



INSTRUCTIONS TO NEW USERS:

Congratulations to you for becoming part of the Meaningful Movies network! The information below is a guide through this process and setting up your Meaningful Movies Group.

The information below will establish your Group Page on the Meaningful Movies webpage (<http://meaningfulmovies.org>). It will also identify your Group Administrator(s), enroll Members, and grant access to the Dashboard and Forums sides of the site, allow you to upload events, and give you access to the internal messaging system.

Your group will be listed under 'Find A Group' & located on the web map (<http://meaningfulmovies.org/events/locations/>), and your Events will be displayed on the Meaningful Movies Front Page.

STEPS:

1. For general information, please read all the sections on the website under "About Us", (<http://www.meaningfulmovies.org/about/>)
2. For specifics about starting a Meaningful Movies Group, please read all the sections under "Start A Group", (<http://www.meaningfulmovies.org/start-a-group/>).
3. Complete the online Application located on the menu at the end of the "Start A Group" section. Note that this includes accepting our "Participation Agreement", (<http://meaningfulmovies.org/start-a-group/application/meaningful-movies-participation-agreement/>). Please read these carefully.
4. Provide the information requested listed under "Your Group Page Information", below. We will use this to set up your Group Page for you.
5. A Username & Password will be automatically generated and sent to you which you will use later to access the Dashboard and Forums.
6. Carefully review the Group Page that we set up for you, and let us know of any changes needed. Password is not needed to view your Group Page. Go to: <http://meaningfulmovies.org/events/locations/>, and you'll see your location on the map. Scroll down further on the page to find your Group listed. Click on "Group Page" beneath your Group Name.
7. Take a look at "Navigating the Dashboard and Forums", [In Development], and spend some time orienting yourself to the password side of the site.
8. Please read the document "MMP WEBSITE RULES OF THE ROAD" <http://www.meaningfulmovies.org/wp-content/uploads/2015/03/MMP-WEBSITE-RULES-OF-THE-ROAD.pdf>.
9. To upload your events, follow the instruction in "UPLOADING_NEW_EVENTS", located here: <http://meaningfulmovies.org/wp-content/uploads/2015/10/UPLOADING-NEW-EVENTS-10-04-15.pdf>.
10. Those are the basics.

Meaningful Movies Application & Participation Agreement:

In addition to the info needed below to complete the Group Page setup, we'll need a completed Meaningful Movies Application (online). This is found on the website under "Start A Group" >> "Application" (or <http://meaningfulmovies.org/start-a-group/application/>). It includes agreement to the "MEANINGFUL MOVIES PARTICIPATION AGREEMENT" which can be found at (<http://meaningfulmovies.org/start-a-group/application/meaningful-movies-participation-agreement/>).

This is a straightforward document with what we feel contains very modest requests. Its intent is to be very clear about expectations for participation; and to protect the Meaningful Movies Project, the name "Meaningful Movies", and each one of us, from outside organizations and individuals that might not share our common values. We organize as horizontally as

we can. There's no intention of profiting, franchising, et al., we're all volunteers; but everyone in the network has put much time and energy into this work and it's important to protect it. Please review, and if there are any issues or clarifications needed (...or if you have suggestions) please let us know and we'll be glad to discuss.

Your Group Page Information:

(All information is required, unless noted below - please send electronically)

1. Official name of your group. (e.g., Kirkland Meaningful Movies, or Meaningful Movies in Kirkland.)
 - Note, all Participants agree to use the name "Meaningful Movies" within their name identity and promotional materials to build more awareness of this concept and its opportunities for others.
2. Group Description, ~15 words or so. (e.g., "Films + Discussion on the 3rd Sat evening of each month, open to the public, admission by donation (no one refused entry)" (specifics on times & dates can be added later if unknown at this time)
3. Longer group description (~50 words): You can see an example at <http://meaningfulmovies.org/neighborhoods/wallingford-meaningful-movies/>, "WALLINGFORD MEANINGFUL...")
4. Venue location:
 - Street Address (including place name if relevant, (e.g., XYZ community Center, 123 Main St.)
 - City
 - Town
 - Zip
5. Facebook page url (if this isn't available, it can be added later)
6. Primary contact person (Group Administrator) for the group:
 - Name
 - Mailing address
 - Phone #(s)
 - Email(s)
7. General contact info for Group:
 - Mailing address
 - Contact email (this address will be publicly listed on the website as your primary contact)
8. Additional Group Administrators (in addition to the primary contact person above):

"Group Admins" have permission to upload events to your group page and the website, in contrast to "Members", who only have access to the Forums and messaging. Some groups delegate this function to just one individual to upload and keep all event & group info current. Others spread this out to multiple members. This is your group's choice, and can be changed either way at a later date.

(Info is needed for each additional Group Administrator.) (These can also be added or changed later.)

 - Name
 - Mailing address
 - Phone #(s)
 - Email(s)
9. Group Members (Typically the remainder of your organizing group, who are granted access to the Forums, but not Group Admin privileges.) (These can be added or changed later, as well)
 - Name
 - Mailing address
 - Phone #(s)
 - Email(s)

When you have your first film scheduled, let us know and we'll send you instructions on how to upload film events, and assist you in the process.

It's exciting that you'll be doing this. We hope this will be a very rewarding endeavor and a lot of fun for you and your community. If there's anything we can help with, please let us know. Thanks again!