

# **TMPAA NETWORKING SITE USERS GUIDE**

## **Step 1 - Join the Network:**

Log on to [www.targetmkt.com/cs/](http://www.targetmkt.com/cs/). Select the Join feature in the top right corner. Create a sign-in name & password which will be your log-in for future access. Once completed, you will have access to the site, and a Network Administrator will verify Target Markets Membership.

*\*Remember: Only members of Target Markets will be allowed access to this site*

## **Step 2 - Set-up Personal Profile Options:**

Once registered, the first thing you should do is edit your personal profile. Click on the Home button in the top left corner of the screen which will take you to your personal home page. Under your user name, click on the edit profile button. You can start by writing your personal Bio and editing your common profile options (Most people put a brief summary of who they are, their company and what they offer, and their past work history, just like a resume). Your Avatar is your picture option for yourself. Most people upload a professional picture of themselves, but you may use one of our given avatars if you would like. \*Make sure to hit the save button. Next, scroll to the top and select site options. Here you can pick and choose your personal account options (ie: email configuration, signature, the "look" of your text, etc.). Once saved, scroll to the top again and select Sign-In info. This is where you would come if you wanted to change your password. Now that your profile is complete, click on the Home button in the top left corner once more. Here you will find feedback of all of your history on the site.

## **Step 3 - Networking with your TMPAA Colleagues:**

Now you are ready to scan the site, view its many features, give and receive information in the forums, blog about new and exciting products, or make a connection with existing TMPAA members. The networking site is for **YOU**, so take advantage of all it has to offer.

**Forums-**In *Forums*, you can participate and communicate with other members on a variety of industry discussions. You may ask questions and gain insight from the other members. On the forum screen, you can enter a particular forum and reply to a current post someone has created, or you may create your own post from the option in the top right corner and have others respond to you. You can choose to receive emails any time a reply to a message is posted on a particular topic. On the right hand side of the topic you enter is a button that says "Email me when someone replies". If you no longer want to receive email notifications on a particular topic you are engaged in, simply click that same button that would now say "Stop emailing replies to me".

**Blogs** - In *Blogs*, you can post about current topics or create your own topic that other members can see and leave feedback on. You will receive an email any time someone responds to a blog post you are a part of. That way you can stay current on topics that are important to you.

**Searching Colleagues-** *Your Colleagues* are your own personal network of people whose profiles and information you can view and who you would like to make contact with. Colleague requests can be made by clicking onto a persons profile in any of the discussion groups and selecting the "Add to Colleagues" option in the top left corner of their profile page. \*Requests require approval, and an email will be sent to that persons email to grant the request. You can also search for other members you know are part of the network. In the Forum section, under shortcuts on the right, click view all users and there you can do a search for other members. You will be able to view all of your colleagues in the top right corner of the home page. Once someone is your Colleague, you have the option of engaging in discussions with that person. A discussion is a one-on-one conversation that the rest of the community can not view. To engage in these private conversations simply click on a colleagues profile page and beneath their avatar is a link that says start a conversation. From their profile page you can also write a comment to them on their profile wall, but remember that comments are able to be seen by anyone viewing that person profile page.

**Wiki-** In *Wikis*, you can create a page where members can contribute and collaborate on any topic. You can respond and leave comments on other's Wikis or create your own topic by simply going into an existing Wiki and selecting the Add Page icon

**Groups-** *Groups*, is another avenue to be part of a smaller network of common interests. You may join established groups that you are interested in and want more information on. New groups will be established as the network grows.

**Extra-** In the top right corner of every page of the site is the option to Edit your profile, Sign-Out of your account, or receive Help from commonly asked questions. Also, you can click on all conversations you are a part of. Lastly, there is another icon to view all of your friends.

## Help Us Improve This Networking Resource

We welcome any feedback or questions you have regarding the **TMPAA Networking Site**. Please email all comments to the Network Administrator at [TMadmin@targetmkts.com](mailto:TMadmin@targetmkts.com) and you will receive a response in a timely matter.