# **CPSH Plum Instructions**

Note: If you have difficulty accessing plum after you go through these instructions, please contact contact@plumgroups.com

### For the first time user

1. Go to https://www.plumgroups.com/Groups/txcpsh.org



- 2. Sign up using a social account or use your email address along with a password
- 3. Complete Welcome and Plum Name Screens. Your Plum Name is like a twitter handle but we suggest you use a Plum Name that does not identify you.
- 4. On the Interest page you will have different options depending upon your browser.
- 5. If you are using a Chrome or Opera on a computer, the default option is to install the Plum extension. Please choose this option because it lets you comment on the CPSH website using the Plum toolbar.



- 6. If you are using any other browser such as IE, Firefox, Safari or you are using your phone start the Discover process and go through all the topics to select your interests.
  - a. To select Special Needs and Special Education, say Yes for Mind, Body, Spirit, Yes to Education, Yes to Family and then Yes to Special Education and Special Needs.
  - b. For a Quicker Start, answer the first 3 questions and click Next.

- 7. Complete the "About You" screen.
- 8. On the "Groups" screen; if you want to invite your friends to try Plum, send them the link on the groups page. If you would like to invite other special needs parents, please use the link at the top of the page.
- 9. Watch the getting started tutorial if you would like and click Done to start using Plum.

### Groups

To access the CPSH Plum Group, from the Plumgroups.com website click on the Groups tab and scroll down to select the group.



If you installed the Plum extension, the Plum toolbar allows you to comment on any website you visit. You can get to the group CPSH Group from the Plum toolbar at any time by clicking on the Groups button.

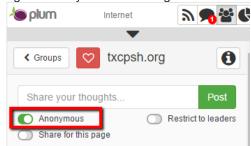


This will show you the group for the current website you are visiting. Click the button to get back to the list of all groups so you can access the CPSH Group. If you are go to the txcpsh.org website, and click the Groups button you will immediately be in the group.

Click on the CPSH logo and you will see all of the conversations for <u>TXcpsh.org</u>. Notice the name of The group you are in is shown at the top.

#### Conversations

- To start a conversation, type a comment in the "Share your thoughts" field.
  - Your thought is anonymous with the green switch is on



 Your comment appears in this group and your main feed when the green switch is on for Share for this page.



o Your comment is restricted for leaders (moderators) when the green switch is on



To participate in a conversation, type a comment in "Commenting as..." and "Reply"



## The Plum Feed

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The Plum feed is where you share and read the thoughts of people around you and it is where you receive updates from all of the groups with which you have joined. Soon you will also see new groups that are available for you in your feed.

## Chats

Chats is where you can find other people who share your interests and you can start private conversations with one or more of those people.

For example, you can use the New Chat wizard and find people who share an interest in Cancer and determine how close to you they should be. Plum will return a list of random fruit which represent users that matched your chat filters. You can then create a chat with one or more users.

#### Discover

Here you have the ability to explore your interest profile by using the Interest Wheel to drill into your selected interests, click the Find People Like Me button in the middle and start quick chats just based on interests. Soon there will be a directory of all of the groups available.

The Interests section at the bottom shows the interests that either you have indicated you have or the ones that Plum has detected. You can use this to tree to select new interest or turn off interests you don't want other users to match with you. Just click the "+" to expand the tree and see all of the available interests.

Finally, you can suggest specific interests you would like to see added to the Interest Wheel.