



**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.

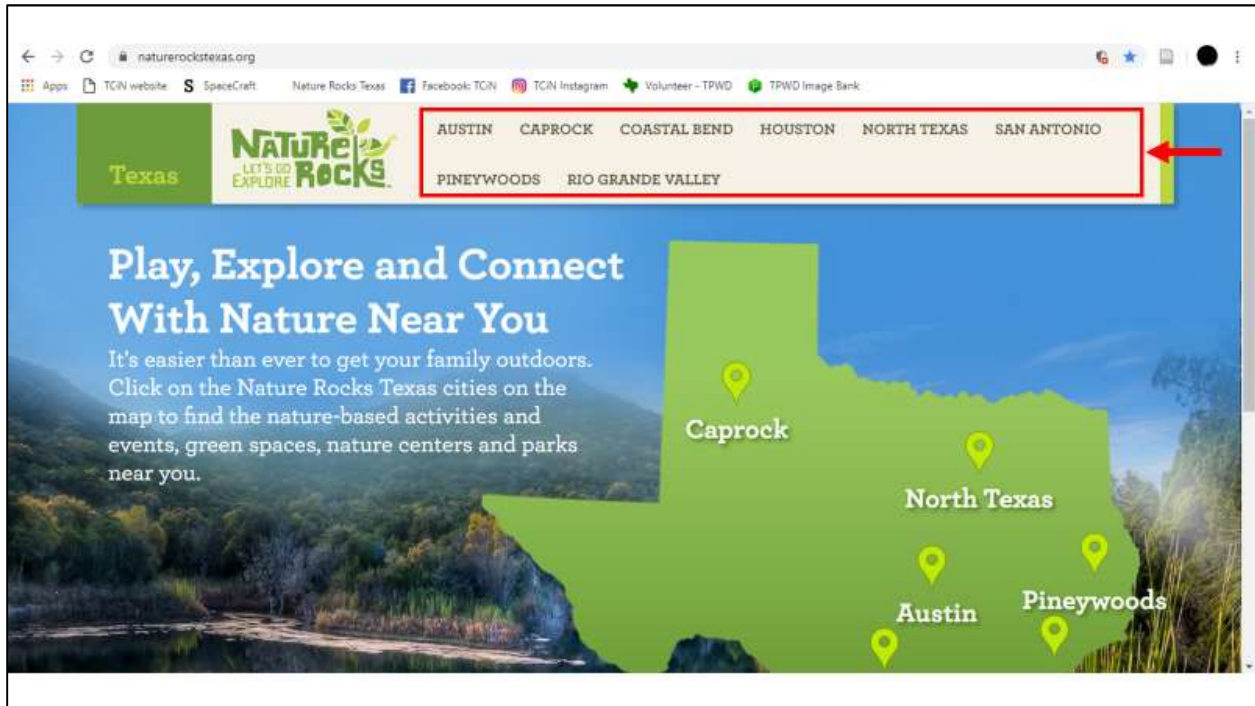
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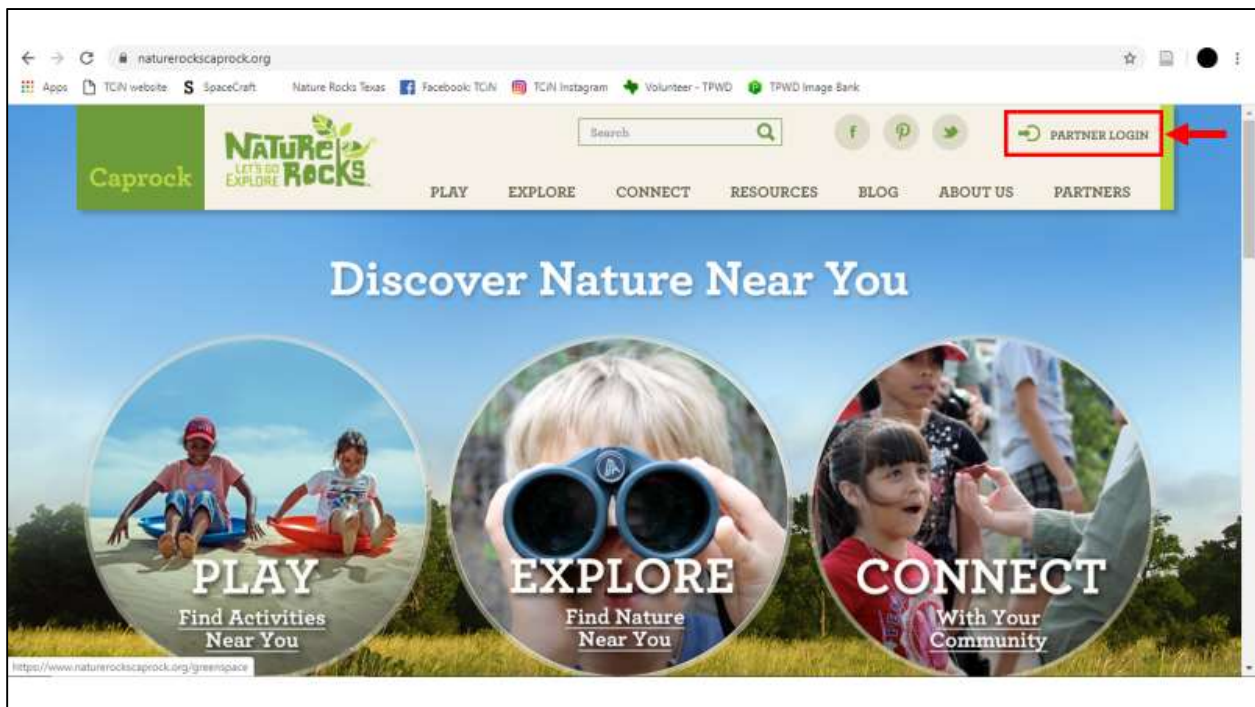


## Creating an Account

1. Visit [naturerockstexas.org](http://naturerockstexas.org). Select the region you would like to join.

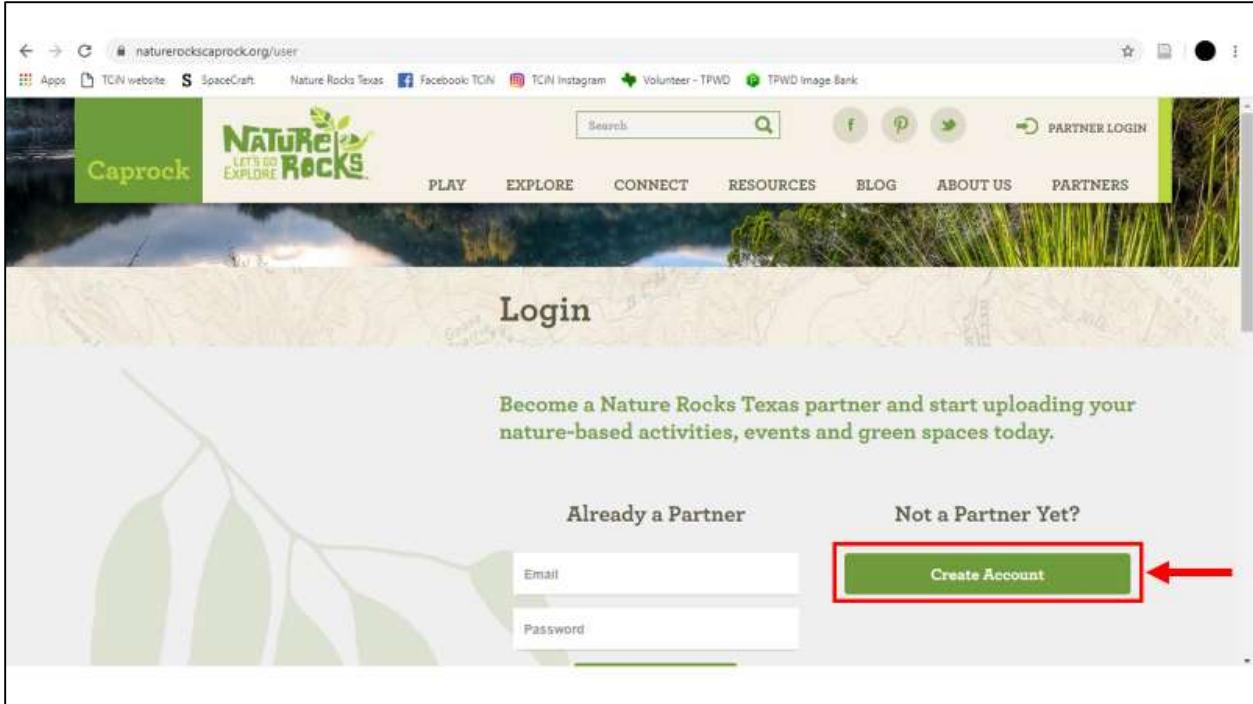


2. Select "Partner Login" in the upper right corner of the screen.

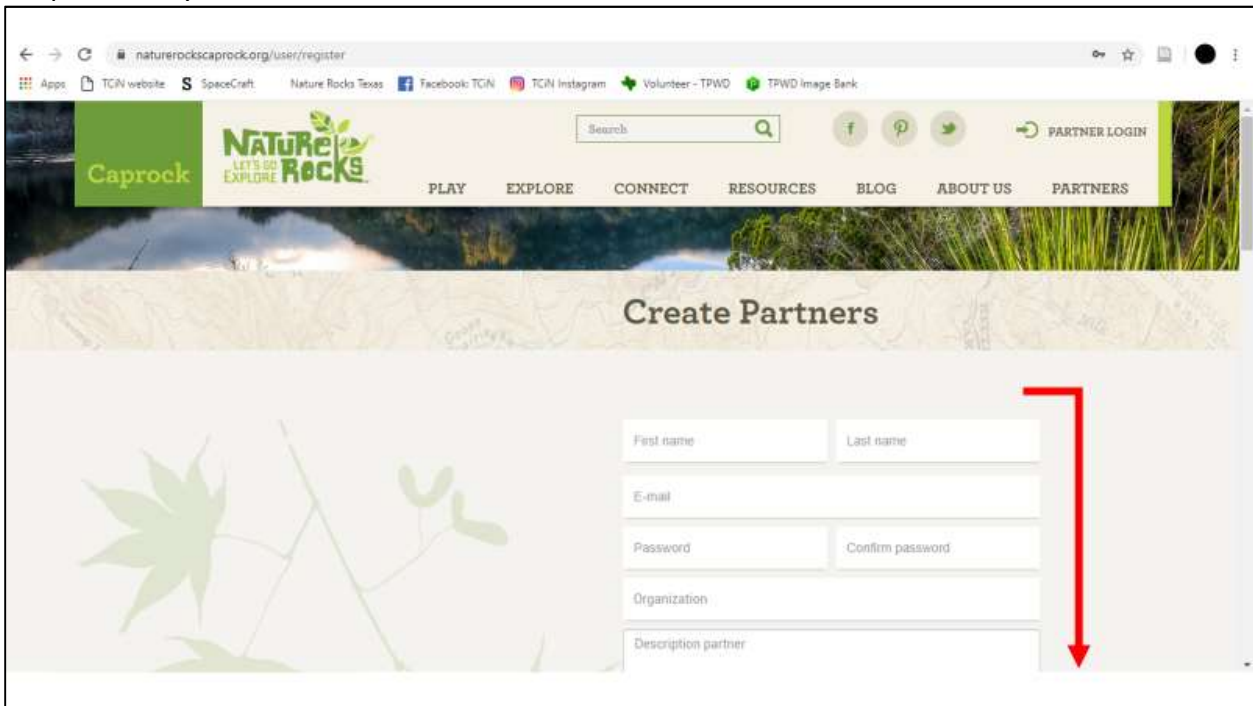




3. Select the green “Create Account” button.

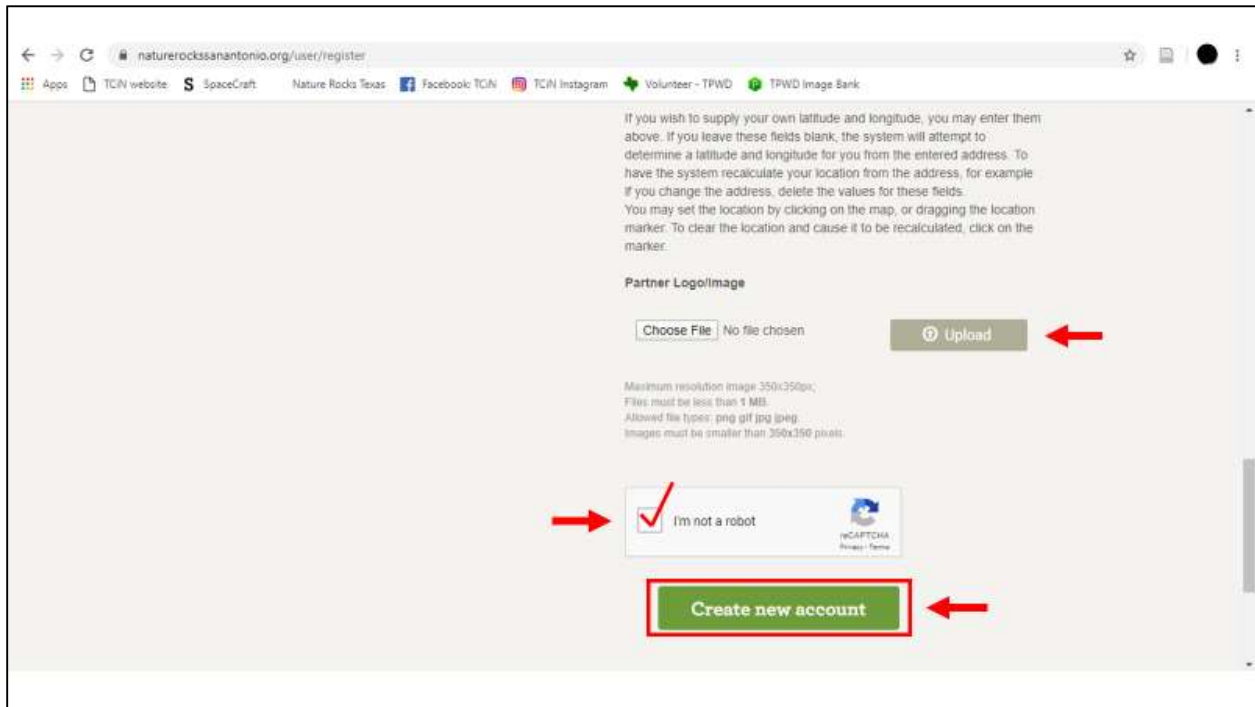


4. Fill in all of the boxes on the “Create Partners” page. Be sure to save the email address and password you choose.

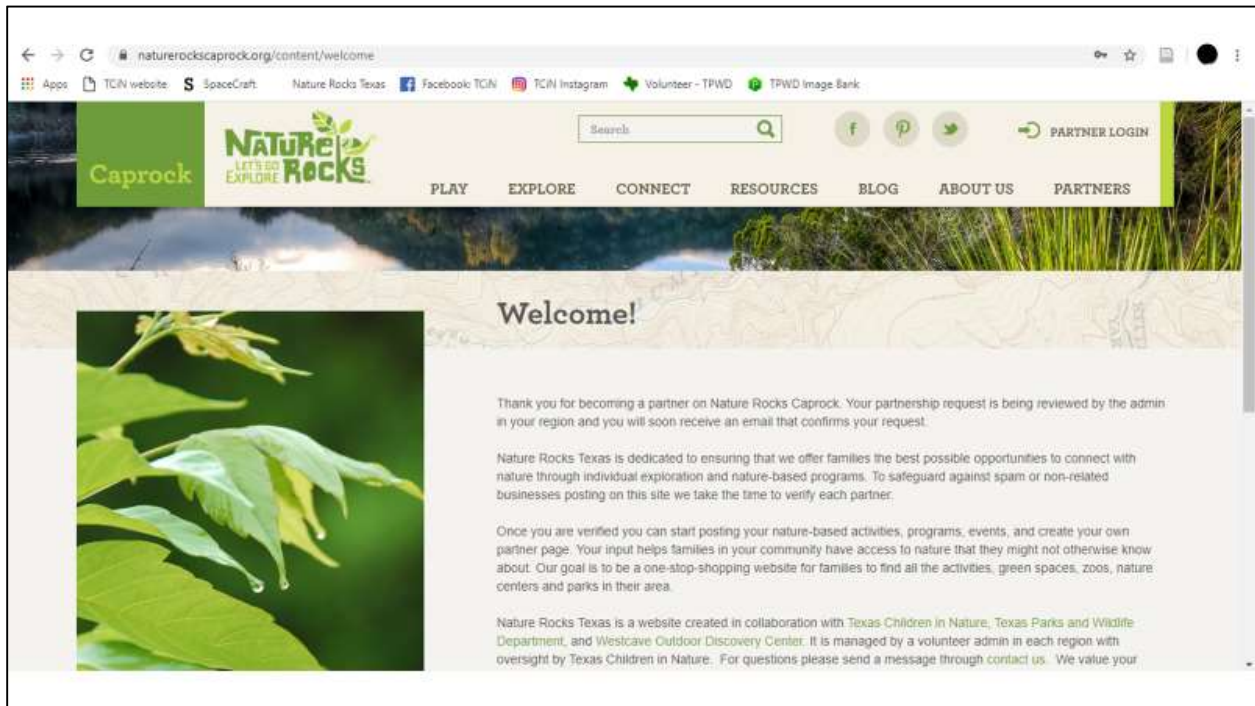




5. At the bottom of the “Create Partners” page, upload your partner logo, check the box to indicate you are not a robot, and select “Create new account.”



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

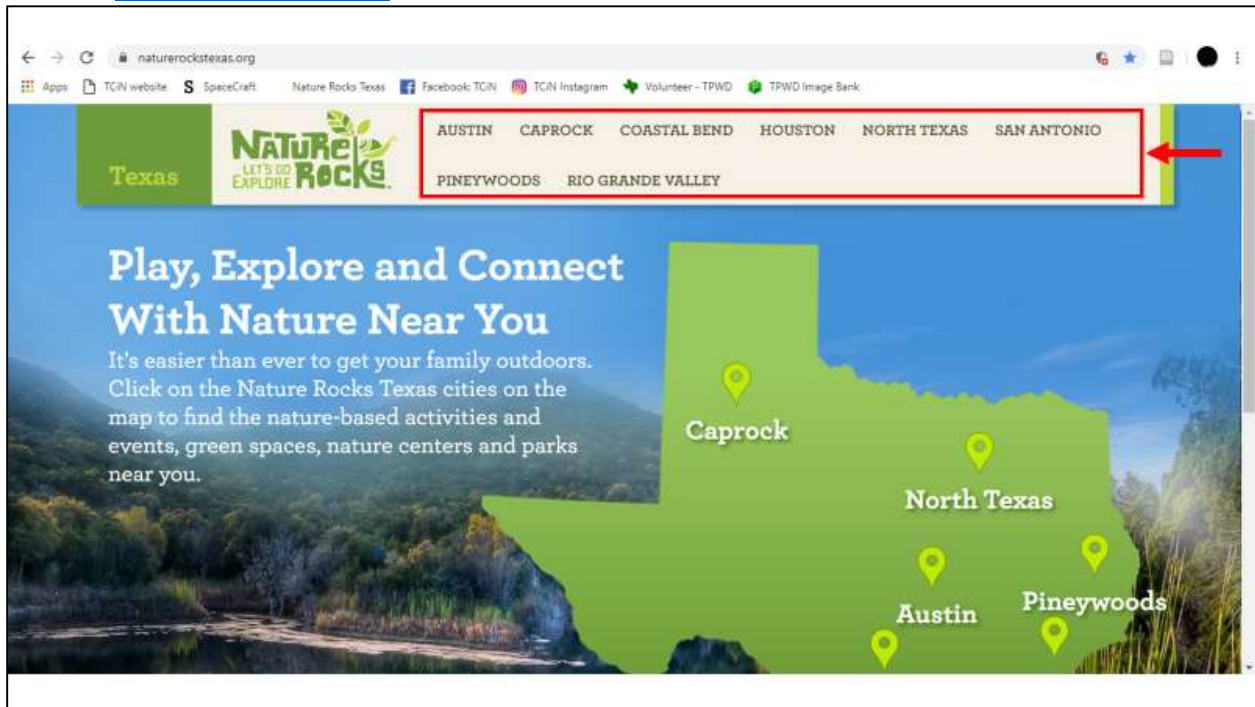


7. You will receive an email notifying you when your account has been approved (be sure to check your spam folder!).

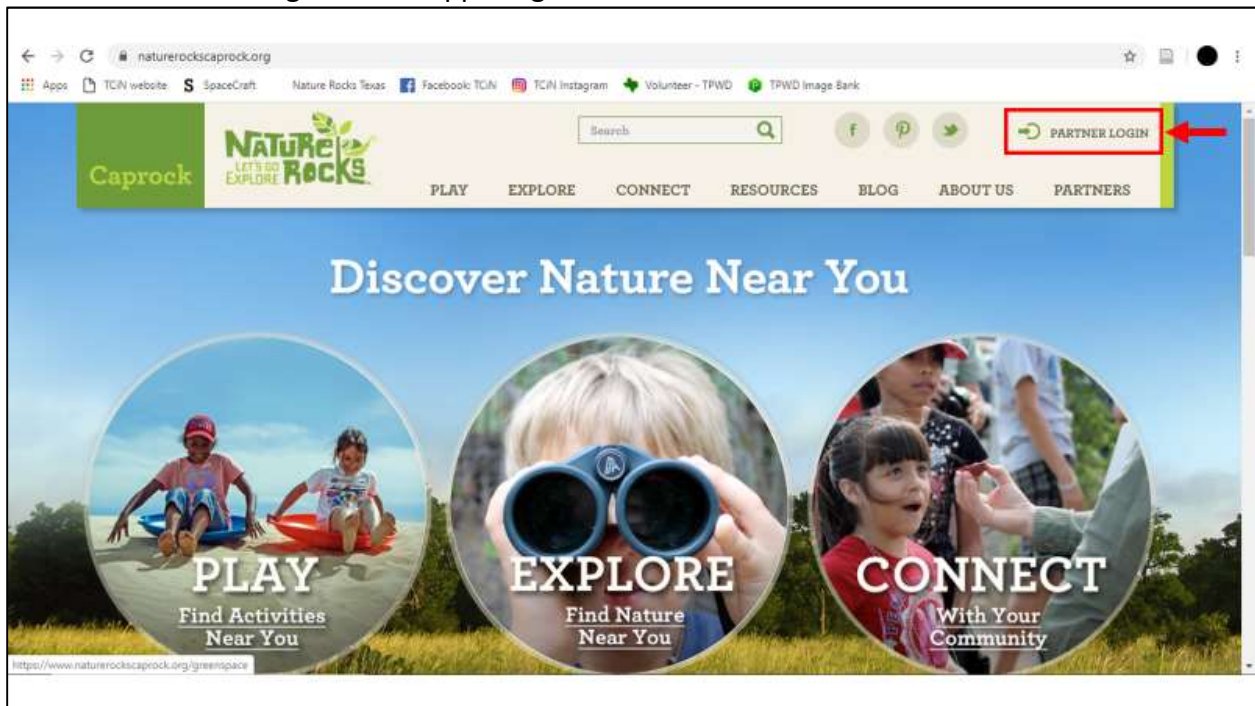


## Editing Your Partner Profile

1. Visit [naturerockstexas.org](http://naturerockstexas.org). Select your region.

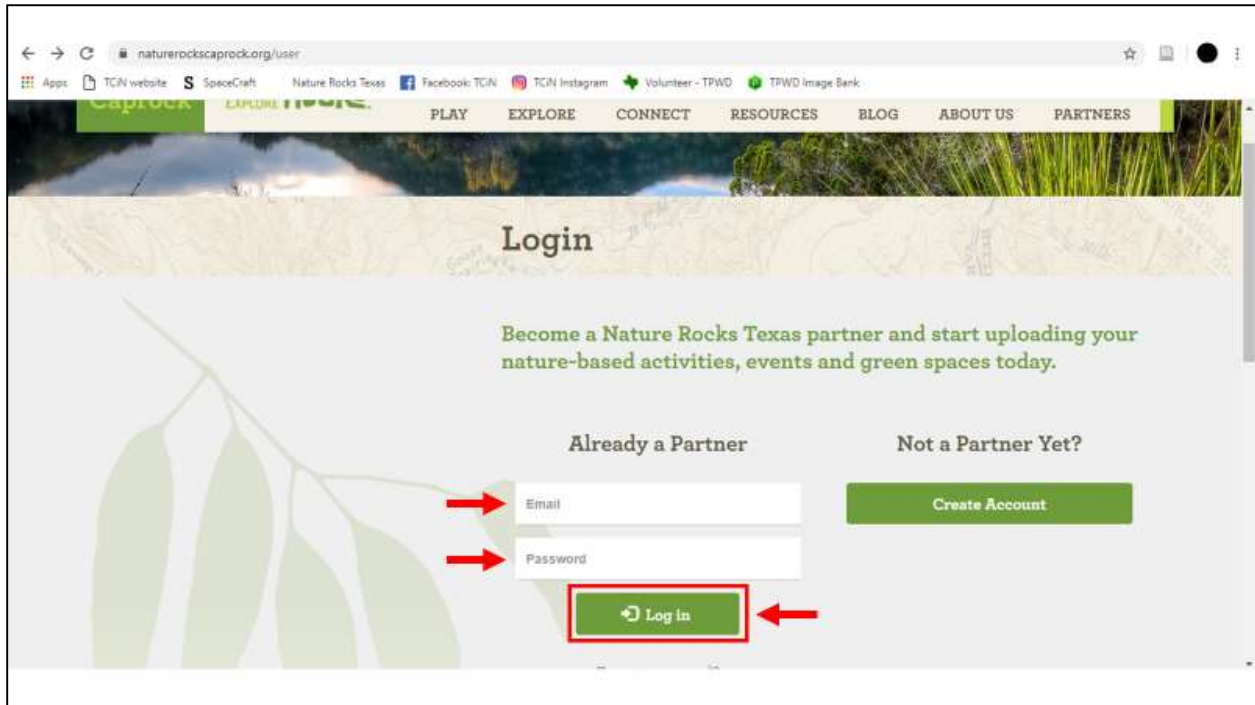


2. Select "Partner Login" in the upper right corner of the screen.

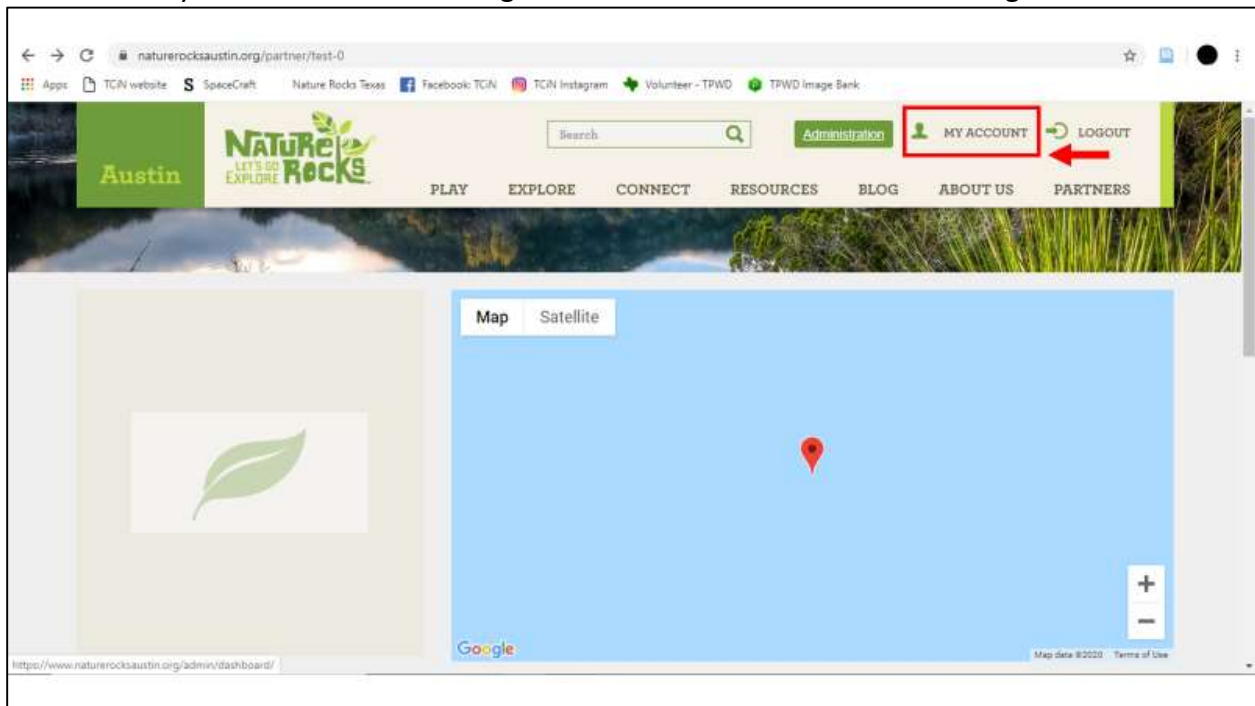




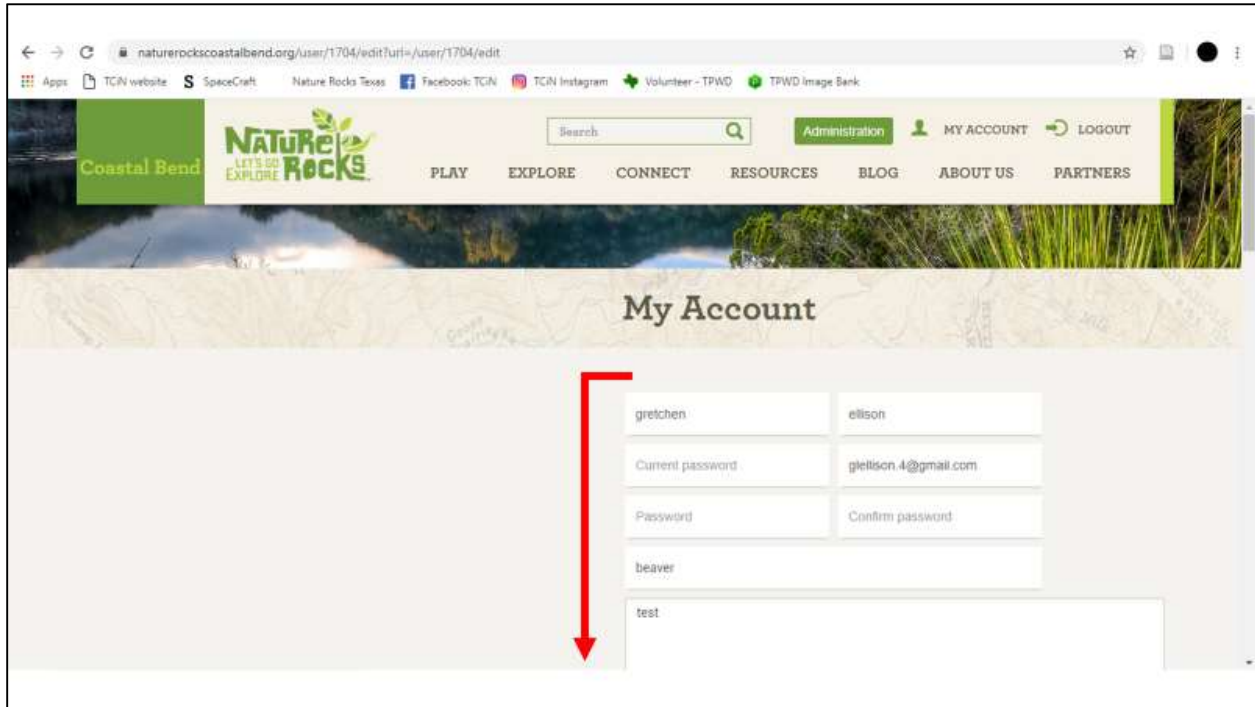
3. Log in using the credentials used to create your account.



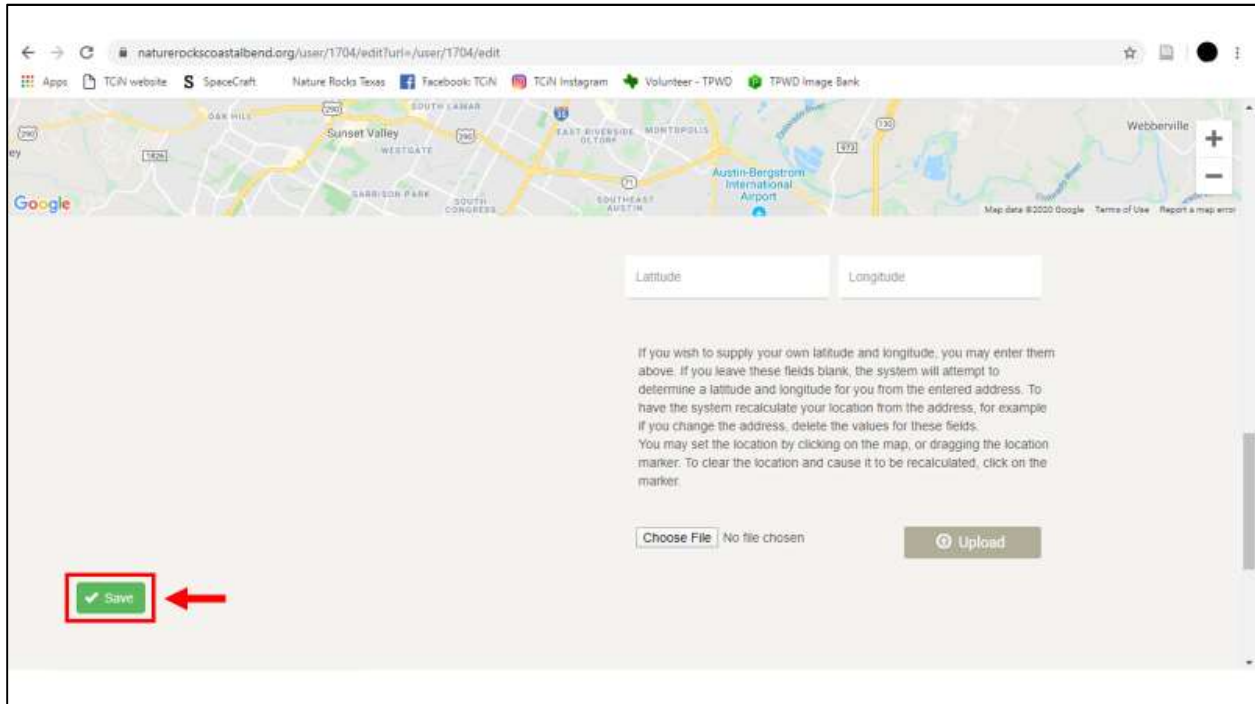
4. Select “My Account” between the green “Administration” button and “Logout.”



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



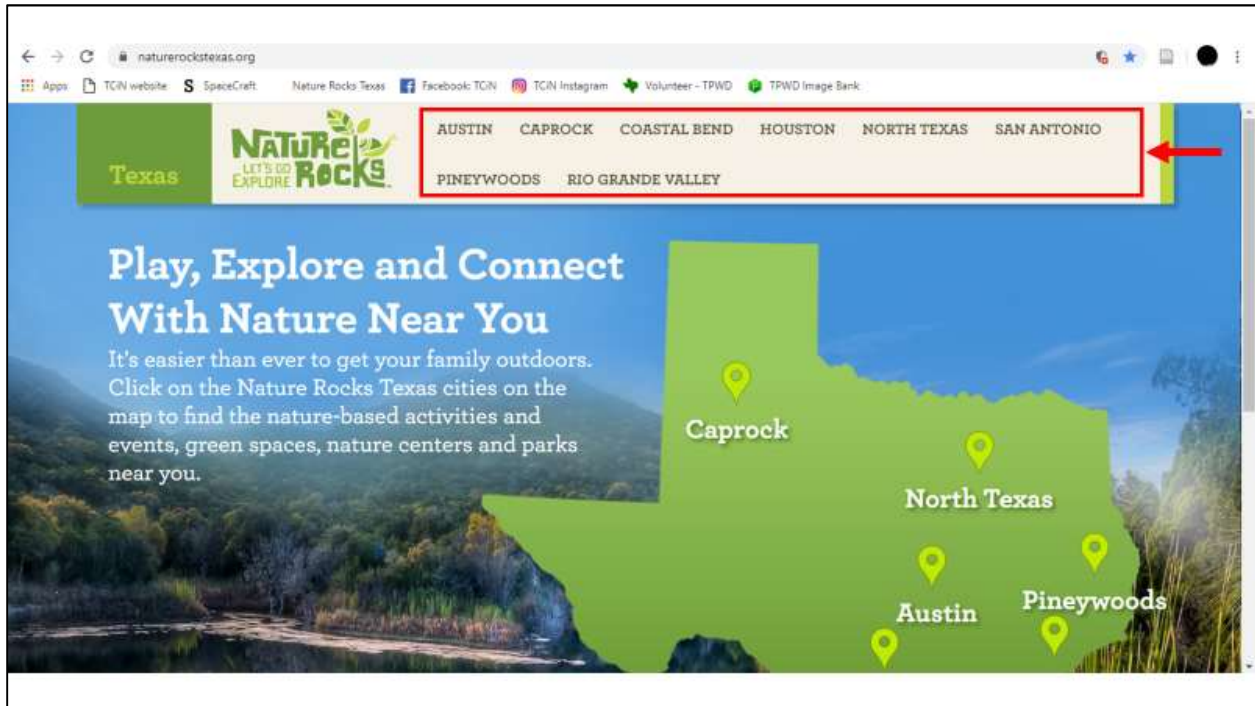
6. Save your changes by selecting the green “Save” button in the bottom left hand corner of the page.



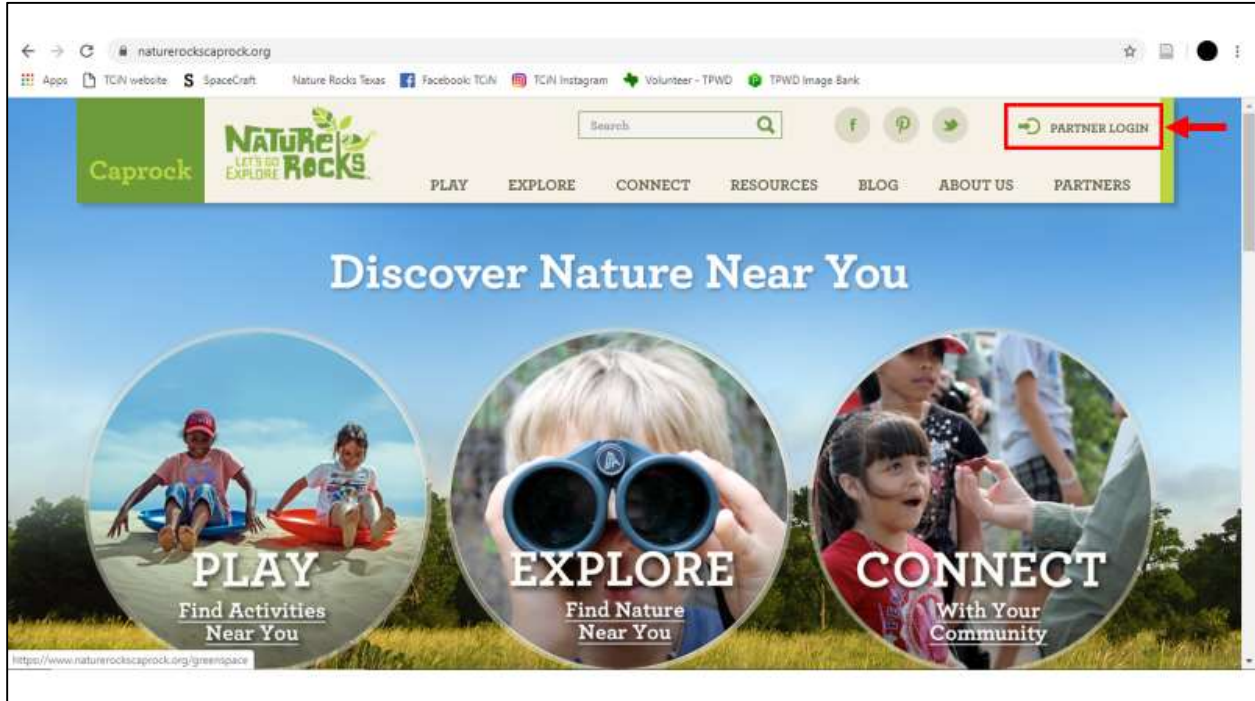


## Adding an Activity or Greenspace

1. Visit [naturerockstexas.org](http://naturerockstexas.org). Select your region.



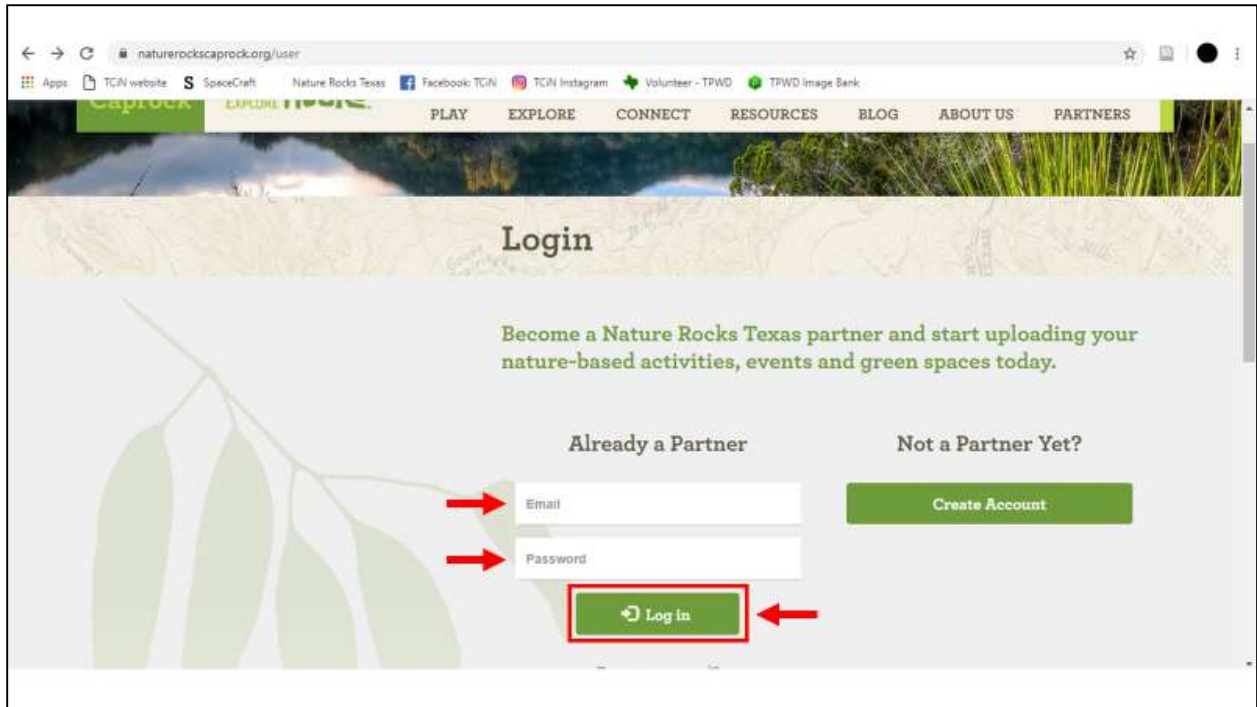
2. Select "Partner Login" in the upper right corner of the screen.



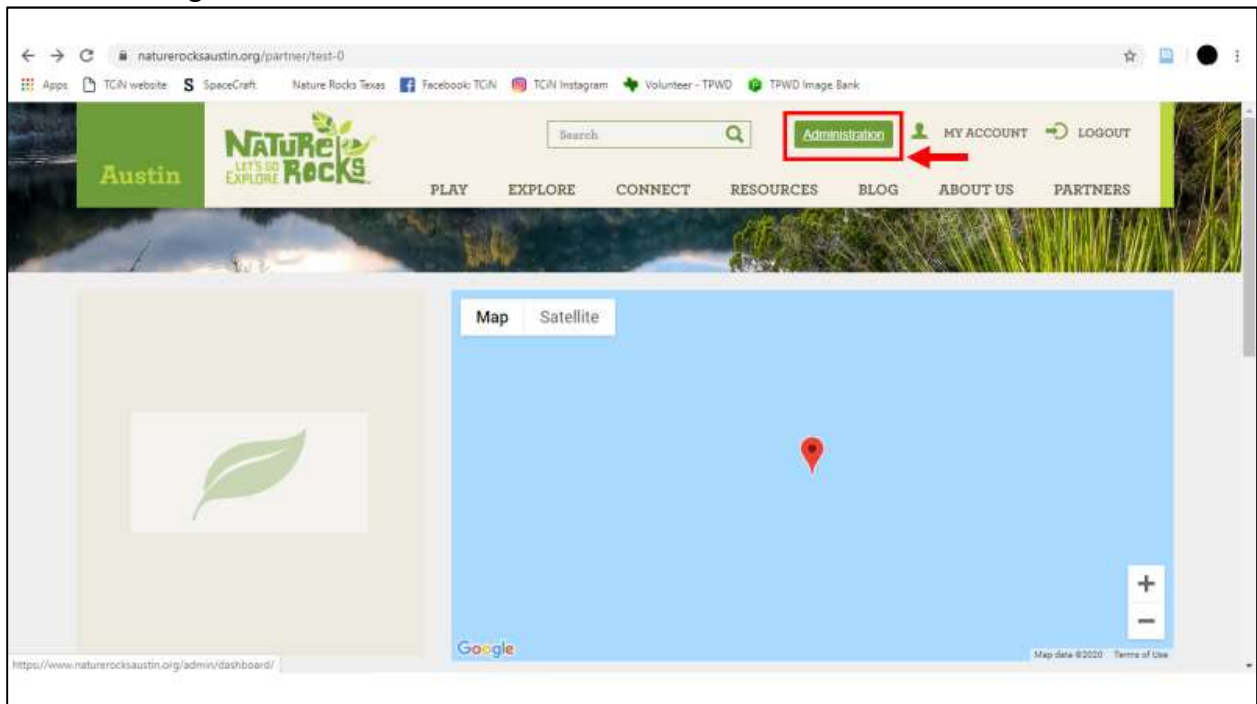




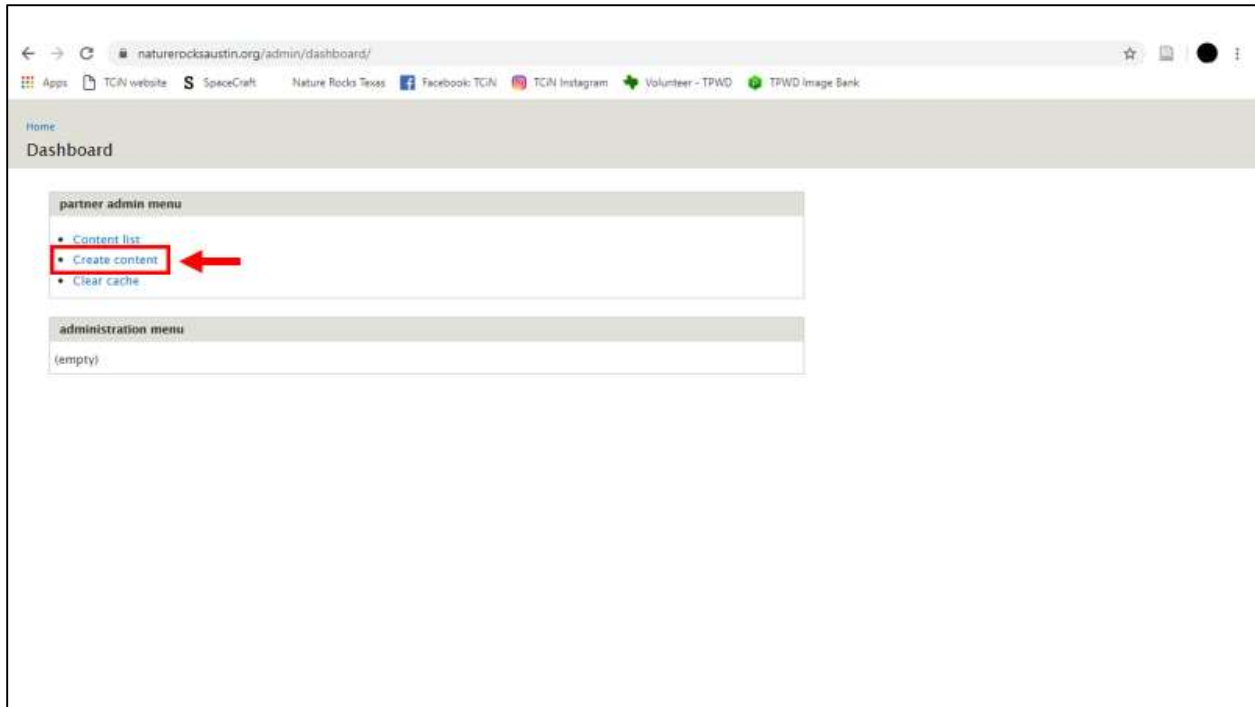
3. Log in using the credentials used to create your account.



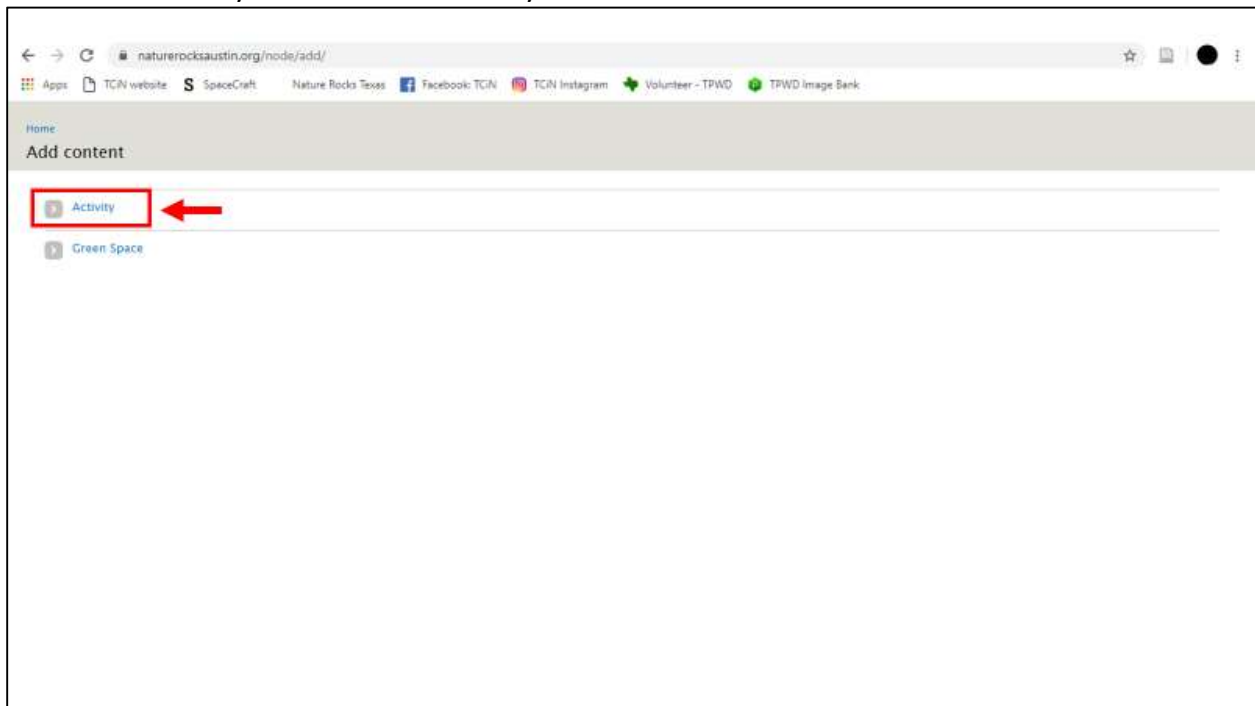
4. Select the green "Administration" button.



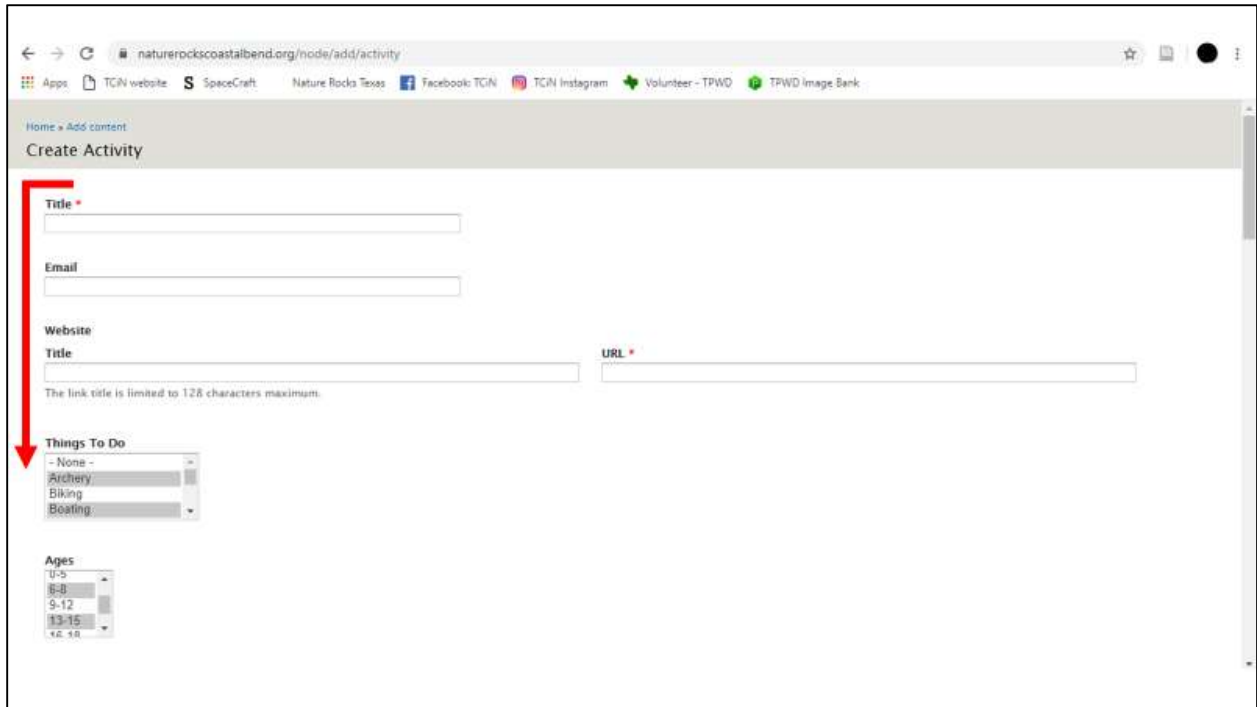
5. Select “Create Content.”



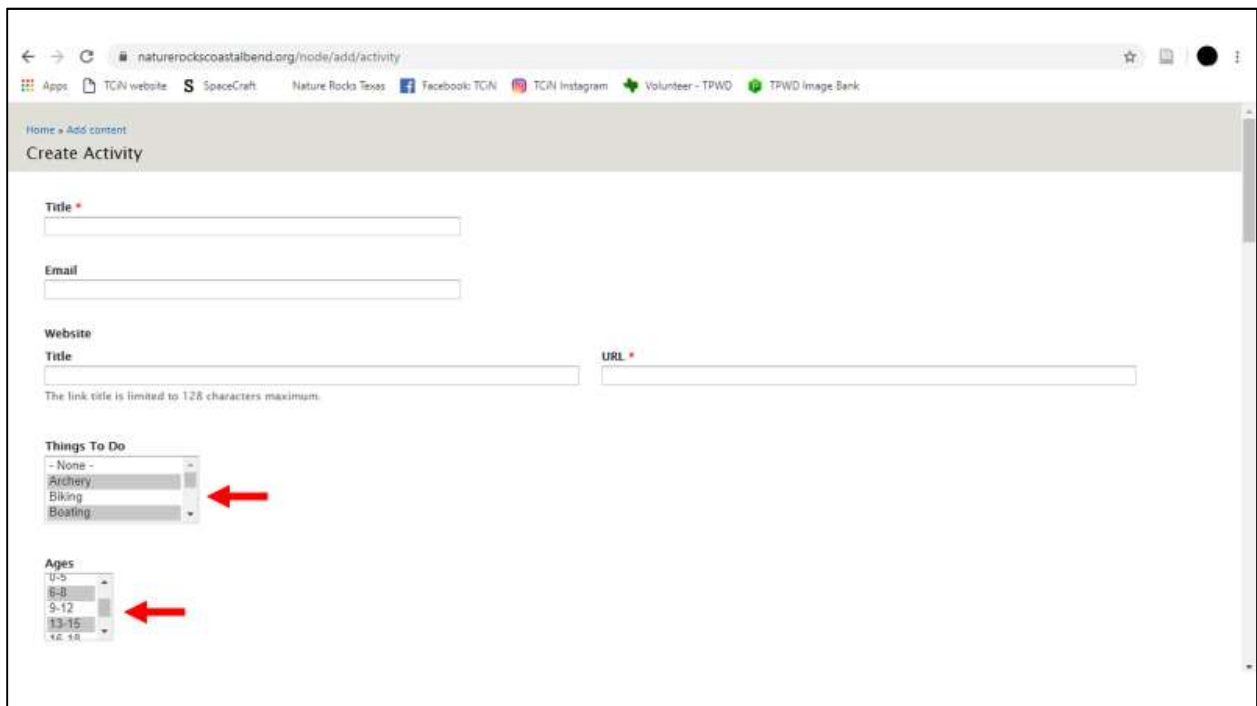
6. Select “Activity” to add a new activity.



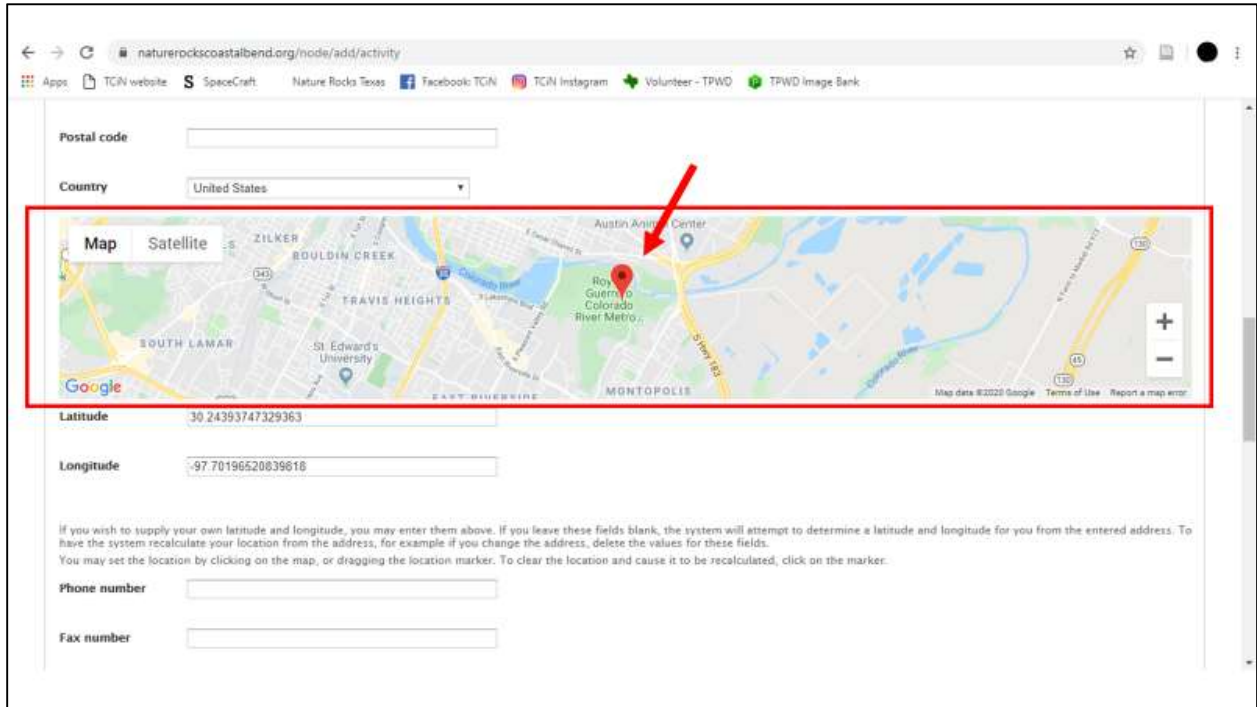
a. Fill in the boxes as completely as possible.



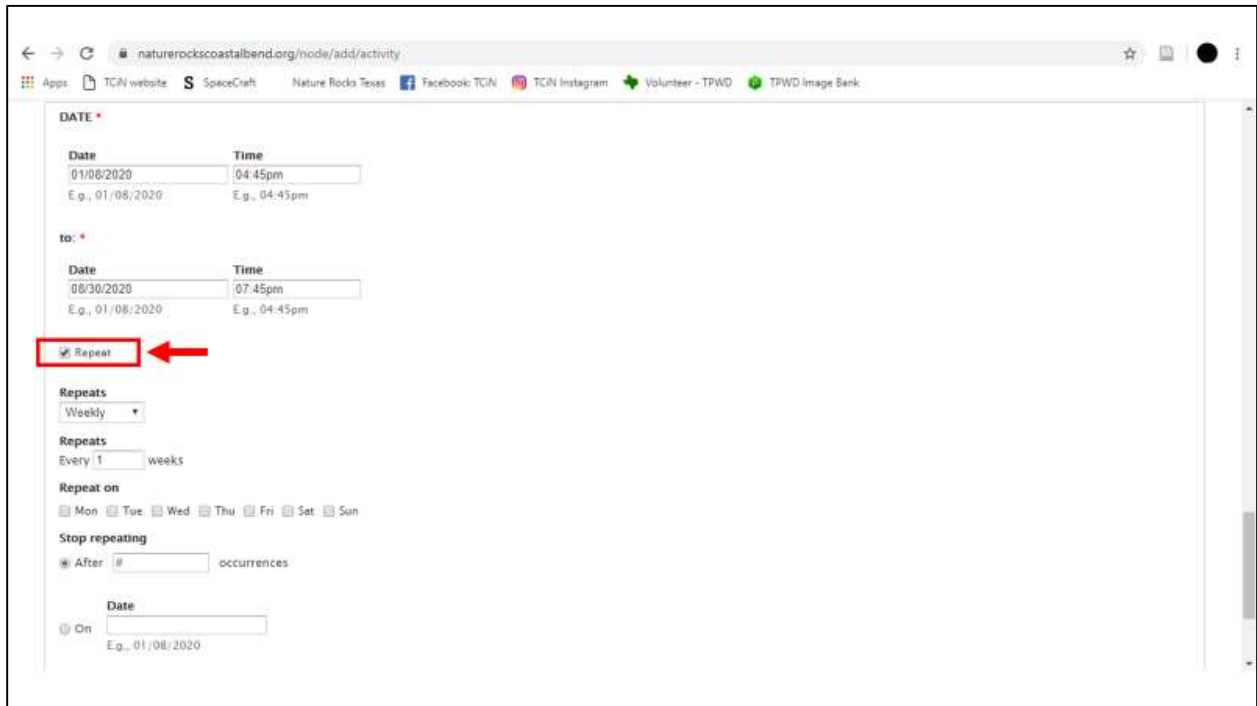
b. To select multiple things to do or multiple ages, press control (ctrl) and click on the items with the mouse.



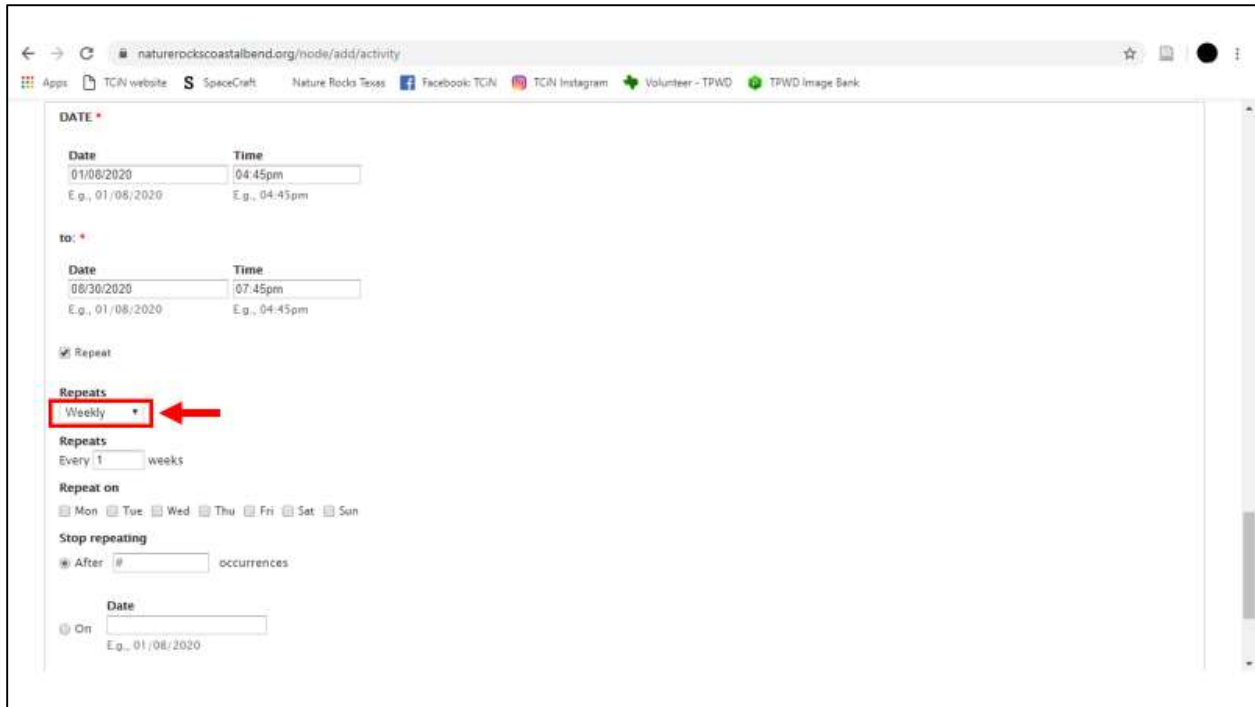
- c. By double-clicking on the location of your activity space in the Google Map, you automatically input the GPS coordinates of your activity.



- 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.



DATE

Date 01/08/2020 Time 04:45pm  
E.g., 01/08/2020 E.g., 04:45pm

to:

Date 08/30/2020 Time 07:45pm  
E.g., 01/08/2020 E.g., 04:45pm

Repeat

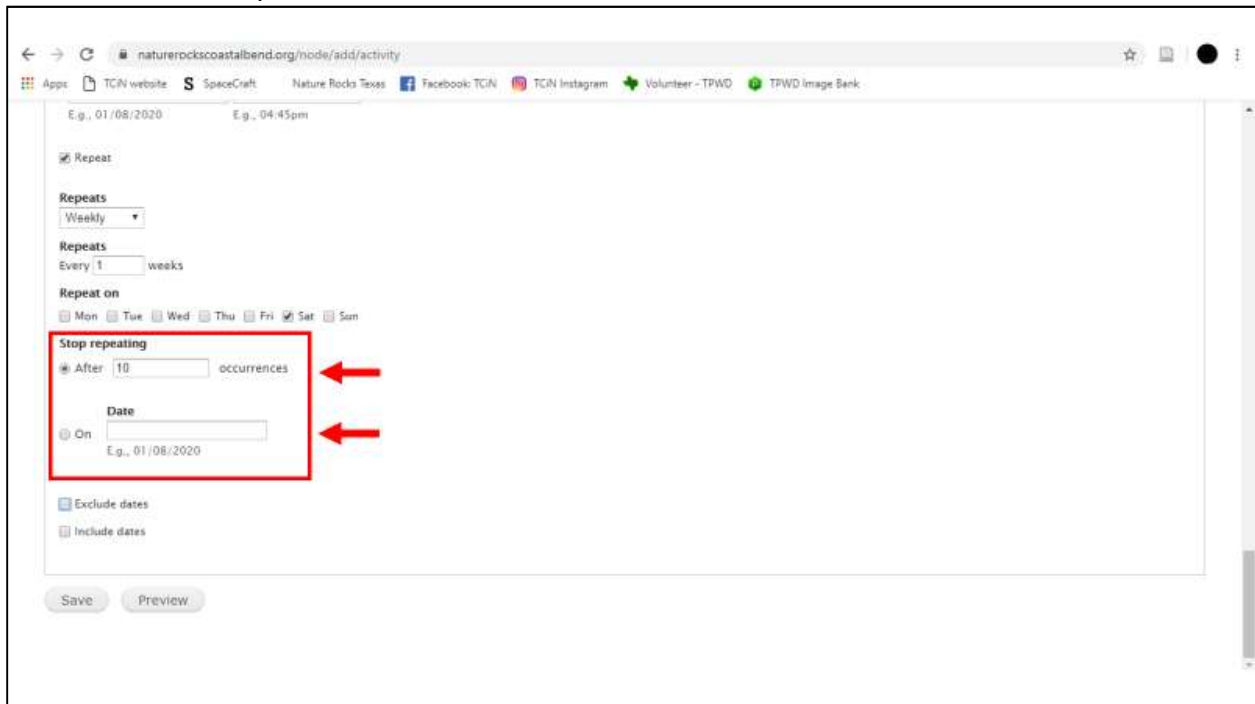
Repeats  
Weekly

Repeats  
Every 1 weeks

Repeat on  
 Mon  Tue  Wed  Thu  Fri  Sat  Sun

Stop repeating  
 After 10 occurrences  
 On  
Date  
E.g., 01/08/2020

iii. You can specify when it stops repeating by number of occurrences or a specific date.



E.g., 01/08/2020 E.g., 04:45pm

Repeat

Repeats  
Weekly

Repeats  
Every 1 weeks

Repeat on  
 Mon  Tue  Wed  Thu  Fri  Sat  Sun

Stop repeating  
 After 10 occurrences  
 On  
Date  
E.g., 01/08/2020

Exclude dates  
 Include dates

Save Preview



- 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.

Stop repeating

After # occurrences

On

Date

E.g., 01/08/2020

Exclude dates

Date

E.g., 01/08/2020

Add exception

Include dates

Date

E.g., 01/08/2020

Add addition

Save Preview

- e. Select “Preview” to view your post.

Switch to plain text editor

Text format: Filtered HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Allowed HTML tags: <a> <em> <strong> <cite> <blockquote> <code> <ul> <li> </li> </ul> <pre> <strong> <img> <span> <br>
- Lines and paragraphs break automatically.

DATE

Date Time

01/08/2020 04:40pm

E.g., 01/08/2020 E.g., 04:40pm

to:

Date Time

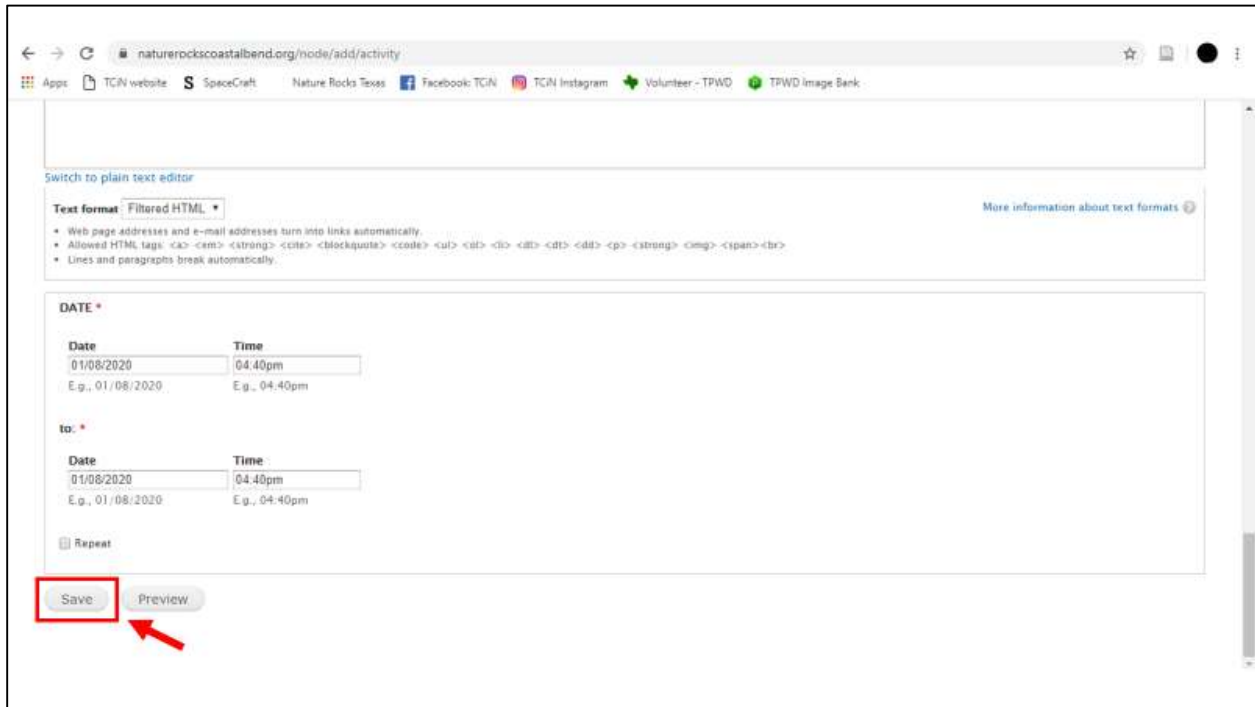
01/08/2020 04:40pm

E.g., 01/08/2020 E.g., 04:40pm

Repeat

Save Preview

f. Select “Save” to publish it.



naturerockscalifornia.org/node/add/activity

TCIN website SpaceCraft Nature Rocks Texas Facebook: TCIN TCIN Instagram Volunteer - TPWD TPWD Image Bank

Switch to plain text editor

Text format: Filtered HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Allowed HTML tags: <a> <em> <strong> <code> <ul> <ol> <li> <ol> <ol> <ol> <p> <strong> <img> <span> <br>
- Lines and paragraphs break automatically.

DATE

Date	Time
01/08/2020	04:40pm
E.g., 01/08/2020	E.g., 04:40pm

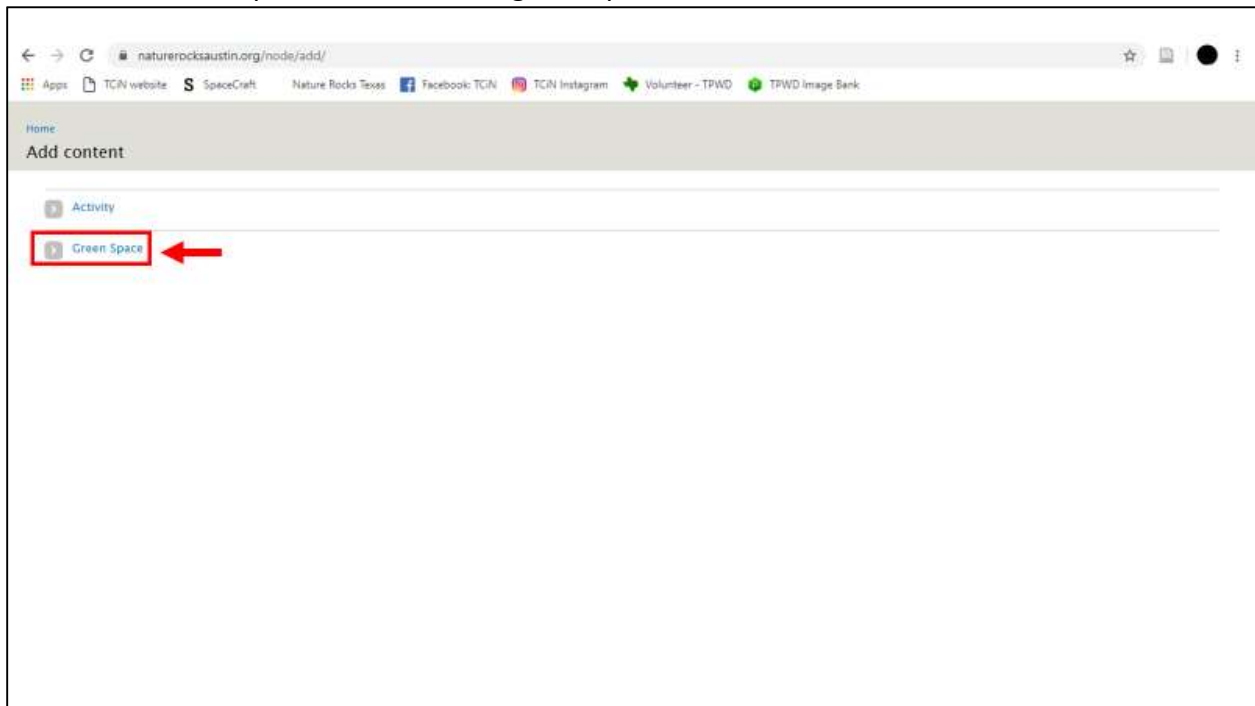
to:

Date	Time
01/08/2020	04:40pm
E.g., 01/08/2020	E.g., 04:40pm

Repeat

Save Preview

7. Select “Green Space” to add a new green space.



naturerocksaustin.org/node/add/

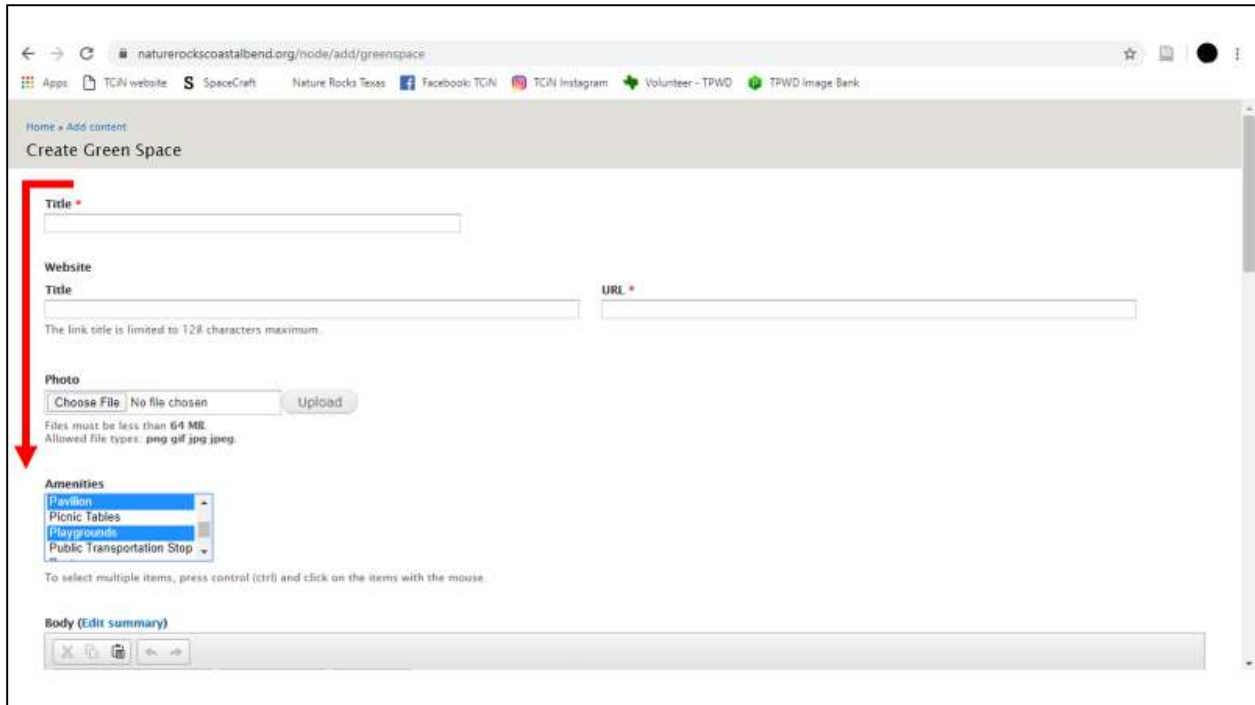
TCIN website SpaceCraft Nature Rocks Texas Facebook: TCIN TCIN Instagram Volunteer - TPWD TPWD Image Bank

Home

Add content

- Activity
- Green Space

a. Fill in the boxes as completely as possible.



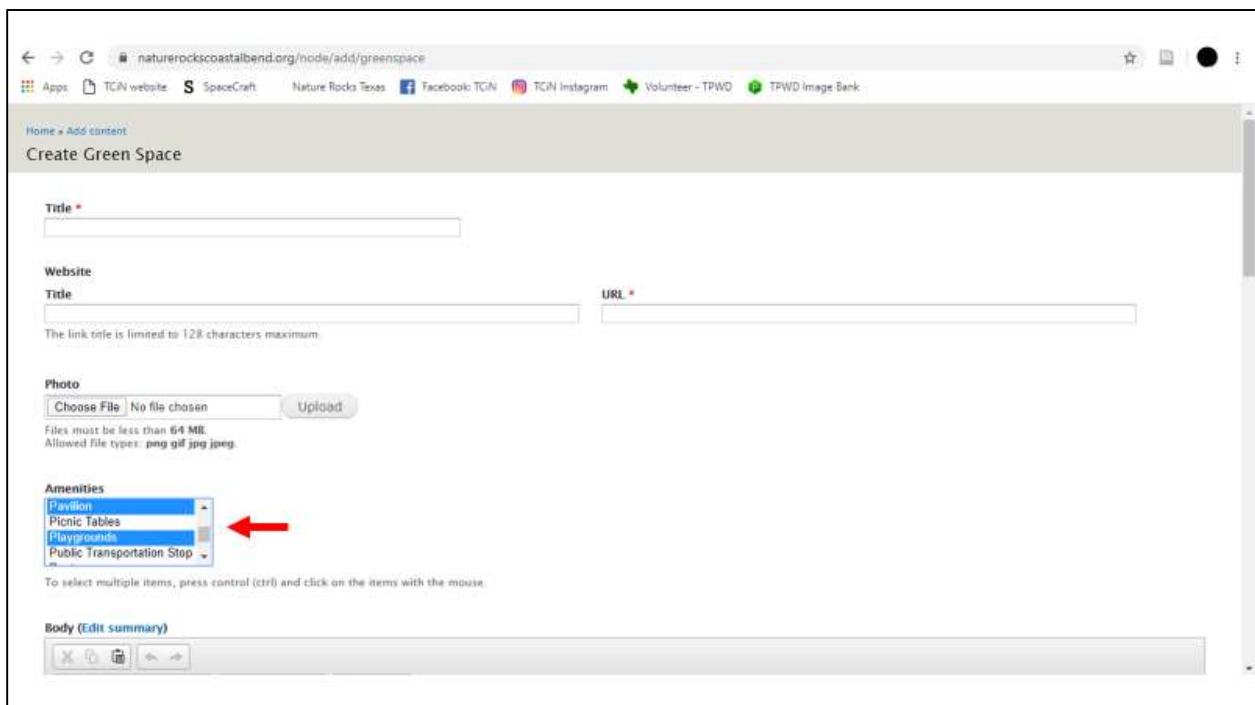
The screenshot shows the 'Create Green Space' form on the website [naturerockscostalibend.org/node/add/greenspace](http://naturerockscostalibend.org/node/add/greenspace). The form includes the following fields:

- Title \***: A text input field.
- Website**: A section containing two text input fields labeled **Title** and **URL \***. Below these fields is the text: "The link title is limited to 128 characters maximum."
- Photo**: A section with a "Choose File" button, "No file chosen" text, and an "Upload" button. Below this is the text: "Files must be less than 64 MB. Allowed file types: png gif jpg jpeg."
- Amenities**: A dropdown menu with the following options: Pavilion, Picnic Tables, Playgrounds, and Public Transportation Stop. Below the dropdown is the text: "To select multiple items, press control (ctrl) and click on the items with the mouse."
- Body (Edit summary)**: A rich text editor area with a toolbar.

A red arrow points to the **Title \*** field.

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.

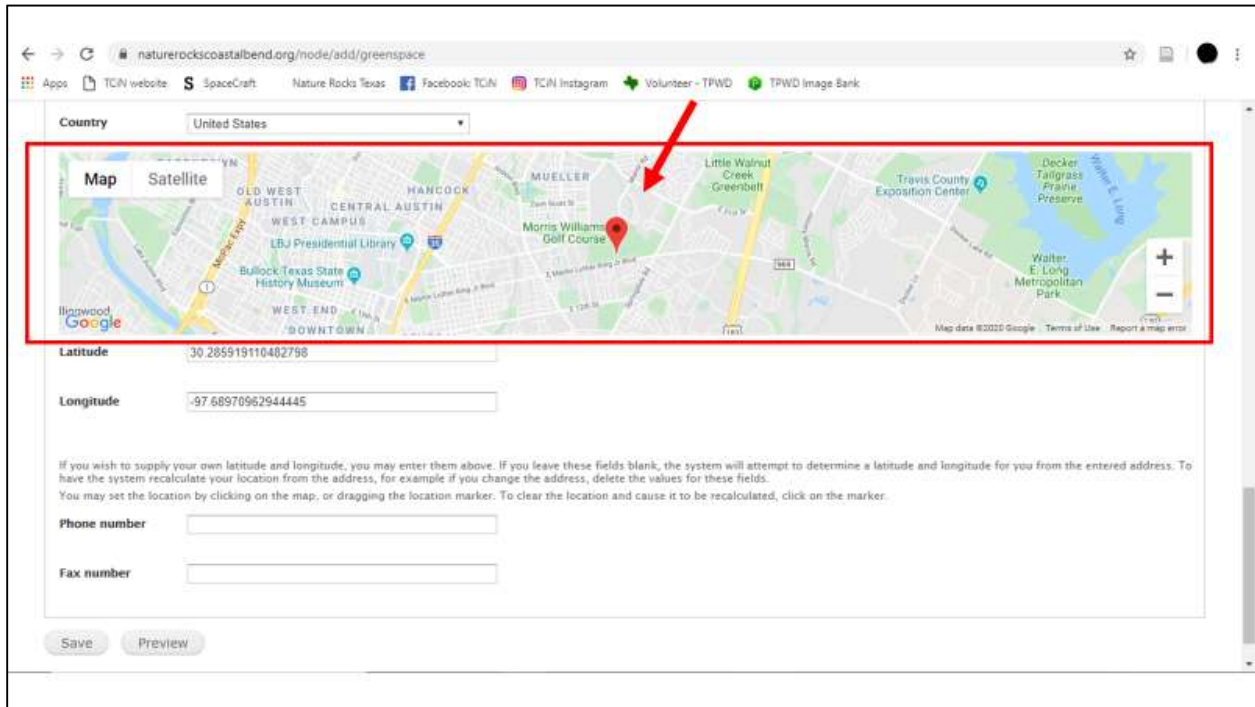
c. To select multiple amenities and things to do, press control (ctrl) and click on the items with the mouse.



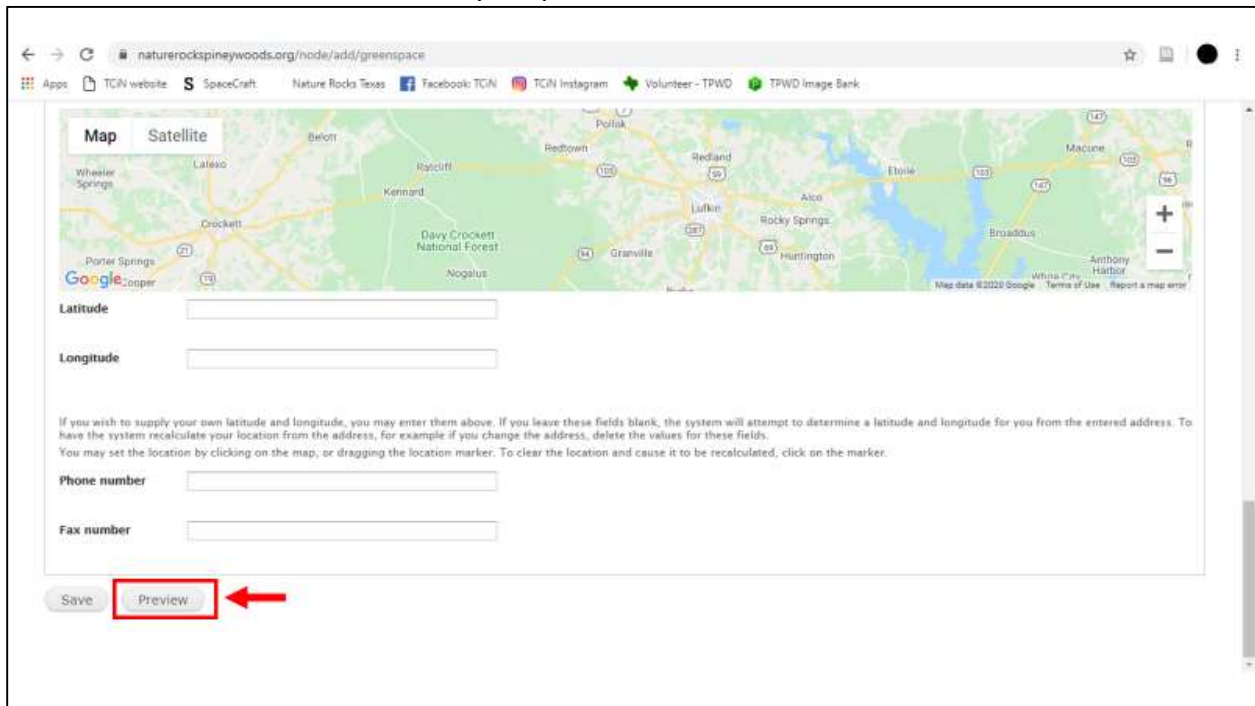
This screenshot is identical to the one above, showing the 'Create Green Space' form. In this version, a red arrow points to the **Amenities** dropdown menu.



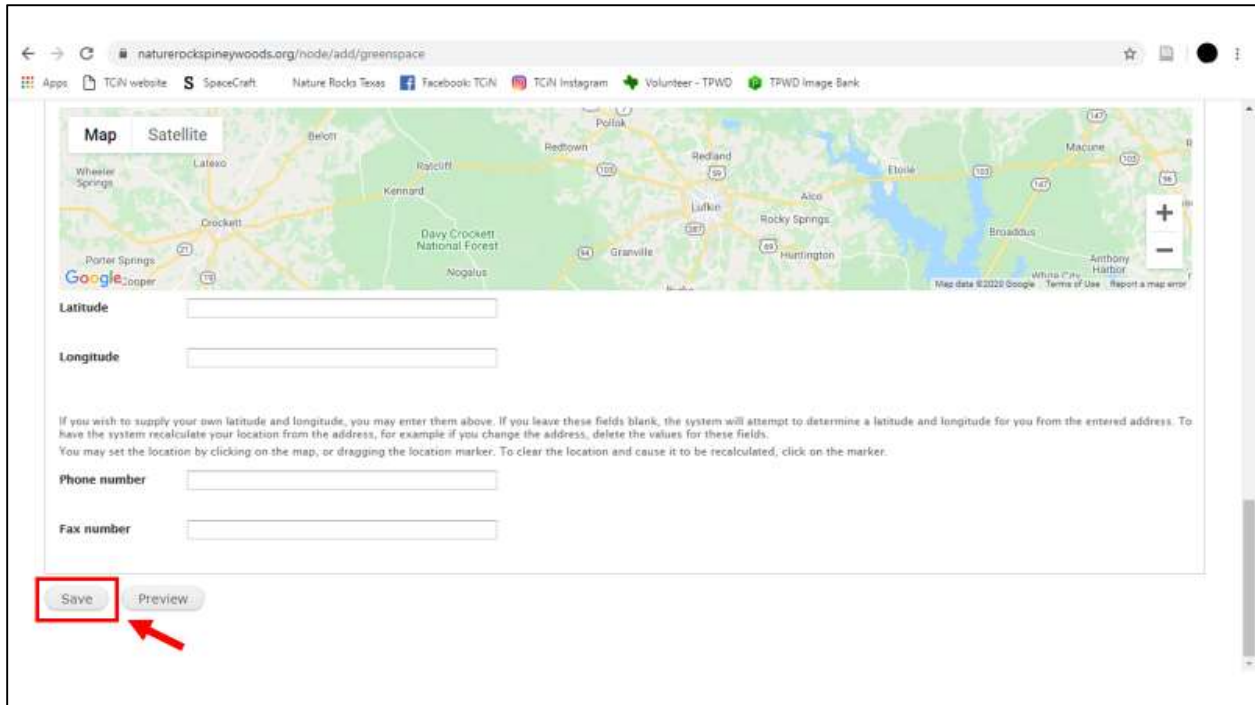
- d. Be sure to use a physical address for your green space, NOT a P.O. box!
- e. By double-clicking on your green space in the Google Map, you automatically input the GPS coordinates of your green space.



- f. Select "Preview" to view your post.



g. Select "Save" to publish it.



naturerockspineywoods.org/node/add/greenspace

Apps TCIN website SpaceCraft Nature Rocks Texas Facebook: TCIN TCIN Instagram Volunteer - TPWD TPWD Image Bank

Map Satellite

Latitude

Longitude

If you wish to supply your own latitude and longitude, you may enter them above. If you leave these fields blank, the system will attempt to determine a latitude and longitude for you from the entered address. To have the system recalculate your location from the address, for example if you change the address, delete the values for these fields. You may set the location by clicking on the map, or dragging the location marker. To clear the location and cause it to be recalculated, click on the marker.

Phone number

Fax number

Save Preview

## 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](#).