



## How to Use the Wild Gift Network ([wildgift.org/network](http://wildgift.org/network))

Questions? Contact Pete Land, Wild Gift Webmaster:  
[pete@wildgift.org](mailto:pete@wildgift.org)  
802-238-5938

### 1. Create your account

- Go to [wildgift.org/network](http://wildgift.org/network) and click “Sign Up” on right side of the Main Page.
- Enter your preferred email address and password (*make a note of these as you will need them to sign in when you visit the Network in the future*)
- Please answer all the profile questions when prompted.
  - Click the icon below where it says “Your Photo” and upload an image of yourself from your computer. *Since this Network is the face of the Wild Gift program, it is imperative that each member has a profile photo. The site will look unprofessional if there are no faces to go with the profiles.*
  - Please provide as much information as possible to make yourself known to others in the Network. For example, we all have mentoring expertise of some kind, so please take time to think of what skills you could lend to the Network.
- When you are done answering the profile questions, click “Done” at the bottom of the page. You will be contacted via email when your account has been activated.

### 2. Sign in to the Network

- Anyone may view the profiles on the Wild Gift Network, even if they are not a member. To post Action and Blog comments, upload Photos and Videos, or make changes to your profile, however, you must be signed in.
- Once you receive an email from Wild Gift confirming that your account has been activated, you may sign in by visiting [wildgift.ning.org](http://wildgift.ning.org) and entering your user name (email address) and password.

### 3. Join the Network!

- Visitors to the Wild Gift Network may want to identify members as Leaders, Mentors, Trek Guides, Board Members, or Board Advisors. To make this possible, you must join each group that applies to you.
- To join a group, click the “Groups” tab, then click the appropriate group, then click the “Join Now!” link on the left side of the page.

#### 4. Update your profile

- To make changes to your profile, first click the “My Page” tab.
- To change your profile photo, click “Change My Photo” on the left side of the page, then click the icon next to “Your Photo,” then upload an image from your computer. *NOTE: You must click “Save” at the bottom of the page or your new photo will not be uploaded.*
- To change your answers to the profile questions, click “My Settings” on the right side of the page, then click “About Me” on the left side of the page. *NOTE: You must click “Save” at the bottom of the page or your changes will not be uploaded.*

#### 5. Bring the Network to life!

- The Network has no value unless we all make use of it!
- **Leaders** should edit details in their “Wild Gift Project” box and make *frequent* updates about their project status using the “Blog” box. Both can be accessed by clicking the “My Page” tab.
- **Everyone** should start and respond to discussions under the “Action!” tab. This is where we can draw from our collective strength as a Network, alerting each other to causes, issues of concern, and job opportunities.
- **Everyone** should make an effort to reach out to people in the Network they have not yet met, exploring common interests and sharing ideas. You can easily connect with people by visiting their profiles and leaving a comment in the space provided in the middle of the page. You can also send someone a private message by clicking “Send a Message” below their profile photo.

#### 6. A word on “Friends”

- The Ning application with which this Network was built includes a “Friends” feature that cannot easily be disabled. While you are offered the option to invite specific members to be your “Friend,” our goal is to build one inclusive family, so we discourage the use of this feature.

**Thanks. PLEASE remember to add frequent Blog and Action posts to help get the ball rolling!!!!**