

## Navigating and Posting in the Spirituality and Practice E-Course Practice Circles Tablet/Phone Version How-To

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Welcome to Spirituality and practice. This brief video tutorial will show you how to engage in our E-Course Practice Circles when using a tablet or phone. For traditional computer and laptop users there is a separate video as some of the features of the site are situated differently for those interfaces.

*All content in this video is for demonstration purposes only. Content will vary depending on your e-course.*

The Practice Circles are our online forums open 24hours/7days a week — where you can share with other participants from around the world and receive further guidance from e-course retreat leaders. They are only accessible to those registered for a Current E-Course. They are not available for the On-Demand versions of our offerings.

There are several ways to get to the Practice Circle. In every email of the e-course there are links – one is in the left sidebar and then another is towards the bottom of the email in the practice section. Using either link will take you to a sign in page or if you are already signed in, directly to the Practice Circle.

If your e-course email is not handy, simply sign in to your account on our site from the light blue button at the top right corner of any page when using a tablet or from the grey links at the bottom of any page when using a phone. Once signed in you will be taken to your account page and there is a bar that says "Manage Account" with 3 dots on the right side this lets you know that there are other sections available from that bar. Tap it and choose "My E-Courses". Scroll through the list of your courses and find the title of your course. Tap it and you will now see a magenta box just below the title of the e-course with a link to the practice circle that says "Discuss this E-Course in the Practice Circle..." Tapping that link will take you directly to the Practice Circle.

Here is what it looks like in the phone version utilizing the same steps as you do with a tablet.

There are several sections in the Practice Circle. As with your account page you can access them from the dropdown menu by choosing "Sessions" with the three dots to the right. The other sections include Community, Technical Help, and Resources. Some E-Courses will also have Media and/or Teleconference sections.

In each section there are "threads" where the discussions happen. In "Sessions," each thread corresponds with each email sent for the course. They appear only after an email is sent. In Community the are always just three – Introductions and Intentions; Community Support and Prayer Requests; and Other Conversations, a.k.a. The Kitchen. The Technical and Resources sections usually just have a single thread.

Choose the section you want to view from the bar. Once there you can enter a thread by tapping on its title. The most recent posts appear just under the introductory post. If you'd like to make a comment scroll down the page till you come to the "Post Message" box.

Tap in the title field to add your title. When you are finished do not tap the Go or Return Button to get to the next box!!! Activate the message box by tapping into it. You'll know it is active when you will see the icons along the top turn black. Type in your message and tap the "Post Message" button. Your message will now appear at the very top of the session thread just below the introductory post.

You can respond or comment on a specific participants message by "quoting" them. Tap anywhere in that posting and you will see a "Quote" button under their picture. Tap it and you will be taken to the post message box, this time with three sections – a title box, the quoted content and an area for your message. You can actually edit the quoted content which we ask you to do if it is very long, so that you cut it down to its essence. Again click into the message box to activate it so that the icons turn black and the box is active for your message. When you are done typing your comment, again tap the "Post Message" button and your post will appear at the top of the thread just below the introductory post with the quoted content in a gray box in the middle of your posting.

As mentioned earlier, if your e-course has video or audio offerings you will also have a Media Section with threads corresponding to the email or day in which those videos or audios are mentioned. Some videos are password protected. The password will always be provided just above the video. You do NOT use your own personal password that you use to log into our site.

Using the magenta arrow button next to the title of the thread will take you back to the directory. To listen to audios, simply press the little arrow button on the audio player and the audio will begin. These same directions hold true if you are using a phone, though you may need to turn your phone into the horizontal position to fully see the video or audio player and utilize all their inherent controls.

If a teleconference was offered during your e-course and you were unable to participate live on the call or would like to go back and revisit the teleconference a recording is provided under the teleconference section of the practice circle. Again, simply click on the arrow button to listen to the recording in the audio player.

We hope this video has helped you become familiar with participating in the practice circle. Please feel free to explore the Practice Circle to get to get to know all of its features. If you still have questions there are several links in the Grey Welcome Box on the bottom of every page in the practice circle. These links will take you to pages offering more information and answers to questions about our practice circles. If you still have a question after exploring those pages, you can always post a message in the Technical Help Section of the Practice Circle and someone from the S and P team will respond to you there so check back for updates.

Thank you for participating in the Spirituality and Practice E-Courses and we offer you many blessings on your own spiritual journey.