Nature Rocks Texas Cheat Sheet:
http://www.naturerockstexas.org

Creating an Account:
1. Fill in all the boxes of the "*Create a Partner Account*."
   Make sure you write down the email address and password you chose.
2. An email will be sent to the regional or state web admin to verify your organization.
3. You will get an email back once your account is approved.

Editing Your Partner Profile:

1. Log in. Your user name is your email address.
2. You can use the temporary password that was emailed to you, but will need to create a new password and write it down here_____ or somewhere safe.
3. Only one account per email can be set up.
4. Click on "*My Account*"
   a. Edit your organization or personal account.
   b. Make sure your address, phone number, description, logo are how you want them.
   c. Hit "*Save*" when you have finished.
5. Click on the green "Administration" button.
6. Click on "*Create Content*" to add an Activity or Green Space.

Adding an Activity:

1. Follow the step-by-step fields to add an event, activity or program that is nature-based for children or families.
2. Then choosing from the dropdown menu for "*Things to do*" only chose the types of things you will have participants be doing during your event.
   a. For example during a Nature Walk you might be hiking, watching wildlife, having an educational program and stop for a picnic.
   b. Each field you pick will show up with a coinciding icon that will help families understand what they can expect during that event.
3. You will be asked to put in your web address twice- please fill in both fields.
4. If you have a valid address (not a PO Box) then you don't need to put in a GPS location.
5. Make sure you put in a phone number.
6. Your description should be catchy, short and to the point.
7. You can select what ages are okay for that activity.
8. It is perfectly fin for your event to have a fee.
   a. Select from the drop down menu to chose what type of fee applies if any.
   b. Include something in the description about the fees.
9. Filling in the date and time:
   a. If it is a one time event- just fill in the time and date.
      i. If it repeats, chose the day that it starts on, chose the time it starts, and the time it ends on that day.
      ii. Chose repeats

      iii.   Then select from the menu to indicate if it repeats, daily, weekly, monthly ect…

      iv.   You can stop the repetition on a certain date or after a number of times.

10. Make sure you include a photo that is 2mb or smaller. You can use www.picmonkey.com to edit photos to a smaller size for web use.
11. Hit *"Preview"* to review your work.
12. Then hit *"Save."* Once you have saved an activity, you can always go back to edit it.
13. Saved content is under *"Content List."*

Adding a Green Space:

1. At the admin Dashboard, click on *"Create Content."*
2. Click on *"Green Space."*
3. A green space can be a park, nature center, zoo, wildlife management area, schoolyard that allows public access or has a public space, botanical garden or community garden.
4. Fill in the fields as prompted.
5. Amenities are the physical features of the space.
6. Things to do- covers the types of activities visitors can do while they are there.
7. Make sure you put in a physical address and not a PO Box.
8. Your description should be informative, but not too long. Give families a reason to visit.
9. Hit Preview to check your work, then hit *"Save."*

Social Media:

You can instantly share your event on social media! After you have added an activity, go to *"Home,"* click on *"Play,"* find your activity, and then hit the *"Share"* button below the When and Where field. You can choose from about 20 social media options to share it on.

You can also send your friends or work associates an email with the link and they can share it on their social media choices.

Remember:

When you contribute your activities, programs, events and green spaces on Nature Rocks Texas websites you are giving families choices about where to go and what to do that is nature-based, healthy and fun.

Thank you for being part of the Nature Rocks Texas community!

You can also watch the step-by-step videos at
http://texaschildreninnature.org/nature-rocks-texas