

# HOW TO ...

## ACCEPT INVITATION

### ACCEPT AN INVITATION FROM AN EMAIL

Open the email invitation sent from **St. Joan of Arc Parish on The City**.

Click link at the very bottom – it may say **Sign Up for the City** or **Join This Group** or **Visit** (*the name of the group*).

NOTE: Members of The City will receive and need to accept an invitation for each group they are a member of.

You will then see this screen.

#### ◆ IF YOU ARE NEW TO THE CITY -

Create your account by filling out boxes and then click **Create My Account**.

The next screen you will be asked to Log In and enter the Login and Password you just created.


The next screen you will be asked to Accept the Terms of Use by clicking the two boxes at the very bottom of the terms. Congratulations you are a member of The City!

#### ◆ IF YOU ALREADY HAVE A CITY ACCOUNT -

Choose the 3<sup>rd</sup> option and Click **Sign in here**

## ACCOUNT SETTINGS

### SHARE AS MUCH OR AS LITTLE AS YOU LIKE

The Account Settings page is where you go to change your profile or notifications settings. On any City page, hover over the  in the right hand corner and click **Account Settings**. The tabs on this page control everything associated with your City presence and interaction.

- ◆ **Account:** Where you change the login, password, or email address associated with your account.
- ◆ **Profile:** Your basic profile information such as your profile picture, name, gender, birthday and your About Me description.
- ◆ **Family:** If you have a spouse and/or children, you may add them here. If your spouse is a City user, they must verify that you are their spouse. It's up to you as to whether or not your children display on your profile.
- ◆ **Contact Info:** Add or edit your phone number and your physical address and decide who should see that information.
- ◆ **Skills:** Provides a list of skills identified as being valuable in serving the needs of the community. Selecting skills you possess can help you get connected to service opportunities.

## EMAIL SETTINGS

- ◆ **Email** Best place to customize your email settings for each of your City groups. The 4 options are:

**Everything:** You receive an email for all new posts and responses in the group. Recommended setting for leaders or managers of a group.

**New Things: Recommended setting for participants of a group.** You receive an email at the time of the posting, and see the entire post, not just the first few lines. You will not receive email for responses of others in the group.

**Daily Digest:** Every afternoon you are sent one email that displays the first few lines of anything new in the group over the last 24 hours. This one email compiles new content for all groups you have at this setting.

**Nothing:** You receive no notifications for anything that happens in this group. You are responsible for keeping informed of group communications and activities.

## GROUPS

### SEE WHAT'S HAPPENING IN YOUR GROUP

Click **Groups**, on the left hand side, to see which groups you are a member of and click a specific Group to see what is happening in that group.

## SERVICE OPPORTUNITIES

### FIND OPPORTUNITIES TO SERVE

Click **Service Opportunities**, on the left hand side, to see needs within and outside of our community.

See a more complete description of opportunities and the contact person by clicking **more >>**

You can also Click **Called to Serve** at the top of the page to join the Called to Serve City group and receive emails when new opportunities are posted.

## MESSAGE OF POPE FRANCIS FOR THE 48TH WORLD COMMUNICATIONS DAY

“...media can help us to feel closer to one another, creating a sense of the unity of the human family which can in turn inspire solidarity and serious efforts to ensure a more dignified life for all. Good communication helps us to grow closer, to know one another better, and ultimately, to grow in unity.”

The City is St. Joan of Arc's email tool, which allows staff, ministries and parishioners to communicate more easily with each other.

The City also provides opportunities for you to grow your faith, connect with our parish and serve others.



**Invite Me!**

**REQUEST AN INVITATION TO THE CITY?**

Go to our parish website [sjasr.org](http://sjasr.org) find Our Community - The City on the right side under Quick Links. Click on the Invite Me! button. You will receive an email invitation to join the St. Joan of Arc Parish Group. Follow the directions to **ACCEPT AN INVITATION** inside this brochure.

**Invite Me!**

**HOW TO REQUEST AN INVITATION TO A GROUP IF YOU ALREADY HAVE A CITY ACCOUNT**

Log into The City and use the search bar to type in the name of the group you are looking for. Click on the name of the group to go to the group description page. From there you can click **Ask to join the group** to let the group leader know you are interested in joining the group on The City. The group leader will then contact you or send you an invitation.

OR

Click **Groups**. Scroll to the bottom of the list and Click **Search for groups**. Page through the list and click on any group to see details about the group. If this looks like a group you want to join or you are a current member of, click **Ask to join the group** to email the group leader and let them know you are interested in joining the group on The City. The group leader will then contact you or send you an invitation.

#### DID YOU KNOW?

- ◆ You can **FIND HELP** in the **CITY Help Topics** group. The first topic is **Training Sheets**. Click the title and have access to many training sheets to help with questions you may have.
- ◆ Every member will automatically be included in the **St. Joan of Arc Parish Group**. This group will keep you informed of parish wide events, announcements and faith growing opportunities.
- ◆ You can reply to posts and events by hitting **Reply** to email notifications without ever going to The City.
- ◆ Your **profile picture** helps others recognize you in real life and feel more connected.
- ◆ You may **privately message** an individual, just like email.
- ◆ Your **control circle** provides additional information and options. When in a group, you can set your notifications for the group and see other participants in the group. When in a post, you have the option to edit and delete your post.

**City Website:** [sjasr.onthecity.org](http://sjasr.onthecity.org)  
**Parish Website:** [sjasr.org](http://sjasr.org)  
**Contact on The City:** Message Kerry Fahey  
**Contact by Email:** [kfahey@sjasr.org](mailto:kfahey@sjasr.org)  
**Contact by Phone:** 925 830-0600



**GROWING IN FAITH.**

**CONNECTING.**

**SERVING.**

**EVERYDAY LIFE.**  
**EVERYDAY FAITH.**