 4. Under New member, select **This member is a pet**.
 5. Type the first name of the animal companion, the birthday, upload a photo of the animal companion, and then choose **Save member**.
 6. Choose **TriUU CBB Member Directory** from the menu. You should see all animal companions that live with you in your household.

- **Adding Animal Companion “Tails”:**
 1. The Animal Companion Directory currently does not display a large picture of your animal companion or a bio of your animal companion. In the meantime, you can use the Animal Companion “Tails” to display this information. These steps are slightly difficult, so you may want to try adding Animal Companion “Tails” when you are more comfortable with the Community Bulletin Board.
 2. Choose **Animal Companion “Tails”** from the menu.
 3. Press the **Create a new topic** button.
 4. Under **Title**, type in the name or subject of your animal companion.
 5. Under **Your Comment**, click the Insert Image button to add a picture of your animal companion. The name of your image file will be displayed. If you want to see the picture you inserted, click the Toggle Preview button (it looks like an eye). If you have a bio you

would like to add, click the Toggle Preview button again so the picture is hidden so you can type or copy/paste the bio of your animal companion.

6. Press the **Create** button to create the post of your Animal Companion “Tail”.

- **List items for Sale or Services Offered:**

1. The menu selections *Items for Sale*, *Items for Donation*, *Items Wanted*, *Services Offered*, and *Services Needed* work very like each other. Choose the appropriate menu selection and then press the **Add a Listing** button.
2. Type in a short **Title** for the listing such as *Bowties for Sale* or *Certified Life Coach*.
3. Type in a **Listing Text** to give a good description for the entry.
4. Type in **Contact Information** so that others can contact you about this listing such as email address, website address, or phone number.
5. **Tag Your Listing** if possible. If you do not see an appropriate tag, choose **Other**.
6. **Attach a photo** of your listing to draw more attention to it.
7. Choose **Your Name** and for the listing then choose **Post** to create your listing.

- **Entertainment & Education Forum:**

1. This is a forum that allows you to create topics to socialize with others and respond to postings already listed. It works very similarly to Animal Companion “Tails” forum, but you probably will not need to post pictures in this forum.
2. Choose **Entertainment & Education Forum** from the menu.
3. Press the **Create a new topic** button.
4. Under **Title**, type in the subject of your forum post.
5. Under **Your Comment**, enter your comment that you would like to post to this forum.
6. Press the **Create** button to create your post.
7. You can read and respond to someone else’s post.

- **Searching and getting feedback from the TriUU Community Bulletin Board:**

1. You can search specific areas of the community bulletin board for information. Look for a Search Forum or Search Classifieds box near the top of a busy page to help you look for specific information.
2. Use your member settings to adjust how often you get updates from TriUU Community Bulletin Board. You can change the default frequency of “What’s Happening” emails from weekly to daily, monthly, or never. You can also choose to receive instant email notifications for new forum topics and new forum comments on topics.