

New Member Start-Up Guide

Follow these steps to get started on T2T Network and to maximize your experience. You may print this form out for easier access as you navigate through the website.

I. My Profile Start-Up Recommendations

1. **Take a moment to verify your profile options.** This is important because this feature allows you to control which email notifications you would like to receive. This can be changed at any time by clicking the **“My Preferences”** tab on your personal profile menu.
2. Verify that all information entered on your profile page is accurate. Edit if necessary. Feel free to upload a photo by clicking **“Add Photo.”** Once uploaded, it will be placed on your profile page. You may also use your Personal Profile Page to search members by clicking your blue highlighted entries within your Personal Profile. A list of members will appear that have chosen the same items. For example, if you click one of your interests, a list of all members who chose that same interest will appear.
3. Manage your groups. Upon registration you chose a primary group. This group is located under **“My Groups”** on your personal profile menu. If you would like to join multiple groups, click on **“Access Group”** on the main menu. Choose the group you would like to join and click **“Join Group.”** This is a great place to meet and connect with members who share similar interests and thoughts.
4. Add your networks to your personal page through the **“My Networks”** function in your personal profile menu. This feature allows you to easily navigate to and from your other network sites.
5. Blogs are places where you have an outlet to post questions, comments or cries of outrage!
There are 3 ways to Blog on [T2T Network](#):

- Personal Blog – Under your personal profile menu click **“My Blogs”** to write as many personal blog entries as you wish. **Members to whom you are connected may view and choose to subscribe to your blog.** You may also subscribe to blogs of other members that you are connected to by clicking the **“Blogs”** icon at the top of that member’s personal profile page. To enhance the experience, click the icon *“notify me of new comments”* to receive notice when a new comment is posted. You may unsubscribe to blogs by clicking the *“unsubscribe”* icon.
 - Group Blogs – The group blog option may be accessed by clicking **“Access Group/Group Blog”** on the main menu. Choose a group from the list, click *“Add New Post,”* enter a title (and attach a file/image/video if you choose), tag the post with descriptive keywords, and indicate if you want others to comment on your blog entry. Write your blog entry and click *“Submit.”* **All group members may access your blog.** You may subscribe to the group blog by clicking *“subscribe”* at the top of the page. You may unsubscribe at anytime.
 - T2T Network Community Blog – The **T2T Network Blog** option is accessed by clicking **“T2T Network Community Blog.”** Click the *“T2T Network Blog Title”* and click *“Add New Post,”* enter a title, attach file/image/video if you choose, tag the post with descriptive keywords and click *“Yes”* or *“No”* if you want others to comment on your blog entry. Write your blog entry and click *“Submit.”* **All T2T Network members may access your blog.** Subscribe to the **T2T Network** blog by clicking *“subscribe”* at the top of the page. You may unsubscribe at anytime.
 - Blog Search-This search feature will produce any blog that contains the searched word/term/tag.
6. Click **“My Subscriptions”** to view and/or unsubscribe from subscriptions.
 7. Click **“My Messages”** to open up the **T2T Network** Messaging Center to view your inbox, your sent messages or change your messaging preferences.

8. Click **"My Connections"** to manage your connections to other members. Features include shortcuts to private messaging, viewing profiles, or viewing photos. If a connection is online at that the same time as you, you will be able to chat live by clicking *"Click to Chat."*
9. Click **"My Photo Gallery"** to upload an unlimited number of photos to share. Click *"Upload a Photo"* and follow the directions. You may allow others to comment on your photos as well.
10. Click **"My Resume/CV"** to create a searchable resume. Just fill in the fields (or copy and paste from your current resume). All fields with information are searchable. Or upload your own professional resume/cover letter (note: this is not searchable). Privacy options are available.
11. Click **"My Career Postings"** to post or manage your career postings. You can view applications to your post.
12. Click **"Membership Info"** to view your registration date or renew your membership.
13. Click **"Tell a Friend"** to email friends who are educators to tell them about **T2T Network**.

II. T2T Networks Premier Features Start-Up Recommendations

1. Click the "**Member Search**" to view the Member Search Page. If you know the name, group, location or country of the T2T Network Member you are looking to find you may use the "Basic Search" option. For a more detailed search, Click "*Advanced Search*". Then, under member status click the drop down menu and choose "*Registered Members*" and click "*Continue*". On this page all your search options are listed. Just keep in mind this search is very specific. The more search fields chosen will result in less members listed. You are encouraged to do as many searches as you wish in order to CONNECT to other T2T Network Members. You may also use your Personal Profile Page to search members by clicking your blue highlighted entries within your Personal Profile. A list of members will appear that have chosen the same items. For example, if you click one of your interests, a list of all members who chose that same interest will appear.
2. Click "**Adventure Travel Trekkers**" to view the Adventure Travel Trekker page. Here you will find as many as ten trips being offered exclusively to **T2T** members and their immediate family through G.A.P Adventures. Click on the title of the trip (or view the photo slideshow) for more information about each adventure. Fill out the form at the bottom of the page to be contacted by a G.A.P. Adventures representative, obtain more information, or make a reservation. These small-group adventures are limited to 16 or fewer travelers.
3. Click "**National/International Home Exchange**" to view Home Exchange main page. If you wish to participate in a home exchange, fill out the form found on the bottom of the page. This form is reviewed by site administrators and placed in the appropriate category by geographic region. You must include a picture of your home. You may also browse homes available for exchange. Clicking on the corresponding button in the sub menu of the National/International Home Exchange. Check back often for new home listings.
4. Click "**Teacher Exchange**" to be brought to the Teacher Exchange page. Here you may find other members interested in an exchange. You will also find useful links for arranging that

exchange. Additional links (listed under Sponsored Programs) will connect you to sponsored teacher exchange programs. Although this may be easier to do, it is often competitive. The most difficult thing about teacher exchanges is finding an exchange partner. At [T2T Network](#) we've made this very easy.

5. Click "[Book Discussion Forum](#)" to be brought to the Book Discussion page. This page is designed to foster dialogue on new and classic books. It will be active in the first quarter of 2009.
6. Click "[Plan2Share](#)" to browse lesson plans or upload your own. If your K-12 subject is not listed, you may enter it in the field provided to send it in for review.
7. Click "[Professor Share](#)" to browse subject areas and share lecture notes. If your academic discipline is not listed, you may enter it in the field provided to send it in for review.
8. Click "[Career Center](#)" to search openings, view resumes, submit an opening and subscribe to new openings as they are posted.
9. Click "[Water Cooler](#)" to pose questions to all other members or answer questions posted by other members. It will be active in the first quarter of 2009.
10. Click "[Shop2Give](#)" to visit our vendor's sites. You may feel better knowing that any commission earned from your purchase is going directly to charity. New vendors will be added frequently so please check back often.
11. Click "[T2T Member Resources](#)" to view Conferences and Seminars (links to many great learning opportunities, both nationally and internationally, and arranged by discipline/level), Discounts and Free Stuff (links to companies that offer educator discounts), Educational Technology (links to the best the web has to offer in the area of educational technology) and Open Source Education (links to open access material for download in any subject area).
12. Click "[Latest News](#)" to view upcoming news and events. Please click on the individual item for more information.
13. Click "[Community Calendar](#)" to view upcoming events and photos of past events.

