



Member Guide

... to Commons Communities' online interface for self-organizing shared Trips to larger nearby towns and cities, posting Classified Ads, and more!

The Commons Communities online platform is designed to help rural folks self-organize to save \$\$\$ and CO₂, while strengthening their broader community.

Several Members have asked for this Guide/Manual, to help you get the most out of Commons Communities.

Let your Commons Admin know if you have specific questions. They can be reached easily once logged in.

1. Header Navigation
2. Dashboard
3. Notifications: Internal, by Email, and SMS/Text
4. Trip Types and Trip Icons
5. Trip Chat: the heart of self-organizing
6. Personalizing your Commons Communities
7. Further Resources

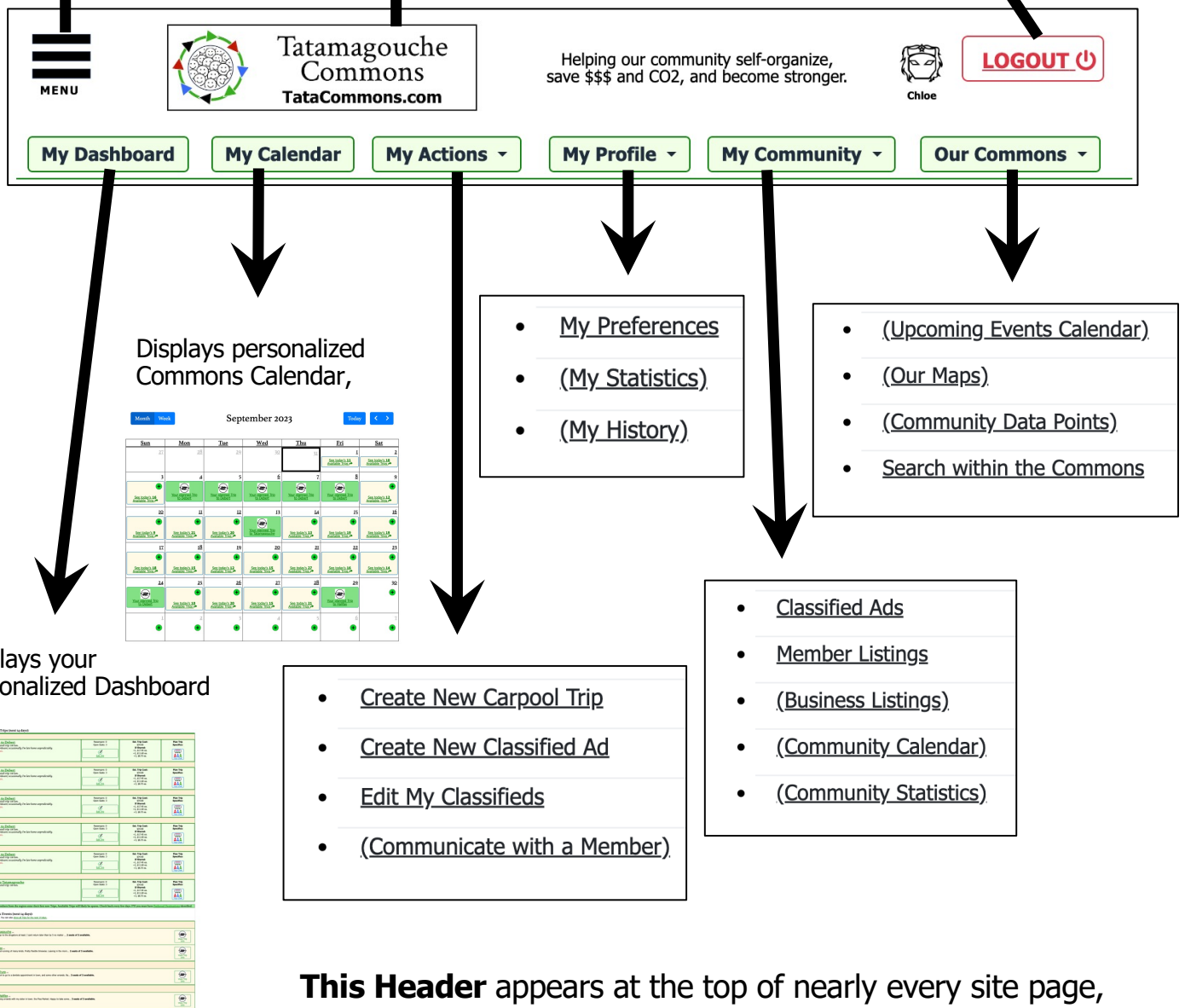


Header

Dropdown Menu, and Full Listing of info pages.

Links to the Commons home page

Logout (if you're on a public computer). Login stays active for two weeks to keep things simple.



This Header appears at the top of nearly every site page, allowing you to predictably navigate the Commons, find your way back, drill down, or get context.

Dashboard

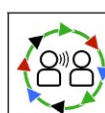
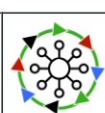

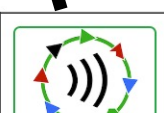





Displays communications waiting for your attention, with links.

Displays Classified Ads information – and links to the wider Classifieds

Lets you easily post a Classified Ad from the Dashboard.

See a variety of Help options.

Send a message to the Commons Admin.

 <p>COMMUNICATIONS: * 1 Notifications * 5 New Messages * 9 New Announcements</p>	 <p>CLASSIFIED ADS: * 22 Recent Ads: -- 5 in ABC, 2 in DEF, 6 in MNO, etc.</p>		 <p>FEEDBACK</p>	 <p>HELP</p>
 <p>CARPOOLING: * My 4 Scheduled Trips * 18 Available Trips * 7 New to New Glasgow, Pictou, Halifax, Truro, ...</p>		 <p>COMMUNITY: * NN Members * More than 000 Kg of CO2 saved * 150+ Local Businesses</p>	<p>Search:</p> <input type="text"/> <input type="button" value="GO"/>	
<p> Your last shared Trip was on Jan 03, from Tatamagouche to Pictou, with Jake. You can Favorite or Not any Traveler, for future reference.</p>				

If you "Favorite" your last travel companion, we will later be able to highlight Trips with your favorite people. (Nobody else sees this designation, btw).

Member listings let you Communicate directly with any Commons Member. Confirm their Member info, read what they

Commons Search is simple, its result segmented, and is surprisingly powerful. Try it!

Provides details about your upcoming and available Trips, for Carpooling to common destinations.

Lets you easily post a Carpool Trip from your Dashboard.

In a Commons version of a "Local Yellow Pages," local businesses can edit and update their listings. Members can quickly locate phone numbers and contact info about the Business Members.

This **Dashboard** appears next, above Carpool listings, and serves as your personal "home page" for the Commons, proving a snapshot of what's happening.

**COMMUNICATIONS:**

- * **1** Notifications
- * 5 New Messages
- * 9 New Announcements

Communications

Commons Internal Messages, Notifications, & Announcements.

- Member to Member **Messaging**, like Q&As from other Members about Carpool Trips, or Classified Ads, services, upcoming plans, and the like – are kept within the site. This is not email – but rather private messaging between every Member of the Commons community.
- **Notifications** can be a change of some kind, or a reminder you requested, or an option (like “Favorite or not”), or an Alert; they are messages from the Commons to you about your own events within the system.
- **Announcements** are generally about the Commons itself, or about the community behind it.

Commons External Notifications: Emails & SMS Text Messages

Currently, the Commons sends personalized messages to each member via email, and uses SMS only by the request of the Member.

The Weekly Commons Email



Once a week, we send you a personalized overview of your upcoming Carpool Trips, available Trips, recent new Classified Ads, and upcoming Events. It’s a lot like having your Member Dashboard arriving in your email, but more text-y. Receiving these emails is a requirement for Membership. The only way to “opt out” of these emails is to deactivate your account (in “My Profile” in the Header).

Carpool Trip-associated Emails

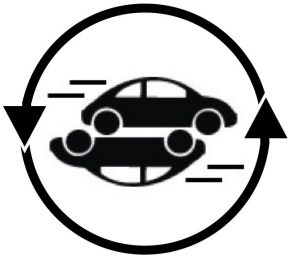
- a) We send an email when someone Joins any Trip you have planned and posted, or if there is a drastic change of some kind (a passenger drops out, a Driver cancels, or something else). If you choose, we can SMS/Text your phone for any of these.
- b) On the day before any Trip’s departure, we email each Traveler, specifying the Driver and any other Passengers, and a copy of the Trip Chat discussion the Travelers had, self-organizing that Trip. If you included your cell phone number in the Chat, it is included in that email to the other Travelers; same with your email address.
- c) Once again, only by deactivating your account can you “opt out” of these messages.

Other Emails

We will, on occasion, send out informational emails (improvements, interface changes, milestones, regional events, new supporters and sponsors, etc.) – these are infrequent, and these are easy to “opt out” of, via your Profile.

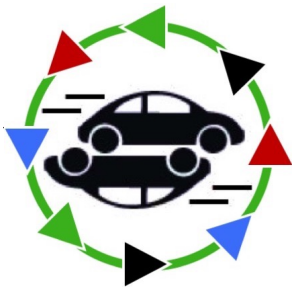
	CARPOOLING: * My 4 Scheduled Trips * 18 Available Trips * 7 New to New Glasgow, Pictou, Halifax, Truro, ...	
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Commons Carpool Trip Types



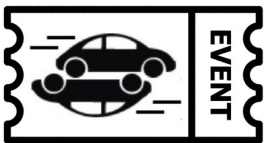
Standard Shared Trip

Errands, appointments, shopping, and return. Two to four hours in town, depending – but mostly not lingering. Meeting place, Leave time, and Return time to be arranged in the Trip Chat by all participants, led by the Driver.



Commuter Trips

The same Trip, at the same time, repeated routinely. Generally one shift long, with travel time on either side. Sometimes you stop at the store on the way home. We make it easy for the Driver to list these repeated Trips. Each day becomes an individual Trip that other commuters (and other travelers who might want to spend the day in town) can Join. Commuter carpoolers can save the most \$\$\$ and CO2!



Single Event Trips (not yet available)

A performance at a local stage. Musicians at the music hall an hour away. A hockey game at the sports pavilion, or a group rehearsal at the high school. These are Events at a particular time, on a particular date, which can be listed and made “carpoolable,” with a little twist of our system. Coming soon to the Commons!



The Heart of Self-Organizing

Members can use the Commons to share plans, share perspective, or share advice, by using its communications tools, notably Chat.

In the Commons Carpool, the “Trip Chat” can only be seen by its Trip’s Travelers, who can share contact details, meeting plans, and trip logistics, as appropriate. Remember, the Driver is not a taxi – and in-destination transit is up to each Traveler to arrange.


In the Commons Classifieds, Chat can be seen by everyone allows Members to respond to a posted Ad, or to announcements public conversation about the posted Ad (or announcement, or notices, or other activities).

Use Chat when others are involved in a shared item; use Commons Messaging when directly communicating with another Member.

Note: This information is never intentionally made available on the general public Internet.


One-click information pasting makes it easy to provide info.

The Trip Chat record is sent one day ahead of the Trip departure, to every Traveler. This can let everyone easily have shared cell numbers, available in an email.







Trip Chat

Monday, September 11
Tatamagouche to New Glasgow
 Leaving around 12:00 pm.
 Errand-running of many kinds. Pretty flexible timewise.
 Only want one or two passengers.



You are the Driver
[Edit Trip](#)

Reminder: Only the Travelers on this Trip can see its Chats (currently: Rush, Dilly, Kiley).

 Kiley Ford	Hi this sounds good. I'm Kiley Ford, 902-111-1234. See you then -- and glad to know nobody but us (and the admins) can see our chatter!	⌚ Today 14:17 PM
 Adelyn Griffin	oh cool, thanks. That sounds fine. I'm at 902-111-1234 and adelyn.griffin@demo.demo.	⌚ Today 14:13 PM
 Nora Rush	Hi Adelyn -- this is Rush. That's fine. Let's meet at Foodland's side-back parking lot, noonish? I'm at 902-111-1234 and nora.rush@ruralcarpool.com.	⌚ Today 14:09 PM
 Adelyn Griffin	I'm only going halfway -- I'll meet someone there -- but I'll pay for the seat both ways. Thanks!, This is Adelyn Griffin.	⌚ Sat, June 10 14:44 PM



Personalizing

Your Commons Identity

Useful Personal Information (not required):

Male/Female/No Answer:	Female <small>May affect the filtering of Trips requesting "Men Only/Women Only" for you. Not required.</small>
Age Range:	16-25 <small>Generational pull-down, 16-25, 25-40, 45-60, 60+</small>
Brief Biography:	Most of my days I'm a Farrower. Mostly love it. Much better than my old job of office aide. Days off I enjoy Creative
Require Confirmation for Joiners?	No

Destinations:

- ☒ Halifax
- ☒ Truro
- ☒ New Glasgow
- ☒ Pictou
- ☐ Tatamagouche
- ☐ River John
- ☐ Pugwash
- ☐ Debert

"Site Handle": Rush

Your Commons public name.


Your chosen Destinations will filter what is displayed in your Dashboard's "Available Trips." Of course, you can always search for Trips to other Destinations, using the Commons Search.

Your Personal data points can be held private, or made open to your Commons Communities regional community, at your choice. Such information is **never intentionally made fully public on the Internet.**

Traveler Preferences

Once a Trip is completed, you can make a private vote about each Traveler. We then can remind you of your favorites, on future Trips. NOT PUBLIC information. Default is "Satisfactory." Not required.

This information is NOT public, and is visible only to you and the Hub admin. Your votes are used by Rural Carpool to personalize your Available Trips lists, both online and in your Wednesday emails.

 **Mary**
Driver


☐ Favorite
☒ Satisfactory
☐ No thanks

g 30: Tatamagouche to Truro

"Favorite" will help pre-select Trips with friends both new and old.

"No thanks" means Trips with that Traveler will not be pre-selected for display to either of you in Available Trips lists.

Special Trip Requests:

 **Mac**

Tatamagouche to Halifax (12)
Leave around 11:00. errands. Ive been doin whi ...
Podcast played, discussion optional

As the Driver, you can request your Trip be a Women-Only Trip, a Men-Only Trip, a Mostly-Quiet Trip, a CBC-1 Trip, an only-Gaelic-speaking Trip, a Pig-Latin-Only Trip, an Only Smokers Trip, or any other restriction you would like.

Personal Choices:

Nobody is required to be a passenger in anyone's vehicle, nor to be a Driver for anyone if they are unpleasant. Anyone is allowed to cancel a Trip – but recognize that you may be causing trouble that way, in a small community.

Also: **"Masks On Inside the Car" is the expectation.** Only if everyone agrees ahead of time, in the Trip Chat, should any individual take off their mask.