

HOW TO USE THE APP:

LOGIN:

1. You will be brought to the home screen in the app. In this screen you can view current posts.
2. To engage with a post (like or comment), you will be instructed to sign into the app.
3. New users should click “Signup”
 - a. You may use other forms of saved login credentials such as Facebook, Apple ID, LinkedIn, Twitter, etc.
4. After you have created your login, you may use those credentials to login with your email and password.

ARTICLES AND RESOURCES:

1. In the home screen, you are given the ability to view “Articles and Resources.” This tab will be used to store beneficial articles and resources.
 - a. In the “Articles and Resources” tab, you may also “Suggest an Article/Resource.” This is for producers who may have helpful information or resources they would like to share. You may also view articles and resources. This will include useful industry educational material under “Resources.”

NEWS AND UPDATES:

1. In “News and Updates” you can find helpful news and industry updates that are posted by administrative users to keep you up to date on any soil health industry information or events.

ENGAGING IN POSTS:



1. When in the main screen, each post will provide a drop-down menu below the post. The following options (left to right: Like, Add Comment, Share Post, Flag Post) will allow you to:
 - a. “Like” – This will allow you to like the post that has been created.
 - b. “Add Comment” – Allows you to engage and comment on the post content. This gives you the ability to ask further questions about the post or provide suggestions about the material.
 - c. “Share Post” – Allows you to send this post as a text message link to anyone, copy the link in your cellular device or save the link as well.
 - d. “Flag Post” – If you feel that the post is inappropriate and should not be posted, you may flag the post which will send a notification to administrative users to review the post.

FILTER POSTS:

1. In the top right side of the main screen, you will see the filter icon (indicated on the right) next to your profile picture.
2. When you select the filter option, you are allowed to check mark any topics you would like. This will filter posts and interactions to the topics you would like to view in the news feed.



FIND A MENTOR:



1. To connect with like-minded mentors in your area, you can use the “Find a Mentor” function. This is accessed through the magnifying glass icon in the main task bar at the bottom of the main screen.
2. When you click this search icon, it will bring you to the “Find a Mentor” screen.
3. In this page you can search the “Area of Interest” you are looking to discuss with mentors based on the areas of interest they are familiar with.
4. After selecting that, you will select the distance from your location. This will search for all mentors with similar areas of interest within however many miles you select to view their profile.

NOTIFICATIONS:



1. The Notification tab this will list any engagements with posts that you are interacting with.
 - a. You may click on any of the notifications in the list which will direct you to the content in the main screen that the notification was created for.

PROFILE:



1. In the Profile tab there are many options, including: View Profile, Edit Profile, Notifications, My Posts and Comments, Take an App Tour, Share App, About, Contact Us and Logout.

CREATE POSTS:

1. When you would like to create a post for the public to view and interact with, select the “+” or plus sign at the bottom of the main screen.

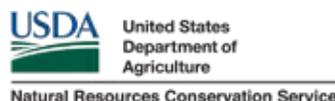


2. In the “Create a Post” section, you will have the options “Private Post”, “Show Your Location” and “Ask a Mentor.”
 - a. “Private Posts” – Clicking this will direct you to select “All Mentors” or “Specific Mentors” when you want to send the Private Post to the whole group of mentors you will select “All Mentors” and when you would like the Private Post directed to a specific mentor you select “Specific Mentors”
 - b. “Show Your Location” – When creating a public post, you may show your location. This will help producers looking to gain knowledge in specific areas.
 - c. “Ask a Mentor” – This is an option when creating a public post. When you select “Ask a Mentor,” your post will be flagged so that a mentor user can answer a publicly posted question and get you information on the question you are asking.
3. Topics: When creating a post, you are encouraged to select specific topics in the dropdown “Select Topics” menu that relate to the content being posted. This will correlate to the filter tab.
4. Description: This is where you will add the content of the post.
5. When creating a post, you may attach photos, videos, or any external files in the “Attach a File” selection.



PRIVATE POSTS:

1. Tapping this icon (top left of screen) will filter you to any Private Posts that you are engaging with.



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