

**Transition Nelson
Newcomer Orientation - 7 Actions**

	Action Group Convenor	Action Group Member	Notes
	<i>Here are a few steps to assist in orienting you in the virtual aspects of the Transition Nelson Movement.</i>		
1. Transition Nelson Website	http://www.transitionnelson.org/ Read the Transition Movement, Key Principles, Philosophy, values, Primer Learn the Transition Basics http://www.transitionnelson.org/resources/websites/	Same	
2. The Ning	Visit and Join the NING! A "Ning is and online Network. Our Ning is related to the Transition movement as it is taking shape on Nelson. http://transitionnelson.ning.com/ <ul style="list-style-type: none"> • Check out who is there in the "members" section • Browse the different "events" • Browse the different "action groups" (15 so far) <p>Now that you have an idea of what is going on, Consider these actions:</p> <ul style="list-style-type: none"> • Join the ning • Create and name your own "action group" • Post a meeting or event (under "events") for your Action group • Invite them to join your Action group • Invite others to join the ning (via your personal email list) <p>Update "events" with your regularly scheduled meetings. Decide whether the meetings are "open" or "closed" to new members. (Usually when you have the required skill sets for your project vision).</p> <p>Post minutes or a brief on the ning so that other groups can follow (learn from) your progress or interested members who couldn't make it can be up to date.</p>	Same	
3. Google Docs	Create a Google Docs for your group.	Check out Google docs	

	<p>http://docs.google.com</p> <p><i>Google Docs makes it easy to create, store and share online documents, Group resources and foundational documents, spreadsheets and presentations. (phone and email contacts, research docs, templates, project management doc, meeting minutes, a running list of agenda items to refer to,).</i></p> <p>Invite your group members to join and enable editing capacity for easy (live and real-time) online collaborations.</p> <p><i>(NB: google groups is good for archiving group discussions, but not for modifying documents "live online"). If someone knows whether the two can be merged, please advise.</i></p>	documents. Contribute to your group efficiently.	
<p>4. Build your group on a strong foundation</p>	<p>Identify group name, key members, begin to surface assumptions by collectively developing vision, mission and values to build a strong foundation.</p> <p>The site below has a toolkit and templates that make it easier to building your group and its processes.</p> <p>http://www.norcblueprint.org/tools/all http://www.norcblueprint.org/toolbox/mission_statement_guidelines/</p>		
<p>5. Log your hours</p>	<p>Consider logging your hours on http://14dayz.com</p> <p>Convenor can create online Team member time sheets. Members can remain admin and can thereby also modify projects and categories.</p> <p>This is an idea learned from Robert at the Local Currency Group. It may be handy when you approach funders. It is a way to quantify the value of the awesome wisdom, skill and open hearted contributions that are made.</p>		
<p>6. Make your own free website</p>	<p>Create your own Group website that hosted on weebly.com (free) or other. http://www.weebly.com/weebly/main.php# Username: Password:</p> <p>Invite all your members to visit and contribute live on the site by either a) Sharing Username and password (for a time) to enable live editing capacity by</p>		

	<p>website section by all group members.</p> <p>b) Maintain password restrictions and delegate a point person for website updates.</p> <p>Easy pages to create: Home, About, Mission-Vision-Values, Contact, Project 1,</p>		
<p>7. Tungle.me Meeting Scheduling Tool (future)</p>	<p>(When/if it re-appears on "The ning" register with tungle.me (Thank you Miles) on transitionnelson.ning.com</p> <p>Tungle.me allows ning members to easily schedule intra-group Transition Nelson meetings</p> <p>With Tungle, you can:</p> <ul style="list-style-type: none"> Easily schedule meetings with anyone Share your availability inside or outside your organization Eliminate double bookings, time zone mishaps and the endless back and forth of finding a time to meet <p>Tungle on the go! Get Tungle.me for iPhone, BlackBerry (Storm users, use this version)</p>		