



Finding Community with SPC

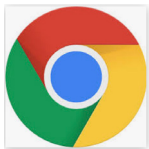
Senior Planet Community (SPC) is Senior Planet's new social engagement platform; a space where older adults can have a safe and ad-free space to make their voices heard, engage in thought-provoking discussions, and share resources with one another. The following pages give step-by-step instructions for using the site.

For more tips, check out our how-to videos at seniorplanet.org/videos/!

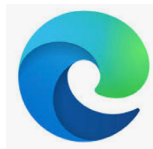
For help with the site, call our dedicated hotline: 888-479-2606.

Get Started

- 1 Click or tap on the web browser on your computer or mobile device to open it. These are the most common web browsers:



Chrome



Edge



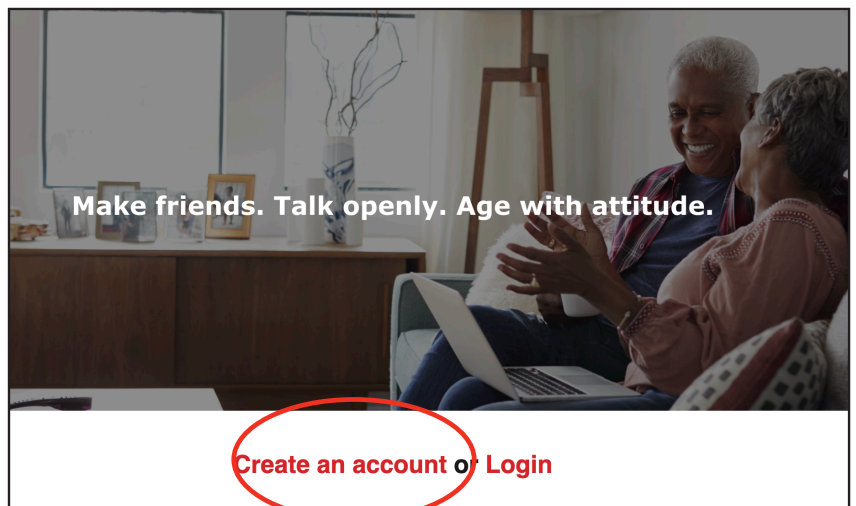
Safari



Firefox

- 2 Type community.seniorplanet.org in the web address bar and select **Enter** on the keyboard.


If this is your first time on the site, select **Create an Account**.





- 3** Enter the required information:
- Email address
 - Unique password
 - Nickname you'll use on the site
 - Your first and last name
 - Your birthday

Email

Password
 

We recommend at least: One uppercase, One lowercase and One special character

Nickname

Only use letters 'a-z', numbers '0-9', and '.', '-', '_', ' '. This will be the name displayed everywhere on the platform

First Name

Last Name

Birthday

'dd.mm.yyyy' in range [01.01.1922, 10.01.2022]

In order to see your password as you type it, select the **eye icon** to the right. This will make it easier to know what you're typing!

When your password is strong enough, the box below will turn green.

Strong

Write down your login information here:

Email:

Password:

- 4** SPC also gives you the option to give more details. You can enter them now, or choose to complete all or some of the information later on when you fill out your profile.

Current City and State (optional)

About Me (optional)

Select the red **Create Account** button. Congratulations on your new SPC account!

Create Account



Log In

1 Go to community.seniorplanet.org and choose Login.

2 On the login page, enter your email address and password and then choose **Log In**.

Change Your Password

If you've forgotten your password for SPC, you can easily create a new one!

1 Go to community.seniorplanet.org and choose Login.

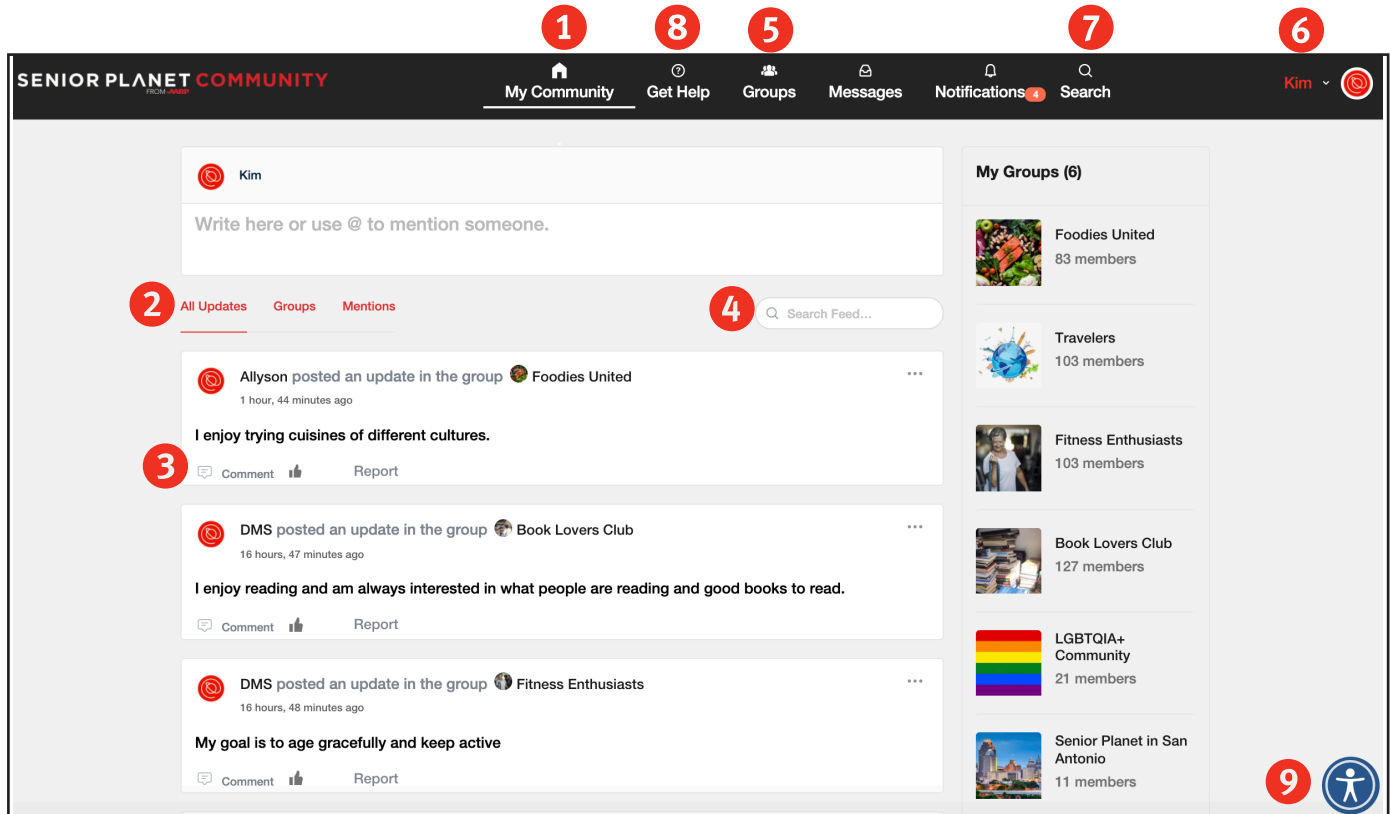
2 On the login page, select **Forgot Password?** above the red Log In button.

3 On the next page, enter the email address you used to sign up and select **Request reset link**. Check your email for instructions on how to change your password.



My Community Page

When you first sign in to SPC, you'll see your home page, called **My Community**.

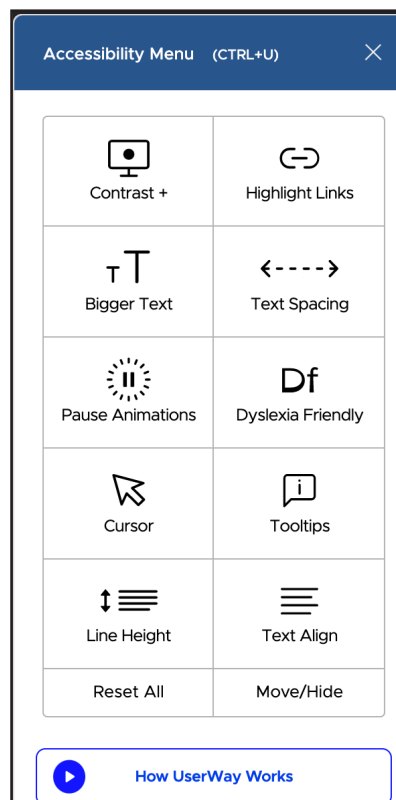


- 1 My Community:** Create posts and see other updates from other users. Return to this page any time by selecting this icon.
- 2 Feeds:** See all updates from the site, updates from your groups, and posts where you are mentioned.
- 3 Like, Comment:** Like and/or comment on other users' updates and activities.
- 4 Feed Search Bar:** Search within the update feeds available on the My Community page.



My Community Page, Cont'd

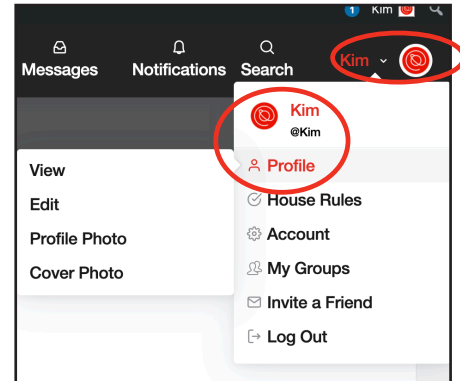
- 5 Groups:** Join groups to share information and connect with others who have your interests.
- 6 Profile:** View and change your account information, including username, privacy settings, and email notifications.
- 7 Search:** Search the entire SPC platform, including people, groups, and posts.
- 8 Get Help:** For inquiries about the site, reach out via this icon.
- 9 Accessibility:** Select this icon at anytime to see the site's accessibility features. Adjust the text size, color contrast, cursor size and more. You can also open this menu by holding down the Control key and typing U on your keyboard.





Your Profile Page

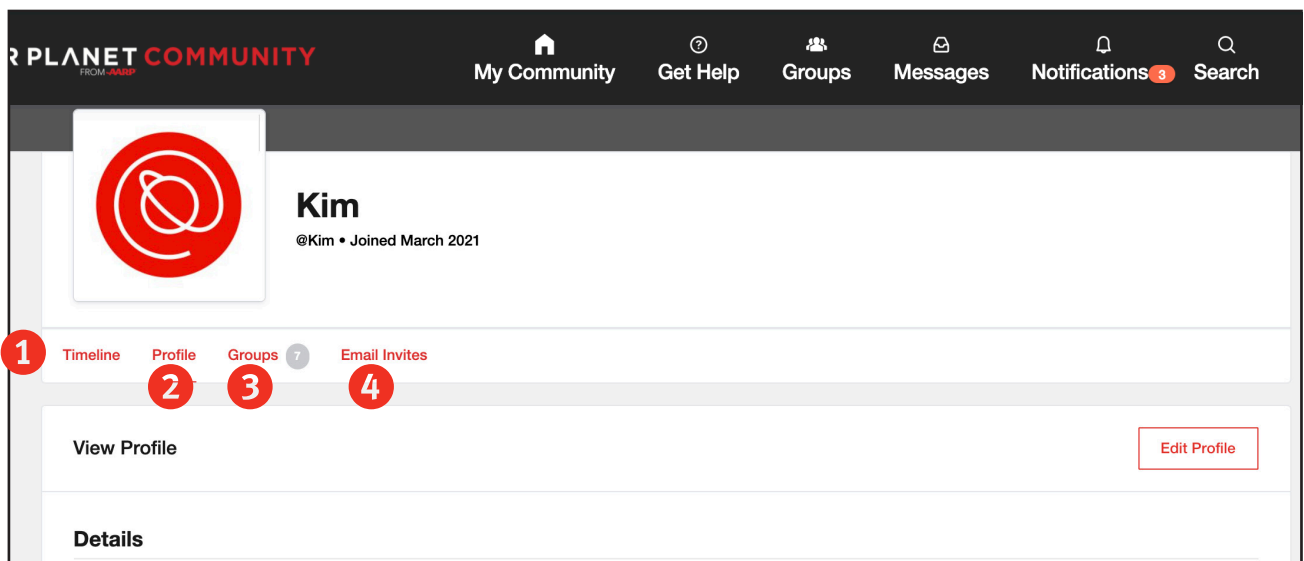
To access your personal page, select **your name in red** at the top of the screen. A menu will open. Select your name again or **Profile**.



If you're using a mobile device, you may need to select the **three horizontal lines**.



Your Profile page will look similar to the one below:

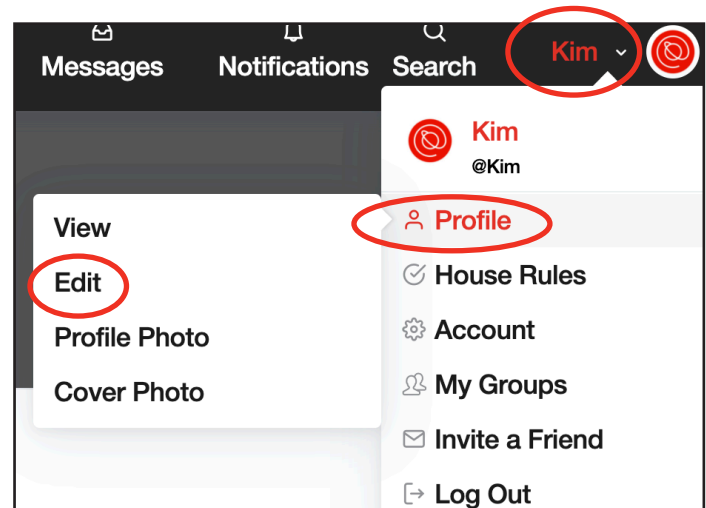


- 1 Timeline:** Select this to see three feeds: your **Personal timeline** (where all your posts appear), your **Groups timeline** (updates from all your groups in one place, and **Mentions** (an archive of any posts you've been tagged in).
- 2 Profile:** Select this to make changes to your information and photos.
- 3 Groups:** View the groups you've joined.
- 4 Email Invites:** Invite your friends to join SPC by selecting this and entering their names and email addresses!



Fill Out Your Profile Information

- 1 To customize your profile, select your **nickname** at the top of the screen. A dropdown menu will appear; from there, select **Profile** and then **Edit**.



Or from your Profile page, select the Edit Profile button on the right side.

Edit Profile

- 2 This will open your profile editing options. Scroll down the right-hand side of the screen to enter or adjust personal details.

Edit Profile

View My Profile

Edit

Profile Photo

Cover Photo

Edit "Details" Information

First Name (required)

First Name

Public [Change](#)

Last Name (required)

Last Name

Public [Change](#)

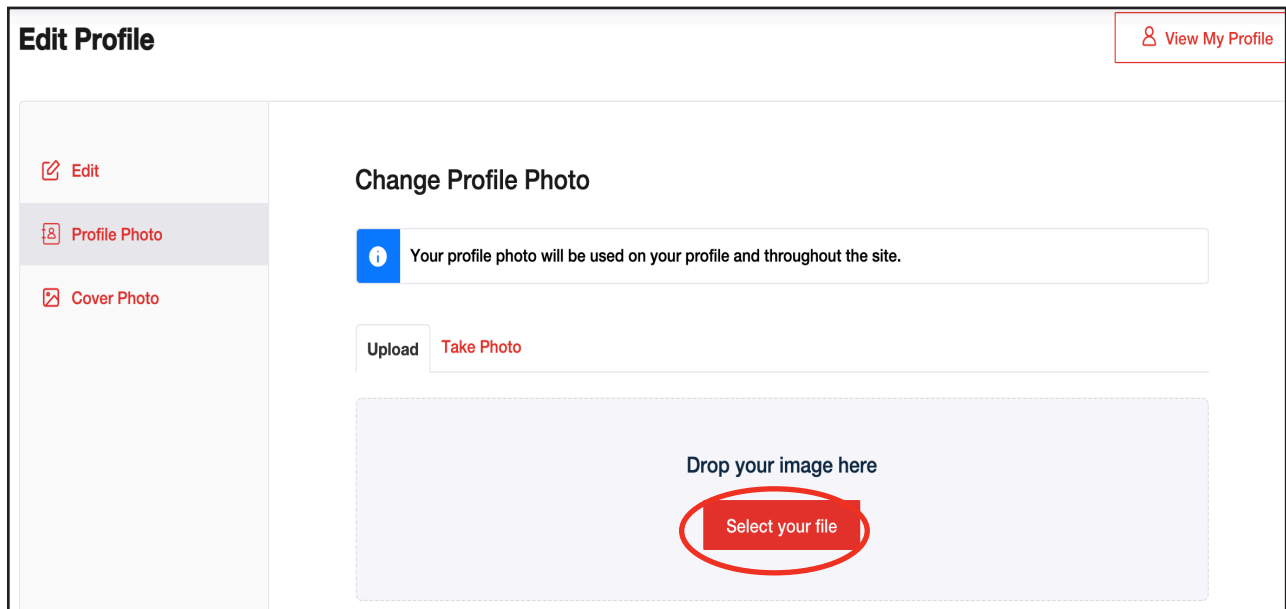
Username (required)

Tina

Public

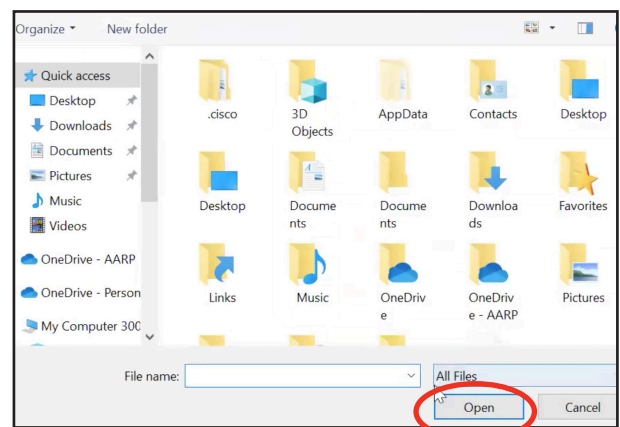


- 3 Select **Profile Photo** on the left side of the screen to add or change your profile picture. Choose **Select your file** to upload a photo from your device.

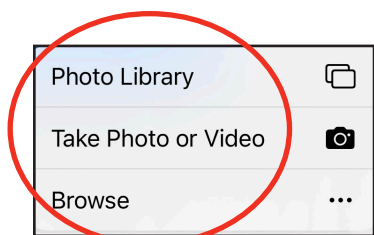


The options for uploading a picture will vary based on your device.

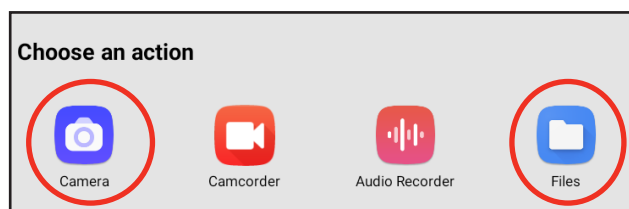
Computer: A new window will open. Find the picture that is saved to the computer and select it. Then, click **Open**.



Mobile Device: you can take a picture or search for a photo or file on your device.



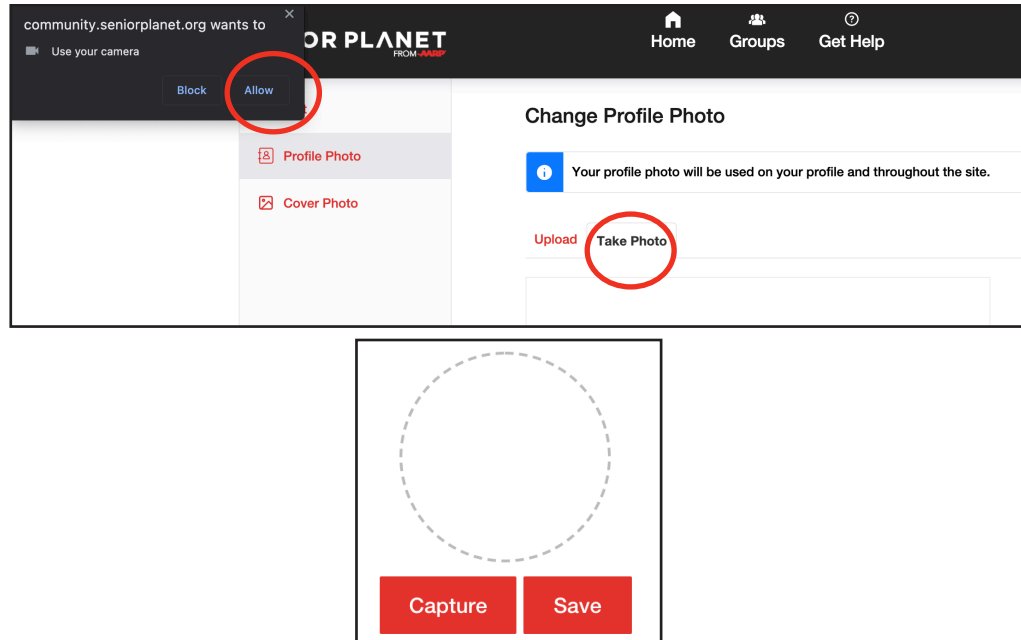
iPhone or iPad



Android device

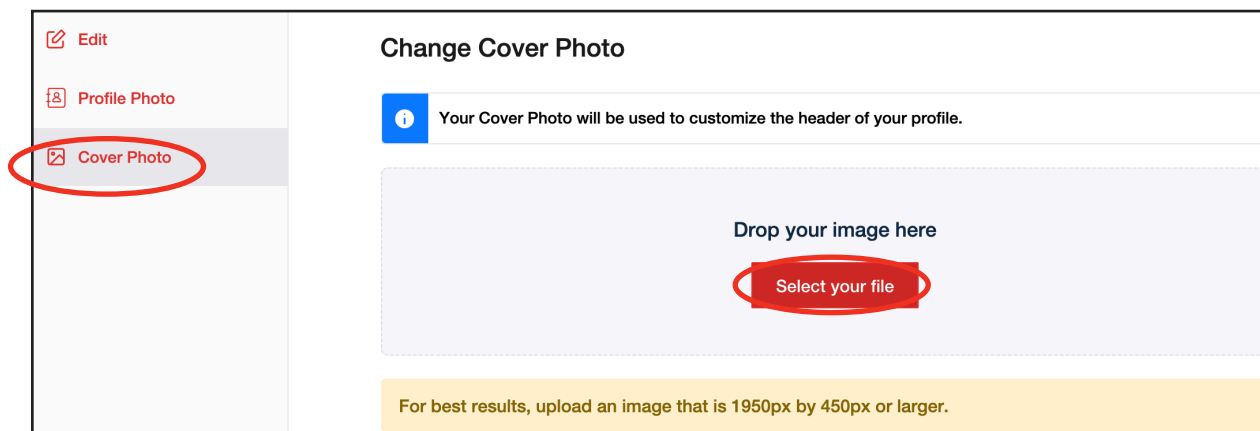


- 4 You can also take a photo on the spot by selecting **Take Photo**. SPC may ask for access to your device's camera. Choose **Allow** if asked.



Position your face in front of your device's camera. A preview of your photo will appear in the dotted circle. Select **Capture** for the camera to take a snapshot, then **Save** when you are happy with what you see.

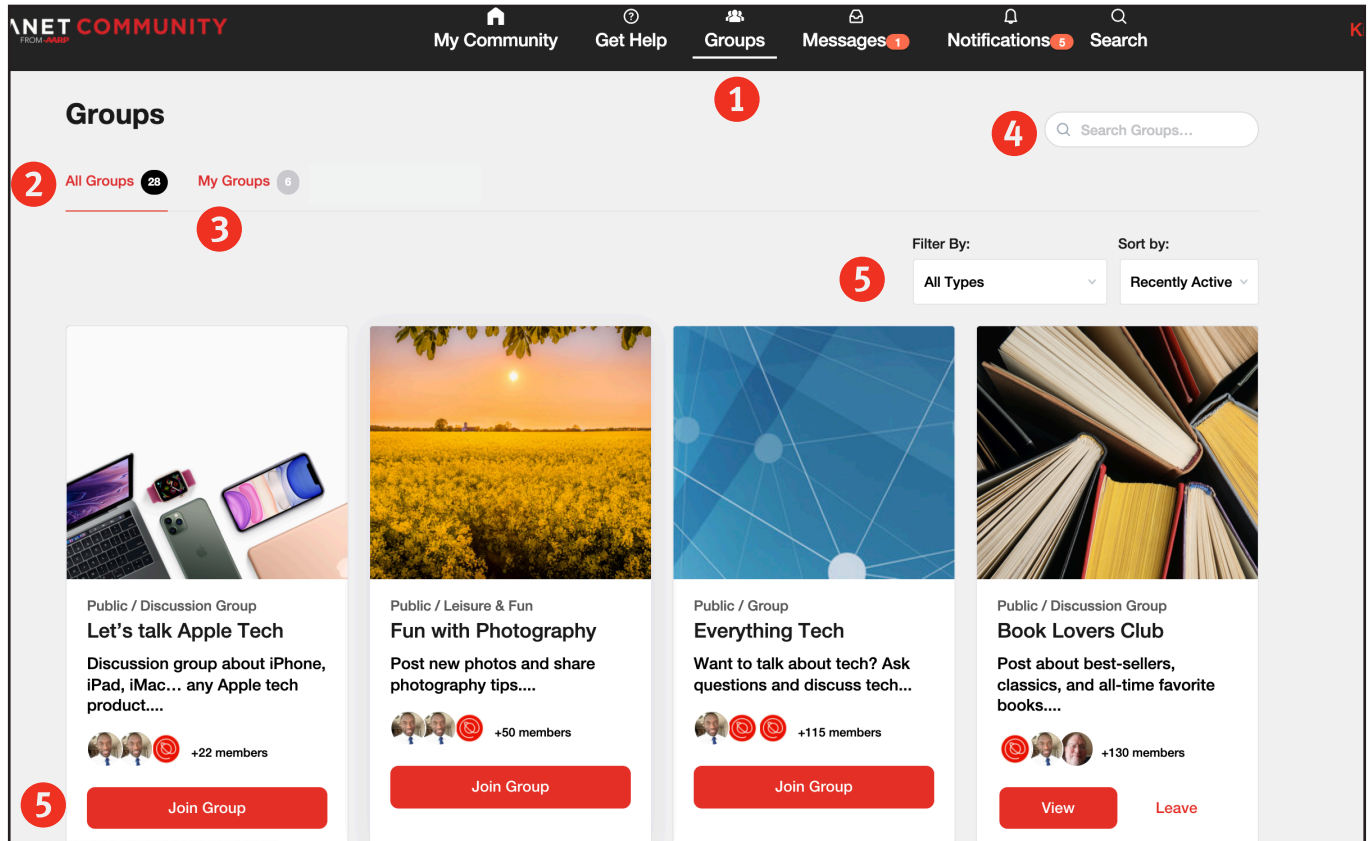
- 5 To add a cover photo to your profile select **Cover Photo** on the left side of the screen. Then choose **Select your file** and repeat the process for uploading or taking a photo.





Groups

When you select **Groups** from your header, this is what you will see:



- 1 **Groups:** Select the Groups icon to go to the Groups page.
- 2 **All Groups:** See all private and public groups that are available.
- 3 **My Groups:** See what groups you're already a part of.
- 4 **Search Groups:** Search for groups by key words.
- 5 **Filter and Sort:** Open the dropdown menus to filter your search or sort your results!
- 6 **Join group:** Select this to automatically join a public group. For private groups, you must request membership.

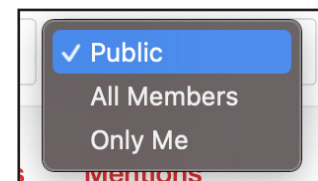
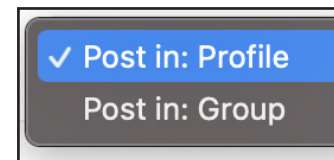


Create Posts

To get in on the conversations happening on Senior Planet Community, you can post from on your Profile, Group pages, and more! The process is the same for each location. As an example, let's look at posting on your **Profile**. Select **My Community** if you're not already there.

The screenshot shows the 'My Community' page in the Senior Planet Community app. At the top, there's a navigation bar with 'My Community', 'Get Help', 'Groups', and 'Messages'. Below this, the user's profile 'Kim' is shown. A large text box for writing the post is labeled with a red circle '1'. Below the text box, there are icons for text formatting (Aa), adding a picture, GIFs, and emojis, labeled with a red circle '2'. Below these icons, there are two dropdown menus: 'Post in: Profile' (labeled with a red circle '3') and 'Public' (labeled with a red circle '4'). To the right of these dropdowns are 'Cancel' and 'Post Update' buttons, with the 'Post Update' button labeled with a red circle '5'.

- 1 Use the text box to begin writing your post.
- 2 Change the text formatting and/or add pictures, gifs, and emojis!
- 3 Decide where you want others to see your post:
on your personal Timeline (**Profile**) or in a **Group**.
- 4 Decide who can see your post.
- 5 Select **Post Update** when you're done!



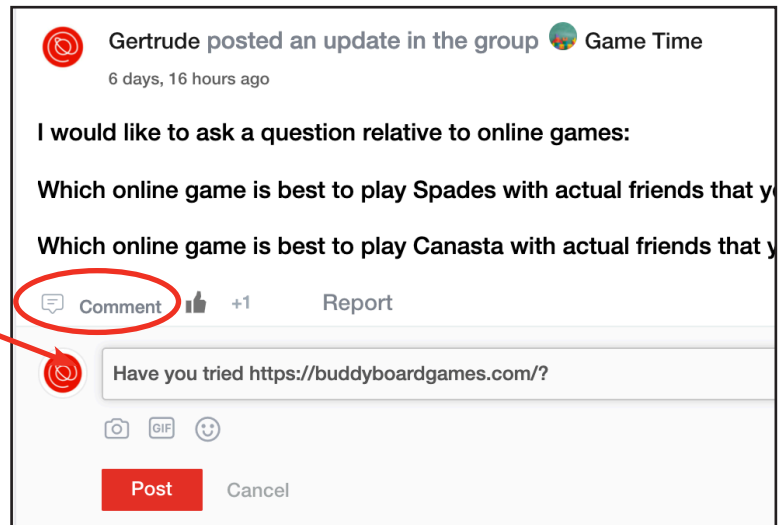


Interact with Others

SPC makes it easy to get to know and connect with other users!

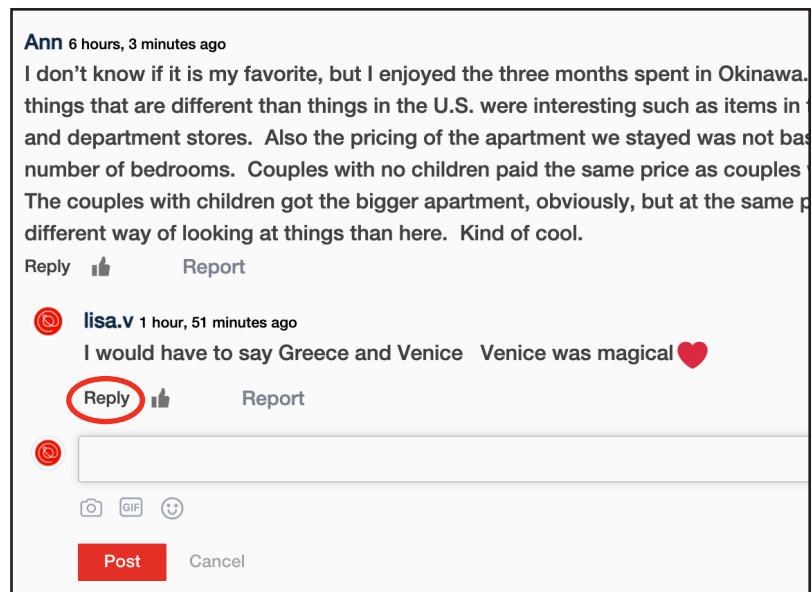
Comment:

Select **Comment** right below the post. A text box will open for your comment!



Reply to a Comment:

When users comment on others' posts or activities, you'll see an option to reply to them. Select **Reply** to keep the conversation going!



Add some fun to your posts, comments, and replies with pictures, gifs, and emojis!

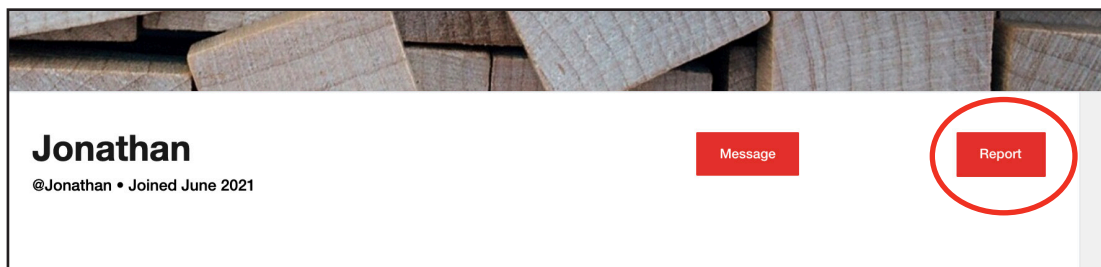
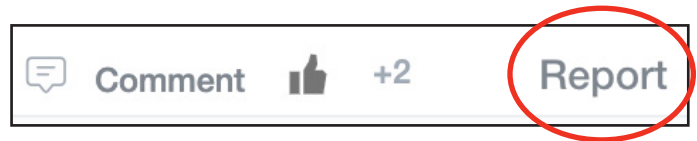




Reporting

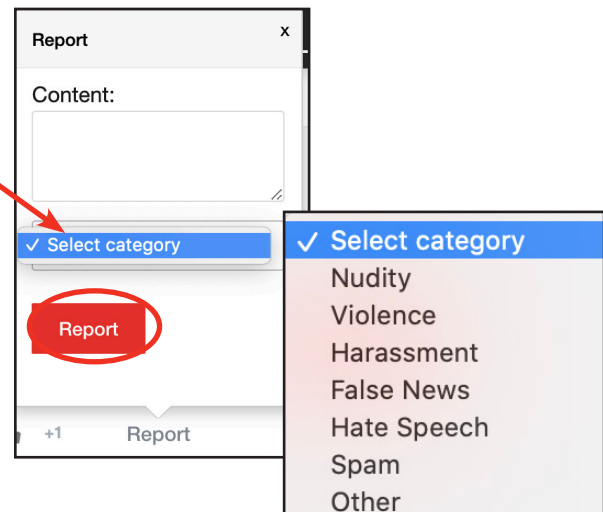
We want to make sure that Senior Planet Community is a safe and welcoming place for all older adults. Users can report content and profiles if they are abusive, hateful or do not adhere to our terms and conditions in other ways.

- 1 Simply select the **Report** option.



- 2 Explain what you are reporting in the text box and use the dropdown menu to select the appropriate category.

To submit your report, select the red **Report** button.

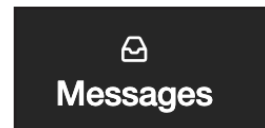


Site moderators receive reports and take necessary actions. Reporting a profile should be taken very seriously, as the profile will be suspended pending investigation.



Send and Receive Messages

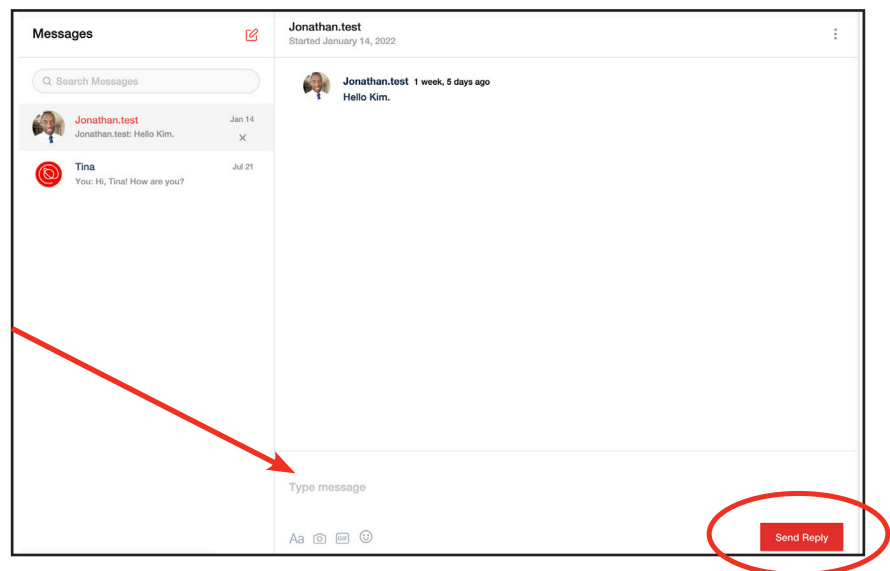
You can also send private messages to other Senior Planet Community users! Remember not to share any private, personal information over SPC.



To view or send messages, select **Messages** at the top of the screen. The Messages page will open.

Your message threads are on the left. Select any one to read it.

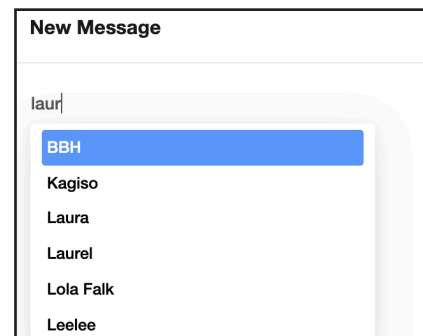
To reply, type your message in the text box and then select the red **Send Reply** button.



To write a new message to someone from inside your Messages, select the red **compose icon** at the top of the left-hand column.



A new, blank message will open. Type the recipient's name. As you type, the names of Senior Planet Community users will appear. If you see the correct name, select it!



You can also send a message to anyone from their Profile page. Select the red **Message button**!

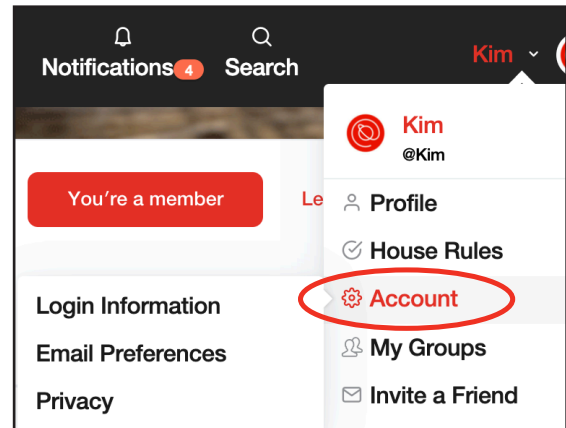




Account Settings

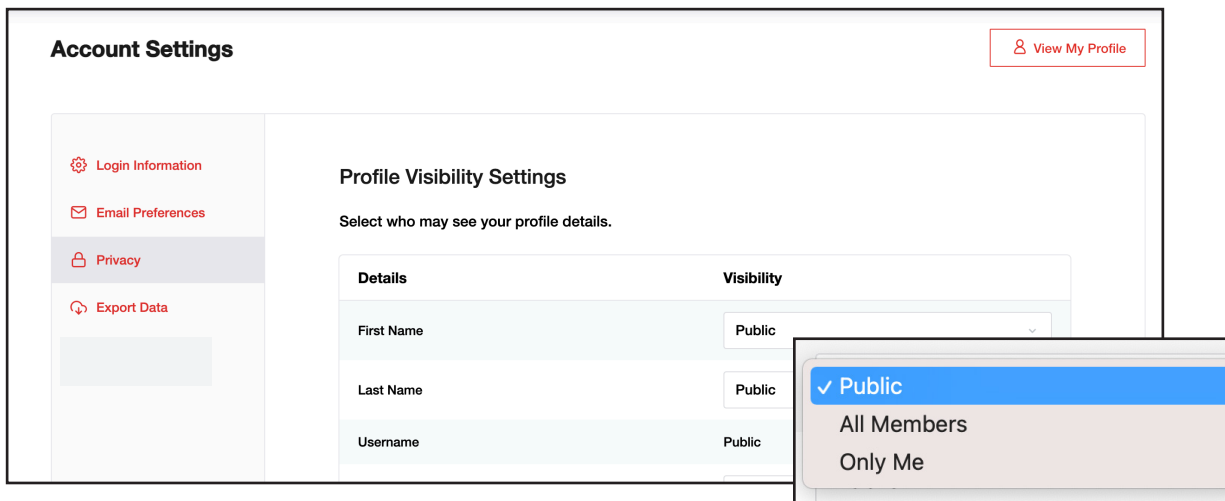
You control who sees your profile details and what email notifications you receive.

Choose **Account** from the menu under your name in the top, right corner of the screen.



Privacy

There are three visibility options: **Public**, **All Members**, and **Only Me**. Choose from the dropdown menu.



Email Preferences

Select **yes** or **no** for each type of notification.

Activity Feed	Yes	No
A member mentions you in an update using "@Kim"	<input checked="" type="radio"/>	<input type="radio"/>
A member replies to an update or comment you've posted	<input checked="" type="radio"/>	<input type="radio"/>

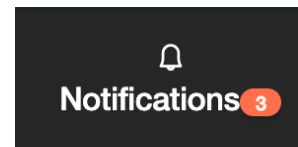
Don't forget to scroll down to the bottom of the page and select the red **Save Changes** button.

Save Changes



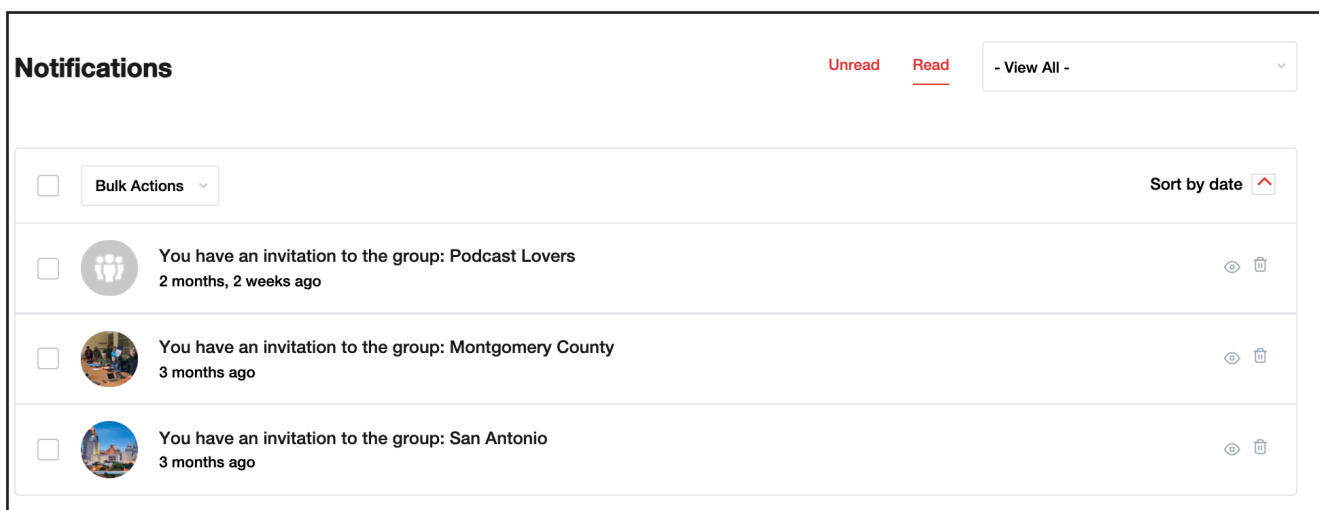
Notifications and Logging Out

To see notifications about activity related to you and your account, select **Notifications** at the top of the screen.



The red number next to the icon indicates the number of new, unread notifications.

This is an image of what the list of notifications looks like:



Unread: any new activity that you have not yet acknowledged

Read: all notices of activity related to your account

Logging Out

If you are using a shared device, don't forget to log out! Tap or click your name at the top of the screen, then select **Log Out**.

