

Script for First Training Video - Logging in / registering

(View with Current highlights at the top)

Hello, I'm Andy Vivian and this is a video about the web pages on the new PCN site that are dedicated to PCN affiliated groups; how to find them and how to register to have your membership of a group recognised.

You are currently looking at part of the PCN home page. I belong to the Gloucestershire group so I'm going to use this group as an example. First we need to navigate to the Gloucestershire page. The main navigation is in the banner

(Change view to include banner)

There are two ways to navigate to a group, both are based on geography. You can click on the tab called groups and churches...

which will take you to a map where you can select your region.....

(change and indicate regions then click back to home page)

Or, slightly quicker, back on the home page you can use the map in the side column to select your region from the list there. Gloucestershire is in the south west so this will take us there.

(Click on Southwest and then Gloucestershire)

Each group has five webpages, the first is the group's home page and has five sections, About Us with space for a photo if you wish, Venue and meeting times, History of the group and

(Scroll down to reveal)

a profile of one of your group members. I've used me for this demo.

(Scroll up)

In the side column you'll find the group contact details, notice of the next group event, and a link to the latest group bulletin.

The group's full programme of meetings is to be found on the next page – called the Events Programme.

(Click on tab)

First there is an index providing a summaries of each future meeting starting with the soonest. You can click either the title or the "full details" button to find out more.

(Click on full details for Gospel of Falling down)

One of the strengths of this website is that all the items which appear in a group's events programme automatically get duplicated on the National PCN calendar.

So if I click this button here called PCN Events Calendar,

[\(Click on PCN Events Calendar\)](#)

You'll see an "at a glance" overview of what's happening in September. Click through to October

[\(Click through to oct\)](#)

and you'll see that the Gloucester event with Mark Townsend called the Gospel of Falling Down, appears here. Gloucester has logged this as a special event, meaning it is being publicly advertised.

If we now click on to November

[\(click on to November\)](#)

You'll find Gloucester's November meeting posted in green – this indicates that it is a normal group meeting (to which all are welcome) and if you hover over the green you'll discover the subject for discussion at that month's meeting. And if you click on the green words

[\(click on the green words\)](#)

you'll return to the full post in the Gloucestershire events programme page.

The group's bulletin page...

[\(Click on bulletin tab and then scroll down\)](#)

...contains any notices and reports produced by the group. What you are looking at now is an index. If you click on the title you can read the full bulletin.

[\(Click on title of one of the lower ones, and scroll throughfull report\)](#)

And when you've read it you can return to the bulletin index by clicking this group bulletins button.

[\(Click Group Bulletins button and then remain at top of bulletin index\)](#)

In our Gloucestershire group most of the bulletins have come from our convenor, Frank Godfrey, since he summarises each meeting and provides a reminder for the next. But this is a platform for anyone to submit a message to the rest of the group. For example a bulletin is the simplest way to let people in the group know that there is something new on the website that might interest them. We hope there may also soon be an option for group members to post a follow up comment underneath any bulletin which appears on this page, but we haven't designed that yet.

Bulletins are designed to be read on the website and left there. If we turn to Resources on the other hand, the emphasis here is a bit different.

[\(Click resources tab\)](#)

The documents here are designed to be downloaded for use away from the computer, perhaps to be taken to a group meeting to be used in discussion.....

[\(Click on first title. Then click on download and scroll through the document\)](#)

In November the Gloucestershire group is planning to start with this recently written communion liturgy and to see if we can turn it into something more progressive.

[\(Back to the resources index\)](#)

Or else they could be the end result of a group discussion

[\(Click on second title\)](#)

and are placed here as you might place a document in a library, to have available as a permanent record.

[\(click on the upload and scroll through then click back to resources\)](#)

You can store PDF documents, photos in the form of jpg files, and audio as MP3 files in resources. So why not record a talk from one of your speakers and keep the session here for posterity.

(Obviously it is helpful for group members to know that there is a new post on their group webpages and this website will allow for you to do that. Here's how you do it.... THIS SECTION TO BE ADDED AS SOON AS THE RSS FEEDS ARE ORGANISED)

Finally, a look at the group members page.

[\(Click on the membership page\)](#)

Hello what's this. Yes the group's membership page is indeed private. The only way to see this page is if you are a member of this group and you have logged in.

So lets turn now to the question of how you acquire you group member's login.

[\(back to top of home page\)](#)

On the new PCN website at the very top of the home page you'll find the words "log in" and "register". We are starting from scratch with this new website, so please, even if you were registered on the old website, re-register here as though for the first time.

As we've seen, casual visitors do not need be registered. But as a member of a PCN affiliated group, you will need to register to make full use of your group pages

Registering is simple. Click the word register

(Click on Register)

Put your cursor over the word Register and click.

Fill in the registration form, starting with your first and last name...

(perform tasks below in the right order in someone's name)

and then the username you wish to be known by. Personally, I'd encourage you to use your real name as your username. If you make a contribution to the PCN forum, or you add a comment at the foot of a blog on the main site, your username will be shown as the author. Surely, we are all sensible enough to post only comments that we are prepared to have our name attached to.

Now enter your email address, that's the one to which you would like your password reminder sent should you forget it...

and next choose a password. It should be at least six letters long and it is good practice to include numbers and perhaps symbols as well as letters. You'll have to put it in twice to ensure you haven't made a typo...

You should now read the short message which constitutes our user agreement and then click the box to show that you've read it.

Finally, in order to stop false registrations, we ask you to copy down the letters and numbers in the box, exactly as you see them...

Now you can click on Register...

(Return to home page)

The website will automatically fire off a registration email to the address you've given. This will contain a link – that's to say a web address with a line under it. As it will say on the email, click on the link once and this action will complete your registration. A warning, please don't click twice on the link, just the once. If for any reason the link doesn't react, then copy and paste it into the destination window of your browser.....

Having registered, you still need to complete one more task before the website can link you to a particular group.

(take cursor to "log in")

So, back at the site's home page, click on the words "Log-in" at the top of the page and enter your chosen username and password.

(perform tasks)

Once "logged in" click on the words My Account, which appear at the top, in place of log-in

(click on My account)

Your account page is where you create the profile of yourself which you will share with other members of your group, and no one else. The first box consists of information you've already given in order to register except that you can now add a photograph. I'll come back to that in a minute.

(Scroll to second box)

Now you need to go to the second box where you can select the group that you belong to. Again click on edit and, using the drop down menu, choose the group that you are associated with....

If you belong to two groups, you can repeat the exercise to select your second group....

Once you have selected a group, your details will be automatically emailed to the web administrator for your group who will confirm your association with the group or reject it. If he or she confirms you, (and it may take a day or two if they don't read their emails very often), they will then send you an email to tell you that your group membership has been accepted.

While we are on this page lets go back to the first box and upload a photograph.

Note that the photo shape is what we call portrait layout. If you upload a landscape photo the website will automatically crop it into portrait shape which could leave you sliced down the middle. So choose a photo where your image is in the middle or else crop it first to put your image in the middle.

So to upload your photo, first click on the word edit in the top right hand corner of the box....

Then click on the button "Choose file". This will take you to a directory of your own computer, where you can navigate to the photo that you've prepared for the upload....

The upload will start as soon as you click on "submit".... It usually takes a few seconds to upload.... The bigger the size of your photo file the longer it will take.

-0-

(log out and then click back to home page)

So, you've registered, and you've chosen your group and uploaded your photo and you've received an email from your group web administrator to tell you that your membership has been confirmed. Now you have access to all your group pages. Let's test that by logging in again.

(perform tasks as appropriate)

After logging in. Click on my account....

and scroll down the page. You'll see that your group association has been confirmed and you'll also notice a new box called Private information.....

To enter personal information, click on the word edit in the top right hand corner of the box and this will take you to a form where you can now add your phone number.....

and full address.....

and three more boxes which allow you to say a little about yourself to other group members.

Don't underrate this facility. There are probably some group members that everyone knows lots about, but I've discovered that this method of sharing gives an equal voice to everybody and this can be quite a journey of discovery.

In the About me box write two or three sentences about yourself anything you feel relevant. Perhaps where you hail from, your career, your pastimes, causes you are involved, pets etc.....

My spiritual journey is your chance to share the how your faith has changed or evolved and what brought you to PCN. Again two or three sentences should be enough....

Finally an opportunity to recommend a couple of books that have been important to you on that spiritual journey.....

None of these boxes are compulsory. You don't even have to give your phone number and address. But be assured, access to the member profiles is available only to members of the group who've been confirmed by your group's web administrator as genuine group members. And if a new member joins the group, PCN's policy is that they are not given this kind of access until they have proved that they intend to be permanent members. You can agree as a group what this might mean but I'd suggest they should have attended at least 2 meetings.

The advantage of keeping the groups contact details on line is that each person can change their details whenever they like and everyone knows where to find the information when they need it.

Let's now visit the group membership page so see what the member profiles look like. So we navigate back to Gloucestershire

(perform as per script)

First click on the Groups and churches tab. Then select your region...., and then your group....

You will notice now that when you click on the membership tab....

you'll see a list of all the members, with the option of viewing their full profile, by clicking on the "view full profile" button....

You can then go back to the list by clicking on the "back to member list" button....

[\(Click back to group home page\)](#)

That's our introduction to using the group pages of the website. We hope you find it a really helpful addition to your group life.

For group web administrators we also have a training video in how to input the material which appears on their webpages.

Thank you