

# Market Towns Network User guide

This user guide describes how you can make the most of The Market Towns Network.

[www.market-towns.net](http://www.market-towns.net)

**What the network offers** This network allows you to exchange information and ideas, seek and give advice and discuss a range of issues that affect market towns. This is achieved through a range of tools.

**These include:**



The home page introduces you to the contents and services of the learning network and shows you how to gain access to all the main functions.



In this section you can update your personal details. Joining the members directory means that you can always be updated with information on specific subjects that interest you.



These forums allow you to take part in discussions or conversations with other network members on various topics. You can join in existing discussions or start new “threads” to online conversations. You can also attach and upload documents for others to read.



This section provides the latest news and developments and highlights future events.



This section allows you to search for documents on particular subjects. You can share your documents with other network members by uploading them to the network’s library.



Eight regional groups give you information, advice and the opportunity to join online discussion forums about issues affecting your region.

**Using these functions is straightforward. Just follow these step-by-step instructions.**



To return to the homepage click the **Home** button. This can be found on the left hand side of the toolbar which runs horizontally across the top of your screen.



Your profile details will remain confidential. However, by joining the Network Members Directory you can state the details and interests you want to share with other network members.

**To update or change your details in My Profile:**

1. From the homepage, go to **Get updated** in the pale blue vertical box on the right hand side of your screen.
2. Click on **amend your profile** and fill in the online form.
3. When finished, select **Update profile**.

**To share my information and interest with others:**

1. Follow steps 1-3 as above, then fill in the boxes which appear underneath the section entitled **Network Members Directory**.
2. When finished, click **Update** profile.



## Discussion Forums

From the home page click on the **Discussions** section of the toolbar. A new Discussion Forum page will appear. Click on one of the discussion topics you wish to join.

### To read or take part in an existing discussion:

1. Click on the discussion that you wish to read or respond to and then click on **Reply**.
2. Type your response in the **Comment box**.
3. When finished, click on **Submit**.

### To start a new discussion:

1. Click on **Start a new Discussion**.
2. Type a brief description in the **Subject** box.
3. Type your contribution in the **Comment** box.
4. When finished, click **Submit**.

### To attach or upload a document or file:

1. Follow the steps outlined above to describe starting a new discussion. Click on **Attach a file to this comment**. This appears below the comment box.
2. Click on **Submit**.
3. A new page appears. Click on the **Browse** button and then select the document from your computer or disk. Ideally, this will be less than two megabytes in size. In the **Short description box** briefly describe the contents of the document or file.
4. If you wish attach or upload another document or file tick the box called **Upload additional files**.
5. When finished, click the **Upload** button.



## News and Events

From the home page place your cursor over the **Latest** button on the toolbar:

### Choose one of the four options which appear in the drop down box. These are:

- Latest announcements – for news and developments as they happen.
- Latest events – what's happening and where it's taking place.
- My News – for news and developments in your specific areas of interest.
- Latest Newswires – to find archived information and newsletters.



## Search and Upload documents

You can add documents to the network's library and carry out detailed information searches.

### To search documents:

1. Place your cursor over **Resources** on the toolbar. A drop down box will appear. Click on **Search documents**.
2. You can search documents by using one or more of the following options:
  - a. Search by **Title** or **Author**.
  - b. Search by using keywords in the **Synopsis** box.
  - c. Search by ticking the categories under which the document could be found.
3. Click on the **Search** button.
4. All the documents which fit the criteria you have selected will be listed. Click on the ones you wish to view or read.

### To add documents to the library:

1. Select **Add a document**. This is in the pale blue box on the right hand side of the home page.
2. Fill in the **Document title** and **Author** boxes.
3. Select the **Category** under which your document should be found.
4. Under **Synopsis** use keywords to describe the document. (i.e. 'healthcheck' or 'research').
5. Select the **Language** of the document from the drop down box.
6. Click the **Browse** button to locate the document from your computer.
7. When finished, select **Submit**.



## Regional Groups

Place your cursor over **Regional Groups** on the horizontal toolbar. A drop down box will appear. Click on the regional group you want to enter.

### Once you have entered a regional group you can share information and debate issues with other members in a number of ways. These are listed on the right hand side of your page. These include:

- a. **Forum Facilitator** for help and assistance.
- b. **Discussion Forums** to discuss views and exchange ideas.
- c. **We want your News** to share news and information.
- d. **Add a document** to share your document with others.
- e. **Get Updated** to change your details and profile.
- f. **Technical Help** for technical questions.