

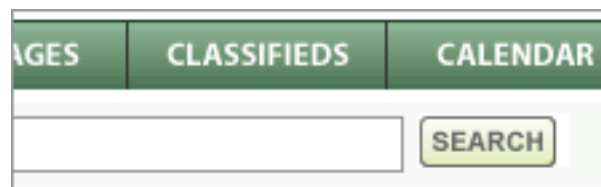
Site Guide

Even though it was designed to be intuitive and easy to use, your site is new to you — and it might take time to get used to. That's why we created this Site Basics Guide. Read it once, and you'll know all you need to know about how to get going and get the most out of your site.

How to Search the Directory

All valuable information from your group is stored in the site directory, and you can often find the answers you need there immediately. So before you send the group one more email they may or may not have time to read, search the directory.

1. Use a Keyword Search: From Home or Directory tabs, you can enter key words into the search box at the top of the page. Search results are sorted by relevance. Or...



2. Use the Category Search Tool: From the Directory tab, click on category titles to expand them and drill down to see relevant content in the order it was posted.



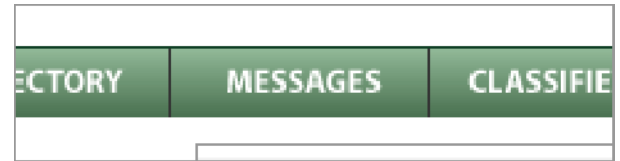
How to Read Messages From the Group

There are two options for reading messages from the group. When you set up your profile you can customize your email settings and tell the group site how much and how frequently you want to receive emails in your personal email inbox. Alternatively you can read messages directly on the group site.

1. From your personal email inbox: Read emails marked Hillsborough Together in the subject line. Or...



2. From anywhere on the site: Click the Messages tab and read messages by date or thread.



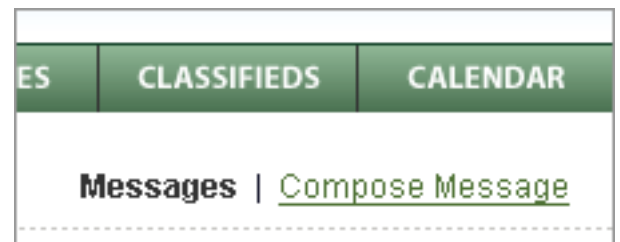
Write Messages to the Group That Will Be Archived Automatically (HIGHLY RECOMMENDED)

This should be how you communicate the majority of the time. By posting your questions, answers, reviews and advice through one of the methods listed below, you will make the site more useful and save everyone a lot of time in the future.

1. From your email inbox: Compose an email to HillsboroughTogether@findsmithGROUPS.com or click Reply on Site to respond and add to the Directory.



2. From anywhere on the site: Click the Messages tab, click Compose Message. If you're sharing a recommendation or advice that would be helpful to other members, click the box to create a Directory Listing.



Write a Private Message to Group Members

1. From your email inbox: Compose a private email as you normally would, with the members' email addresses in the "To" field or reply to an existing private email.



2. From anywhere on the site: Click the Messages tab, click Compose Message. Click on the "To" field to select "Look up Members". You will then be taken to a member search tool. Search by name or by any subgroup you belong to.

A screenshot of a 'Compose a new message' form. The form has a title 'Compose a new message.' and a subtitle 'Use this form to send a message to the group'. Below the subtitle, there are two input fields: 'To: Hillsborough Together' and 'Subject:'. The 'To' field is highlighted in green.

The 3 Types of Site Content

- 1. Business Reviews:** Member critiques and ratings of businesses, services, places or people
- 2. Product Reviews:** Member critiques and ratings of products or items
- 3. Advice:** Member opinions about experiences, processes, methods, or techniques

Navigation Guide

Home	Groups info and links
Directory	Member reviews and advice
Messages	All groups communication — email and requests for reviews/advice
Classifieds	Things to sell, lend, give away, borrow, find, buy, etc.
Calendar	Calendar posts/reminders or sent invitations/RSVPs
Groups	Info about Hillsborough Together and all of its subgroups; write to your groups or join subgroups
My Profile	Your personal groups data and email preferences
Help	Contact links for Hillsborough Together leadership and findsmithGROUPS