



User Guide

Profiles in the Trial System

- Personal - when registering, a personal profile is created. Click your name to access it
- Businesses - companies that want to engage the Community can set up profiles and market themselves
- Organization - the individual locations are set up as organizations. These can be non-profits that the Community would benefit from knowing about.
- Events - Click Add an Event in the Quick Actions box, and you can set up any one time event that you or your organization or group may be having. Click Send to a Friend to let others know about it
- Groups -Click Start a Group in the Quick Actions box and you can set up and invite as many people as you want into your Group
- Ideas -Click Add an Idea in the Quick Actions box and see how many people have their own ideas about yours and start collaborating

Let's Get Started

Sign In Register About Blog Wiki Calendar Forums Contact Us

Search Centura College for near Go

Centura COLLEGE

Home Businesses Organizations Groups People Events Sponsors Ideas

Let's Get Started

- Join the Community**
- Add a business
- Add an organization
- Start a group
- Add an event
- Add an idea

Popular Tags

volunteering internship professors advisors nursing field trip faculty newport news great [see all tags](#)

Centura College

1 (877) 575-5627 TOLL FREE

COLLEGE DEGREE CENTURA

www.CenturaCollege.edu

Centura College

4455 South Boulevard Virginia Beach, VA 23452
Phone: (757) 490-3151
Web site: <http://www.centuracollege.edu>
Category: Education

Description

Our school is a well-established adult education college with fast track affordable programs allowing adult students to finish school, develop real world skills, and advance their careers. Centura College develops each program with one goal - to place you in a better

Enlarge images

Popular Ideas

Popularity is based on many factors, and currently there are no items that meet the criteria.

Popular Groups

Popularity is based on many factors, and currently there are no items that meet the criteria.

Recent Reviews

- Great Location** ★★★★★ Dan Simon
- This is Important** ★★★★★ Phil Kessler
- Best Experience Yet** ★★★★★ Jim Smith

Step 1 - Click Join The Community and you'll see this registration page

Create a New Account

First Name *

Last Name *

Email Address *

Organization Name

Country*
UNITED STATES

Postal Code *

I have read & agree to the [terms of use](#)

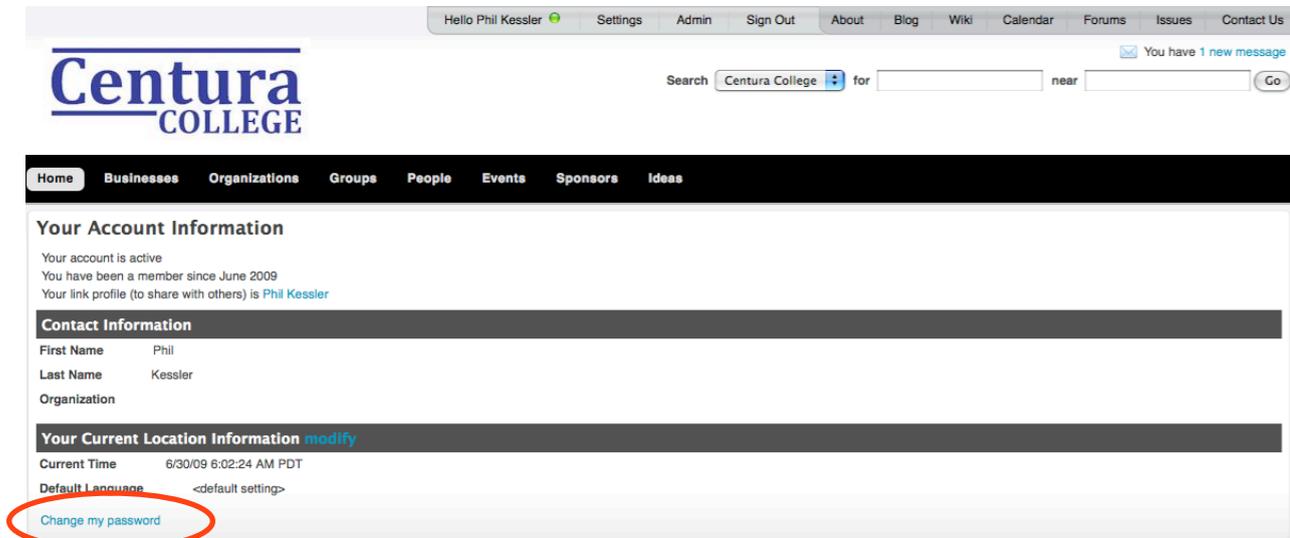
Please input the disguised word to help us validate this form



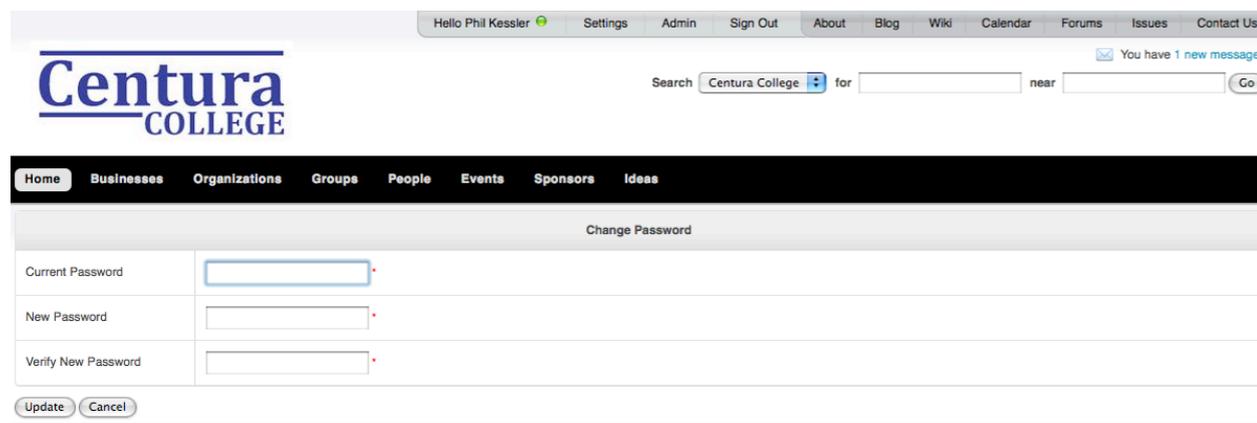
Trouble reading? [Try another word](#)

Submit Cancel

Step 2 - You'll receive an email at the account you entered with a User Name and Password. There will also be a link that you can click to take you back to the Directory. You will be on the Settings Page.

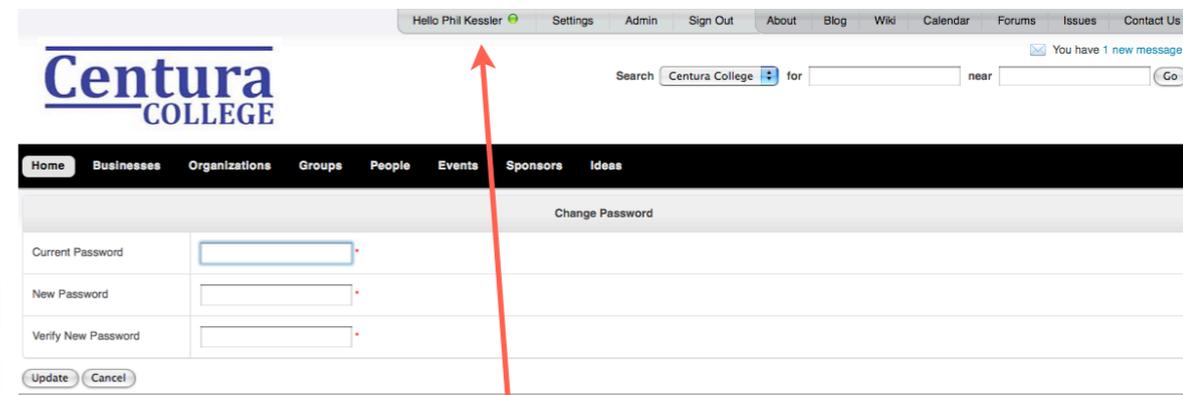


Step 3 - Click Change your Password so you can create a new one that is easy to remember



Step 4 - Type the Password from your Email into the Current Password field and enter a new password twice and click Update

Personal Profile



Click on your name and you will be taken to your personal profile page

Personal Profile

Hello Jim Smith  [Settings](#) [Sign Out](#) [About](#) [Blog](#) [Wiki](#) [Calendar](#) [Forums](#) [Contact Us](#)



Search for near

[Home](#) [Businesses](#) [Organizations](#) [Groups](#) **[People](#)** [Events](#) [Sponsors](#) [Ideas](#)

 **Jim Smith** [Edit Profile](#) MEMBERS ONLY
Virginia Beach, VA 13454

Profile [Blog](#) [Wiki](#) [Classifieds](#) [Documents](#) [Lists](#) [Badges](#) [Friends](#) [Messages](#)

Quick Actions

[Send to Friend](#)

[Account & Settings](#)

Description
My Profile

[Edit Details](#)

Share your Images of Jim Smith
[Upload Now!](#)

My Invites

There are no pending invitations

My Lists

Good Ideas:
[Volunteering Opportunities](#)

My Recent Reviews

Jim has contributed 1 review.

 [Virginia Beach, Virginia](#) ★★★★★

 What are you thinking?

200 characters max

Click to add personal website and description

Click to add personal information

Click to add pictures

 **Phil Kessler** Edit Profile MEMBERS ONLY
Norfolk, Virginia 23510

Details Setup (Admin)



Profile Blog Wiki Classifieds Documents Lists Badges Friends Messages

View personal messages from other members

Quick Actions

Send to Friend

Account & Settings

Description

My Profile

Hometown: New Rochelle, NY

Occupation: Executive

Occupation Title: Sales Director

Interested in Collaboration: Yes

Interested in Communities: Yes

Favorite website: www.apple.com

Most recent discovery: Twitter

When I'm not online...: Read, golf, cook

What's interesting about me?: 6'6"

Favorite quote: It's a mystery, wrapped in a riddle, surrounded by an enigma - Winston Churchill

Favorite movie: The Sting

Favorite book: Shogun

Favorite sport: Basketball

Favorite sports team: Knicks

Favorite restaurant: Bodega

Astrological sign: Capricorn

Badges

Hampton Roads Chamber

Edit Details

Enlarge images



Inbox

You have 2 new messages in your inbox.

My Invites

There is 1 invite pending.

Centura College

Accept or Decline

My Lists

Favorites:

Towne Bank

Interesting Groups:

Centura College,

Swedish Massage Techniques

Invite your friends to view your profile and join your profile

Create your own personal community

Other directory users, groups or organizations can invite you to participate in their events. Invitations also go to registration email address

Visitors quickly view your favorites

Personal Profile

The screenshot shows a web interface for a personal profile. At the top, there is a navigation bar with links: Hello Jim Smith, Settings, Sign Out, About, Blog, Wiki, Calendar, Forums, and Contact Us. Below this is the Centura College logo and a search bar. A secondary navigation bar contains: Home, Businesses, Organizations, Groups, People (highlighted), Events, Sponsors, and Ideas. The main profile header for Jim Smith includes an 'Edit Profile' link and a 'MEMBERS ONLY' badge. A sub-navigation bar lists: Profile, Blog, Wiki, Classifieds, Documents, Lists, Badges, Friends, and Messages. The profile content area includes a 'Quick Actions' menu with 'Send to Friend' and 'Account & Settings' buttons, a 'Description My Profile' section with an 'Edit Details' link, an image upload area, and a 'What are you thinking?' text input field. On the right side, there are three summary boxes: 'My Invites' (no pending invitations), 'My Lists' (Good Ideas: Volunteering Opportunities), and 'My Recent Reviews' (Jim has contributed 1 review).

Online
Diary

Interests,
hobbies

Items for
Sale

Upload doc's,
pdf's images

Find Groups, Org's, Events
that interest you and click
"Add to My Lists" button on
their profile

Personalize your
profile (not
active in the
trial)

Others who
have joined your
profile

From people
clicking "Contact
Me" in Quick
Actions menu.
Also, sent to
registered email
address

Using Community Tools for Groups, Ideas, Events, Organizations and Sponsors (Profiles)

Centura COLLEGE

Home Businesses **Organizations** Groups People Events Sponsors Ideas

Virginia Beach, Virginia Campus Edit Profile
(757) 340-2121
2697 Dean Drive, Suite 100 Virginia Beach, VA 23452
http://www.centuracollege.edu/college-campus/virginia-beach-college.asp

★★★★★ (2) American Red Cross CCA
Details Setup (Admin)

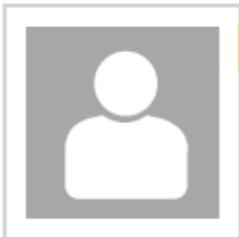
Profile Reviews Blog Calendar Wiki Discussion Promotions Classifieds Documents Lists Badges **Members** Messages

Quick Actions
Add Members

Members
Manager

 edit
Phil Kessler (Owner)

Champion

 edit
Dan Simon

 edit
Jim Smith

View Profile
Change Role
Remove

Manager
Champion
VIP
Member
Participant
Guest

The “owner” of any profile can add members. Must be registered in system, or register after receiving invitation email

Each member is assigned a role that can be changed by the “owner”

Using Community Tools for Groups, Ideas, Events, Organizations and Sponsors (Profiles)

Tab	What is it / How Should I Use It	How Do I Do It? (make sure you're signed in)	Who Has Permission to Add (Role)
Reviews	Users can review any profile in the system	1) Add a Review link is in the Quick Action box for every visitor to a profile. 2) Each review and comment can be reported to the administrator as inappropriate and can be removed	Any registered user in the system
Blog	On online diary, news	1) Click the Blog tab and you'll see a link - "Add a Post" in the Quick Action box on the left 2) If you choose "Draft" or "Unapproved", your post won't appear to other users. 3) Type into the page editor as you would an email 4) Assign a category to your post, using one of the options in the category menu or adding your own. This will organize your blog and make it easy for viewers. The categories will display in the right column as links. 5) You have the ability to edit or delete posts. Click the icons next to the post title 6) To add a link, highlight the text and click the chain icon  7) To add an image click the icon 	Manager Champion VIP Member
Calendar	Add coming events to the calendar relating to that specific profile. Also, Events can be added to the global system	1) Click Calendar tab 2) Click "Add Event" link 3) The event will automatically stop appearing at the end date 4) Complete form	Manager Champion VIP Member

Directory Social Networking

Tab	What is it / How Should I Use It	How Do I Do It? (make sure you're signed in)	Who Has Permission to Add (Role)
Wiki	Wikis provide facts about a particular topic. Use a wiki to share knowledge, highlight specifics, etc.	<ol style="list-style-type: none"> 1) Click Wiki tab 2) Click "wysiwyg editor" and add content 3) To organize wiki entries, type in the title of the next page at the bottom of your entry. Highlight it. 4) Click the unbroken chain link  icon in the tool bar and click Insert. Click Save Page. 5) Click the new link and a new page will open. Click "wysiwyg editor" and add content. 6) Click Save Page. Click Show Wiki Index in the Quick Action box, and your pages will be displayed 	<p>Manager Champion VIP</p>
Discussion	Forums are a great place for networking, getting advice, sharing an opinion or answering questions.	<ol style="list-style-type: none"> 1) Click Discussion tab The system is pre-populated with Forum subjects that can be edited or deleted by clicking the blue Select button 2) Click Create a Forum in the Quick Action box to create a new topic 	<p>Manager Champion VIP Member</p>
Promotions & Classifieds	Would be disabled in production system		

Directory Social Networking

Tab	What is it / How Should I Use It	How Do I Do It? (make sure you're signed in)	Who Has Permission to Add (Role)
Documents	Full document library with folder and version options	<ol style="list-style-type: none"> 1) Click Documents Tab 2) Click New Folder and name it or Submit a File directly 3) Upload items from your computer by clicking the "Browse" button and selecting a file 4) Document types include .doc and .pdf 5) Picture types include .jpg and .gif 	Upload - Manager Champion VIP Member Download - Manager Champion VIP Member Participant
Lists	A great way to let others know what sponsors, organizations or groups you consider worth a visit.	<ol style="list-style-type: none"> 1) When visiting another business, organization or group, click the "Add to My Lists" button in the Quick Actions menu. 2) Add to an existing List or create a new one 	Manager Champion
Members	You can keep track of others who request to Become a Fan of the profile or want to directly contact the owner of the profile.	<ol style="list-style-type: none"> 1) From your Profile page, click Add Members in the Quick Actions box 2) Type in the name or email address to find the person and click Find Recipients. 3) These invitees will receive emails with instructions. On their personal profiles, an invitation will be waiting for them to Accept or Decline. 	Manager (Owner)