This "cheat sheet" for Nature Rocks Texas contains written instructions with screenshots to guide you in:

- Creating a Partner Account;
- Editing your Partner Profile; and
- Adding an Activity or Greenspace.

Please note, it **also contains links to video tutorials** for adding an activity or greenspace.
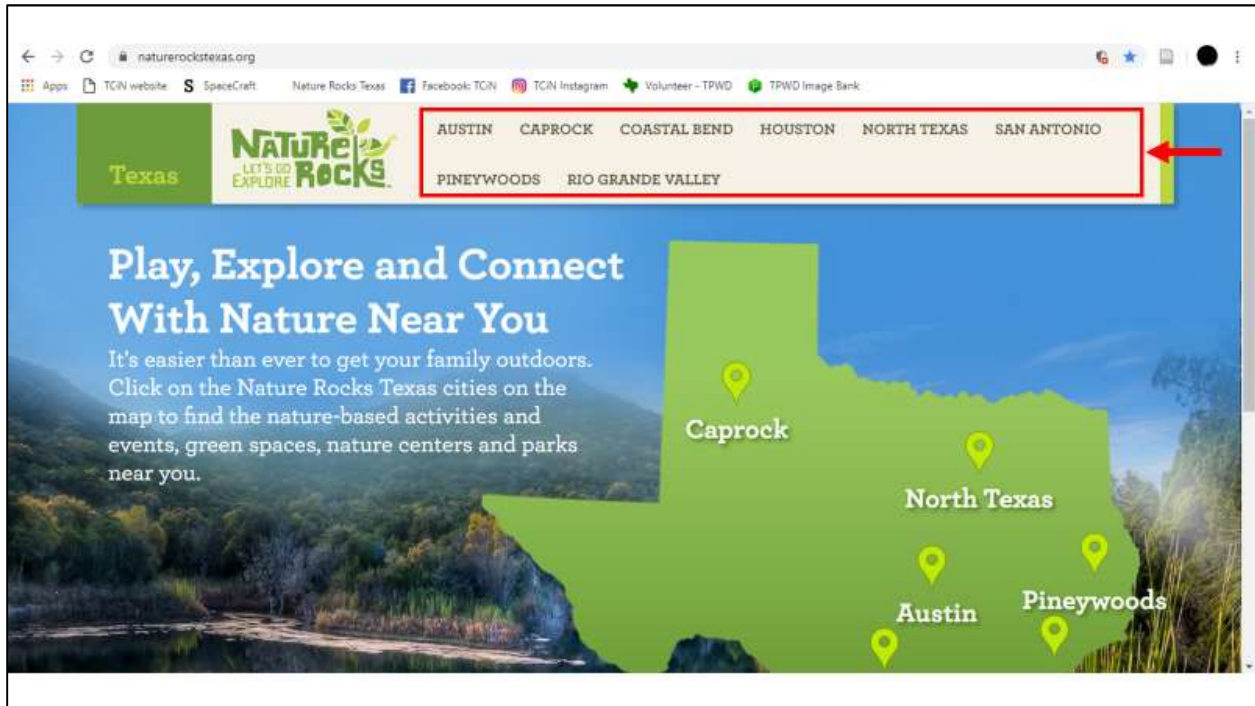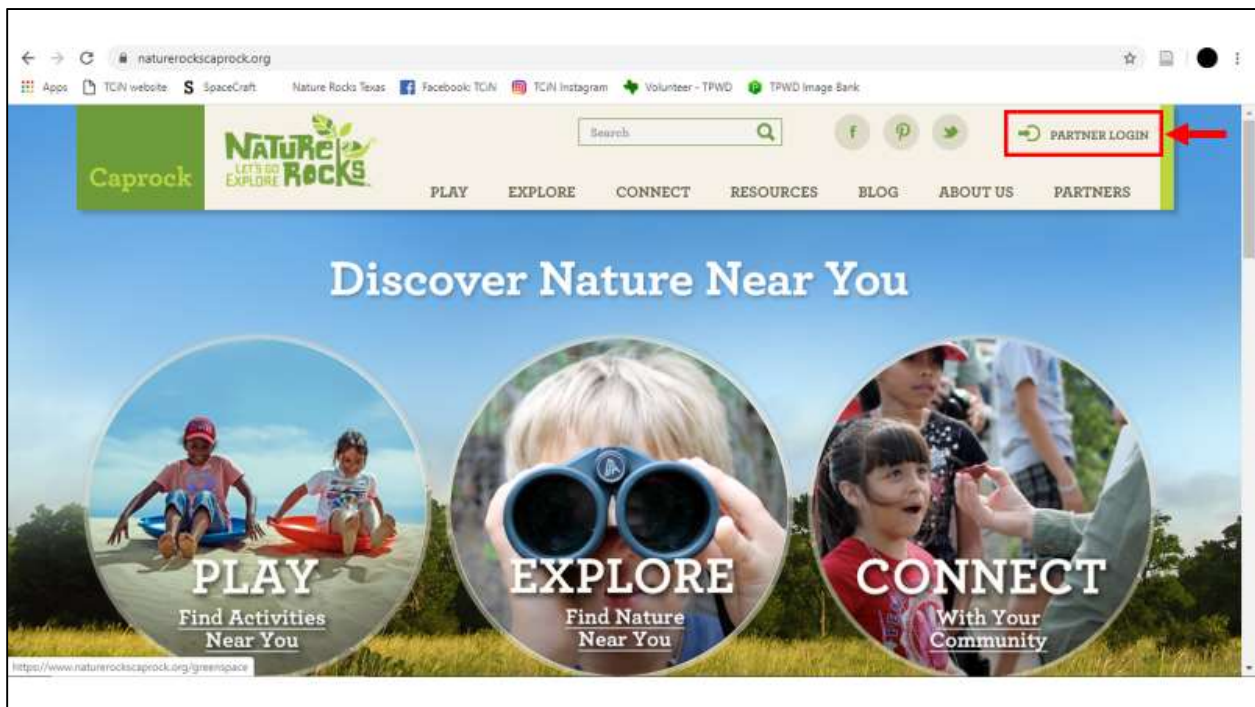
Contents

Creating an Account

1. Visit naturerockstexas.org. Select the region you would like to join.
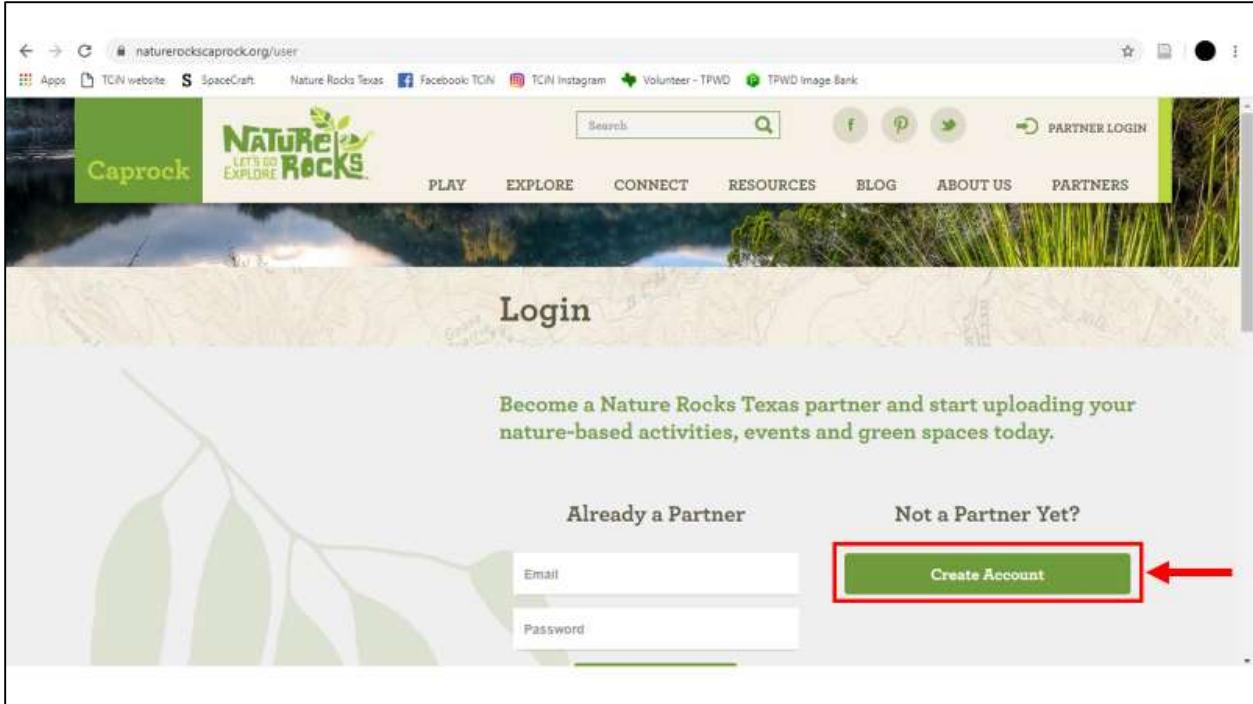

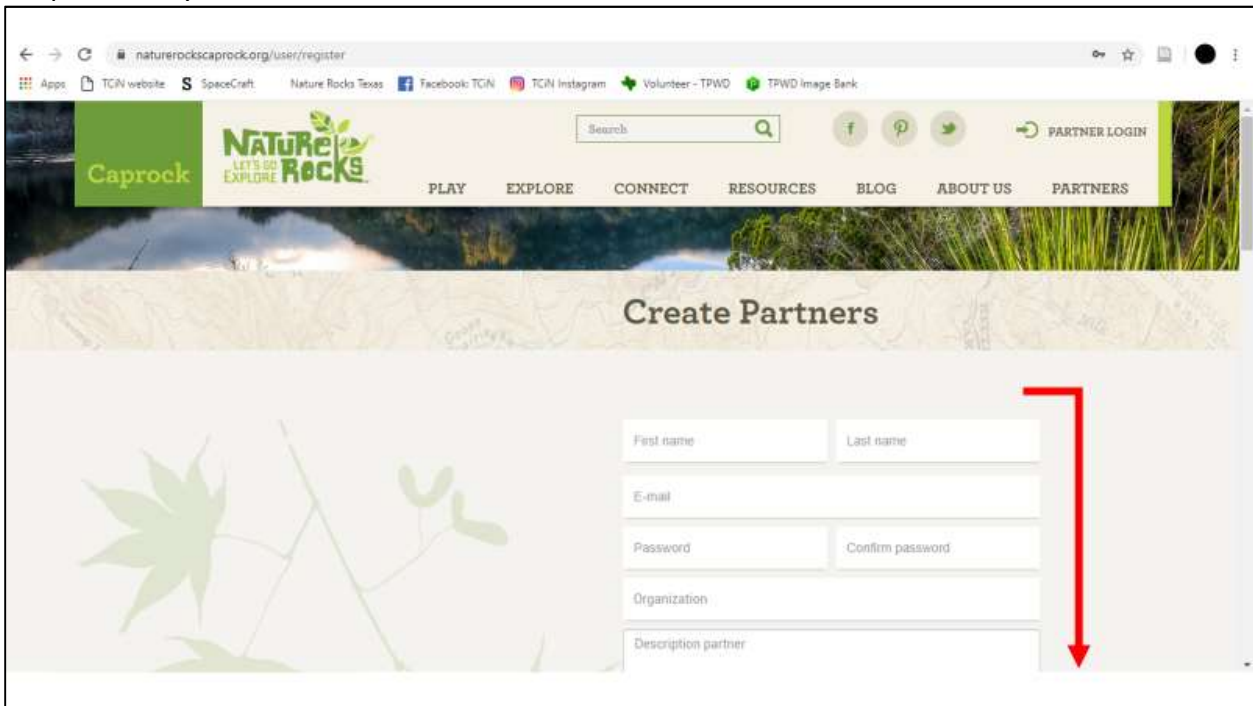2. Select "Partner Login" in the upper right corner of the screen.
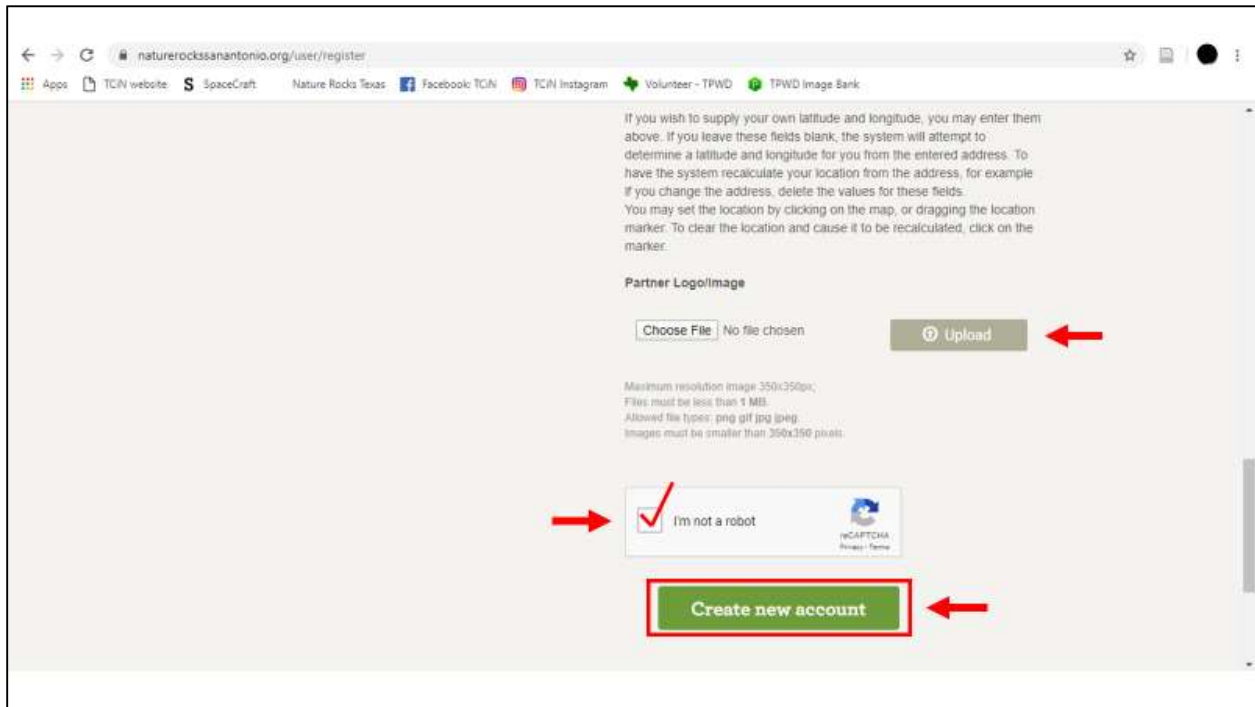
3. Select the green "Create Account" button.

4. Fill in all of the boxes on the "Create Partners" page. Be sure to save the email address and password you choose.
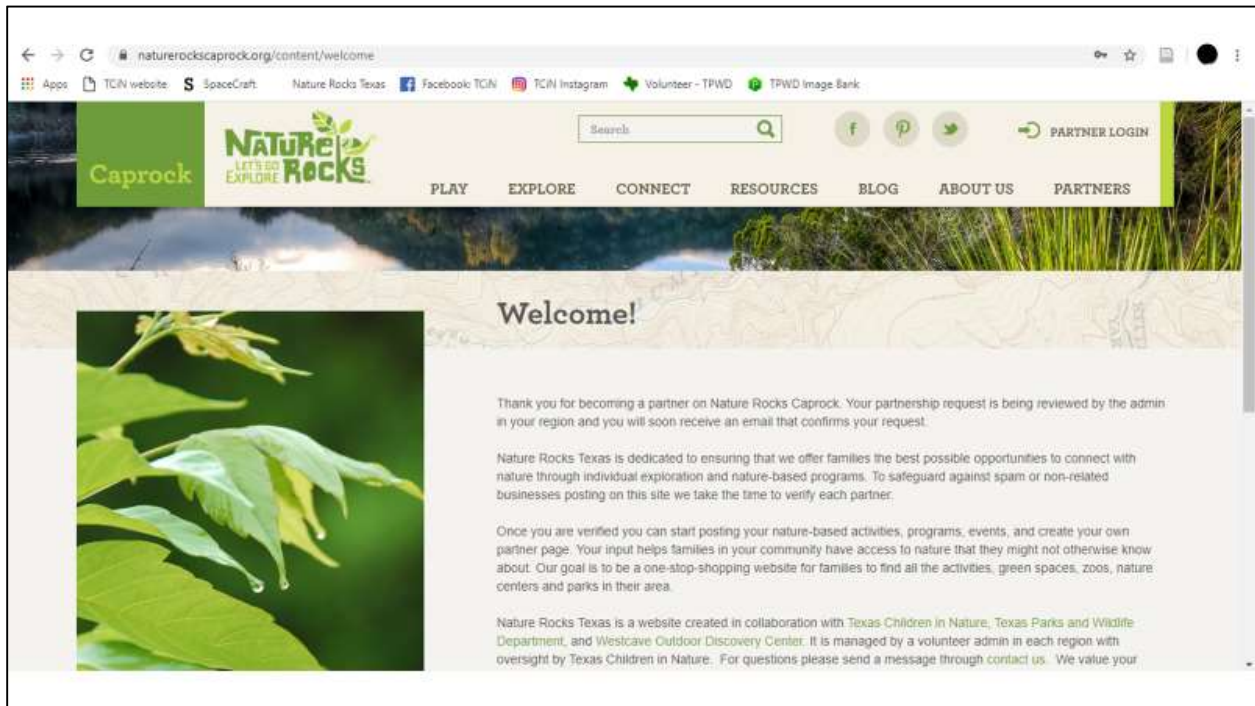
5. At the bottom of the "Create Partners" page, upload your partner logo, check the box to indicate you are not a robot, and select "Create new account."

6. You will see a "Welcome!" message from the Nature Rocks region you created an account with.
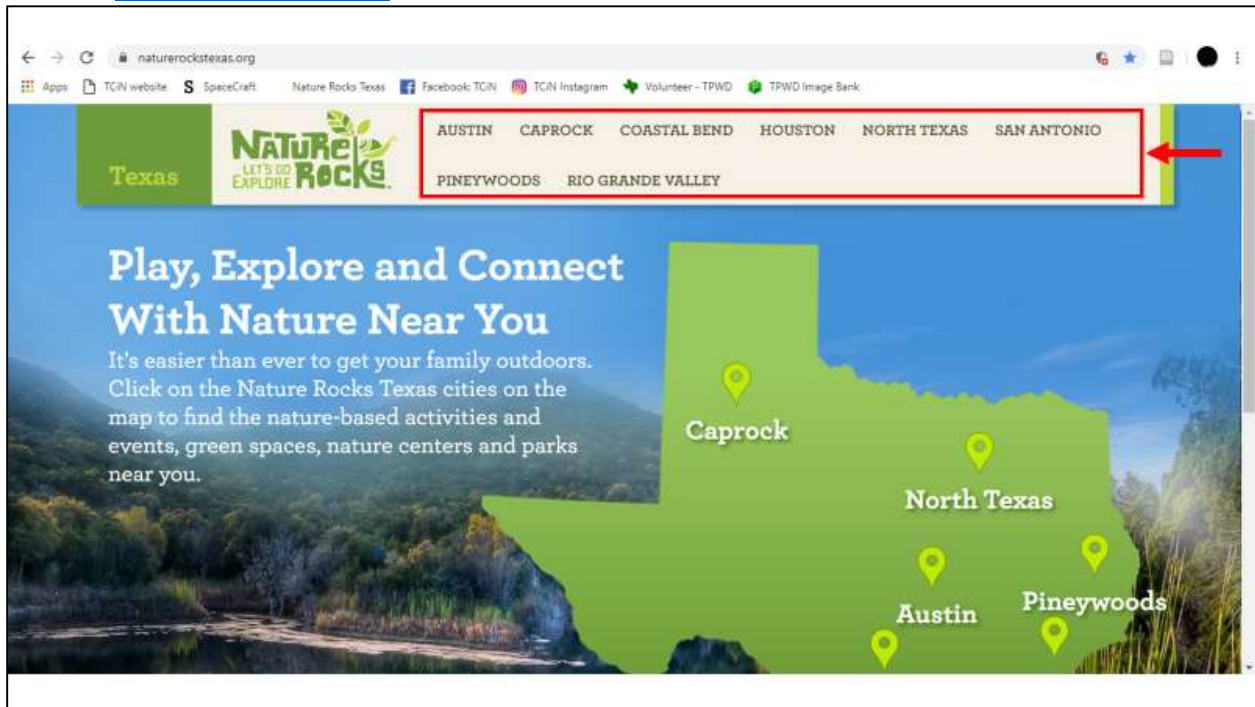

7. You will receive an email notifying you when your account has been approved (be sure to check your spam folder!).
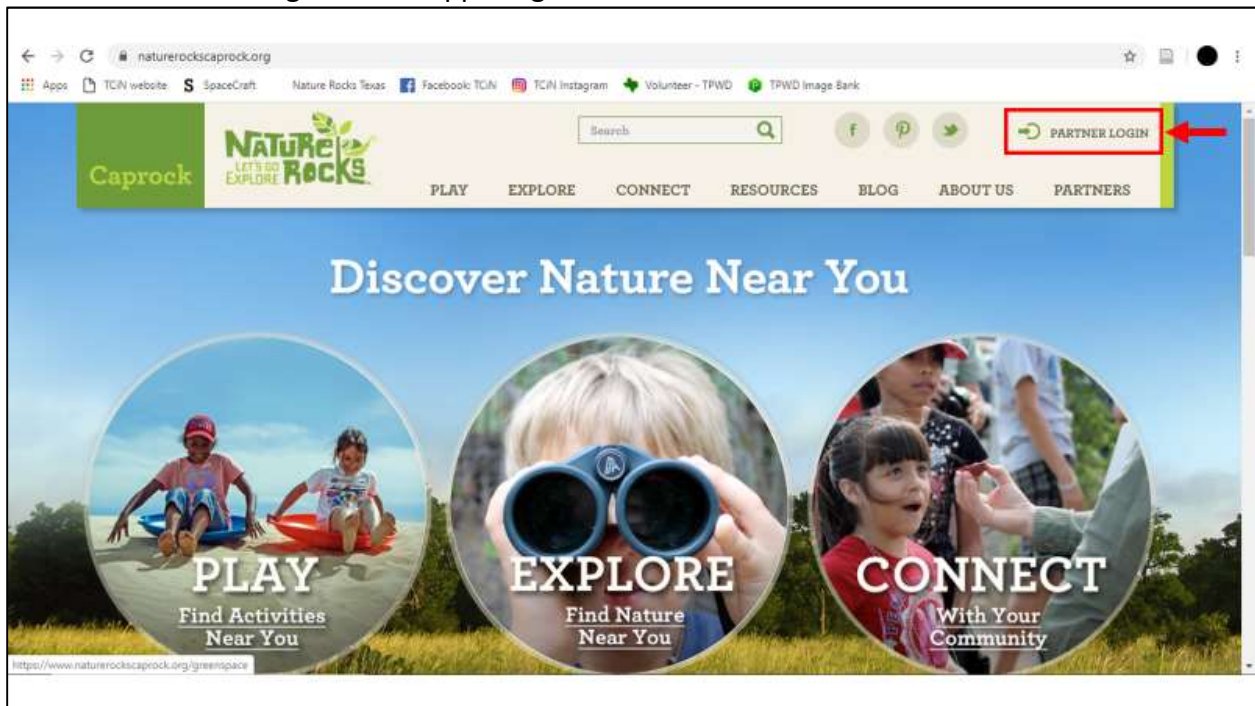
Editing Your Partner Profile

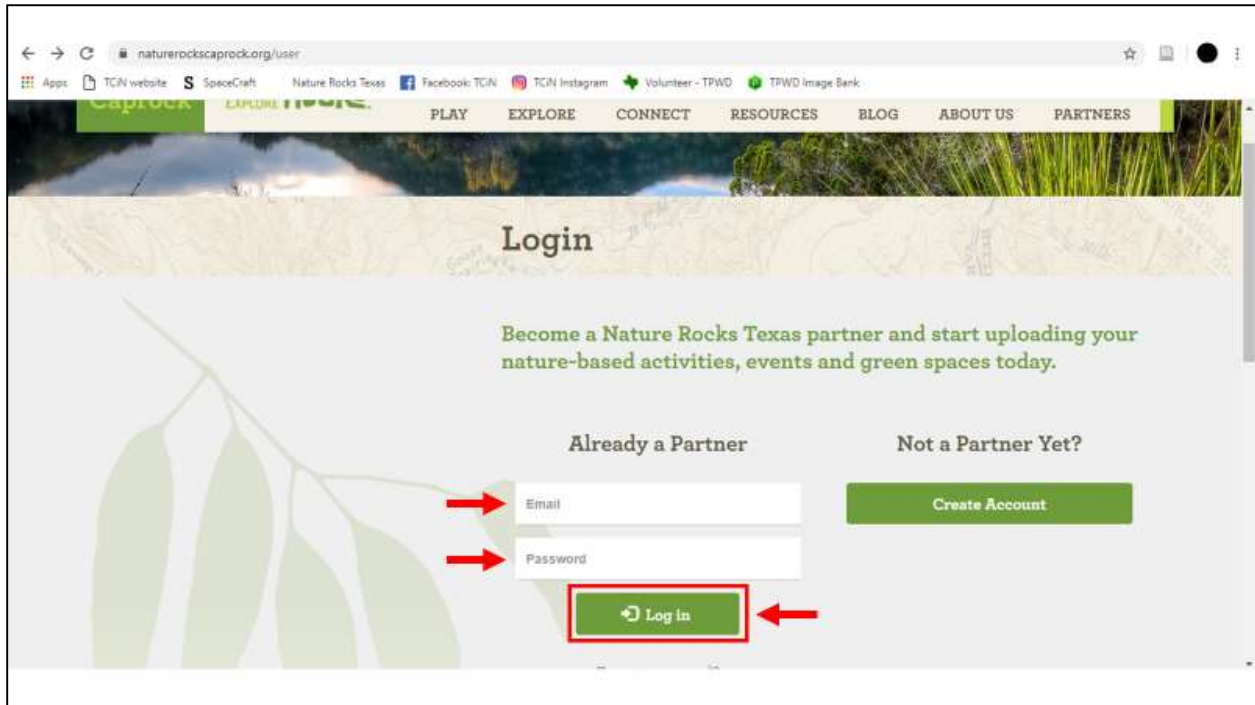1. Visit naturerockstexas.org. Select your region.

2. Select "Partner Login" in the upper right corner of the screen.
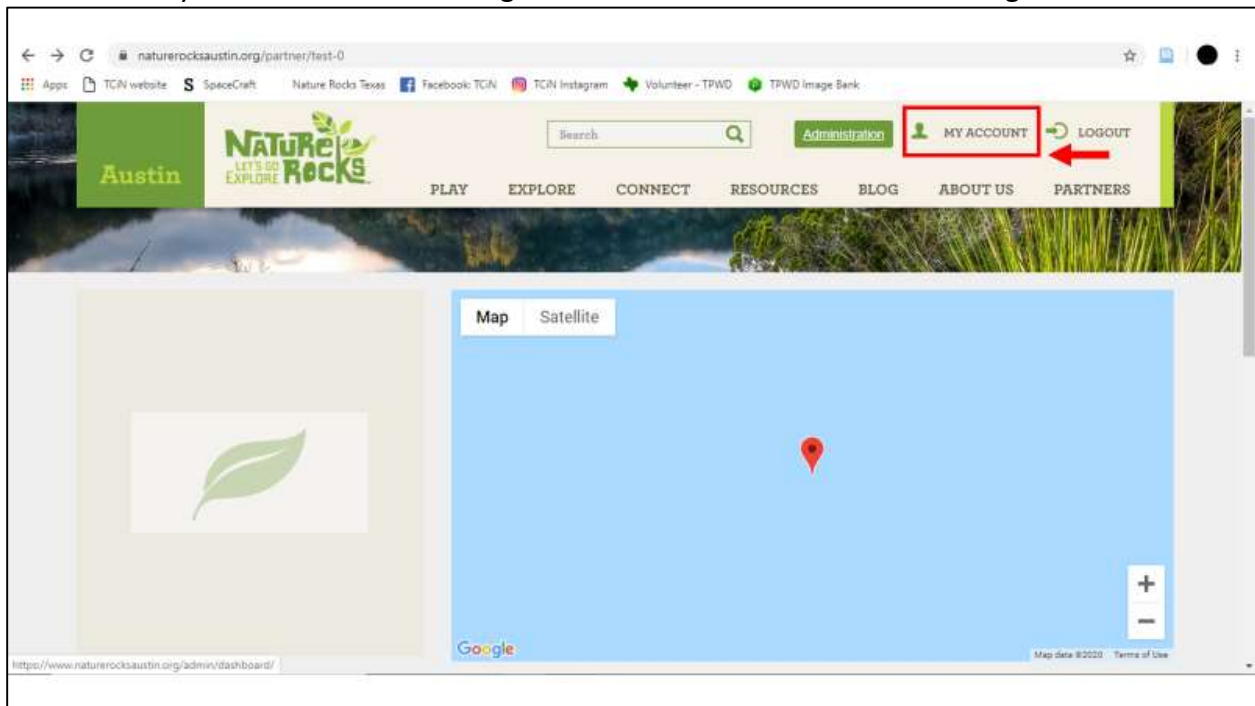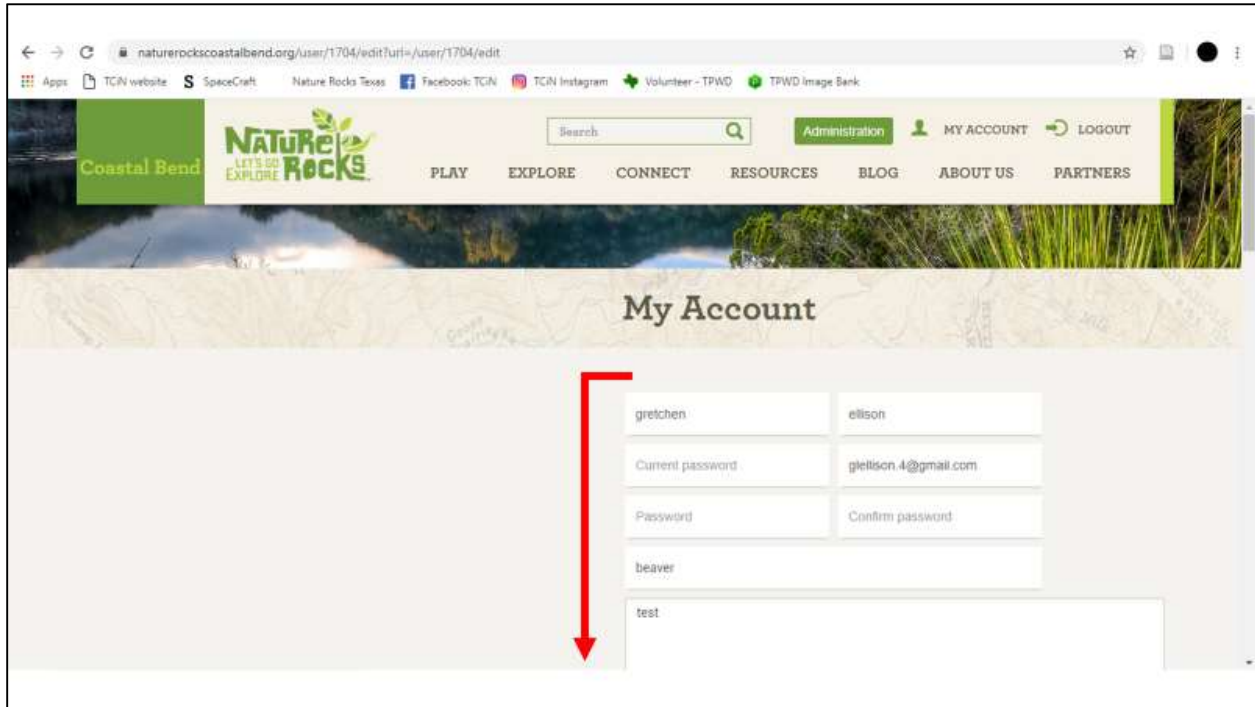
3. Log in using the credentials used to create your account.
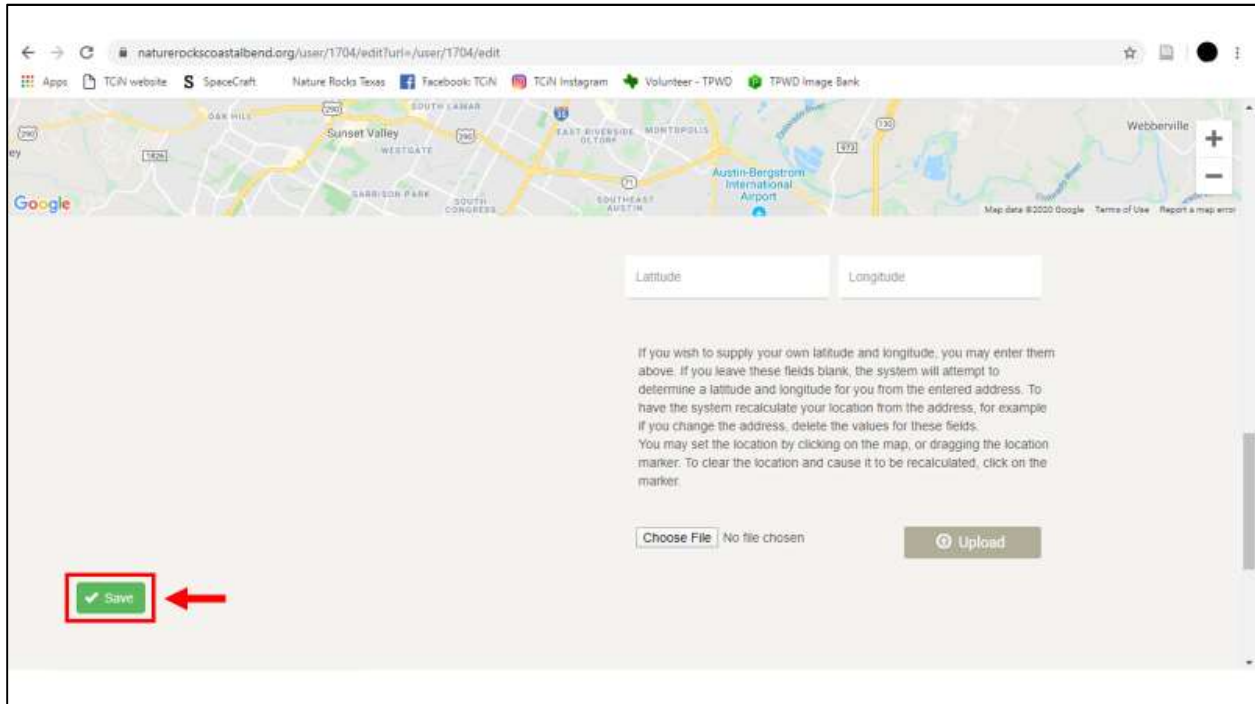

4. Select "My Account" between the green "Administration" button and "Logout."

5. Edit the necessary boxes on the "My Account" page. Make sure your address, phone number, description and logo are as you want them.
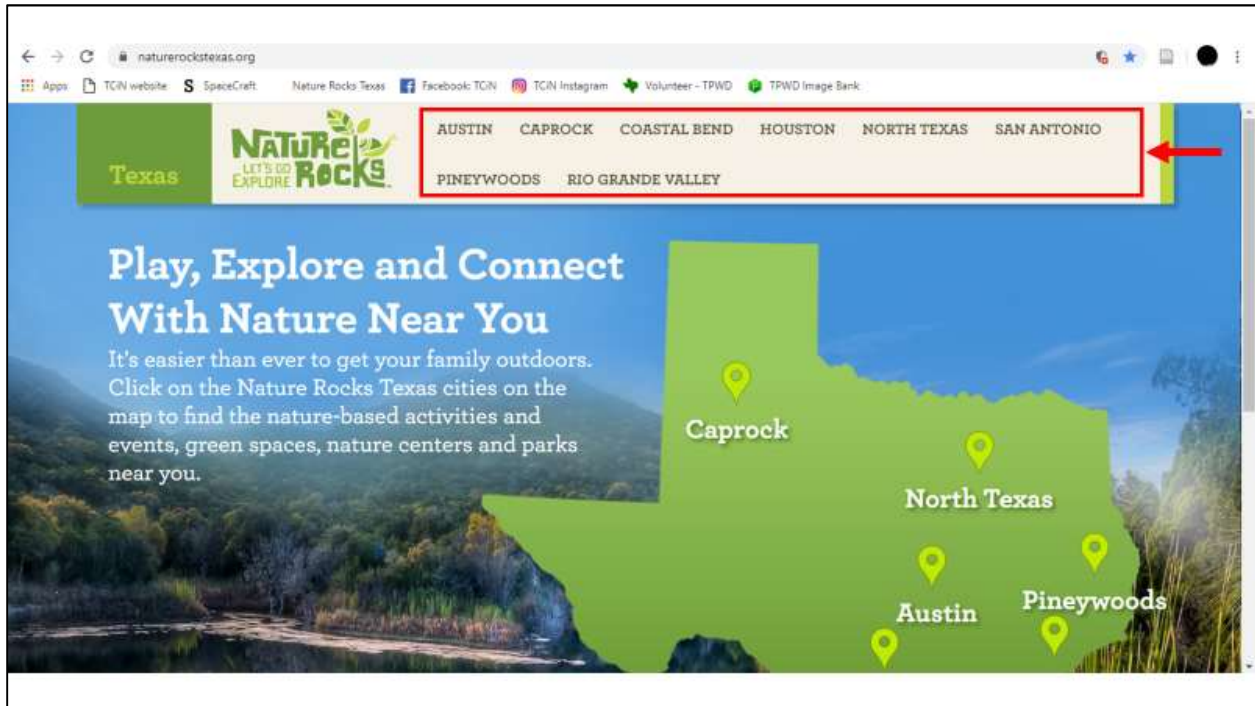

6. Save your changes by selecting the green "Save" button in the bottom left hand corner of the page.
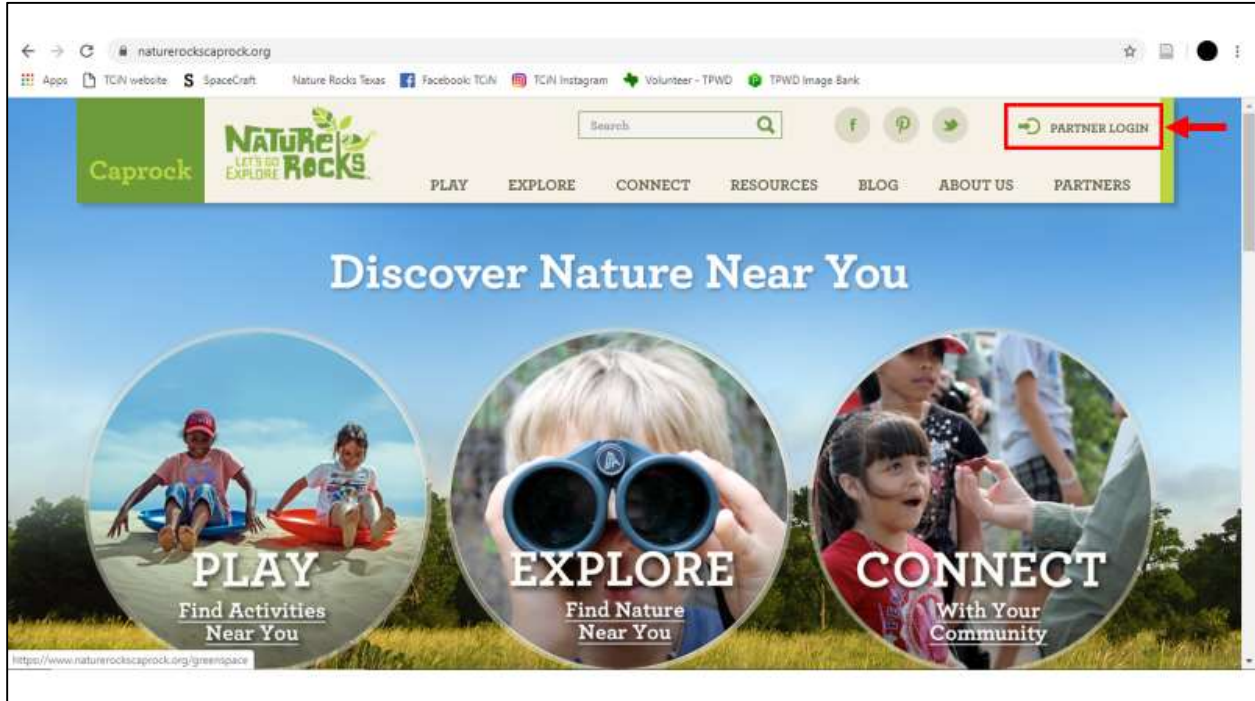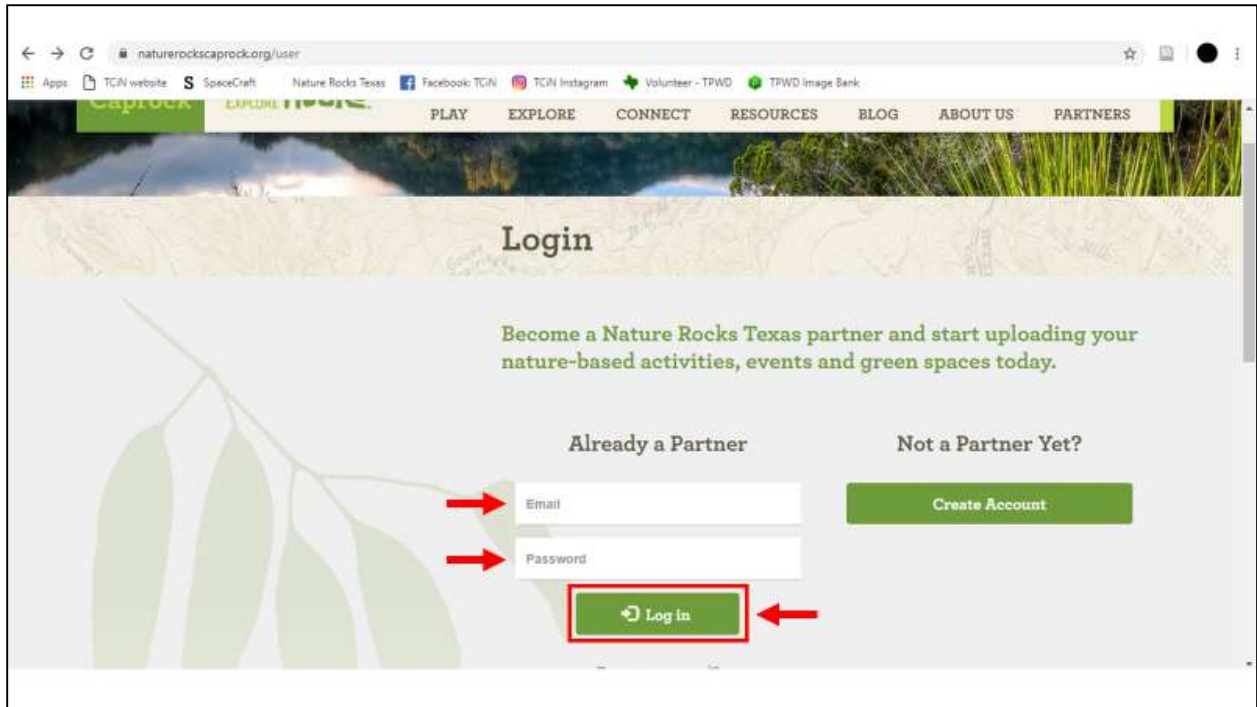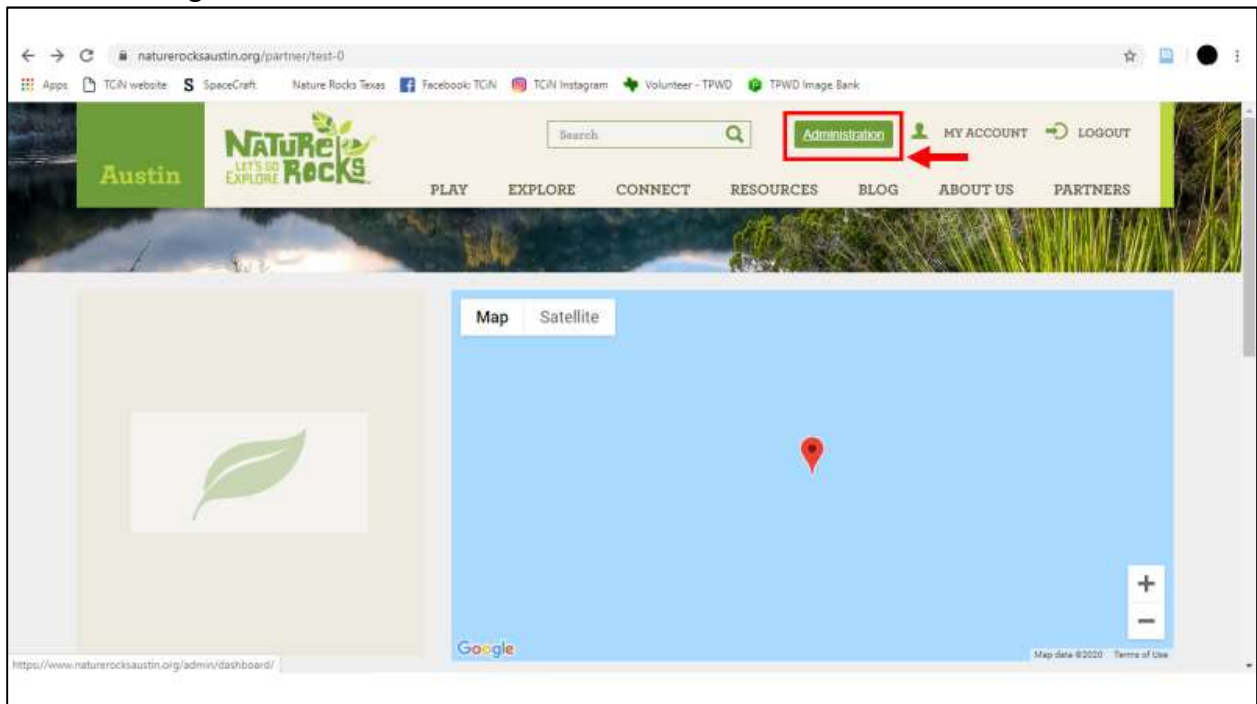
Adding an Activity or Greenspace

1. Visit nat/urerockstexas.org. Select your region.

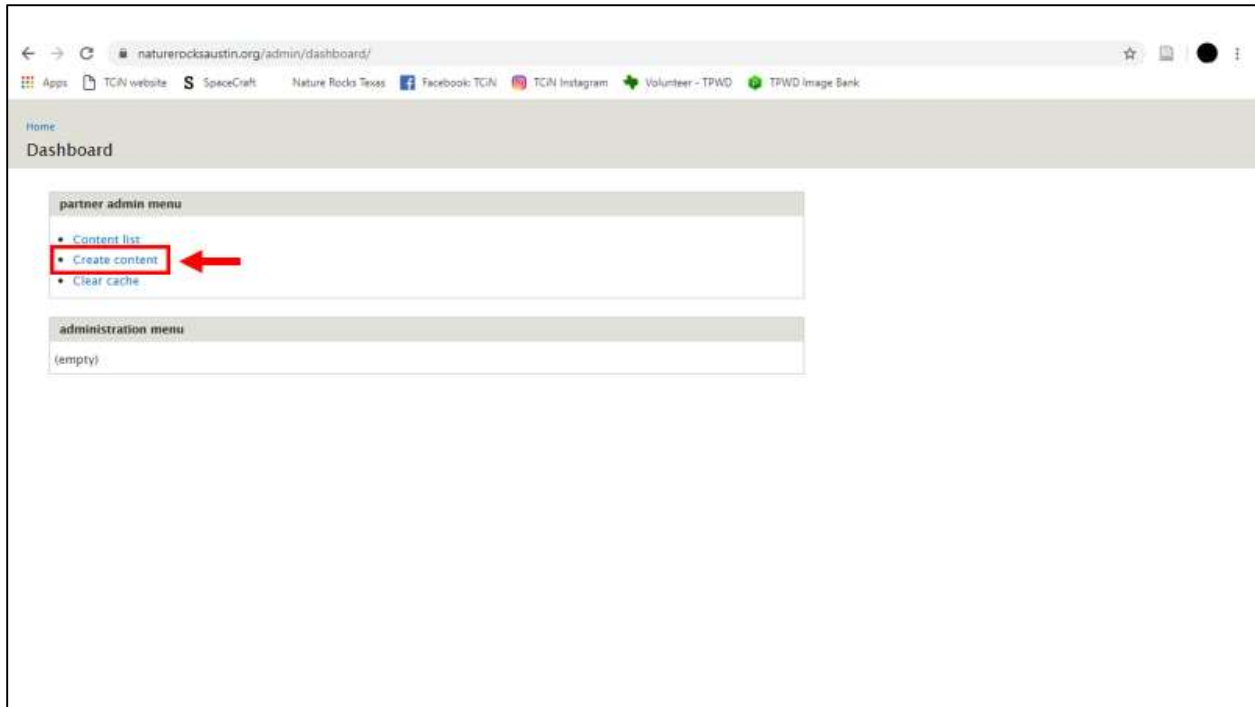2. Select "Partner Login" in the upper right corner of the screen.

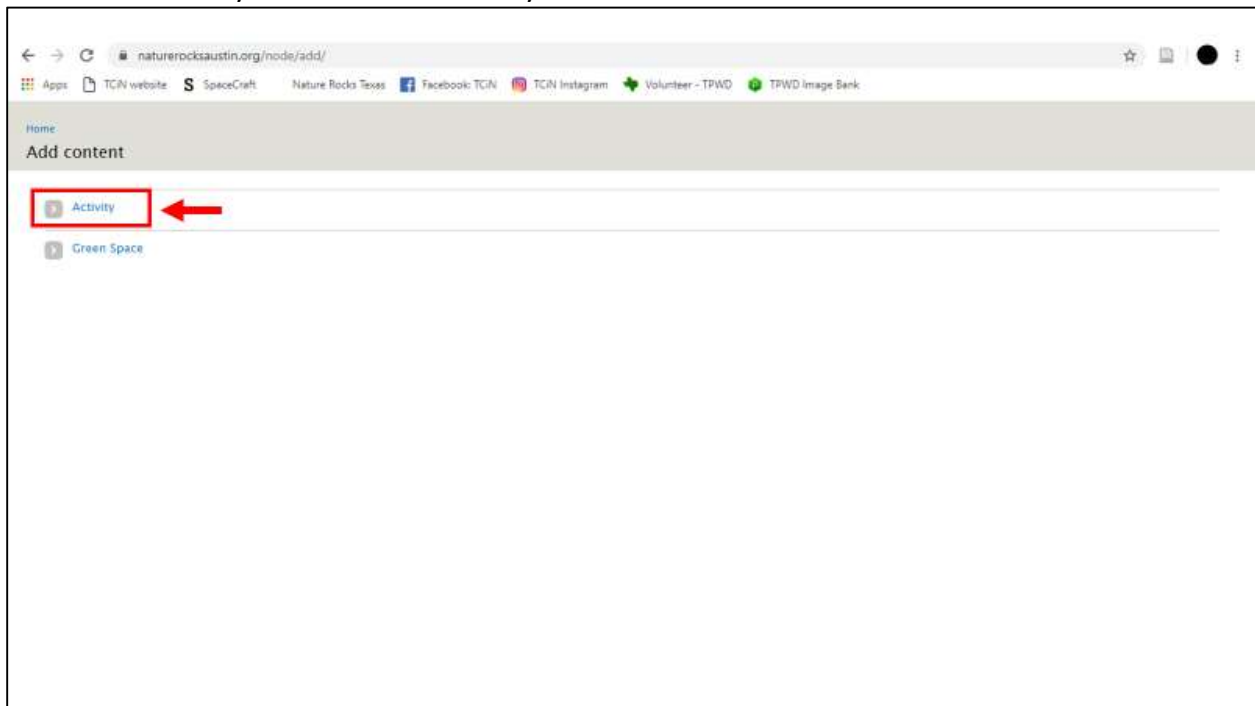3. Log in using the credentials used to create your account.

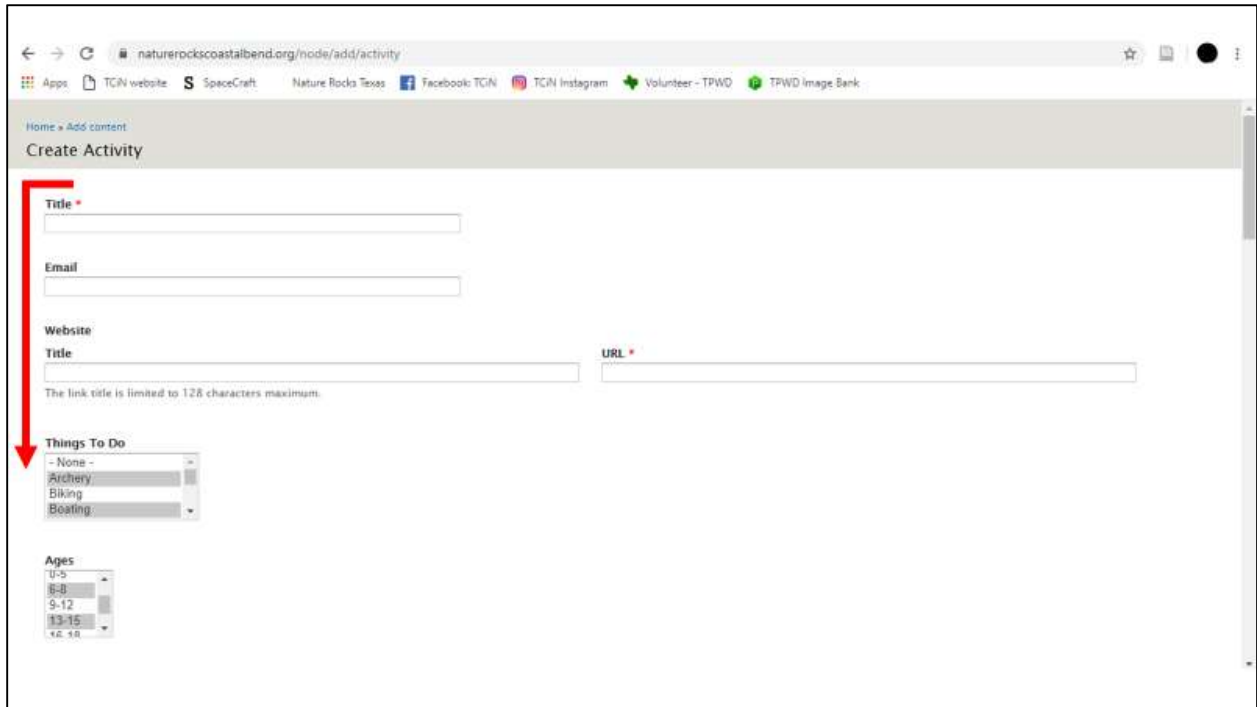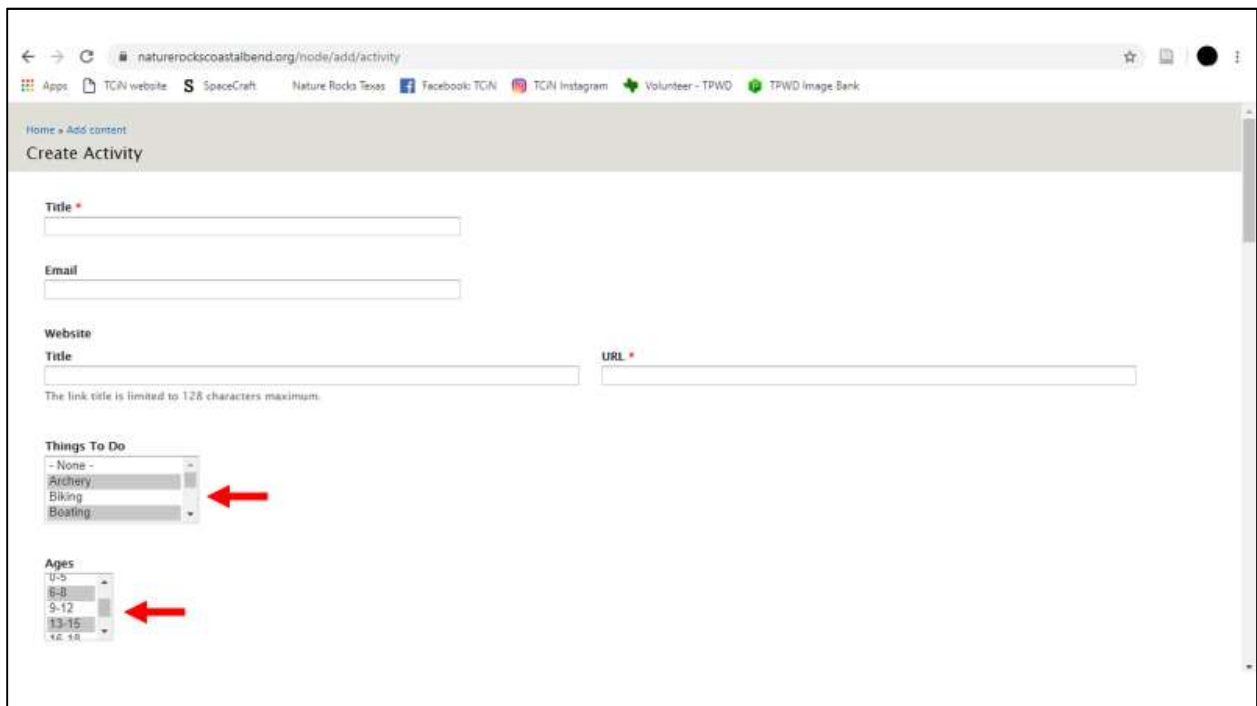4. Select the green "Administration" button.

5. Select "Create Content."
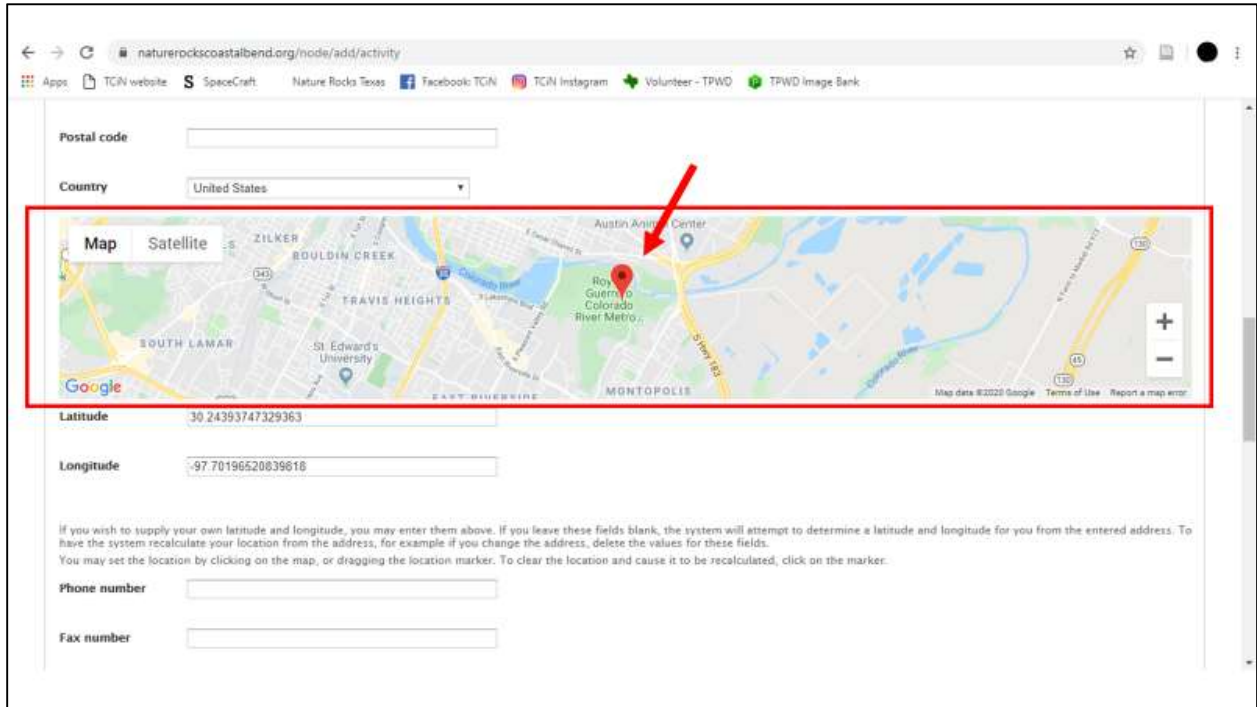

6. Select "Activity" to add a new activity.

a. Fill in the boxes as completely as possible.

b. To select multiple things to do or multiple ages, press control (ctrl) and click on the items with the mouse.
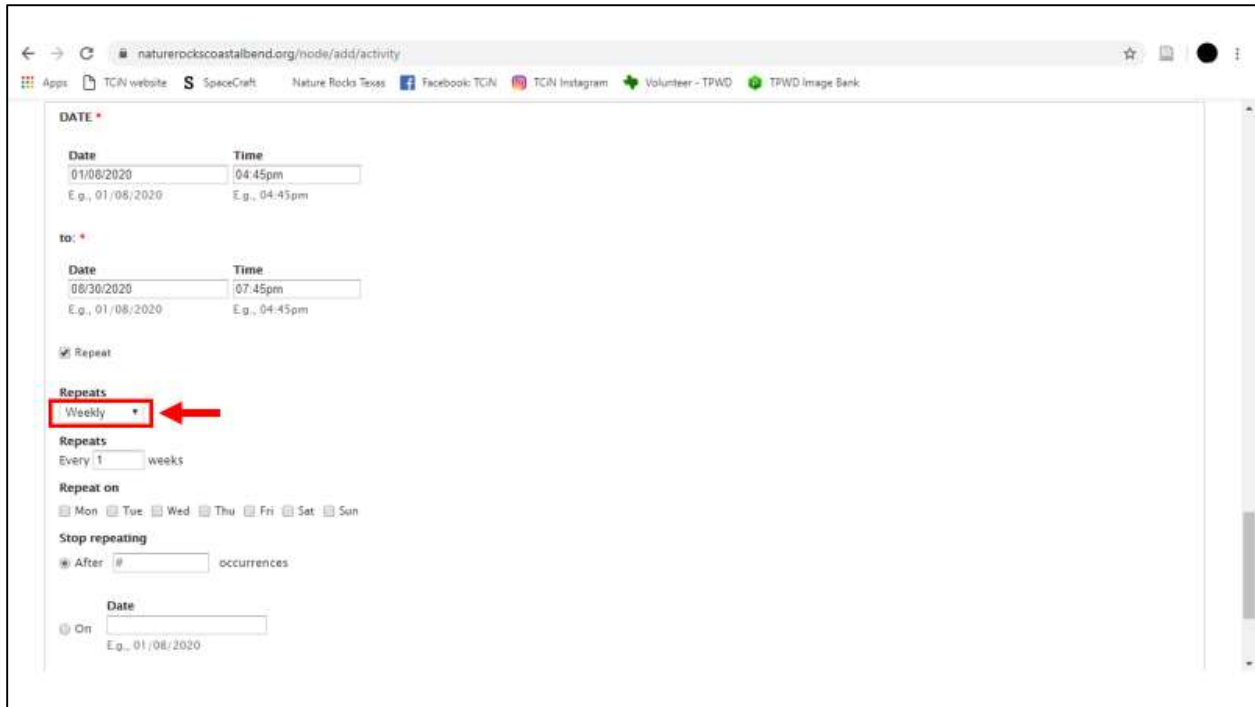
c. By double-clicking on the location of your activity space in the Google Map, you automatically input the GPS coordinates of your activity.

d. Repeating an event. Input the date it begins along with the time of the event.
   i. Check the "Repeat" box.
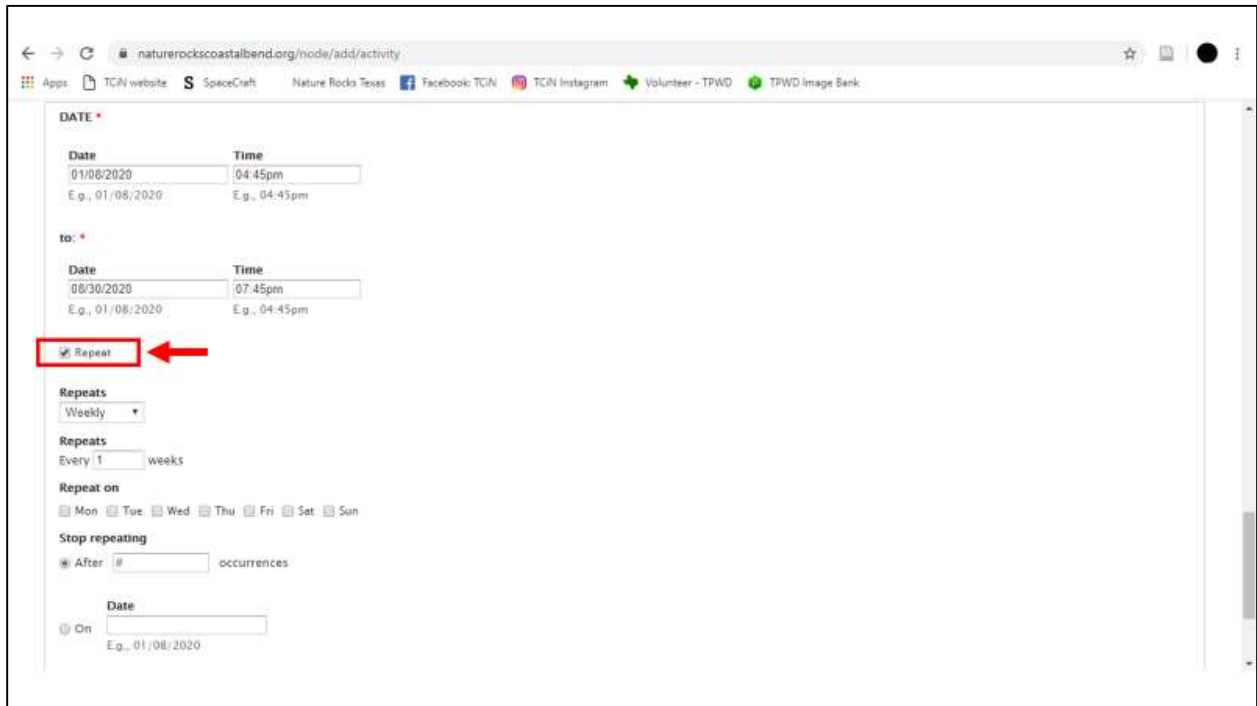
ii. Select from the dropdown whether it repeats daily, weekly, monthly.
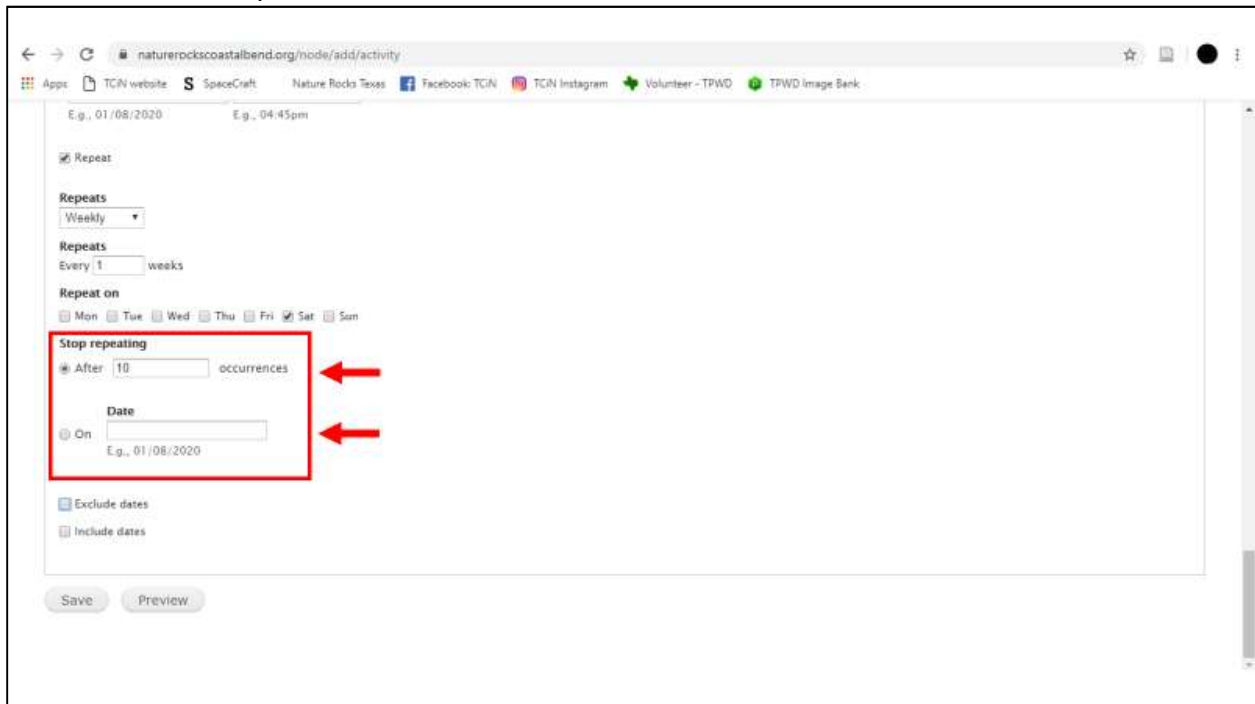
iii. You can specify when it stops repeating by number of occurrences or a specific date.

iv. You can add necessary exceptions from the repeat rules you have selected by checking "Exclude dates" or "Include dates" and adding the dates to be exceptions.

e. Select "Preview" to view your post.

f. Select "Save" to publish it.

7. Select "Green Space" to add a new green space.
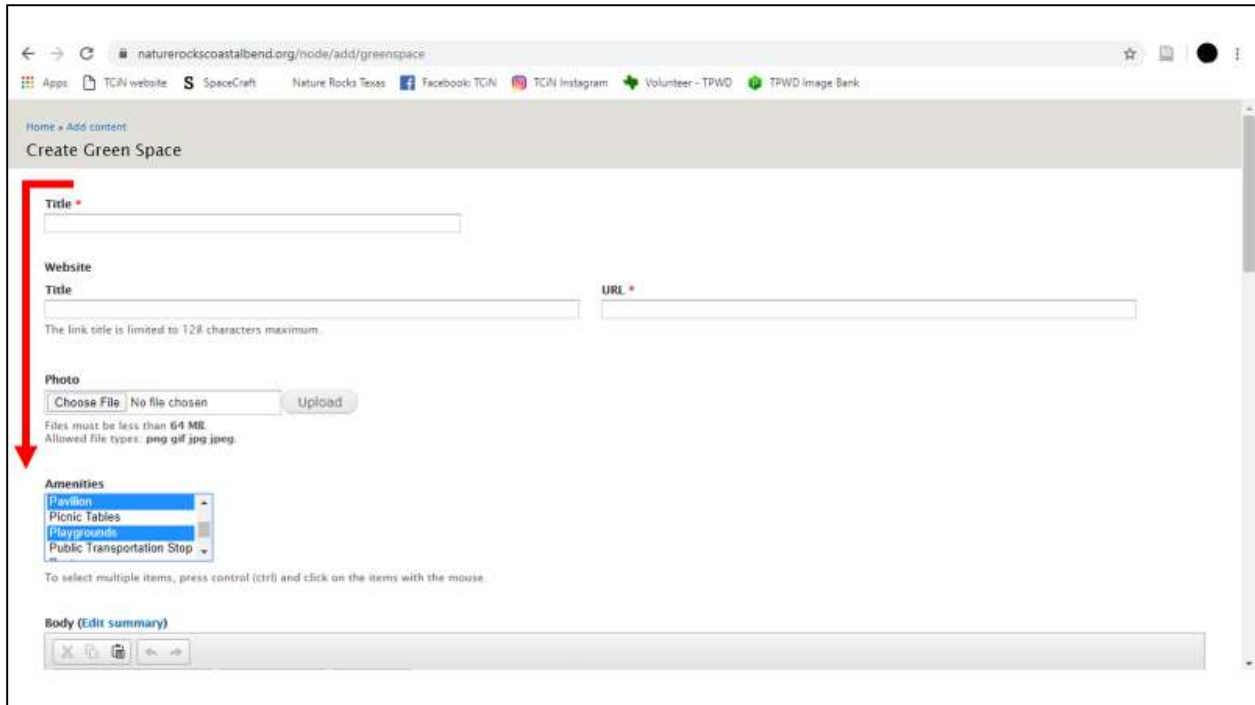
a. Fill in the boxes as completely as possible.

b. 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.
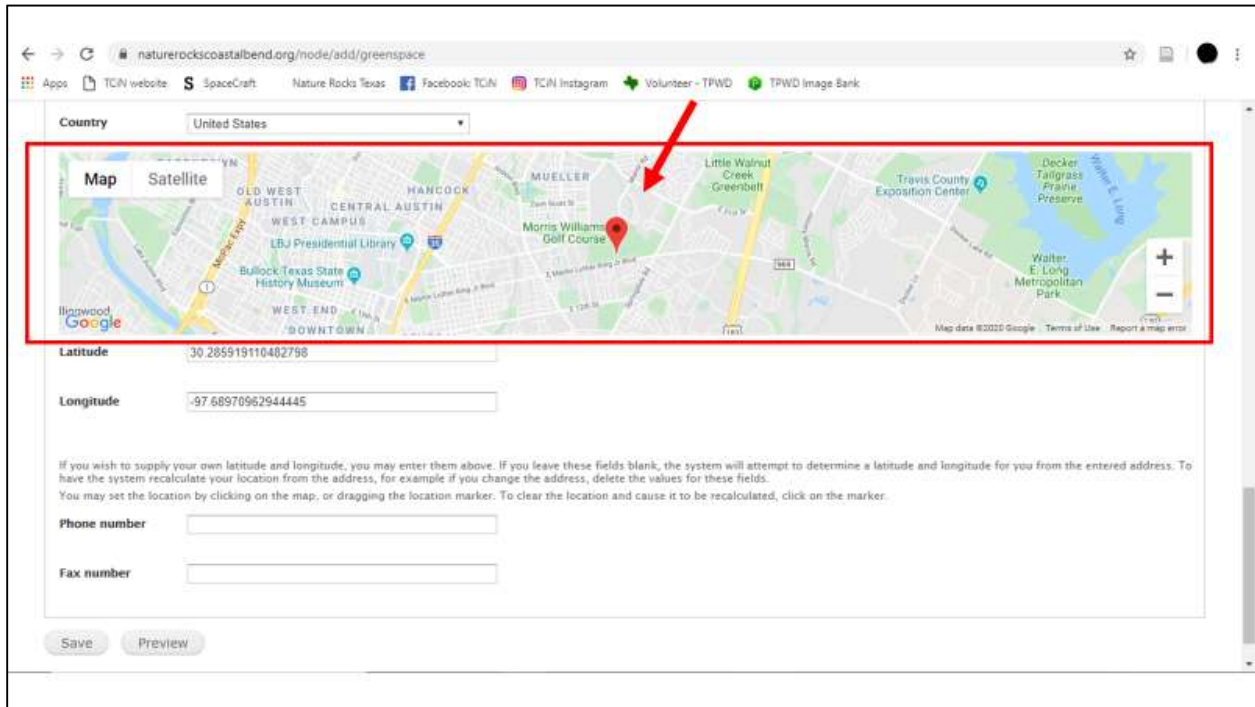
c. To select multiple amenities and things to do, press control (ctrl) and click on the items with the mouse.
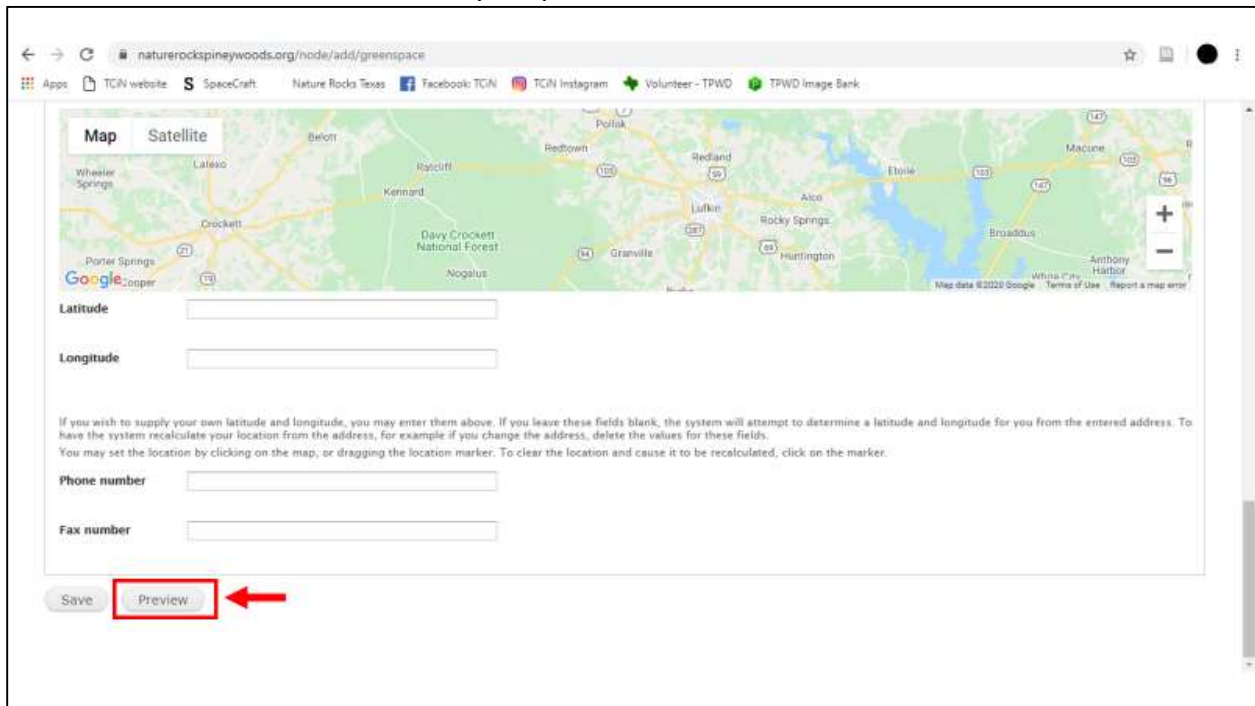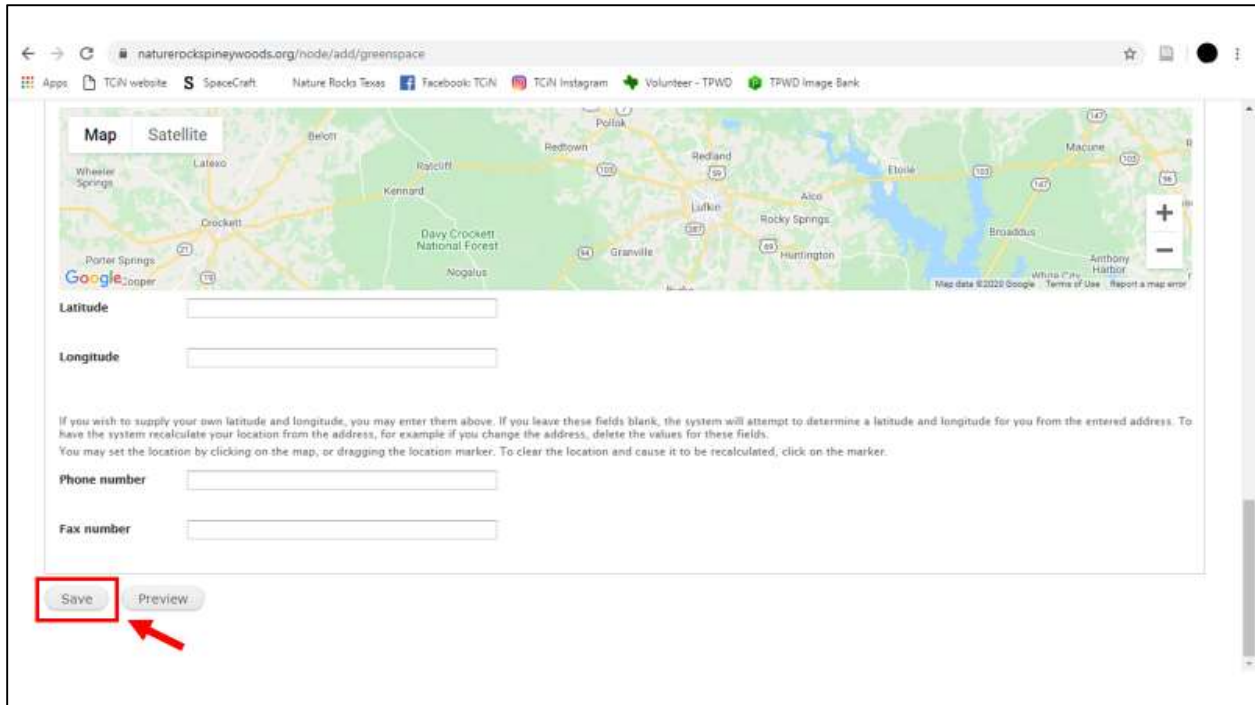
d. Be sure to use a physical address for your green space, NOT a P.O. box!

e. By double-clicking on your green space in the Google Map, you automatically input the GPS coordinates of your green space.

f. Select "Preview" to view your post.

g.   Select "Save" to publish it.

Video Tutorials for Adding an Activity or Greenspace

1.   Watch a short video on how to add a Nature-based Activity to Nature Rocks Texas.
2.   Watch a short video on how to add a Greenspace or park to Nature Rocks Texas.