






## Making Connections

In the **Update My Details** section click on **Member List** (or click on the **About Us** button at the top of the menu bar and select **Member List** from the available options)

The following screen will display all the current members of the website with a few details of their Online Status, Member Since and Last Online

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Image	Username	Other
Profile image: 	Username: <a href="#">Alan</a>	Online Status: <span style="color: green;">●</span> <b>ONLINE</b> Member Since: 2 hours ago Last Online: 8 minutes ago
Profile image: 	Username: <a href="#">chaworth</a>	Online Status: <span style="color: red;">●</span> <b>OFFLINE</b> Member Since: 24 days ago Last Online: 19 minutes ago
Profile image: 	Username: <a href="#">Collette</a>	Online Status: <span style="color: red;">●</span> <b>OFFLINE</b> Member Since: 24 days ago Last Online: 2 minutes ago
Profile image: 	Username: <a href="#">Jon Cruise</a>	Online Status: <span style="color: red;">●</span> <b>OFFLINE</b> Member Since: 52 minutes ago Last Online: -
Profile image: 	Username: <a href="#">Test_Registered</a>	Online Status: <span style="color: green;">●</span> <b>ONLINE</b> Member Since: 9 days ago Last Online: 2 minutes ago

Click on the **username** of the person you want to connect with and the screen will display the details of the person as shown in the example below

View Messages Connections

There is no established connection between you and Collette

Collette Profile Page



Hits: 2  
Online Status: ● OFFLINE  
Member Since: 24 days ago  
Last Online: 4 minutes ago  
Last Updated: 29 minutes ago  
Connections: 0

Contact Info Articles Connections  
Collette

Click on the **Connections** tab above the details (next to View and Messages) and select **Request Connection**

View Messages Connections

There is no established connection between you and Collette

Collette Profile Page



Hits: 2  
Online Status: ● OFFLINE  
Member Since: 24 days ago  
Last Online: 4 minutes ago  
Last Updated: 29 minutes ago  
Connections: 0

Contact Info Articles Connections  
Collette

Manage Your Connections  
Request Connection

A message box will be displayed, allowing you to enter a personal message to the person you wish to connect to

**Connect to Collette** CLOSE

Personalize your invitation to connect by adding a message that will be included with your connection.

Message:




Click **Submit** button and the following message will be displayed in a pop up box. Just click OK to close this box

Connection Pending Acceptance!

An email message will be sent to the person you are connecting with with the title **“You have a pending connection from Your Username”**

Example of email the recipient will receive

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 **Notifications at Newbury Camera Club** <admi 20:39 (3 minutes ago) ☆  

to me ▾

Test\_Registered is requesting to connect with you and requires your approval. Please accept or deny the connection request accordingly. Test\_Registered included the following personal message:

This is a test connection request from Test\_Registered to Collette

Test\_Registered Profile: <http://collettehaworth.co.uk/index.php/member-profile/userprofile/122?tab=1>

Manage Connections: <http://collettehaworth.co.uk/index.php/member-profile/manageconnections>

NOTE: This email was automatically generated from Newbury Camera Club (<http://collettehaworth.co.uk>).

You person you are trying to connect with will then have two options

- a) View your profile or
- b) Go directly to their Manage Connections page

### Option A – View your Profile

The person you are trying to connect with will be directed to the login page for the website. Once they have logged in they will see your profile and then click on the **Connections Tab** and select **Manage Connections**

### Option B – Manage Connections Page

The person you are trying to connect with will be directed to the login page for the website. Once logged in they will be taken directly to the **Manage Connections Page**

## Accept/Reject a Connection Request


From the **Manage Connections Page** click on the **Manage Actions** tab if it is not displayed by default

Manage Connections

Manage Actions (1)Manage Connections

Below you see users proposing to connect with you. You have the choice to accept or decline their request. Select the green checkmark to accept or the red cross to decline their request. Then click on the UPDATE button. Move and keep your mouse over the images and over the icons to see a short explanation of the details and their meaning.

✖Test\_Registered











Click on the circle next to either the **Green Tick** (to accept the connection) or the **Red Cross** (to reject the connection), then click **Update** button

**Note:** By default the Green Tick is already selected

The person will then be shown the **Manage Connections** tab which will display the page where they can select type of connection (the only option is Friend) and can add comments if they wish

Manage Actions (0) Manage Connections

Below you see users to whom you are connected directly. You can add a personal Comment and choose multiple Types of connection from the list by CTRL (PC) or CMD (Mac) clicking on items. Then click on the UPDATE button. Move and keep your mouse over the icons to see a short explanation of their meaning and actions and over the images to see connection details.

Connections	Type	Comment
Test_Registered    	Friend	This is a test connection. Test_Registered requested a connection to Collette
Jon Cruise    	Friend	

Update




## See who I am connected to

In the **Update My Details** section click on **View My Profile**

Click on **Connections Tab** and select **Manage Your Connections**

The screen will then display the **Manage Connections** tab as shown below. Here you can select the Type (the only option is **Friend**) and you can add comments if you wish

Underneath the picture (or image placeholder) for the connection there are three buttons

-  Allows you to remove the connection
-  Allows you to view the connection's profile
-  Allows you to send the person an email