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April 24, 2009

To: Managing in Tough Times Participants

From: Jane Schuchardt, Lyla Houglum and Dan Cotton

A handwritten signature in black ink that reads "Dan C. Cotton".

Subject: Organizing Managing in Tough Times eXtension Communities

The following information provides you step-by-step instructions for entering TAGS into your eXtension personal profile to associate yourself with the Managing In Tough Times (MiTT) Initiative. Instructions are provided for those who may not yet have an eXtensionID, and for those who have an ID, but need to add the new TAGS.

Getting an eXtensionID and Associating with the MiTT Initiative:

1. Go to <http://people.extension.org>
2. Register for an eXtension ID. Look for the option to sign up for one.
3. Complete the eXtensionID Registration. You will be asked to enter an eXtensionID, email, password, contact information, job information, and institutional affiliation. Once completed, submit the registration.
4. A confirmation will be sent to your email address. Once received, either click on the confirmation link or use the provided token to confirm your account. Instructions are included in the email.
5. Upon selecting the confirmation link, you will be returned to people.extension.org where you will be prompted to review the eXtension Contributor Agreement. You need to do this and indicate whether you accept or do not accept the Contributor Agreement. Acceptance means you are agreeing to allow colleagues to work with you to develop content, that eXtension may distribute such works, and that eXtension may work on behalf of the Community of Practice to develop sponsorships and contracts, as appropriate. In the final analysis, eXtension requires acceptance of the Contributor agreement by both individual contributors and institutions.
6. Next, you need to share information about your interests and areas of expertise. You may do this by using the back button to return to the screen with the option to "tell us about your interests and expertise" or at any time you may choose to edit your personal profile.
7. Enter the following TAGS to indicate your interests in the Managing In Tough Times Initiative (MiTT).
 - a. Everyone should enter the TAG, MiTT
 - b. Next, those interested in Youth-related content should enter the TAG, MiTT-Youth (no spaces)

- c. Those interested in Community-related content should enter the TAG, MiTT-Community
- d. Those interested in Farm & Ranch-related content should enter the TAG, MiTT-Farm&Ranch
- e. Those interested in Individuals & Families-related content should enter the TAG, MiTT-Individuals&Families.

So for example, if you want to indicate interest in all areas, your TAGS will be: MiTT MiTT-Youth MiTT-Community MiTT-Farm&Ranch MiTT-Individuals&Families (use a space between each TAG). These are the TAGS we will use to organize “communities” associated with the Managing In Tough Times Initiative and communities associated with each of the other MiTT-related categories (e.g., Youth, Community, Farm & Ranch, and Individuals & Families).

Changing Your eXtension Personal Profile to Associate with the MiTT Initiative:

1. Go to <http://people.extension.org> and login to the system
2. Select the tab “My Profile”
3. To add TAGS edit “My Interests” and add the appropriate TAGS.
 - a. Everyone should enter the TAG, MiTT
 - b. Next, those interested in Youth-related content should enter the TAG, MiTT-Youth (no spaces)
 - c. Those interested in Community-related content should enter the TAG, MiTT-Community
 - d. Those interested in Farm & Ranch-related content should enter the TAG, MiTT-Farm&Ranch
 - e. Those interested in Individuals & Families-related content should enter the TAG, MiTT-Individuals&Families.

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Hopefully, these instructions will allow you to enter the appropriate TAGS. Once a reasonable number of people enter their TAGS, we will generate the appropriate eXtension Communities. Once these are created we will be able to list everyone participating, communicate using a mail list and everyone will be ready to fully use various eXtension tools such as <http://collaborate.extension.org> where we will locate information and work on content together.