



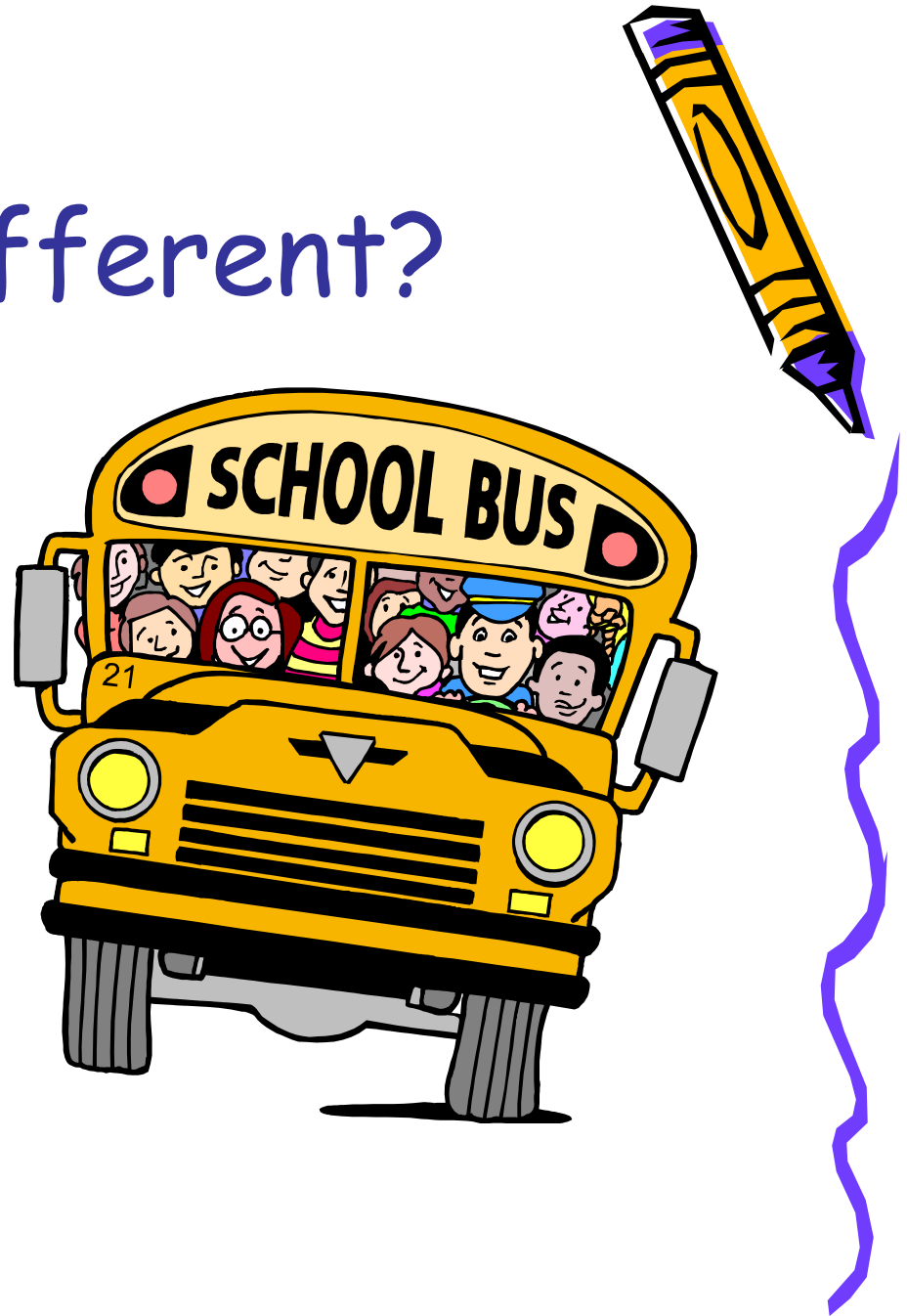
FirstAgape.Org

New & Improved

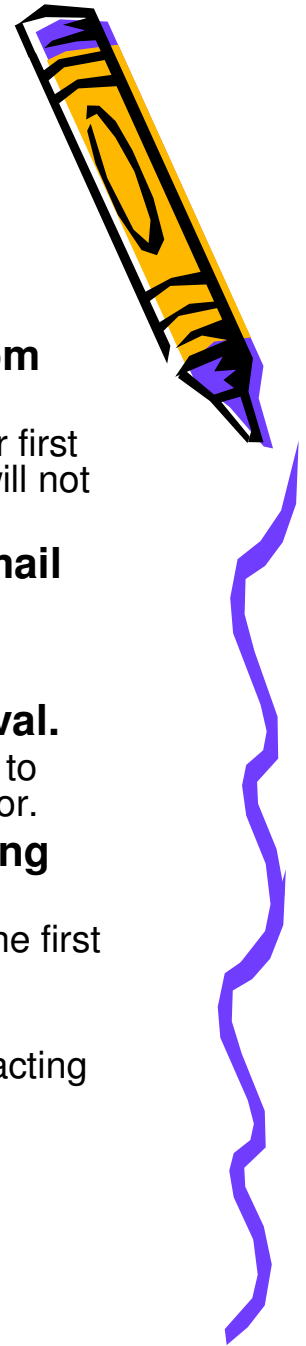
What's different?

- You **do not** need to register to view information.
- You can subscribe to the Newsletter without registering.
 - You must subscribe to the newsletter even if you register. Subscribing to the newsletter and registering are 2 separate functions now.
- Private Messages is now called "My Inbox".
- Easier to view Class Forums.
- "My Account" replaces "Your Account".
- "Recent Posts" is an easier way to see if there is anything new posted to the website.
- Up to date News from HSLDA and **RSS Feeds.
- We can now feature Web Albums on the front page.

**For more information go to <http://www.commoncraft.com/archives/000241.html> .



How do I create a new account?



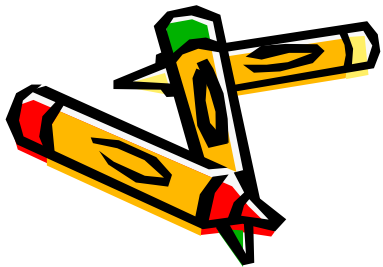
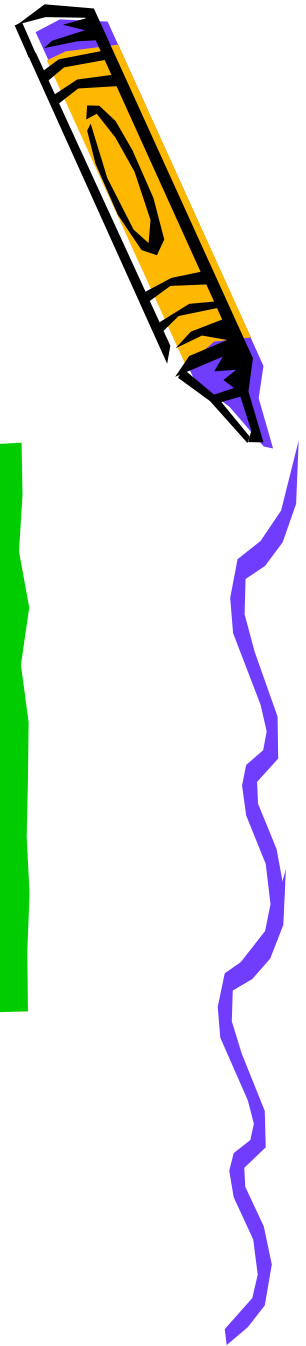
- **Create a username by clicking on “Create new account” on the bottom left of the home page.**
 - Please be sure to follow the Registration Policy. Your username should be your first name and the first initial of your last name (no spaces, please). Your account will not be approved if the username does not follow this format.
- **Type your username in the appropriate field and then type in your email address in the appropriate field.**
- **Click on “Create new account”.**
- **You will receive an email stating that your account is pending approval.**
 - *Receiving this email verifies that you have created an account. Please be sure to read this email in its entirety. Every new account is approved by an administrator.
- **After your account has been approved you will receive an email stating so.**
 - This email will contain a link that you must click on to log into your account for the first time. Please read the email in its entirety and follow the instructions.

*If you don't think you've received this email, double check your Spam folder before contacting us.



How do I know I'm logged in?

- If you see your username on the upper left corner of the home page, you are logged in.



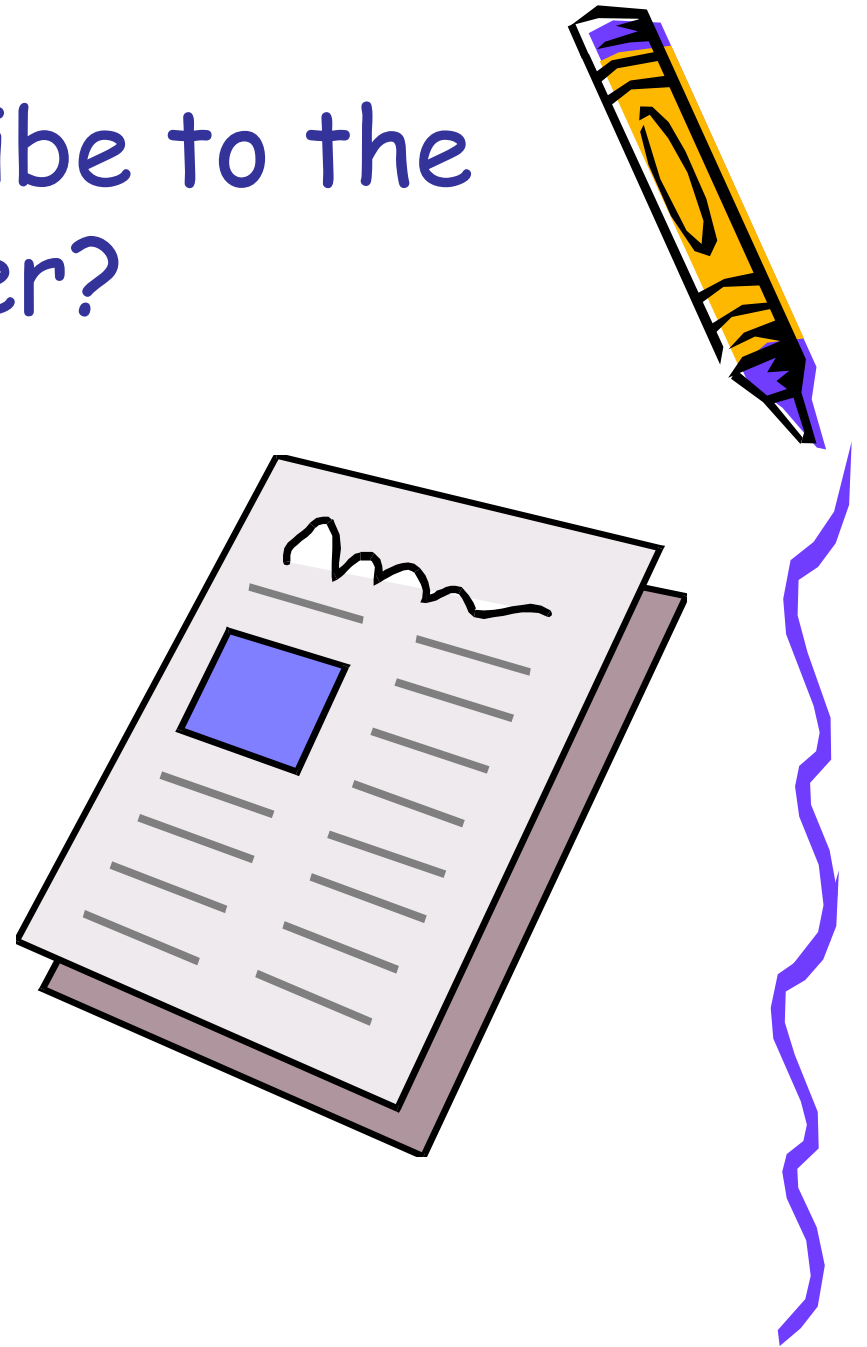
How do I change my password?

- Click on “My account” on the left side of the home page.
- Click on “Edit”.
- Type your password in the appropriate 2 fields.
- Scroll down and click on “Submit”.



How Do I subscribe to the Newsletter?

- Type your email address in the field on the upper right side of the home page beneath the title “First Agape Newsletter” and click on “Subscribe”.
- You will receive an email asking you to click on the link within the email to verify that you indeed are the one subscribing. Please read the email in its entirety and follow the instructions.



How do I submit an announcement, event, web link, etc.?

- Click on “Create Content”.
 - You’ll see the various types of forms to use and their explanations. Choose which one meets your needs and click on it.
- Fill in the information in the appropriate fields.
- Scroll down and click on “Submit”.
- All submissions must be approved before being posted to the website.



Posting to the Forums

- Class Forums
 - If you want to post to a class forum click on “Class Forums” on the left side of the home page.
 - Next click on the appropriate grade category.
 - Scroll until you see the name of the class and click on it.
 - Click on “Post new forum topic” right below the forum/class title.
 - Fill in the information in the appropriate fields.
 - Scroll down and click on “Submit”.
- Other Forums
 - Click on “Forums” on the left side of the home page.
 - Click on the appropriate forum title.
 - Follow the last 3 instructions under Class Forums above.



Sending a Private Message.

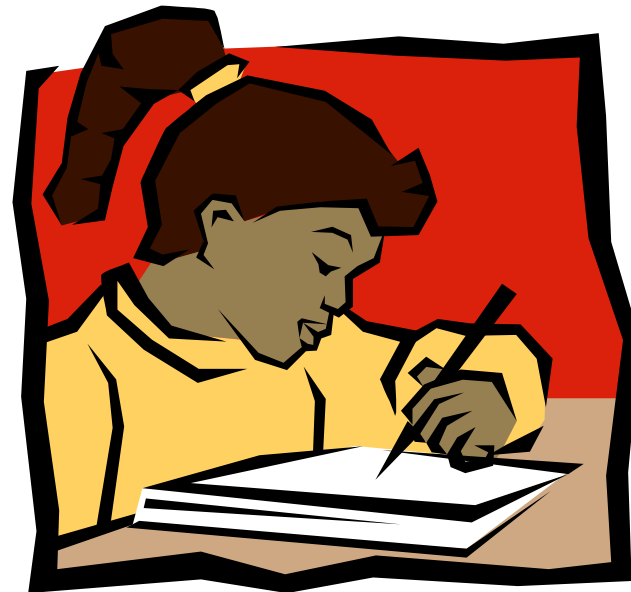
- Click on “My Inbox”.
- Scroll down and click on “Write a new message”.
- Type information into the appropriate fields.
- Scroll down and click on “Submit”.



Creating a Class Description.

(For Teachers Only)

- Click on “Class Descriptions” on the top right side of the home page.
- Click on the grade category that’s appropriate for your class.
- Scroll down and click on “Add child page”.
- Type your class title in the “Title” field.
- Type your class day, time, appropriate grades, Teachers name, and description in the “Body” field.
 - Be sure to include your contact information i.e. username, email, or phone number.
- Scroll down and click “Submit”.



Let's Have a Great Year!

