

# Welcome to Tyze

Helping just got easier.

Welcome to Tyze! This handy guide is a quick start to help you get your Tyze network off the ground:

- Create your first Tyze network
- Invite friends, family and helpers to join
- Post messages, photos and video on the CareWall
- Plan on a Shared Calendar
- Store Files
- Send Private and Group Messages

If you have questions that aren't answered here, feel free to contact our support staff. Now, let's get started!



## 1 Start Your Network

It's quick and easy to start a Tyze network.

**Step 1:** Choose a username and password.

**Step 2:** Give your network name, add a photo to represent the network, and write a network purpose.

**Step 3:** Click "Create Network"

**Step 4:** Fill out your bio and upload a photo of yourself.

1 Enter network name > 2 Share your story

Create a Network Profile

Network Name \*Required

Network Description (Optional)

Adding a bio description  
Write something about yourself, let others know who you are

Add New Photo

You can upload a JPEG, GIF or PNG file. (Max file size limit 4MB.)

Create Network

## 2 Invite People In

Now it's time to invite people!

**Step 1:** Click "Invite" in the upper right hand corner of your screen

**Step 2:** Enter the email address of those you wish to invite. You can enter more than one email, just use commas to separate multiple email addresses.

Margaret's Care Space

CareWall Files Calendar Messages Cynthia

Invite members

**Manage invitations**

You'll find a record of all the invitations you have sent here. An invitation to join the network will expire after 1 week. When you click resend the person you have invited has another week to respond.

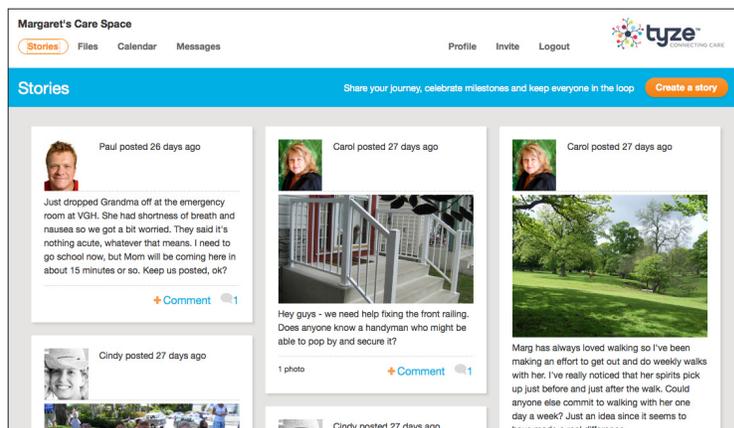
Email	Last sent	Invited via...	Status	Action
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## 3 Post on the CareWall

Think of the CareWall as the best place to send a quick update to everyone about what is happening. Anyone can create a post and view all the posts on the CareWall. Posting on the CareWall is simple.

**Step 1:** Click on the orange 'Post to CareWall' button, enter your post and upload photos.

**Step 2:** Keep the conversation going by commenting on a post or clicking the heart button to show you care!



## 4 Use the Shared Calendar

The Tyze calendar helps you share information about what's going on, when and where.

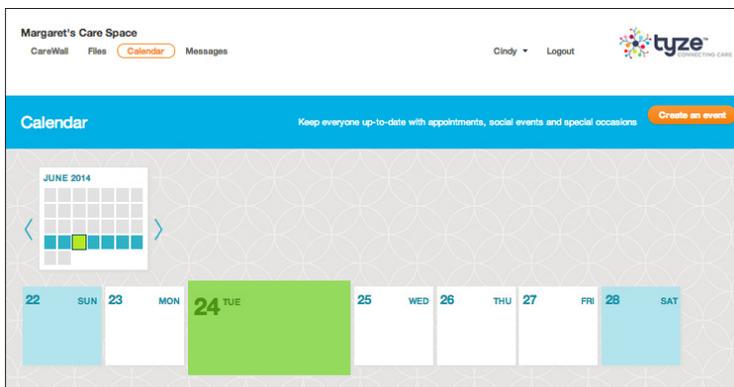
**Step 1:** Click 'Create an event' button

**Step 2:** Enter the event title and a description if needed

**Step 3:** Choose your start date and time. You can also select an end date but this is not required.

**Step 4:** Select who can view the event – is it everyone one on the network, selected members or just you?

**Step 5:** Click post!



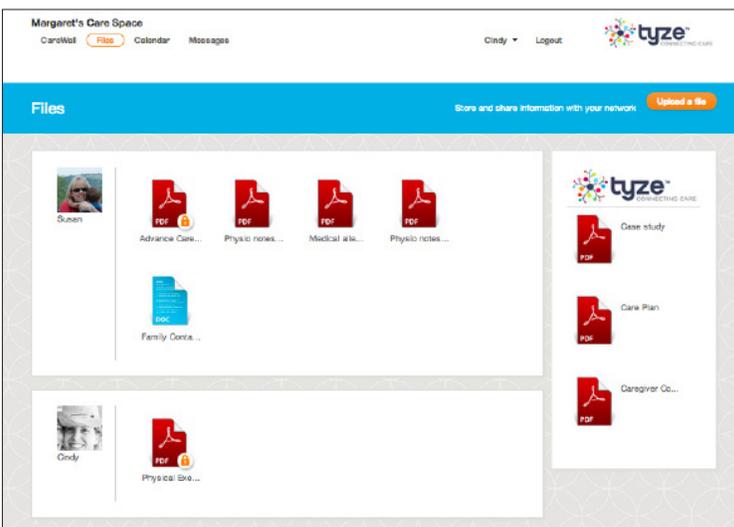
## 5 Store Files

The Files feature is a great way to keep information private or share it with the right people in your network. Uploading a file is simple.

**Step 1:** Click the orange 'Upload a file' button

**Step 2:** Select your file from your computer, give it a name and click upload.

**Step 3:** When uploading your file you have the option to make the file available for everyone to access, limit access to the file to specific members of the network or keep it only for yourself.



## 6 Send Messages

While the CareWall provides a way to post updates, stories and photos to all your supporters, Messages are a way to communicate with one or a few people in your network and work a bit like email. You can select everyone in the network to send the message to (if you don't want it posted on the CareWall for everyone).

