

Hello,

This is a letter I will send to each new member who joins us from now on. I believe this letter will help all of us use the Mat more effectively and get the most out of our experience, whatever we desire it to be. Please print it out for handy reference. (5 pages).

We are so happy to have you join us on The Welcome Mat, the first online interactive magazine for rug hookers and wool workers.

The Welcome Mat is a river of information and enjoyment that is wide and deep.

I would like to give you a bit of a guidebook on how to use it.

This document will be reserved in the group titled: Resources, for your future reference, it will be a discussion called How to Use The Welcome Mat.

Just take one thing at a time, first start zipping around and looking at member's pages, then try looking at old discussions or joining a group. If you need to troubleshoot look at the end of this article for some how tos.

Don't get overwhelmed, just like anything, try it out one step at a time!

## **Navigating**

The Menu is at the top of every Welcome Mat page, you can always click it to return to your own home page, called My Page or the Main Page.

To go to someone's page you need only click their picture or name. To find out if they are on the Mat click on the word Members in the menu and type in their name, or if you are looking for hookers in a certain area, location.

The info will come up if people included it in their profile.

Along the top every Welcome Mat page you will see a menu; Lets go through what's there:

## **Main Page**

It is good to check the main page every few days or so even if just to see what rugs have been posted lately on the slide show.

## MAIN PAGE MIDDLE

At the very top I post any breaking news we need to know on the Mat

Next you'll see icons of our groups, for quick access. This is where all the real treasures of The Welcome Mat reside.

Further down is our code of conduct. The Welcome Mat Credo. Then comes our glorious slide show, when members post photos of their rugs the last 100 automatically go into a slide show.

Birthdays- members who have chosen to have their birthdays revealed are listed here. Send them a birthday greeting.

## LEFT HAND SIDE OF MAIN PAGE

At the top you will see photos of our members who are online or just had a visitor on their page.

Lower on the left hand side you will see a Blog, the info in there changes but it is always great. There are tips in Sharing it Saturday, a great collection of websites, don't forget to scroll to the bottom and click read all, then you can see all the great blogs all the members are writing.

Next down on the left is the Forum. This is where the question of the day that comes to your mailbox gets sent from. You can read every discussion we've had since the start of this incarnation of the Welcome Mat began, not only the ones I start but other discussions as well. Go to View All to see them.

Below this you will see videos, this is where I will place any videos I need to demo dyeing articles or hooking ideas.

## RIGHT HAND SIDE OF THE MAIN PAGE

At the top you will find a mini My page this is where you can sign out, add photos, friends, anything you want from a slide down menu.

Next are ads our server applies, no choice here.

Then you will see who started the Mat, that can't be changed either.

Next I have a badge you can get for your website or blog. The next block is where you will subscribe via paypal, only do this after you get an invoice. Or where you can sponsor a hooker by making a small donation in the amount you wish.

Next is Notes, right now it contains info on how to use the Mat effectively.

After that you will find Events, people send in free ads and notices for things up coming in their area.

## **NOW BACK TO THE WELCOME MAT MENU**

**Invite-** Click here to invite your friends. When you enter this area, you will see three ways to send an invitation. One opens automatically, if you don't use Outlook Look down for this sentence, and click it.

### **► Enter Email Addresses Manually**

That will let you copy and paste the email addresses of your friends. Please do invite them as they will get a month to decide before they need to pay a fee.

### **My Page**

Takes you directly to your own personal home page where you can promote and tell people all about you, you can also customize what it looks like in your settings. There is more below on that in the How To section.

### **Members**

This is our members are listed in order of joining, the last on are at the top of the list.

### **Photos**

This is where all our photos are stored. Although we have a main page slide show of 100 photos, we also have an archive of over 9,000 rugs, never was there a book published with so many rugs, fresh off the frames nor so ever changing. You can rate other's photos positively and collect an album of your favorites. You can also keep track of where you are while trying to see all the photos by the page indicator on the bottom.

### **Forum**

The archive of all our discussions - yes all of them ever posted

### **Blog**

All the blogs members have posted

**Groups** – This is the greatest part of the Mat, where we can really interact and get some useful info and be stimulated or get help. Here is a brief description of them.

**Play Day** - this group will have creativity exercises, swaps, challenges and imagination galore, built to provoke and inspire and encourage.

**Colors To Dye for Amplified** – this group provides backup, answers and expansion from my Rug Hooking Dyeing Columns including videos.

**Resources:** This group is for the storing and exchange of helpful info for all of us. Rug Hooking Magazine Index, Welcome Mat how to info, web resources, free patterns etc.

**Hook Up** – Post a notice if you are looking for hookers or hoping to attract some visitors.

**The Enrichment Assembly** – go here for support as you develop your artistic voice.

**Yard Sale**- Post things you want or need to get rid of, if you have a business, let us know of specials you are having.

**Colour Counselor**- Ask me any questions you want, over any period of time, approx 10 questions \$1 each.

**Welcome Mat News** – here we exchange thoughts and ideas , let people know the good things that are happening.

**What Wanda Said** – Here I post things I teach about and find out and generally talk about what I'm interested in letting you know about, online classes for hooking and dyeing.

**Free Online Classes** - just as it says, free teacher supervised classes, most are on improving our colour use.

**The Mall** – full of vendors for you to peruse, take full advantage, some have specials just for Mat Members.

**I'm A New Hooker**- just as it says, new hookers join up for camaraderie and enjoyment, help and encouragement.

**Styles** – I show you an artist or two every week, it's candy for the eyes!

**The Interview**- a sadly neglected group, it is very valuable and I'll be attending to some great new interviews soon. Find out what makes other rug hookers tick.

**Cooks Corner**- find great new recipes, exchange ideas and expand your recipe universe.

**Book Shelf**- find out great hooking books and great book

of all sorts, if you love to read this is the group for you.  
**Dyeing to Know**, instructions, help, challenges and fun related to dyeing. Free rotating formulas.

Get more from your Mat, join a group today by clicking the group icon and looking for the words, join this group, click on them and post a hello !

### **Notes**

The little things I might need you to know. Like how to use the Mat easily.

### **Events**

Members post events in their area and beyond, good for advertising classes schools and camps.

### **Video**

I post videos here to support dyeing and hooking classes.

## **How to :**

### **Post answer to the Question of the Day easily**

From my letter, click on the hot link that says for instance

#### **Discussion link:**

[Today's Question 01/18/10 The Rewards and The Frustrations](#)

Of course the title of the link changes each day.

This will take you to a page in the mat with a text box, type in your response, press reply. If you wanted to add a picture, you will see a camera link in the menu of the text box.

Click it select your photo , click upload, wait, don't change windows by clicking to another page. What appears will be computereeze but your picture will appear after you press reply. You can also get there by clicking the word Forum on the Main Page.

### **Join a Group,**

Click on a groups icon, look for the words Join this group on the right hand side,

click that. You are joined!

## **Make changes to your info.**

### **Settings**

#### **Profile:**

You can see on the right hand side of every page where you can sign in and out, your list of friends and your settings. These settings are pretty important, you can give yourself a picture, you can change your e-mail address, you can even get a sex change if you accidentally pressed the wrong button when you signed up or even made a spelling error. Be careful to select save before moving on after any changes.

You can also select other items below Profile.

**Privacy** helps you determine who reads what you post.

**Email** lets you determine how much and when you will be getting mail from The Mat and from what source. Just check the boxes you want and deselect the rest. Then save.

You can also choose to receive no mail from The Mat if you happened to be busy, away or just need a break from it.

**My Page.** This is where you can choose how your page will look. It is fun to play with these settings. You can learn a lot about colour contrast.

### **Invite Friends**

When you enter this area, you will see three ways to send an invitation. One opens automatically, if you don't use Outlook look down for this sentence, click it.

#### **► Enter Email Addresses Manually**

That will let you copy and paste the email addresses of your friends. Please do invite them as they will get a month to decide before they need to pay a fee.

### **Make friends**

This is a closed list meaning it is very difficult for spammers to get in here. I think I can safely say, you are free here to connect with people you don't know without worrying about privacy or

safety.

Make a new friend by going to their page and clicking Add as a friend below their name.

You can also write a private letter to someone or comment on their page.

### **Post a photo**

To post some of your rug photos click on Photos in the menu, the look for + Add Photos on the right hand top of the window follow the prompts. Please provide a caption explaining the photo you posted, who hooked it, story about it, whose pattern it is...

I hope this helps you to explore more possibilities with the Mat.  
Wanda