

## How do I...

### ...sign up?

[You'll need a valid email address and a digital head-and-shoulders photo of yourself.\*]

1. Go to [www.TheCommon.org](http://www.TheCommon.org)
2. Type "Mars Hill" in the "Find Your Community" search bar at the center of the page; click "search"  
[This will result in a page with a "Pre-register" option beside a "Mars Hill Bible Church at MI" listing]
3. Click on "Pre-register" beside the Mars Hill listing
4. Fill in all the fields, including uploading a head-and-shoulder digital photo of yourself, and agree to both the Terms of Service and the Community Terms of Service by clicking to check the boxes that say "I agree..."
5. Bring a government-issued, photo ID with you to Mars Hill [Room 403 on Sunday April 27, May 4, or May 11] to verify your user profile and receive account approval

\*If you prefer, Mars Hill can take and upload a photo for you—stop by and see us at TheCommon.org registration/activation in Room 403 on a Sunday: April 27, May 4, or May 11.]

### ...meet a need?

[You'll need an activated account, which means you'll have received a login and password from TheCommon.org.]

1. Go to [www.TheCommon.org](http://www.TheCommon.org)
2. Using the login and password you received from TheCommon.org, log in at the top of the page  
[You'll be taken to your account dashboard, which includes a listing of general needs. These are needs that anyone can help with—feel free to help!]
3. Select "Add An Ability", located in the green bar  
[You'll be taken to a screen with a drop-down menu of categorized abilities]
4. Click once on the drop-down menu, then click again to select a category line
5. Click "Add to My Abilities", located beneath the menu  
[You'll be taken back to your dashboard, where the added category and its listed needs will now be included under your "Things I Can Help With"]
6. Repeat steps 3-5 to add additional abilities and goods
7. At your dashboard, click a green project title to find out more about the project and/or to help meet the need
  - To help meet the need, click "Join This Project", located on the upper right side of the page
  - To request more information or comment, add a note beside your profile photo

### ...post my own need?

[You'll need an activated account, which means you'll have received a login and password from TheCommon.org.]

1. Go to [www.TheCommon.org](http://www.TheCommon.org)
2. Using the login and password you received from TheCommon.org, log in at the top of the page  
[You'll be taken to your account dashboard]
3. Click "Add a Need" in the blue "Things I Need Help With" bar located near the bottom of the page

4. On the new page that appears:
  - a. Under “I need help with”, click once on the drop-down menu, then click again to select a category for your need
  - b. Give your need a name and a description in the fields requesting them
  - c. Under “And I need...”, click once on the drop-down menu, then click again to select a the amount of people needed to fill your need
  - d. Under “I need this...” click to select your need’s timeframe. If your need has a specific deadline, select that option and then fill in the drop-down calendar menus that appear
5. Click “Add this need” beneath the filled-in fields  
[Your need will now appear on your account dashboard whenever you log in. To edit your need or track its ongoing status, click on the title of the need.]

NOTES:

Posting a need for childcare, advertising, or needs for profit is prohibited on TheCommon.org. If you are unsure of whether you should post your need, refer to the Community Terms of Service, located at [marshill.org/thecommon/terms](http://marshill.org/thecommon/terms).

To post a need on behalf of another person, you must attend a short training. See the question and answer that follow.

**...post someone else’s need?**

Posting needs for others requires that you attend a 20-minute training. We’ll be hosting these trainings in Room 401 after all three Gatherings on Sundays May 4 and May 11. Join us—we’ll highlight a posting feature and give you the means necessary to post for others, probably before the parking lot clears.

**...create a group?**

[You’ll need an activated account, which means you’ll have received a login and password from TheCommon.org, and you’ll also need to know the account email address[es] for the people who’ll be in the group.]

1. Go to [www.TheCommon.org](http://www.TheCommon.org)
2. Using the login and password you received from TheCommon.org, log in at the top of the page  
[You’ll be taken to your account dashboard]
3. Click on the “My Groups” tab, located in the yellow bar
4. Enter both a name and a description for your group in the fields under “Create A Group”, located at the right of the page
5. Click “Create A Group” beneath the filled-in fields  
[Your group’s name will now appear as an option at the left, under “My Groups”]
6. Click on the group name, appearing in blue at the left
7. On the new page that appears, at the right under “Invite Members”, enter the email address[es] for people who’ll be in the group—to enter multiple email addresses, separate them using commas  
[The owners of the email addresses you entered will receive an email invitation to the group.]

NOTES:

To invite others to join TheCommon.org, log in to your account and select “Invite a friend!” in the yellow bar. Enter email address[es] and a message [optional] in the fields provided, then click “Invite Your Friends”, located beneath the filled-in fields.

To track a group’s activity, log in and select the “My Groups” tab, then select the name of the group.