

GETTING STARTED ON THE NETWORK

Signing Up

If you haven't already received an invitation and started the sign-up process then start by going online and connecting to the address listed below.

- Type the following address into your browser:
<http://conniecycling.ning.com/?xgi=2M7YZ2fBW6wddM>
- New members will be asked to verify their email address to join
- You will be asked to fill out a captcha (an image containing words that users must correctly identify)
- Follow all prompts

ONCE YOU ARE SIGNED UP AND LOGGED IN Verify Settings and Join Appropriate Group

There are three primary ways in which CC will communicate information to members of the network; "Broadcast" message, "Group" Activity and Invitations, and "Private" message. The first thing you should do is make sure that your My Page on the CC Network is set up properly to receive these 3 types of messages. After verifying the settings, you should immediately join any and all groups that apply to you.

1. Broadcast Messages/Connie Cycling Messages: These are messages sent to the whole CC information Network. You will receive these notifications by default. A feature of the network is that you can turn off any or all email notifications being triggered by network activity, including Broadcast Message. DO NOT turn off Broadcast message notifications – Connie Cycling Messages notifications.
2. Group activity: Make sure your My Page is set to receive notifications when there is activity on a group you're a member of or invitations sent from a group you're a member of. CC will send information, post items, start discussions, send invitations etc., to members of individual groups that the entire network does not see.
3. Private Messages: There is a setting on this system to Block all messages – DO NOT check the box in your settings to "Block" all messages.
4. Groups: To join an existing group, go to the Groups page. You'll see multiple groups – once you find the group you're looking for, click on it and join.

At this point your basic set up is done and you should be sufficiently set up to receive messages from CC.

Read the complete 8 page guide for more detailed info on controlling settings, notifications, groups.

Below you'll find more detailed information for getting started – hopefully the information that I've consolidated for you will help get you on the network quickly and easily. FYI – In addition to this guide, I'll periodically put tips on the network for “How To Use The CC Network.”

INTRODUCTION TO THE MY PAGE FEATURE

When you join a the Connie Cycling Information Network, you automatically get your own My Page. This is your space to share information about yourself, your athlete (if you're a parent) and connect with other members and show off your content.

Your My Page comes with your very own Blog, where you can express your opinions. CC athletes will be asked to write some race reviews and share some cycling experiences on blogs as part of the athlete education process. Your My Page also has a Text Box, a versatile feature where you can add widgets, embed videos and insert links to other websites.

To access this space, just click the "My Page" tab on your CC Network. Read on to learn about customizing your My Page and making it your own:

Manage Your MY Page Settings

You can manage your My Page settings. To do so, sign in to the CC Network and click the "Settings" link in the top right of the page. Then click the "My Page" link on the left:

From this page, you can quickly change your profile photo, and change the appearance of your My Page.

Join A Group on Your Connie Cycling Network

- Start Line class participants must join the Start Line
- Peloton athletes, all levels, must join the Peloton group
- CC Club AIM status athletes should join both the Peloton and AIM Groups
- As the network develops, there may be new groups added to the list of options.
- A very cool feature of this network is that members may start their own groups for their own activities. For example, maybe start a “squish” group for sending out notifications for the 2011 squish. (the squish was a terrific event organized by and for CC families in 2010)

To join an existing group, go to the Groups page. You can browse existing groups. Once you find the group you're looking for, click on its title to view it.

If the group is public, there will be a link in the top right of the page to join the group. If the group is private, you can apply to join the group from the group's page.

Send Messages To Members Of Your Group

The CC network allows you to send a Broadcast Message to everyone in the group. If this feature is turned on, you will see a "Send Message to Group" link. Click on the link to open up a simple message box. You will only be able to enter text in this box. After you've composed your message, click "send" and your fellow group mates will receive your message shortly.

Control Your Settings and Messages

Your Connie Cycling Information Network comes with many types of notifications that allow you to receive emails about new activity on the network. You can receive email notifications when you have new private messages, when the network creator – Connie Cycling or group creator sends a broadcast message, when you have new friend requests, when your content is being featured or when a new member joins a group.

You can follow any blog posts or forum discussion or category, and by default you'll follow all those you participate in. You can choose whether you want to receive any, all or none of these notifications from your "Email Settings" page. You also have full control over who can send you a private message, and can block any member from doing so at any time.

Although you have the ability to block messages – it's very important that you do not block out all messages. CC will send information through this system so it's important that you allow email notifications for "Connie Cycling Messages" and "Requests and Invitations"

Read on for more information on controlling your email settings and messages.

Connie Cycling Network Notifications

There are a number of different types of notifications you'll receive by default. This includes messages sent to only you, to groups you belong to, to your events, to the whole CC Information Network, or messages people sent to all of their friends. Also active by default are the notifications you receive when you have new friend requests, when people you've invited become members and when you have new comments to approve.

You can turn off any or all email notifications being triggered by your Email Settings page. DO NOT turn off all or block all.

To get to your Email Settings page, click on the "Settings" link in the right column of any page.

Then, click "Email" on the left. The next page displays all of the different types of notifications you'll receive.

In the "Connie Cycling Messages" section, you can control the email notifications you receive when messages are sent on your CC Network.

In the "Requests & Invitations" section, you can control email notifications generated by friend requests, group or event invitations.

In the "Content & Members" section, you can choose whether or not you'd like to receive email messages when your content is approved or featured, when someone sends you a gift, when someone you invited becomes a member or when any new members join.

In the "Moderation" section, if you have turned on moderation for comments on your comment wall or blog posts, you can choose to receive email notifications when someone makes a comment.

In the "Activity" section, if you have added new items, you can choose whether or not you'd like to receive email messages when there is activity on them. You will automatically follow discussions or blog posts you add and those you reply to. You will also automatically follow a photo you've added, or an event or page you've created. You can choose to receive email notifications when there is activity on a group you're a member of and when a new member joins that group. Be sure that you set your network to receive email notifications when there is activity on a group that you belong to.

DO NOT click the "Stop Following All" link. This means you will not receive broadcast messages from Connie Cycling network and administrators.

Introduction To Messages

The CC Network comes with a messages feature to allow you to send and receive messages with other members of the CC Network without giving out your email address. You can access your inbox and send messages by signing into the CC Network.

Comments are great for content you don't mind other people in the network seeing. For private information you might not want the whole CC Network to see – private messages are a great way to go.

Private Messages

When you join the CC Network, you'll automatically be able to exchange messages with the Network Creator and administrators even if you are not friends. In order to exchange messages with any other member, you'll need to first become friends with that member. When accepting friend requests, keep this in mind. You might not want to accept a person as a friend if you wouldn't feel comfortable if they contacted you privately.

If you'd like to prevent someone from sending you personal messages, you can block messages from that member. To block a sender, go to your inbox and locate a message they've sent you. Open the message and click the "Block Messages" link.

To send a private message, click the "inbox" link in the right column of the CC Network after you've signed in. Click the "compose" link. You can click the "choose from friends" link to select someone from your friends list on the CC Network.

To send a message to the the CC Network Creator or Admin if you're not friends, go to their profile page and click the "send a message" link.

To check your private messages on the network, sign in and click the "inbox" link the right column. All the private messages you've received on the network will be listed. New messages are marked by an orange dot. Messages you've replied to will have a green arrow next to them.

You can click on the sender's name to view their My Page, or click on a message's title to open that private message.

You can then reply, reply all, forward, archive, or delete that message using the links above its text. To block that person from sending you further private messages, click the "Block Messages" link. (doing this will block this person only and not prevent the administrator from sending you messages)

Friends on the CC Network – Manage Your Friends

Send a Friend Request

If you find someone on your CC Network you'd like to send private messages to or whom you'd like to invite to your Groups or Events, you'll need to be friends with them first.

You can add them as your friend by going to their Profile Page. Click on the "Add as Friend" link under their profile photo. A confirmation window will pop up. If you'd like to add a note to your

friend request, click the "Add a personal message" link. Once you click "Send," they'll receive a notification that you'd like to be friends with them.

[View Your Friend Requests](#)

When someone sends you a Friend Request, you'll receive an email notification that they've done so. You'll also be alerted when you sign in to the CC Network itself. At the top of the right column, you'll see how many Friend Requests you have next to the Friends link. To view who has requested to be your friend, click on this link to be taken to your My Friends page, with the Requests Received tab open.

On this page, you will see the name and profile photo of each member who has requested to be your friend. You can click on the name or profile photo to view their Profile Page. If they've sent you a message along with the Friend Request, you'll see this note here, as well.

You can choose to accept or ignore these Friend Requests.

You can also withdraw any Friend Requests you've sent to others from this page. Just click the Requests Sent tab, and click on the "Withdraw Request" link next to anyone you no longer wish to be friends with.

[View Your Friends](#)

To see the list of everyone you're friends with on the CC Network, click the My Friends link near the top of the page, or click on the Friends link from the member module on the right side of the page. You'll be taken to a page listing all of your friends on the CC Network.

You can also view your friends on your Profile Page. Head to your My Page and locate the "My Friends" section in the left column under your profile photo. You can go to the Profile Page of anyone else on the CC Network and see who they're friends with on the network in this same location!

[Message Your Friends](#)

You can send a private message to anyone you're friends with – or to a group of people you're friends with. Just click the Inbox link from the top right side of the page, then click on the Compose link. This will open a list of your friends on the CC Network, and you can select which of these friends you'd like to send your message to.

Along with sending your friends personal messages, you can also send them invites to any Group you belong to or any Event you've RSVP'd to.