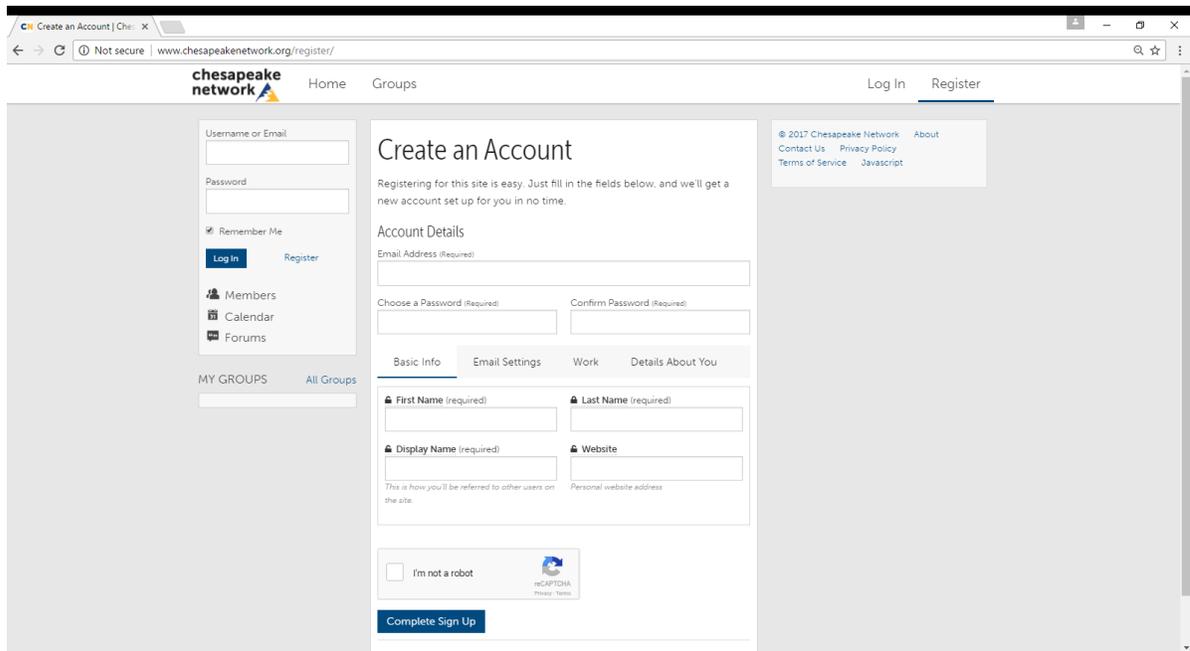


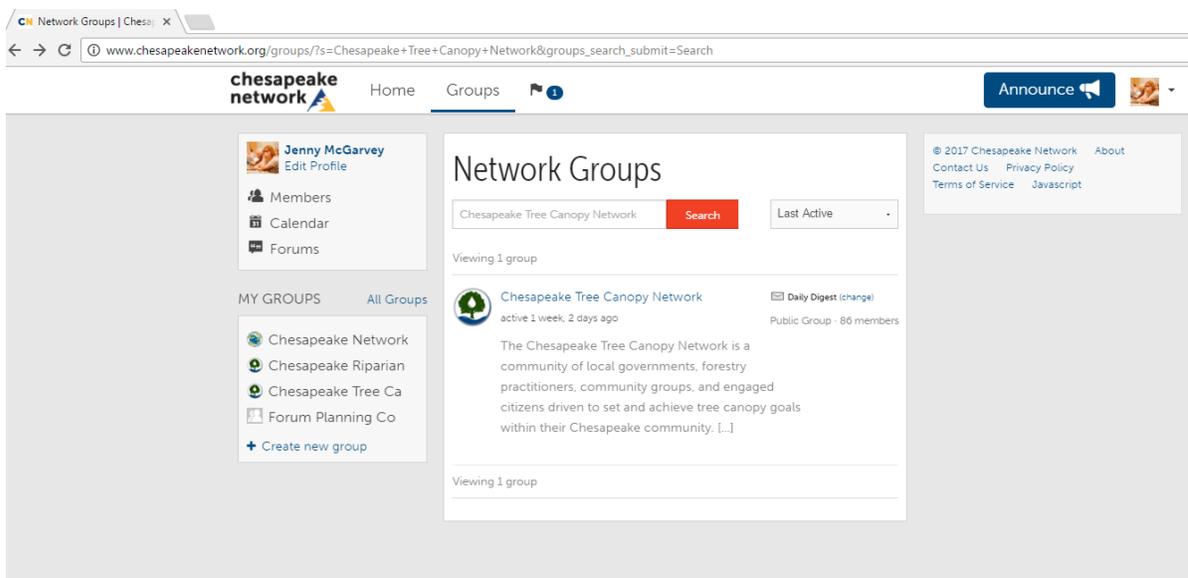
## Join the Chesapeake Tree Canopy Network Group without an existing Chesapeake Network Account

1. Go to <http://www.chesapeakenetwork.org/register/>.
2. Enter account details and complete sign up.



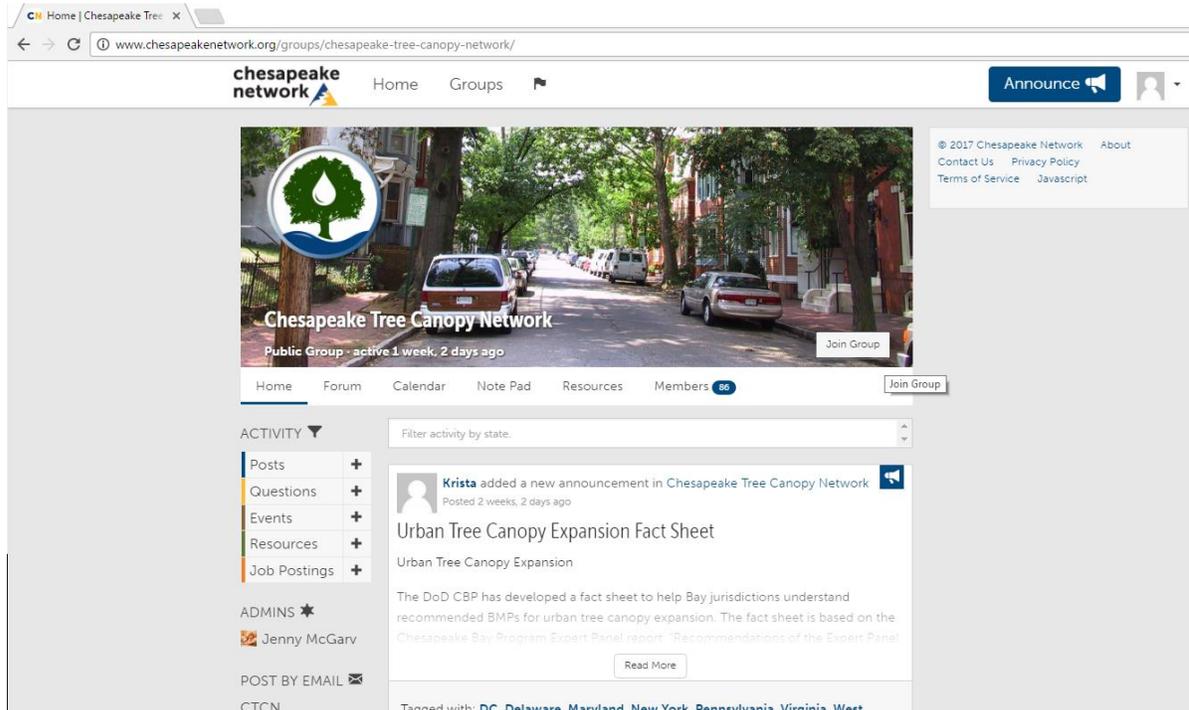
The screenshot shows the 'Create an Account' page on the Chesapeake Network website. The page has a header with the logo and navigation links for Home, Groups, Log In, and Register. On the left, there is a sidebar with a login/register form, a 'Remember Me' checkbox, and links for Members, Calendar, and Forums. The main content area is titled 'Create an Account' and includes a registration instruction, an 'Account Details' section with fields for Email Address, Password, and Confirm Password, and a 'Basic Info' section with fields for First Name, Last Name, Display Name, and Website. A CAPTCHA 'I'm not a robot' checkbox is at the bottom, followed by a 'Complete Sign Up' button. A footer on the right contains copyright information and links for About, Contact Us, Privacy Policy, Terms of Service, and Javascript.

3. Activate account and login.
4. In the top bar, select the "Groups" page. On the "Groups" page, search for the Chesapeake Tree Canopy Network. Go to the Chesapeake Tree Canopy Network page.

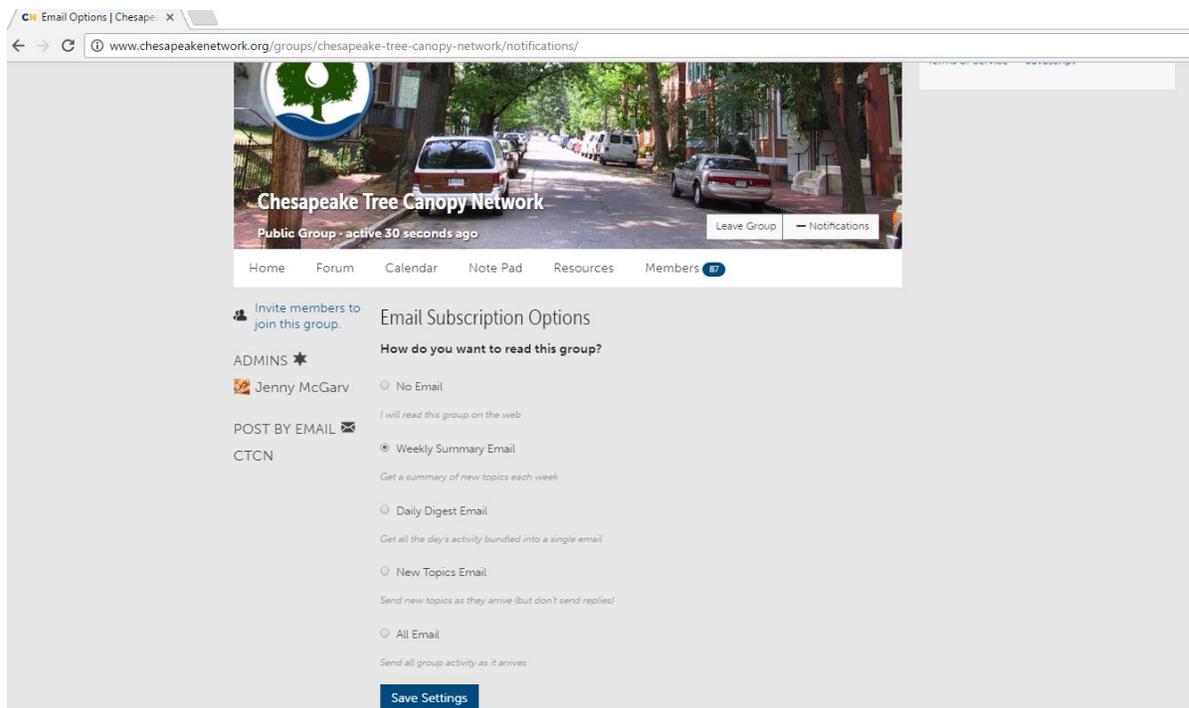


The screenshot shows the 'Network Groups' page on the Chesapeake Network website. The page has a header with the logo and navigation links for Home, Groups, and an Announce button. On the left, there is a sidebar with a user profile for Jenny McGarvey and a list of 'MY GROUPS' including Chesapeake Network, Chesapeake Riparian, Chesapeake Tree Ca, and Forum Planning Co. The main content area is titled 'Network Groups' and includes a search bar with the text 'Chesapeake Tree Canopy Network' and a 'Search' button. Below the search bar, there is a section for 'Viewing 1 group' which displays the 'Chesapeake Tree Canopy Network' group. The group details include a tree icon, the name 'Chesapeake Tree Canopy Network', a 'Daily Digest' option, and a description: 'The Chesapeake Tree Canopy Network is a community of local governments, forestry practitioners, community groups, and engaged citizens driven to set and achieve tree canopy goals within their Chesapeake community. [...]'. A footer on the right contains copyright information and links for About, Contact Us, Privacy Policy, Terms of Service, and Javascript.

- Select "Join Group". This can be done either from the search page or from the Chesapeake Tree Canopy Network Group Page.

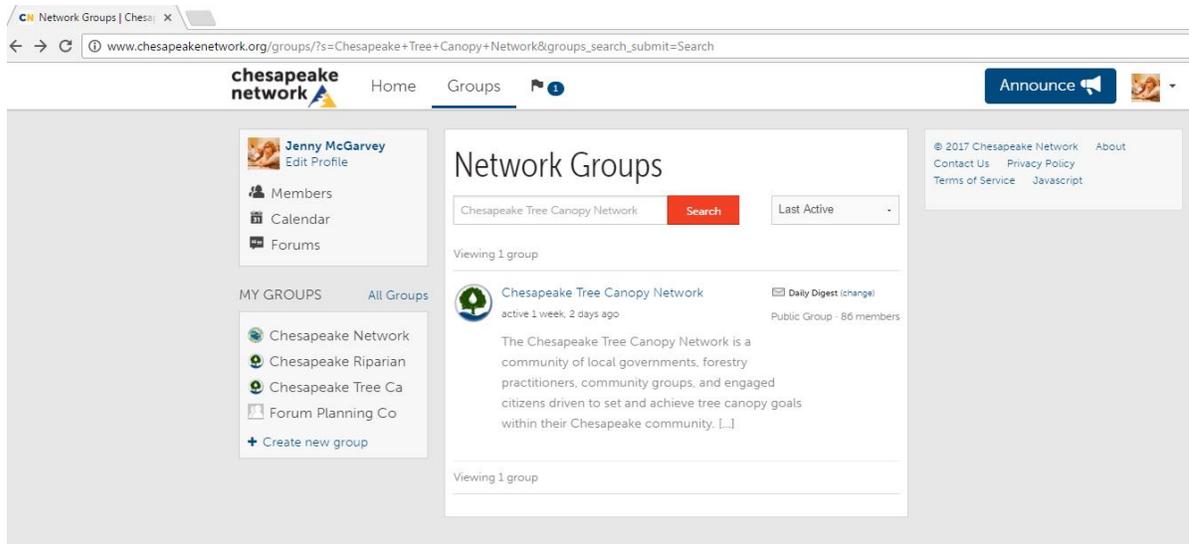


- As a new member of the Chesapeake Tree Canopy Network group, you will automatically receive a weekly summary digest of newly posted topics of the week. To change how you want to read this group, go to "—Notifications" on the Chesapeake Tree Canopy Network group page. You may then select how you would like to receive future post notifications.

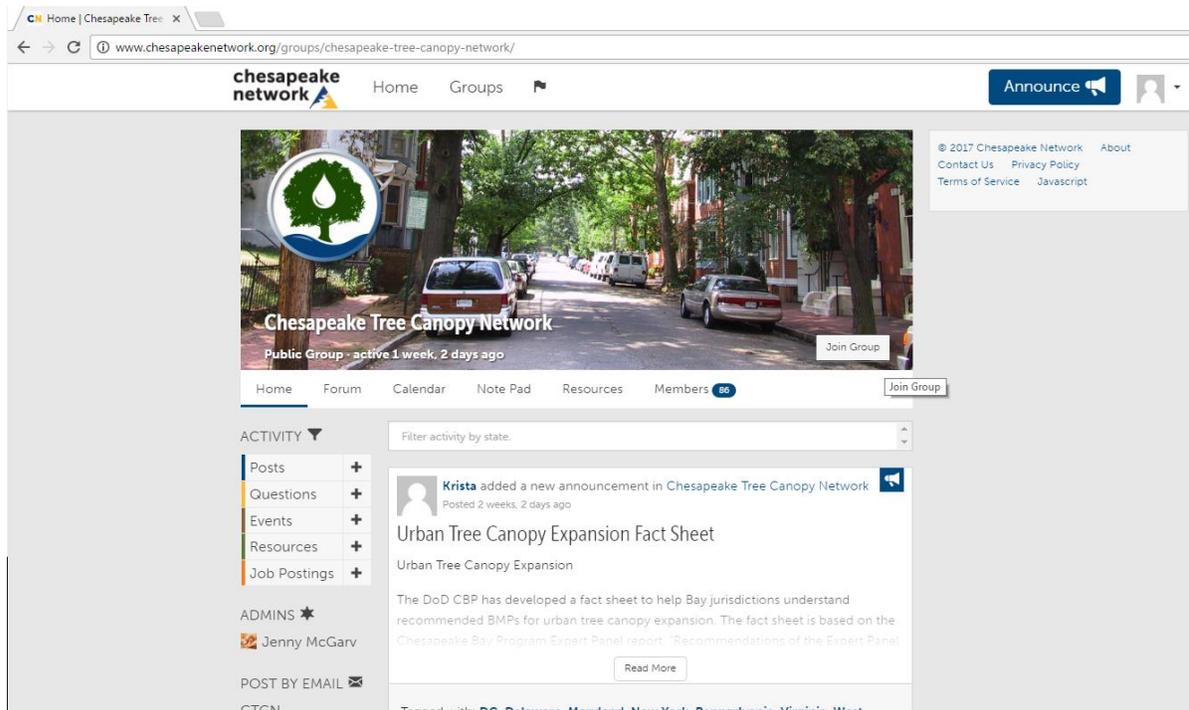


## Join the Chesapeake Tree Canopy Network Group as an existing Chesapeake Network member

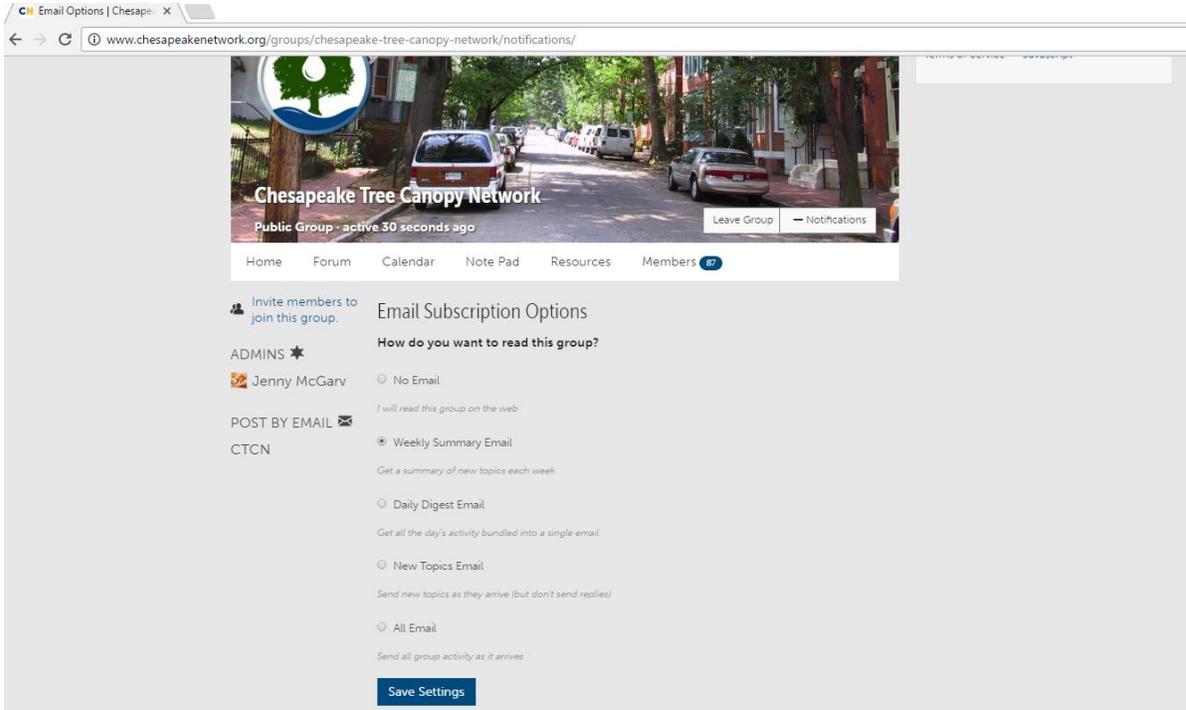
1. If you already have an account with the Chesapeake Network, login at <http://www.chesapeakenetwork.org/>
2. In the top bar of the homepage, select the “Groups” page. On the “Groups” page, search for the Chesapeake Tree Canopy Network. Go to the Chesapeake Tree Canopy Network page.



3. Select “Join Group”. This can be done either from the search page or from the Chesapeake Tree Canopy Network Group Page.

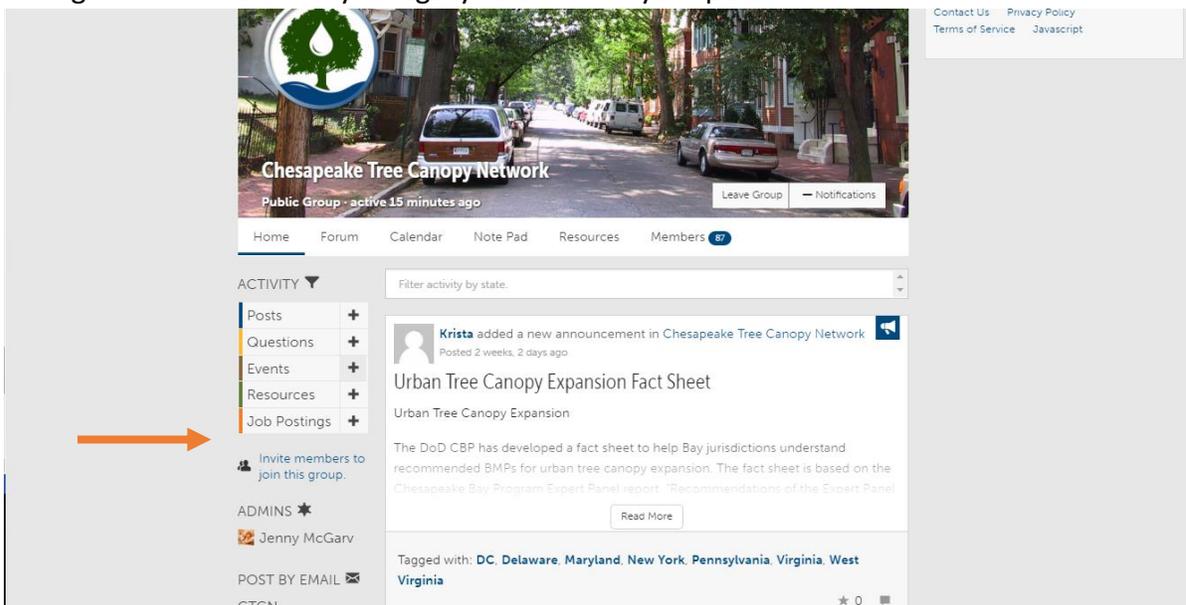


- As a new member of the Chesapeake Tree Canopy Network group, you will automatically receive a weekly summary digest of newly posted topics of the week. To change how you want to read this group, go to “—Notifications” on the Chesapeake Tree Canopy Network group page. You may then select how you would like to receive future post notifications.



## Posting to the Chesapeake Tree Canopy Network Group

- To post to Chesapeake Tree Canopy Network Group, go to the Chesapeake Tree Canopy Network Group page. In the side bar on the left hand side of the page, select the plus sign next to the activity category relevant for your post.



2. Follow prompts to compose your message and select “Next”.

The screenshot shows the 'Add Event' form on the Chesapeake Network website. The page title is 'Add Event' and the sub-header is '2. Compose your message'. The form includes the following fields and options:

- Event Title (Required):** Webinar: Citizen Monitoring Training Toolkit, 3/21 12 PM EST
- Date (Required):** 2017-03-21
- Time:** 12 :00 pm
- Location:** Enter a location
- Show Map?**
- Description (Required):** A rich text editor with a toolbar. The content includes:
  - Webinar: Citizen Tree Monitoring Training Toolkit**
  - Penn State Extension Community Forestry Management Monthly Webinar Series
  - Tuesday, March 21, 2017, 12 PM – 1 PM (Eastern Time)**
  - Monitoring the survival and growth of tree planting projects is critical to evaluate their performance. In this

Navigation buttons: 'Go Back' and 'Next'.

3. Select the “Chesapeake Tree Canopy Network” as the group to add your post and select whether you would like your post to be emailed to the members or not. You may also tag your post to relevant states. Once finished specifying the group, tag, and share preferences for your post, select “Save & Share”.

The screenshot shows the 'Add Event' form on the Chesapeake Network website. The page title is 'Add Event' and the sub-header is '3. Group, tag & share your message'. The form includes the following fields and options:

- Add to:** Chesapeake Network and Chesapeake Tree Canopy Ne... (selected)
- Tag Your Event:** Tagging will help ensure your Event is delivered to those who want to see it. Click each tag that is relevant to your post.
  - States:** DC, Delaware, Maryland, New York, Pennsylvania (selected), Virginia, West Virginia
- Email Options:** After saving your Event, would you like to notify members via email of your announcement?
  - Don't send an email. (selected)
  - Yes! Send an email.

Navigation buttons: 'Go Back' and 'Save & Share'.

## Chesapeake Tree Canopy Network Group FAQs

***I just posted to the Chesapeake Tree Canopy Network Group. Will my post automatically be visible to everyone on the Chesapeake Network?***

No, a post to the Chesapeake Tree Canopy Network will not automatically be posted to the Chesapeake Network. If you would like your post to go to the Chesapeake Network you must select the Chesapeake Network as the group to add your post to when composing your message.

***If I send out a message on the Chesapeake Network, will everyone in the Chesapeake Tree Canopy Network group receive it, as well?***

Yes, by signing up for the Chesapeake Network, you are automatically added to the Chesapeake Network group and will receive email alerts to new posts on the Chesapeake Network.

***I want my post emailed to the entire Chesapeake Network, but I also want it to show up in the RSS feed for the Chesapeake Tree Canopy Network Group. How can I do that?***

Unfortunately, you cannot post a message to Chesapeake Network and Chesapeake Tree Canopy Network at the same time. However, you can first post to the Chesapeake Network group and select “Yes! Send an email” as your email preference. After successfully posting to the Chesapeake Network, you may repost this same message to the Chesapeake Tree Canopy Network, but select, “Don’t Send an Email”. This will add your event to the Chesapeake Tree Canopy Network RSS Feed, but will not send out a duplicate email to the group members.

***I only want to be part of the Chesapeake Tree Canopy Network group. Can I remove myself off the mailing list for the Chesapeake Network, and only receive emails for posts to the Chesapeake Tree Canopy Network Group?***

You can specify your email subscription preferences to the general Chesapeake Network group postings. From the Chesapeake Network homepage, select Chesapeake Network from the section “My Groups” in the left sidebar. On the Chesapeake Network group page, select the button “—Notifications”. To elect to not receive emails from the general Chesapeake Network, select “No Email” and save settings.

***If I tag a specific state when posting a message, will that mean members may not see my message if they are not from that state or elected not to receive messages from that state?***

The state tags are a sorting tool for the web only. Members cannot specify states to receive emails regarding, and so all members of the Chesapeake Tree Canopy Network group will see your message, regardless of how you tagged your post.

***I just successfully posted a message to the Chesapeake Tree Canopy Network Group, but it has not shown up yet on the RSS feed. What's the hold up?***

All messages must be approved by the group administrator before they are ultimately posted. We will approve your message in a timely fashion, but please be patient!

***I just successfully posted a message to the Chesapeake Tree Canopy Network Group. My post has shown up in the RSS feed, but I haven't received an email yet. What's the hold up?***

First, be sure that you elected "Yes! Send an email" when posting your message. Second, check your group notification settings. You may do so by going to the Chesapeake Tree Canopy Network group page and selecting the button "—Notifications". When you join the group, you automatically are signed up to receive weekly summary emails. If you prefer to receive emails in real time, select "All Email" and save settings.