

eConference: Guidance and Tips

Tip: The eConference home page is your landing page--you can always go back to it and go into that week's discussion. The address is: www.peace.businessfightspoverty.org

Tip: We want to underline how important it is to add a picture and some personal/professional information in your individual profile, as the profile is the unique tool to help "put a face" to the members of the community, and to each contribution.



Registering and Updating Your Profile

*If you have **not** registered yet...*

To Register:

- Go to the eConference home page: www.peace.businessfightspoverty.org
- Click the red Register button and follow the instructions (filling out the information in the form about your work and interests, and adding a photo).

To add a profile photo while you are registering: In the sign up form, add your photo by clicking the picture icon under Profile Photo, clicking Choose File, and selecting a photo of yourself that you have saved on your computer, then click Done.

*If you **have** already registered...*

To update your personal profile:

Why? Since participants will certainly visit your profile during the eConference, it's a good idea to fill out your profile as much as possible; adding your website/s, blog, names and links for any publications you may have, etc.

1. Go to your Profile page:

- Go to the eConference home page: www.peace.businessfightspoverty.org
- Click **'Sign In'** in the grey box in the upper right corner (use your email address and the password you originally set).
- Click on **'My Page'** (on the top horizontal menu row in red). 'My Page' shows you your public profile page, which others can also visit and look at.

2. Once you are on your Profile page:



Latest Activity (no change needed): You will first see a line that says Latest Activity, which shows any activity, if you post a blog, a new link, or comment in a discussion. Any comments you make during the eConference will accumulate here.

Profile Information (Change/add your photo and all personal information):

- In the line that says **Profile Information**, click the **'Edit'** button
- In this box you can add your Website, Industry, and put any further information in About My Work, including names of publications, links, etc.

- One you have made any changes—be sure to click **Save** at the bottom of the page.

To add or change your Profile Photo

- In the line that says **Profile Information**, click the **Edit** button
 - Click the  button next to **Profile Photo** (a small blue and green image )
 - Click **Choose File**, and select a photo of yourself that you have saved on your computer*
 - Click **Done**
 - Once you have made any changes—be sure to click **Save** at the bottom of the page.
- *Note: If you do not have any photos of yourself on your computer, you can Google yourself to find one online, right click on the photo, and save it. Then you can choose that photo for your profile.*

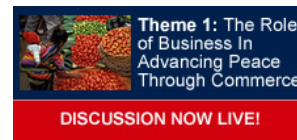
Participating in the eConference

- **To go back to the eConference once you've registered:**

Go to the eConference home page www.peace.businessfightspoverty.org and click Register. Here you can click Participant Community to see the eConference community on the group page, or click on the live discussion for that week.

- **Go to each week's videos and discussion:**

Starting on Monday, March 23, you can click on the icon for discussion of the week to go directly into the discussion, from home page www.peace.businessfightspoverty.org. That icon will be flagged in red with 'Discussion Now Live' to active. This will change each Monday, as the eConference progresses.



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- **Add comments and respond to the discussion:**

- Go to the home page and sign in
- Click on the week's active discussion icon
- In the discussion section*, click **Reply to This**

**Note: When you visit the week's discussion, you will see an introductory paragraph on the topic, and several video presentations to watch. Just under the videos is a discussion section where the moderator will post an intro message on Monday, and participants will post responses. You are welcome to post your own responses, thoughts, links, etc. in this space at any time.*

- **Visit the Participant Community to see other participants' profiles:**

One of the great benefits of doing an online conference is capture all those interested in one space and foster connections. This page shows all of the members of the conference community, and will transform into an ongoing community of practice even after the conference has ended.

Go to: <http://businessfightspoverty.ning.com/group/peacethroughcommerce/user/list>

If you have any questions, please email the event team at info@peace.businessfightspoverty.org