



[www.mom2momdfw.com](http://www.mom2momdfw.com)

# USER MANUAL

Updated 7/1/08 maricar estrella

## **WHAT IS WWW.MOM2MOMDFW.COM?**

A social networking web site designed for moms in the Dallas/Fort Worth area. Think of it as a Facebook for DFW moms. Registered users can create their own blogs, engage in the latest forum discussions on topics that local moms want to talk about, post photos, add local events to the calendar and comment on postings throughout the site.

## **MOM2MOM CHANNELS/MENU ITEMS**

**HOME PAGE:** The home page has several entry points into the site including a main menu bar; the forum topics menu bar; a rotating promo field that will highlight daily content; buttons to log in or join; a prominently displayed local events calendar; blocks that highlight the most recent forum topics; most recent featured bloggers postings and the most recent blogs; and a rail to direct users to the resources pages and how to contact the editors/administrators of the site.

**FORUMS:** Registered users can participate in the forum discussions by posting, commenting on posts and responding to requests from other registered users. Discussion topics are arranged into main categories (Welcome, Being a mom, Becoming a mom, Dads, Education, Entertainment, Food, Health, Marketplace and Relationships). Within those categories, users can create subcategories (ex: Under "Being a mom," a subcategory will be "Your Life." Under the "Your Life" heading could be discussions on beauty and fashion, green living, DIY, volunteering, etc.)

**PHOTOS:** Registered users can submit photos, share and view photographs of their families, local events or children's activities in our online "brag book." Photos can be arranged in galleries such as "Cutest Baby," "Hot Dads," or "Fundraising events." All photos must be approved by a site administrator before posting.

**EVENTS:** Registered users can submit local events to this online calendar. Events are arranged weekly and monthly. The latest week is highlighted on the home page and all menu pages. Users can choose to look at a monthly view of calendars and see upcoming events. All listings must be approved by a site administrator before posting.

**BLOGS:** Registered users can create their own personal blogs. They can share their thoughts and personal experiences in online journals. Users can tell their horror stories about baby's first potty training or proud mama stories on your child's achievements. They can also name their blogs and create profiles that include how long they've been members of mom2mom, "about me" descriptions, interests, recent photos, recent blog posts, a guestbook and a list of member friends.

**COUPONS:** Users can print coupons from mom2mom advertisers.

**MEMBERS:** A full list of members in alphabetical order.

**FAQ:** Frequently asked questions about the site.

**RESOURCES:** This page will guide users to useful information about the site as well as products, people, places, activities and web obsessions recommended by our featured mom bloggers. Each entry has a short description of why a resource is great for moms. Members can also submit suggestions on their faves.

**ABOUT US:** An introduction to the site, featured bloggers and site editors.

**QUESTIONS?** Contact Maricar Estrella at [mestrella@mom2momdfw.com](mailto:mestrella@mom2momdfw.com) , 817-390-7720 or Heather Witherspoon at [hwitherspoon@mom2momdfw.com](mailto:hwitherspoon@mom2momdfw.com), 817-390-7704.

# GETTING STARTED

## Creating an account

- 1. JOIN:** Click on the **Join** button at the top of the home page.
- 2. REGISTER:** To register, you must fill out the following information (required fields are marked with a red asterisk \*): your preferred user name, a valid e-mail address, your first and last name, gender, ZIP code and birth year. Your first and last name, ZIP code and birth year will be kept private. Your gender will be shown on your profile page.
- 3. OPTIONS:** You now have the option to name your blog under **Mom2mom Blog Title** and write a short description about your blog. You can also fill out the **About Me** sections at this time.
- 4. SUBMIT:** Remember to check the **Site Agreement** box ("I agree to these terms. . .") before you submit the form. Submit your registration by clicking on the **Create your new account** button at the bottom of the page. Your temporary password and further instructions will be sent to your e-mail address. Follow the instructions on the e-mail to activate your account. You will then be able to create your password.
- 5. AVATAR:** This is your virtual face or picture that will appear with all of your posts. This could be a photograph or illustration. The maximum dimensions are 85 pixels X 85 pixels and the maximum file size is 30 KB. To add an avatar, click on **edit profile** at the top of the page. Under **picture**, click on upload, then look for your file on your desktop or file folders. Select your image and wait for it to upload. If you want to change your avatar, delete the previous file by checking on the delete box, and then upload your new image. If you leave this blank, a generic female caricature will appear as your avatar.
- 6. UPDATE:** Your profile can be updated at any time by clicking on the **edit profile** link next to your name at the top of the page.
  - Click on **account settings** to change your password, enable/disable guestbook, edit guestbook intro, upload an avatar, edit private message settings, or add/update comment signature.
  - Click on **blog info** to change your blog's title or description.
  - Click on **personal information** to update About Me, Best Describes Me, Due Date, My Interests, My Website.
  - Click on **receive mom2momdfw.com e-mail**, to opt in or out of mom2momdfw.com newsletters or e-mail notifications. Just check the box.
- 7. LOGGING BACK IN:** To log back into the site, click on **Sign in** at the top of the page and enter your user name and password.

# BLOGS

## Posting a blog

### What is a blog?

Blog is short for "web log," and it's more or less an online diary. Blogs are as individual as their authors, and there are a gazillion of them online. Blogs can be political, personal, funny, serious. Just remember, it may feel like a diary as you write it, but everybody can read it. So, don't overshare information that could embarrass you later.

**1. NAMING YOUR BLOG:** You automatically have a blog when you register for the site. At the top of the page, click on the blog icon to the right of **Create:** and start writing. You can give your blog its own title and description line by clicking on **edit profile** at the top of the page next to your user name, then click **Blog Info**. The title and description will go right next to your blog entries, along with your avatar.

**2. POSTING:** At the top of the page, click on the blog icon (looks like a pen or pencil) to the right of **Create:** and start writing:

- Give your blog a headline by typing in the **Title** field.
- Select a category that is most relevant to your topic under the **Related Categories** menu. If applicable, you can also select a location that relates to your post under the **Location** menu.
- Type your blog in the **Body** section. Lines and paragraphs break automatically. Web pages addresses and e-mail addresses will also turn into links automatically.

**3. USING BOLD, ITALICS, UNDERLINES AND STRIKETHROUGHS:** Highlight the word or words you want to emphasize, then click on the symbol at the top of the body field.

**4. CREATING A LINK:** Highlight the word or words you want to redirect to a URL. Click on the symbol at the top of the body field (it looks like a chain). Insert the URL, in the Link URL field, then hit insert.

**5. ADDING A PHOTO:** First of all, your photos already have to be online. They can be in your Flickr or Picasa account, anywhere they will have their own URL. From the blog editing window, click on the photo icon (looks like a drawing of a tree) and insert the URL. You can also do some resizing there if you like.

# FORUMS

## Posting a forum topic

### What's a forum?

It's an online conversation about something of interest to mom2momdfw.com members. The forums are organized into categories such as child care, activities, shopping, etc. Within those categories are more specific topics such as birth stories or summer camps.

**1. POSTING:** At the top of the page, click on the forum icon (looks like a cartoon conversation bubble) to the right of **Create:** and start writing:

- Type in a subject in the subject field.
- Select the Forum your post should appear in under the **Forums** menu.
- If you create a forum post by clicking on the forum topic, the tags appear automatically. If you don't have tags selected or you want to change the tags, click on the dropdown menu under **Related Categories**. Once you choose between Becoming a Mom and Being a Mom, you will have more sets of tags to choose from. You can be as specific or general as you want.
- Type your blog in the **Body** section. Lines and paragraphs break automatically. Web pages addresses and e-mail addresses will turn into links automatically.

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**4. ADDING A PHOTO:** First of all, your photos already have to be online. They can be in your Flickr or Picasa account, anywhere they will have their own URL. From the blog editing window, click on the photo icon (looks like a tree) and insert the URL. You can also do some resizing there if you like.

## PHOTOS

### Submitting a photo

All registered members can post photos on mom2mom. To keep the site safe and friendly for all, photos are approved by a site administrator before appearing in the galleries.

**To submit a photo:** Click on the photo icon (looks like a camera) to the right of **Create:** to submit a photo. Once you've filled in a title and any tags you want to use, click on the **Browse** button to find the photo on your local computer. The photo you select must be a .gif or .jpg file. After your photo has been selected, click on **Upload** and **Submit**.

## EVENTS

### Submitting an event

All registered members can post events on the mom2mom calendar. To keep the site safe and friendly for all, event postings are approved by a site administrator before appearing in the calendar.

**To submit an event:** Click on the event icon (looks like a calendar) to the right of **Create:** to submit an event:

- Fill out the start and end dates, a title and any related tags. You can also tell members if registration is required for the event.
- Type in a description of the event in the **Body** field.
- Fill out the **Location**, **Cost**, **Recommended ages** and **Contact information** fields.
- You can add a photo to the event that will appear with the posting. Click on the **Browse** button to find the photo on your computer. The photo you select must be a .gif or .jpg file. The dimensions must be 70 pixels X 70 pixels and the maximum file size is 30 KB. After your photo has been selected, click on **Upload**.
- Click on **Submit**.

## COMMENTS

### Posting a comment

Registered members can post comments on blogs, forums, photos, events and anywhere else comments are available. Just click on **Add a new comment**, write it up and click on **Preview comment**. If you like what you see, click on **Post comment**. You can edit the comment or reply to other comments. Only site administrators can delete comments.

## FREQUENTLY ASKED QUESTIONS

### How do I get an account and sign in?

Click on **Join**. To register, please fill out your preferred user name, a valid e-mail address, your first and last name, gender, ZIP code and birth year. You can name your blog under **Mom2Mom Blog Title** and write a short description about your blog under **Description**. We hope that you'll also fill out the **About Me** sections so that we get to know you. You can also upload an image that will be your "avatar" throughout the site. Remember to check the **Site Agreement** box ("I agree to these terms) before you submit the form. Submit your registration by clicking on the **Create your new account** button at the bottom of the page. Your temporary password and further instructions will be sent to your e-mail address. Follow the instructions on the e-mail to activate your account. You will then be able to create your password. Your profile can be edited at any time by clicking on the edit profile link next to your name at the top of the page. To log back in to the site, click on **Sign in** at the top of the page and enter your user name and password.

### What if I forget my password?

Click on **Forgot password?** at the top of the page. Then, click on **Request new password**. Enter your e-mail address so we can verify your account. Your password will be e-mailed to you.

### How can I get my own blog?

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### How can I upload photos?

Click on the photo icon to the right of **Create:** to post a photo. Once you've filled in a title and any tags you want to use, click on the **Browse** button to find the photo on your local computer. The photo you select must be a .gif or .jpg file. After your photo has been selected, click on **Upload** and **Submit**.

### How can I add photos to my blog?

First of all, your photos already have to be online. They can be on mom2momdfw.com or in your Flickr or Picasa account, anywhere they will have their own URL. From the blog editing window, click on the photo icon (looks like a drawing of a tree) and insert the URL. You can also do some resizing there if you like.

### How can I get in on the conversation?

There are lots of ways to join. Everything you read on mom2momdfw.com has a space to add comments. You can comment on our features, members' blogs or photos. You can also use our forums to start a conversation or ask questions of the group. Just click on the forum icon to the right of **Create:** to add a forum topic. If you want to see existing forum topics, click on **Forums** at the top of the page.

## FAQ continued

### **What's a forum?**

It's an online conversation about something of interest to mom2momdfw.com members. The forums are organized into categories such as child care, activities, shopping, etc. Within those categories are more specific topics such as birth stories or summer camps. Click on the forum icon to the right of **Create:** to add a forum topic.

### **How do I tag my posts?**

If you create a forum post by clicking on the forum topic, the tags appear automatically. If you don't have tags selected or you want to change the tags, click on the dropdown menu under **Related Categories**. Once you choose between Becoming a Mom and Being a Mom, you will have more sets of tags to choose from. You can be as specific or general as you want.