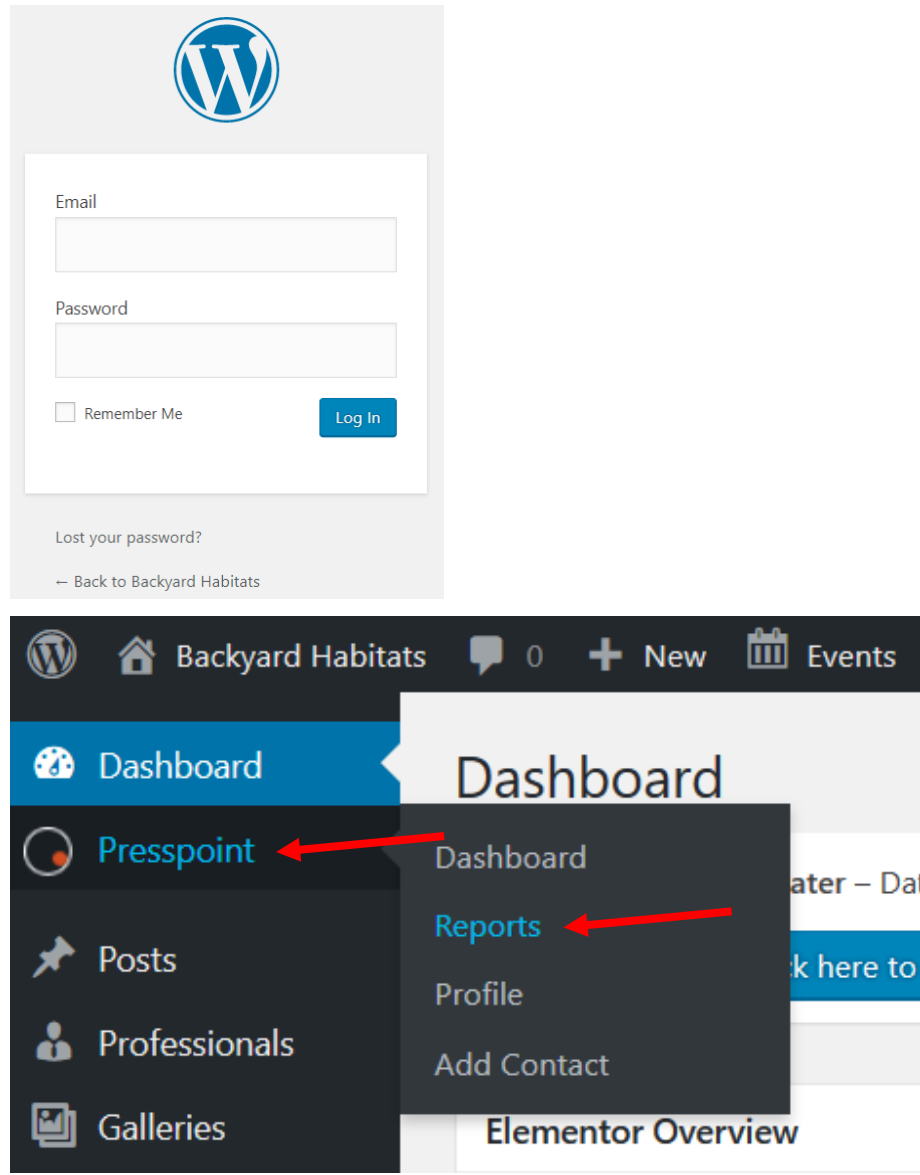


## Uploading Facebook Blurb and Picture to Presspoint

These are the steps to upload the Facebook blur and pictures to Presspoint:

1. Login to Presspoint using the link, username, and password provided.
2. Once logged in, hover the cursor on Presspoint then click on Reports.



- Once in the reports area, choose Site Address "Like".

The following 4 field searches will appear.

- Copy the address number from the email form and paste it into the "Address Line One" field.

The reason why you only copy the numbers is because sometimes the volunteers leave out or misspell parts of the full address. If you write "Street" instead of "St", the system will not show what you are looking for, for example.

- Find the property that you are looking for in the results area, and click on View.

**NOTE:** The new Presspoint separates properties (building avatar) and individuals (person avatar) into different profiles. In the example to the right, you can see both profiles for the same address.

**NOTE 2:** If you are unable to find the person you are looking for using the Address Line One field, change it from "Like" to "Show", then change the Last Name field from "Show" to "Like" and type the person's last name.

**Reports v3.5.9**

Site Address "Like" (dropdown menu)

Choose a Saved Search

**My Searches**

- Site Address "Like"
- Anyone Can Access
- Follow Up Phone Calls - Spring 2019
- Follow Up Phone Calls - Winter 2019
- Goode Search
- Last Name "Like"
- Snazzy Search 4 Techs
- WA County Waitlist

Search filters:

- Site Address
- First Name
- Last Name
- Email (Primary)

Rows: 25

Order by: User ID

Match: All

View: List

Relationships: No Relationships

**7585 Users**

Search filters:

- Address: Address Line One: like
- First Name: show
- Last Name: show
- Email (Primary)\*: show

Rows: 25

Order by: User ID

Match: All

View: List

Show Related Profiles: No Relationships

**2 Users**

1-2 of 2

Page 1 of 1

Profiles	Address Line One	First Name	Last Name	Email (Primary)*
<input type="checkbox"/> 5715 SE Knight St (#10963) view	5715 SE Knight St			
<input type="checkbox"/> Marie Barlow (#6093) view	5715 SE Knight St	Marie	Barlow	phillim9@gmail.com

In the Individual Profile page:

6. Click the **Actions** button and select **Note**.

7. In the screen that opens, complete the fields:

Subject: for certification visits, the subject should be “**Cert Visit Note**”.

Date: type or select the date of the certification visit.

Message: Type the Facebook text in this box.

This is the blurb guideline:

- 1) Start the post by sharing the participant(s) first name and the city or neighborhood where the property is located. Tell us your good impressions about your visit, and work in special details about and the features of the yard. Tell us about the participants(s)' accomplishments (what changed since enrolling in the program? Was this a blank canvas or an ivy patch? Etc.).
- 2) Next, name a few of the native plants that you saw at the property. Bonus points for adding how those native plants are being used (hedgerow, raingarden, etc.).
- 3) Lastly, celebrate the participant's accomplishments making sure to mention the certification level achieved.

Type of Interaction: single click the down arrow inside the selection box and select “In-Person Conversation.”

8. Click the “Save” button.

The screenshot shows the 'Individual Profile' page for Susanna Kuo. The profile card at the top includes a name, email, and a 'View' link. Below the profile card are tabs for 'Profile' and 'History'. The main content area is divided into 'Demographic Information' (with a checkbox for 'Backyard Habitat Quarterly E-newsletter') and 'Widgetized Relationships' (with a link to '15 Cellini Court').

An 'Actions' dropdown menu is open, showing options: Certification, Email, Form, Initial Assessment, Note, Private File, Rating, Relationship, and Renewal. The 'Note' option is highlighted.

The 'Add Note' modal form is open, showing the following fields:

- Subject:** A text box containing 'Cert Visit Note'.
- Date:** A date picker showing '2019-09-18'.
- Message:** A large text area containing a detailed description of Marie's property and the user's observations.
- Type of Interaction:** A dropdown menu with 'In-Person Conversation' selected.

A 'SAVE' button is located at the top right of the modal form.

### Uploading the certification picture

9. Start with the file name for the picture that you saved in your computer, make sure that it follows the **LastNameFirstInitial\_CertLevel\_Date** format

Example: HoweR\_GoldCert\_11-07-2017

**NOTE:** Do not use a comma between last name and first initial.

10. In the Individual Profile, click on the “**Empty Picture**” Avatar. A panel will open on the right side.

11. Click the **Choose File** button to select the picture file saved in your computer.

12. Copy the file name and paste it in the **Title** field. Remove the extension from the file name (Ex: .jpg, .png, etc.)

13. Enter the certification date in the **Date** field.

14. Leave the **Notes** field blank.

15. Click the **Save** button.

**NOTE:** In the case you added the picture as a single file instead of as a profile picture, all you have to do is:

- open the file in the History tab.
- check the box that says “Make this my profile image.”
- click the save button.

File name: Howe,R\_GoldCert\_11-07-2017.JPG

No comma!

Susanna Kuo  
Individual  
susannakuo@comcast.net  
#20513 Since January 11, 2020 View

Profile History

First Name  
Susanna

Last Name  
Kuo

Email\*  
susannakuo@comcast.net

Property Name  
If applicable

Demographic Information

☒ Backyard Habitat Quarterly E-newsletter

Widgetized Relationships

Properties

[15 Cellini Court](#)

Susanna Kuo  
Individual  
susannakuo@comcast.net  
#20513 Since January 11, 2020 View

Profile History

First Name  
Susanna

Last Name  
Kuo

Title  
Howe,R\_GoldCert\_11-07-2017

Date  
2020-02-14

Notes

Upload a picture  
Choose File No file chosen

SAVE