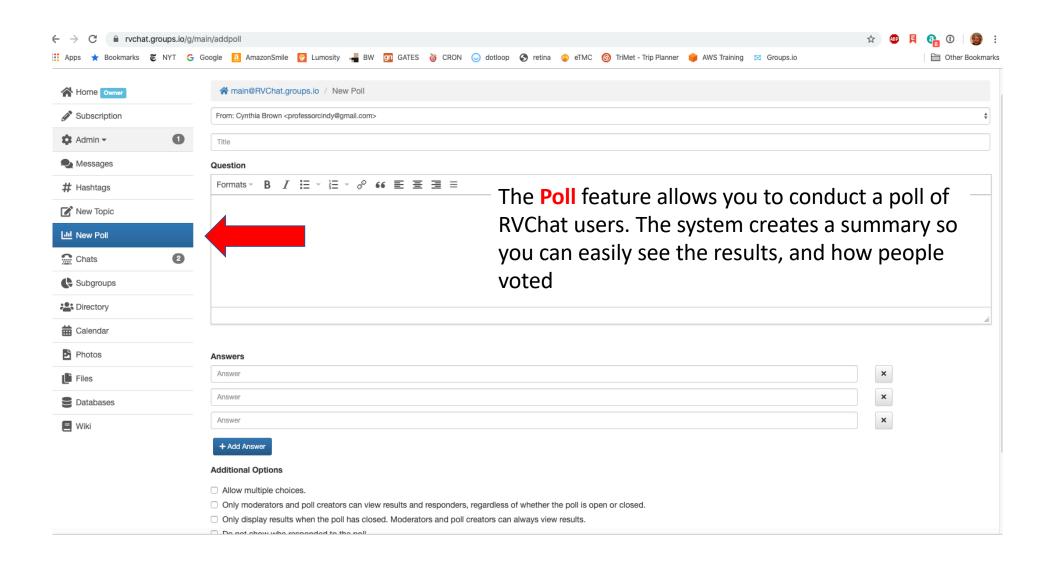
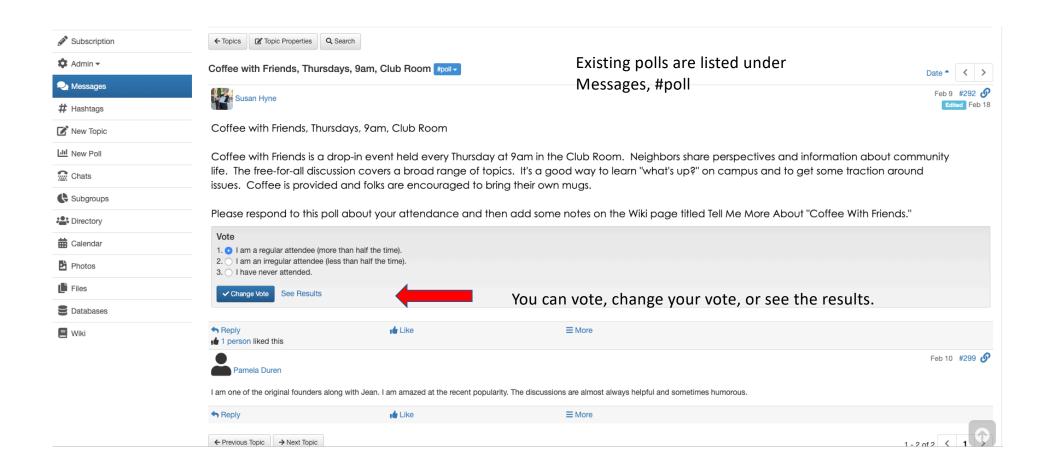
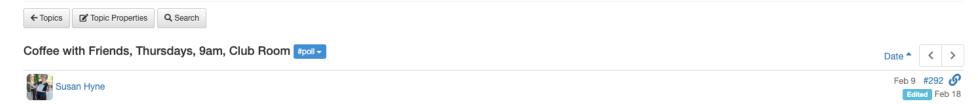
# Other Features



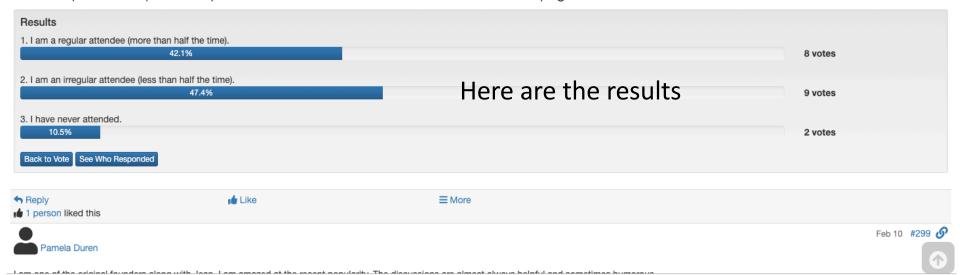




Coffee with Friends, Thursdays, 9am, Club Room

Coffee with Friends is a drop-in event held every Thursday at 9am in the Club Room. Neighbors share perspectives and information about community life. The free-for-all discussion covers a broad range of topics. It's a good way to learn "what's up?" on campus and to get some traction around issues. Coffee is provided and folks are encouraged to bring their own mugs.

Please respond to this poll about your attendance and then add some notes on the Wiki page titled Tell Me More About "Coffee With Friends."



## Potential Poll Example

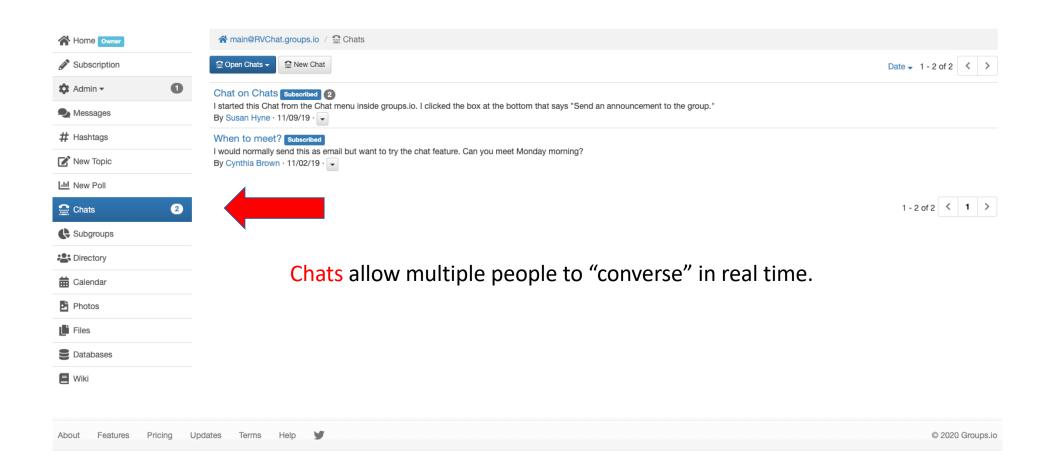
We decided to try a theme for our next dinner excursion. (Once we have the theme, we'll pick a restaurant.) Should it be:

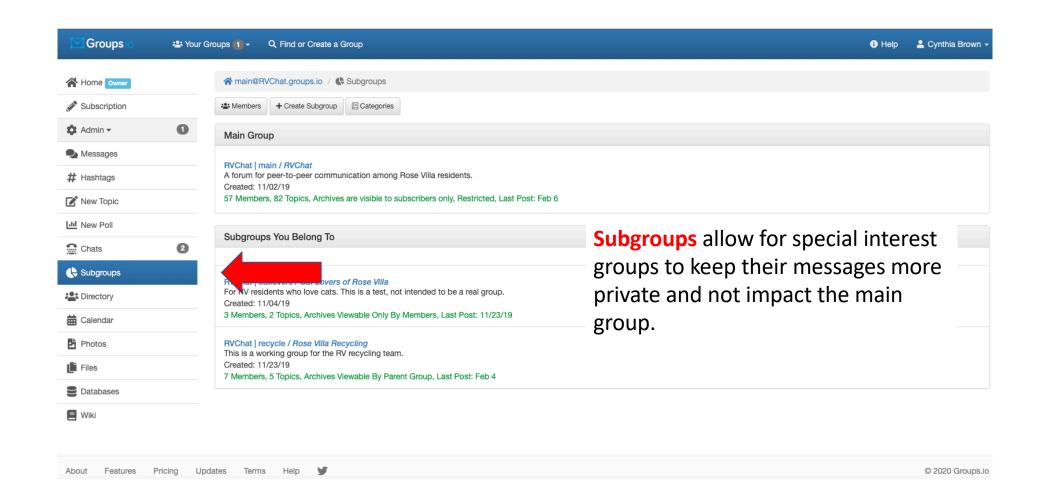
- Italian
- Vietnamese
- French
- Lebanese
- Barbeque

# Use a chat when you want to quickly decide an issue

We've decided on Vietnamese food... now let's pick a day, time, and restaurant, and arrange car sharing.

Click the **chat** item in the left side menu, start a new chat, and everyone who is involved can join, share opinions, etc. It's like having a meeting without having to physically get together. It is done live on the site, NOT via email, so you have to let people know when to join in



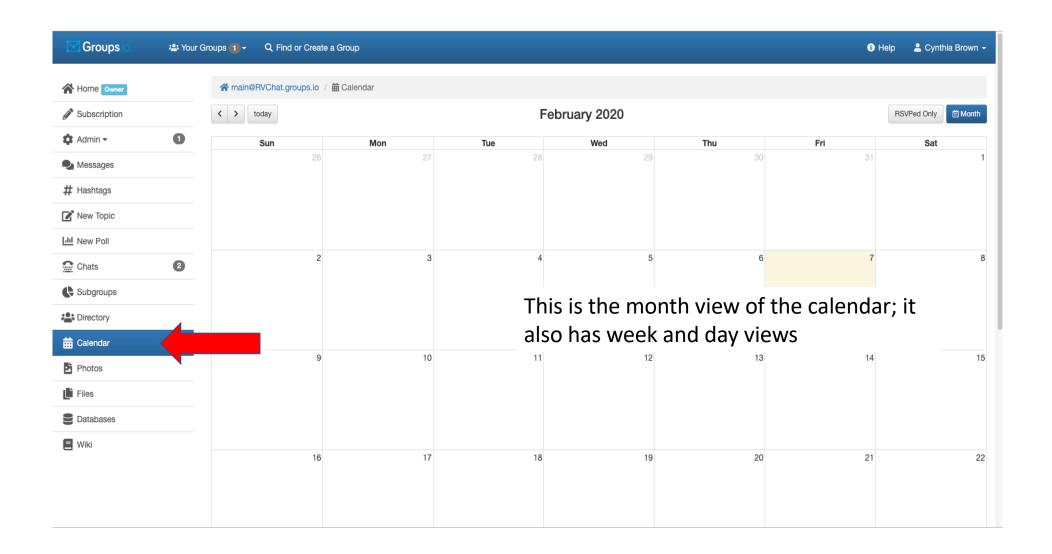


# Example: The Recycling Team

- Currently the recycling team has a subgroup where they post files and notes.
- These tend to be working documents that are not ready to be shared with the whole group

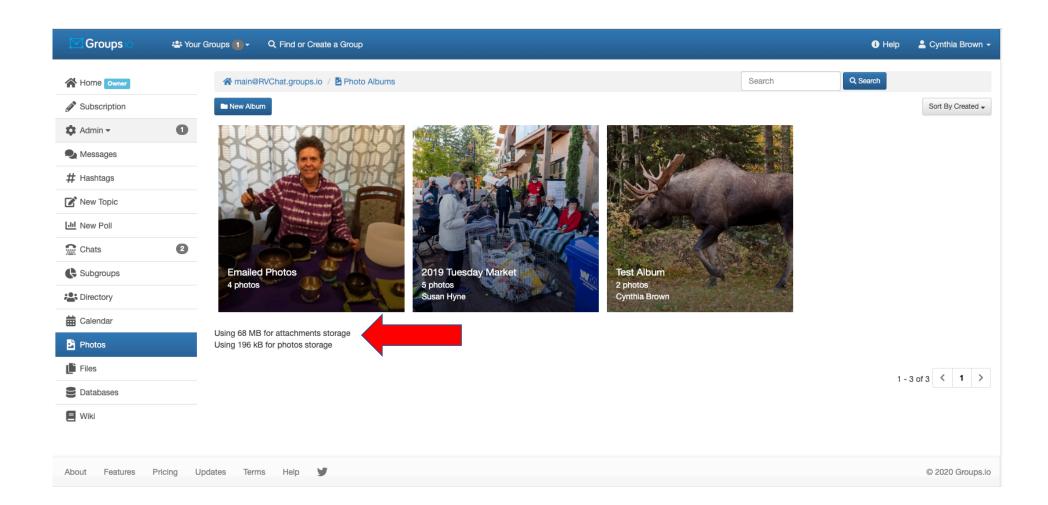
#### Calendars

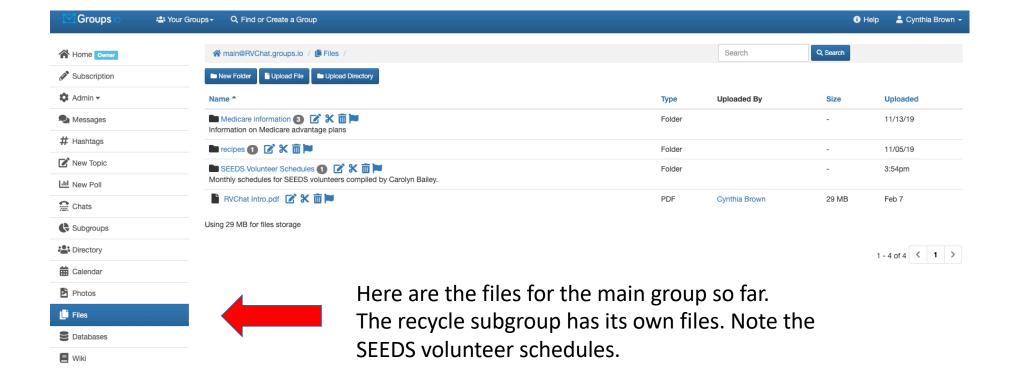
- You can view the calendar by month, week, or day
- To create an event just click in the calendar. In month view an event is automatically all day; in week or day view you can set the times



#### **Photos**

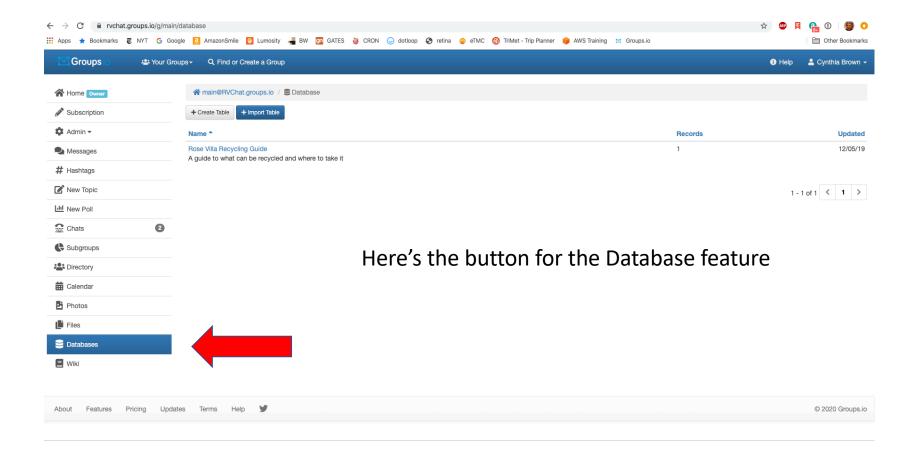
- The system stores photos and documents that are attached to messages; you can also add photos directly to the Photos section
- You can access the photos through the Photos button
- Please note we have very limited storage! If we get too many photos, we'll have to go through and remove the old ones

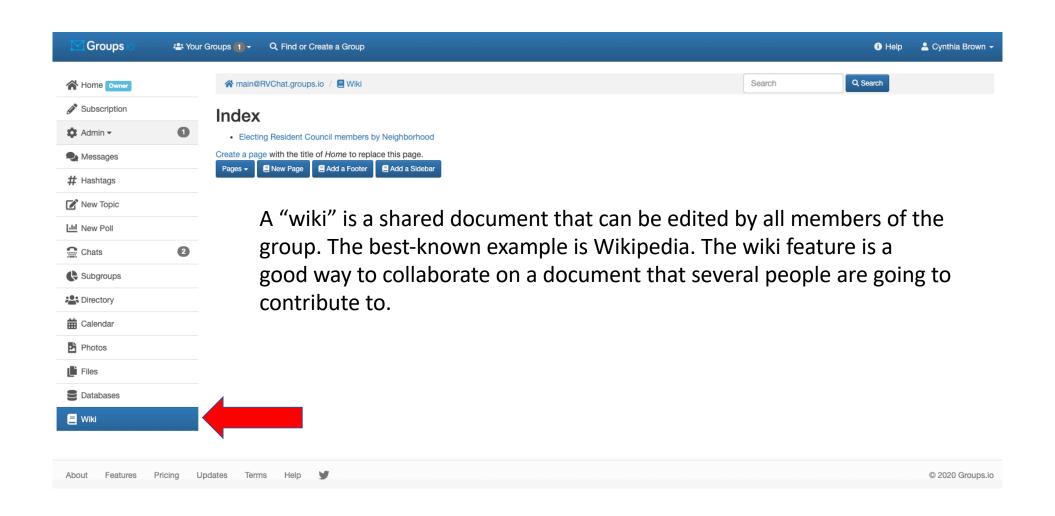


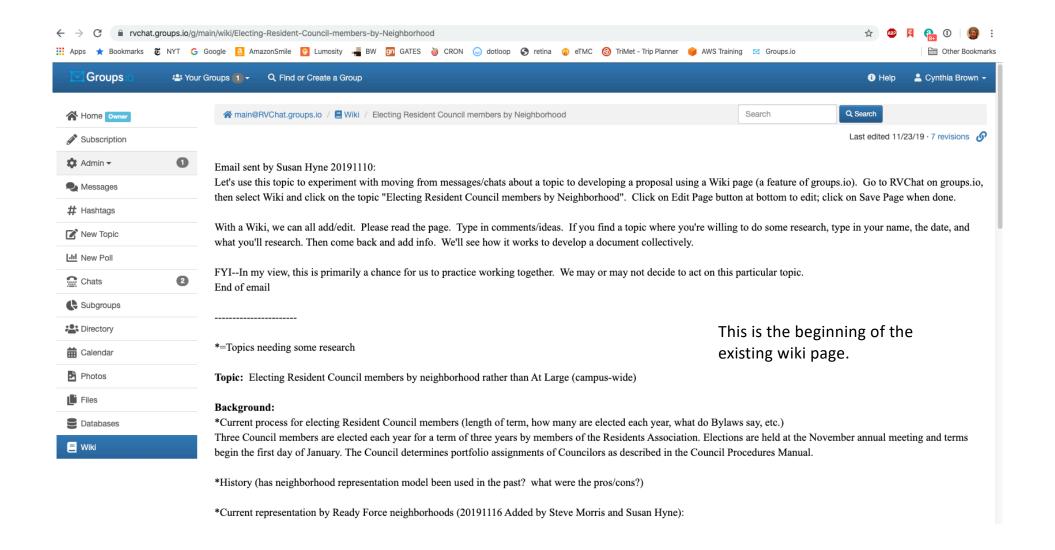


#### "Database" feature

- Suppose you want to create a signup for an event where everyone brings something, like food to a potluck or cookies to a bake sale
- It would be great for people to be able to see what others are bringing so you don't end up with too many similar items
- This would be a good use for the Database feature. It lets you create a table with rows and columns, such as a list of names in one column and what they're bringing in the next column.







## Subgroups

- Subgroups are useful for discussions that are not appropriate for the general group
- People can sign up for a subgroup if they want to but otherwise won't see the subgroup messages
- Possible examples might be:
  - A subgroup for a committee such as the Recycling Team (exists)
  - Pet owners and those willing to care for pets in emergencies
  - People interested in off-campus cultural events who would like to carpool
  - People who want a forum for contentious topics that others might find annoying or offensive

#### **Bottom Line**

- You don't have to learn to use all these features to get good use out of RVChat!
- Begin by setting your password, profile, and preferences
- After that, the best place to start is with messages to friends and neighbors about issues, opportunities, questions, problems...
- Make it your own!