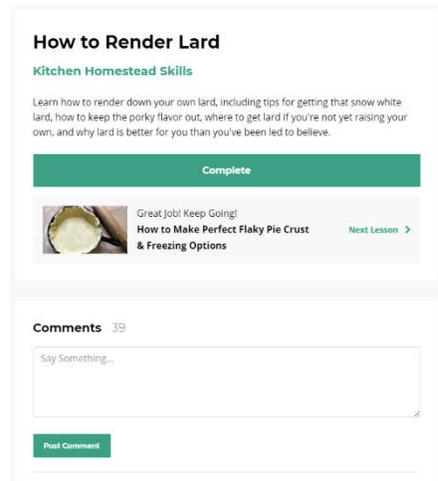


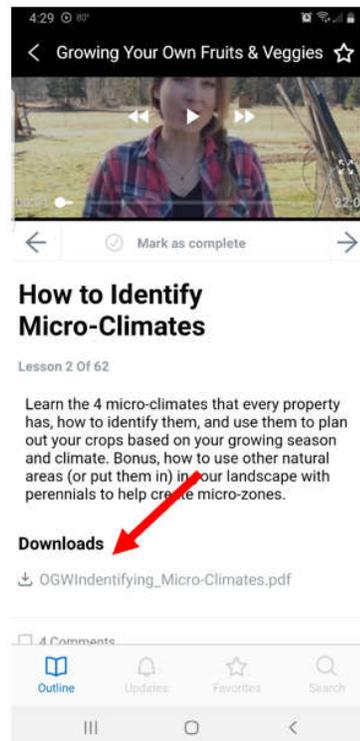
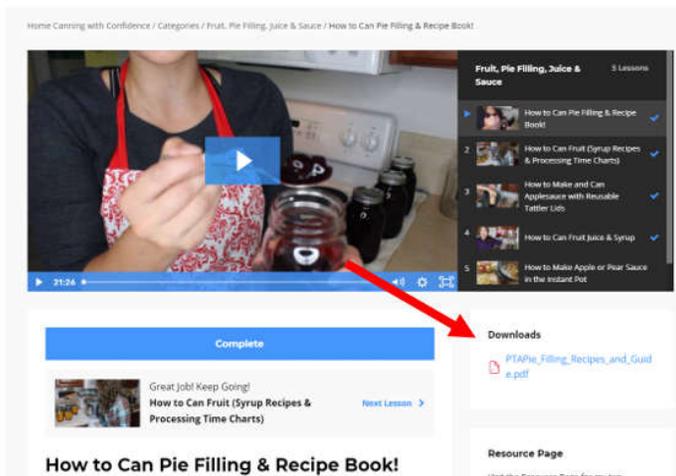
# PTA New Member Guide

**PTA Lessons** (Kajabi platform – there is an app for mobile. Find out more [HERE](#))

- All Lessons are located here.
- You are able to ask questions and post comments in each individual lesson. The commenting area is found under the lesson description.



- Downloads:
  - On a computer: Links can be found to the right of the lesson description.
  - On the Kajabi mobile app: Links can be found under the lesson description.



- When on a desktop device: The upper top menu links are beneficial:
  - Not sure where to find a link to something mentioned in a lesson? Go to the **Resources** page.
  - Not sure where to find a lesson? Check out the **Academy Lesson Index** page.
  - **Classes** will take you to a page that shows you all your digital products from Pioneering Today.
  - **My Library** takes you to your courses.

Classes   My Library   Resource Page   Academy Lesson Index   Search



- Don't miss any lessons! Be sure to click on a specific category to view a list of lessons in that category. For example, within the Growing Your Own Fruits & Veggies course there is a category, Planning Your Garden. Click on it and you'll see several lessons under that category.

**Categories** 12

- Planning Your Garden**  
How to plan your garden & crops, how to pick the best spot for plants, how to identify micro-climates
- Seed Starting**  
Seed starting, containers, lights, & winter sowing options
- Planting Your Garden**  
Learn how to plant your garden from picking the spot, soil amending and direct sow tips
- Crop Extenders & Cold Frames**  
Use these cold frames in the spring and fall to extend your growing season
- Growing Tomatoes**  
Learning about caring for tomatoes from seed starting.

**Planning Your Garden**

- Garden Planning Worksheets & Charts**  
Welcome to the planning portion of the course. This is one of the most important and often o...
- How to Identify Micro-Climates**  
Learn the 4 micro-climates that every property has, how to identify them, and use them to plan ou...
- Picking the Best Location for Your Plants**  
Our point by point checklist for picking the best spot for your vegetable garden and placem...
- How to Prepare a Soil Test Sample**  
Learn how to create a soil sample for the most accurate test results. This is the company ...
- How to Amend Your Soil & Signs**  
Learn the top nutrients needed for your soil and healthy garden and how to amend your soil when t...
- Crop Rotation Guide**

- Bonus for PTA members: A monthly **Seasonal Harvest & Recipe Guide**. Be sure to download it every month! It doesn't stay available for longer than two months! You can find the download in the Homesteading Skills Course.

Homesteading Skills / Categories / Seasonal Harvest Guide

## Seasonal Harvest Guide



### April Seasonal Harvest Guide

Welcome to our Seasonal Harvest Guides, brought to you for each month with harvest charts, preser...



← Back
Lesson 1 of 1
Next >

## April Seasonal Harvest Guide

### Seasonal Harvest Guide

Welcome to our Seasonal Harvest Guides, brought to you for each month with harvest charts, preserving, fresh eating, and natural DIY, based on what's in season for each month!

To access, simply click on the file listed under the Downloads section and enjoy!  
(Download section is to the right on Desktop and under the comments on mobile)

All the recipes feature seasonal items for this month and for our members with food

#### Downloads

-  [Seasonal\\_Harvest\\_Guide\\_-\\_April\\_2021.pdf](#)
-  [Seasonal\\_Harvest\\_Guide\\_-\\_March\\_2021.pdf](#)

## Other

- Twice a month are **live videos** via Zoom. Below are instructions on how to use Zoom. Links are sent via email as well as posted in the community forum. If you can't make them, they are recorded and that link is typically shared within a day.
  - Q&A (4th Thursday).
    - Remain muted unless you're called upon to ask your question (you must raise your hand). A tutorial can be found in Circle on how to do this and use Zoom if you're unsure.
  - Gardening Q&A (2nd Thursday)
- **Challenges** are random. When a challenge is active there is also a weekly live for it during the challenge time period.

## Communication

- There are several forms of communication. Emails are sent out routinely to PTA members reminding them of upcoming lives, when the new Harvest Guide has been posted, when new lessons are released, etc. If you unsubscribe or mark anything SPAM or JUNK from PTA or melissaknorris.com then you won't receive further email.
- Everything that is communicated is also done so in the community forum.
- Lives also contain a lot of updates. If you can't make a live they are recorded.

## Membership Q&A

### Does my membership automatically renew?

Yes, monthly renews automatically as well as the annual plan on your join date.

If you have specific questions about your PTA membership (annual renewal date) email [help@melissaknorris.com](mailto:help@melissaknorris.com)

### Can I switch from monthly to annual?

Yes, but it has to be done manually so please email [help@melissaknorris.com](mailto:help@melissaknorris.com). Your annual start date will be effective from the time you switch, I can't pro-rate what you've paid on the monthly plan to the annual plan.

### Can I update my credit card on file?

Yes. If you used Paypal you'll need to do so via Paypal.

If you used your credit card:

- Click into your Avatar in the top right corner of the page inside the PTA library.
- Then, select Settings from the drop-down.
- Click Billing Info in the top right corner of the page.
- Click ... next to your card information.
- Select Replace.
- Complete the replace card prompt.
- Then, click Update to apply and keep your changes.

### Can I reset my password?

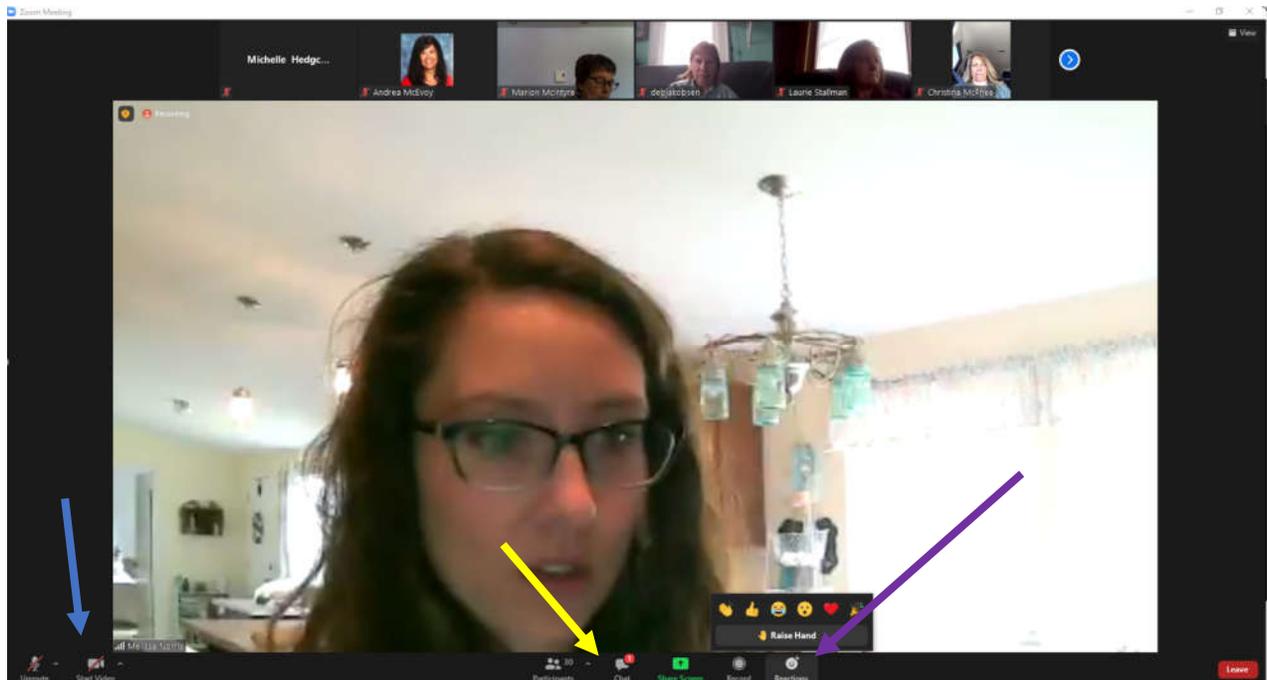
Yes, when on the [log-in page](#), simply click the red text at the bottom that says Forgot Password.

## Zoom Live Participation How To

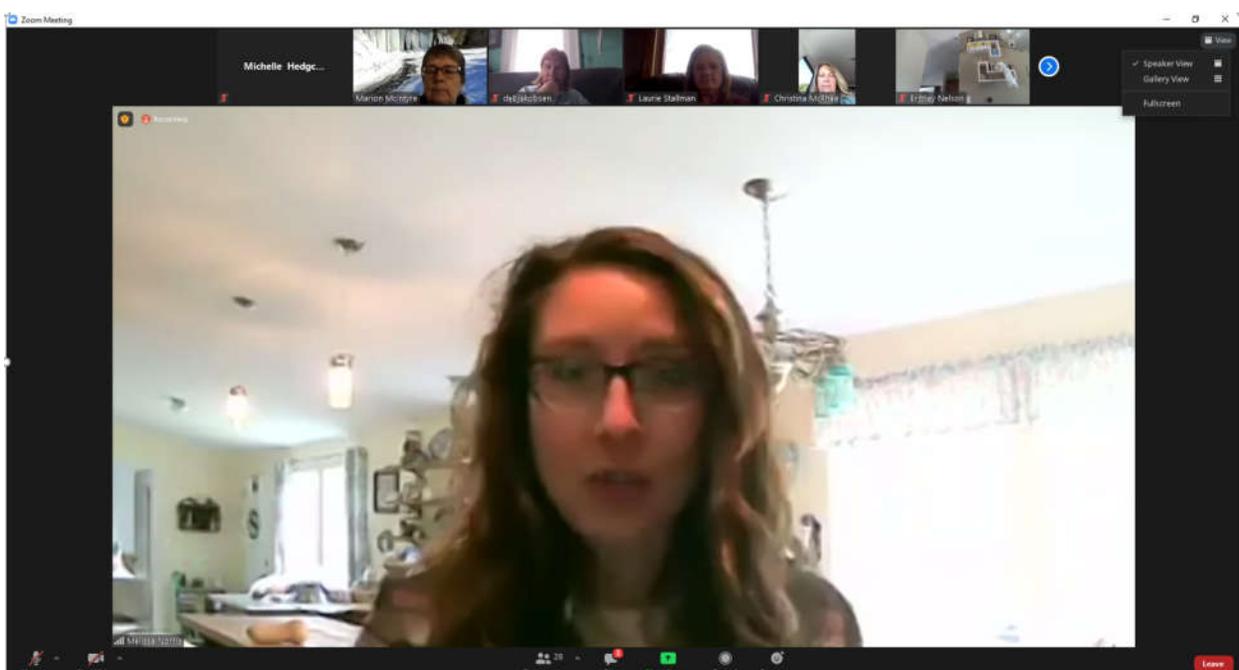
### Zoom on a Computer/Laptop

The bottom bar is where you can find actions to take.

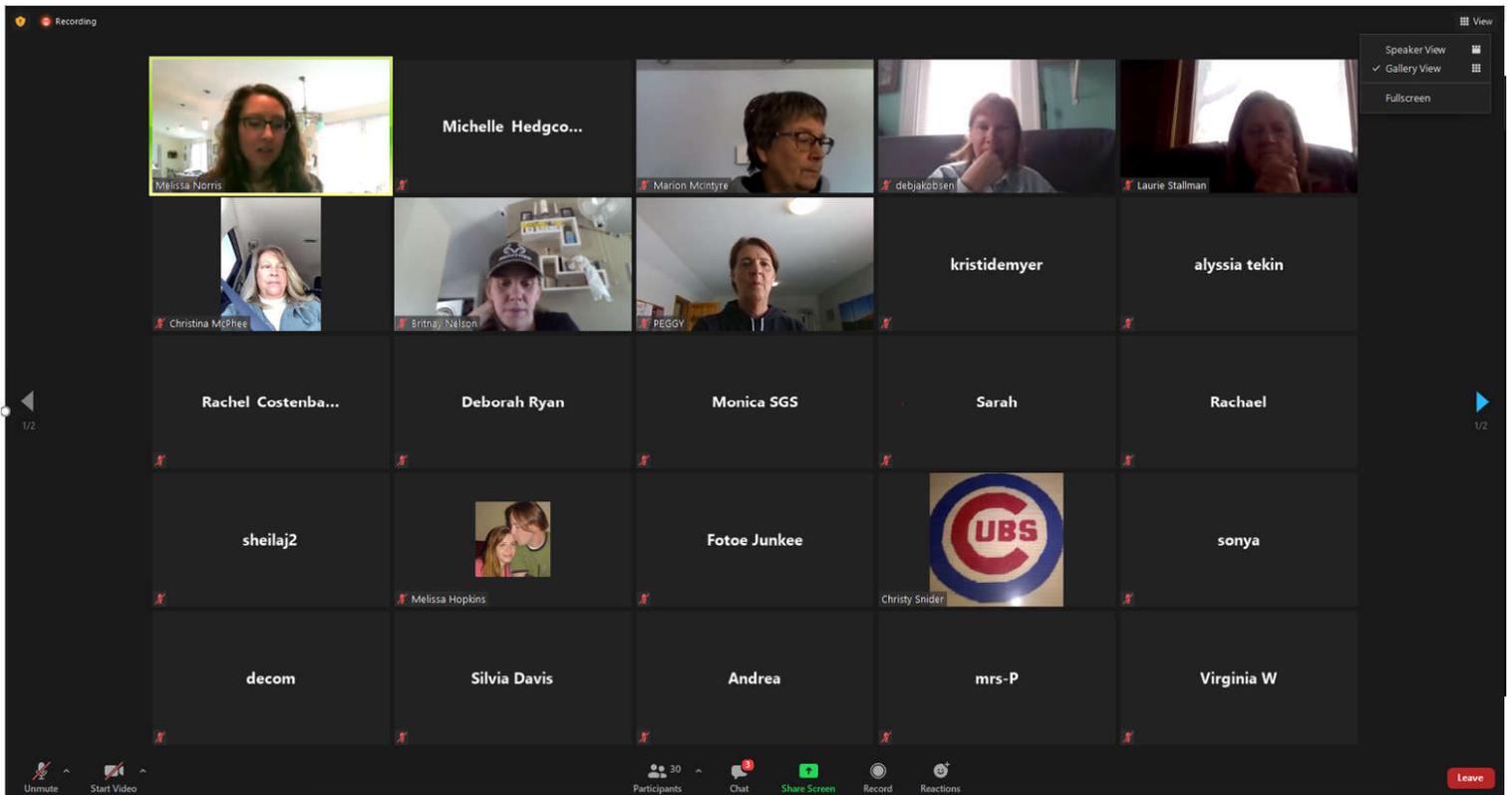
- Start the **Video** (or not) and **Unmute** yourself. Stay muted unless asking a question please.
- Reactions is where you can raise your hand to ask a question.
- Chat. If there's a red number on the chat icon that means there are unread chat messages.



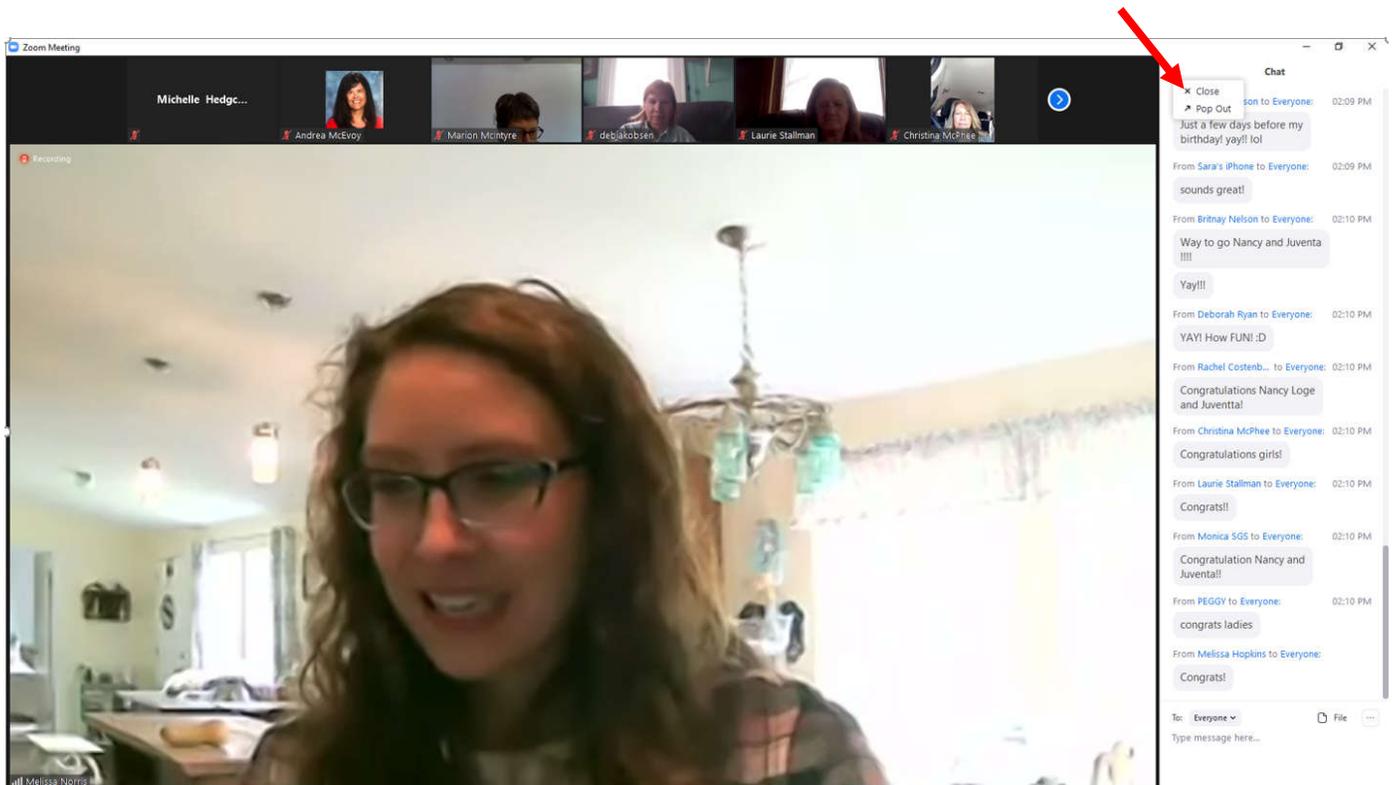
You have two different viewing options. Click View in the upper right corner. Below is the Speaker View.



Below is the Gallery View



This is the view when the Chat box is open. You can close it or make it a separate pop-up box. Options can be found under the little carrot symbol.



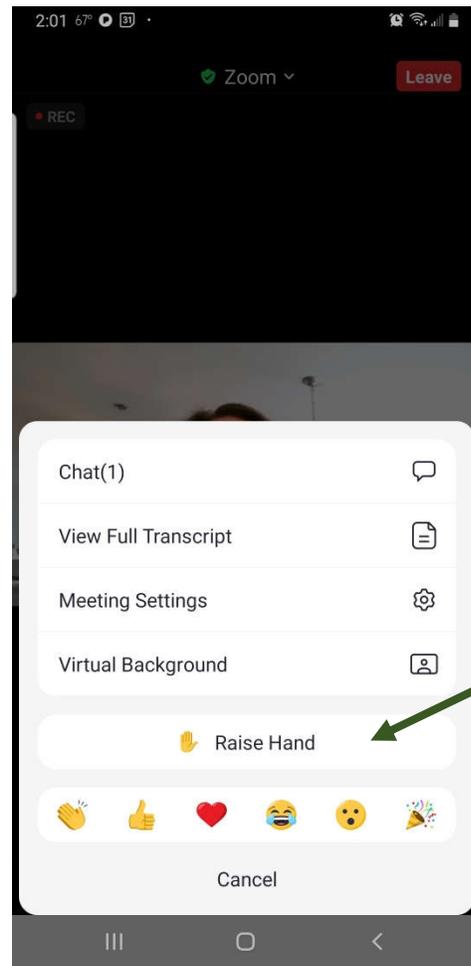
## Zoom on a Mobile Device

On a mobile device your options look a bit different.

→ You're automatically muted until you Join Audio. Once you join you may need to Mute yourself. Or Unmute if you're asking a question.

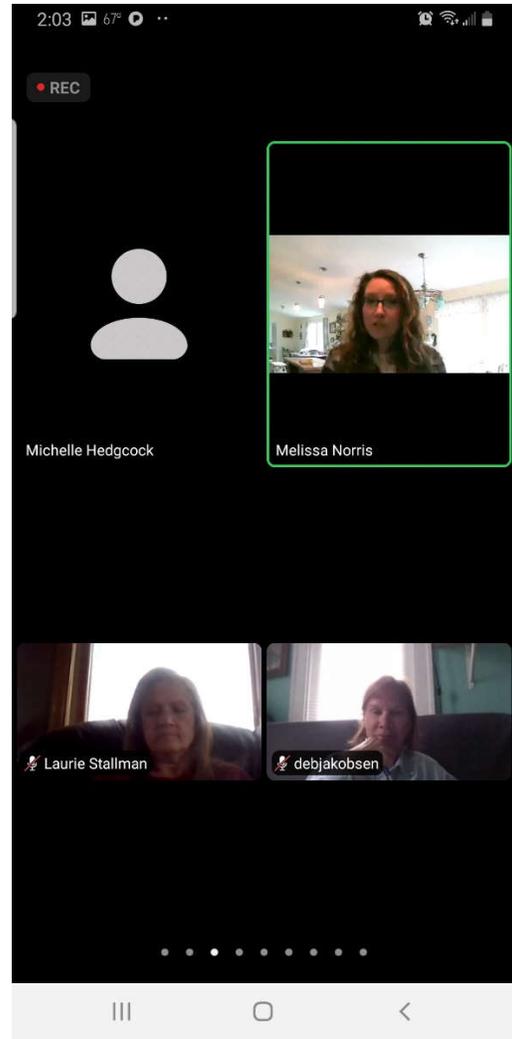
→ If you have unread chat messages you can find the chat option under the More option.

→ More is also where you'll find the option to Raise your Hand.



You can change the view by clicking the little dots at the bottom of the screen. First image is shows speaker view while rest of the options show other participants.

If you want the menu so that you can raise your hand or view the chat, simply click near the bottom and it'll pop-up.



## Community Forum

- **Circle** is the community forum. It is not tied to Kajabi so you do need to create your profile in there using the **email address you used for your PTA membership**. Do not try to use the Facebook or other options, only your email address. Be sure to enter your *First and Last Name* in your profile and review the training materials (a video and several documents/posts have been created to help you navigate the PTA Community Forum) found in the **Start Here** unit.

## FAQs for the Community Platform on Circle

**Does the app work the same as the browser? I downloaded the app but I see a lot about using and creating shortcuts in the browser. Should I be using the browser over the app or are they essentially the same?**

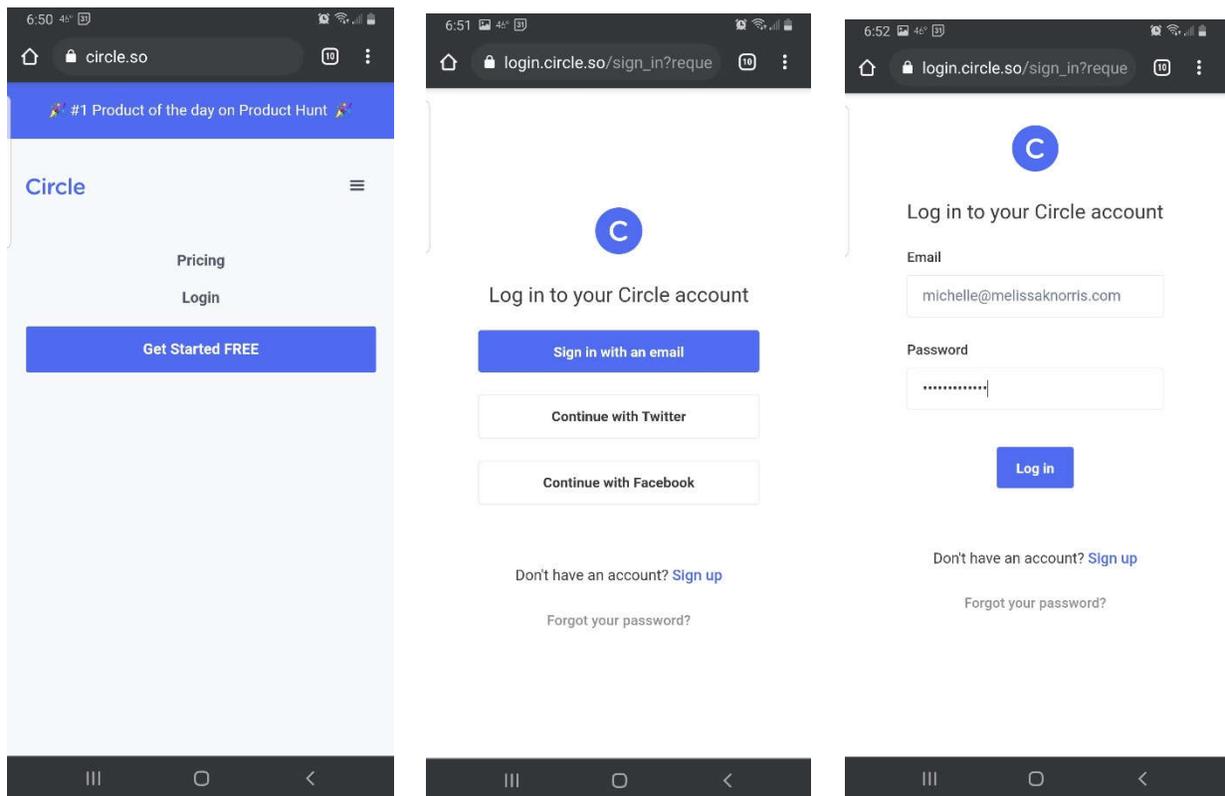
The browser short-cut currently has much more user flexibility than the IOS app. You can post photos from the short cut but not with the app.

**Is there an app for an Android device?**

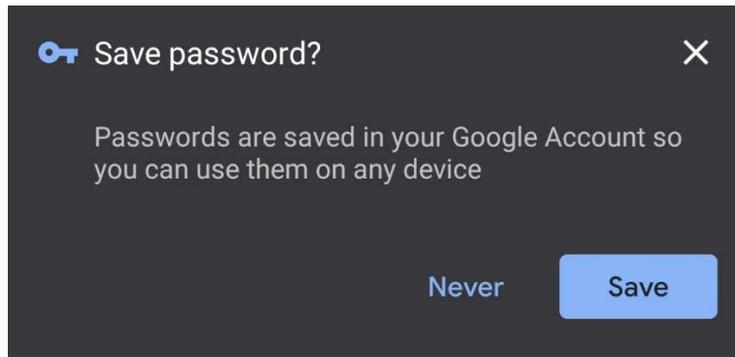
At the time of this document creation, there is not an app for Android. You can create a short-cut however.

**How do I add a short-cut on an Android device?**

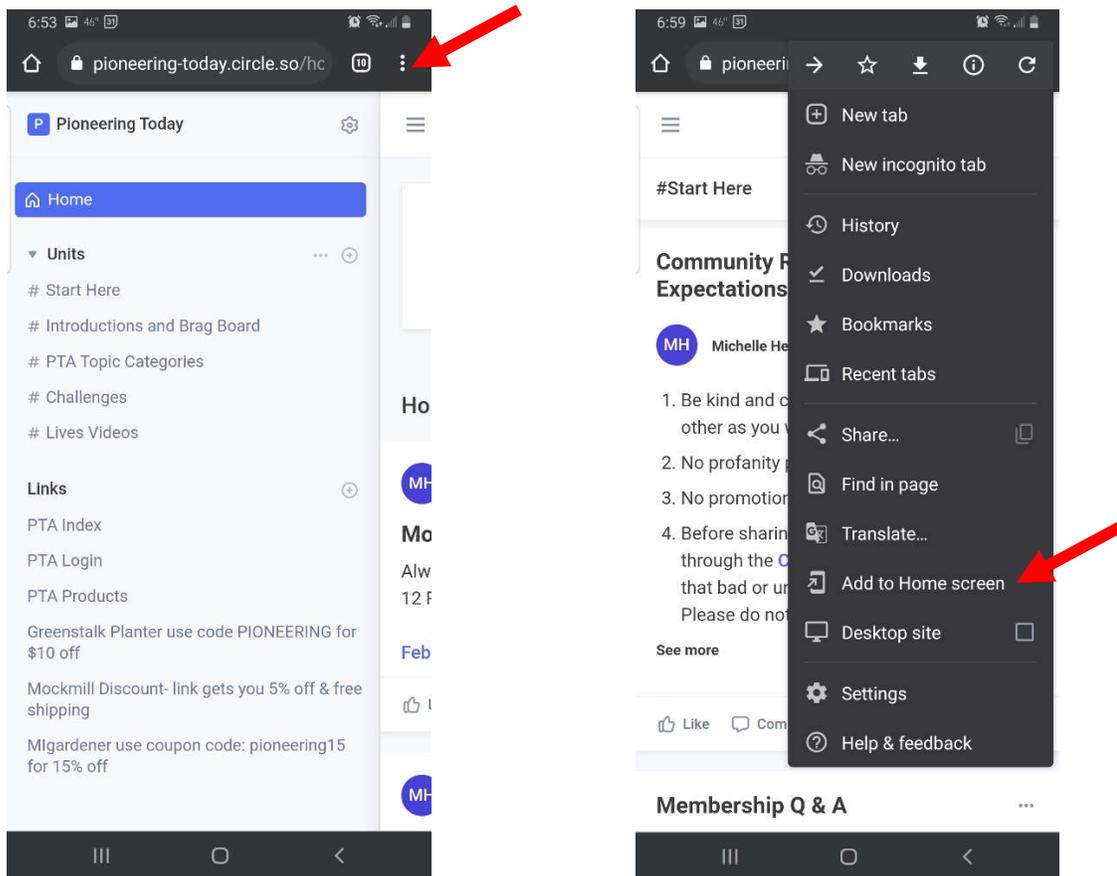
Type [circle.so](https://circle.so) in the browser on your mobile device. Login using your email.



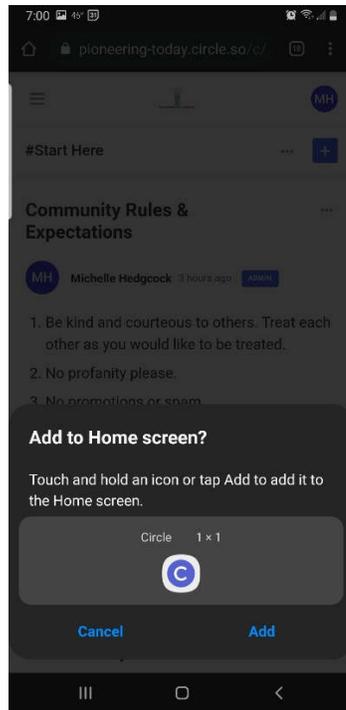
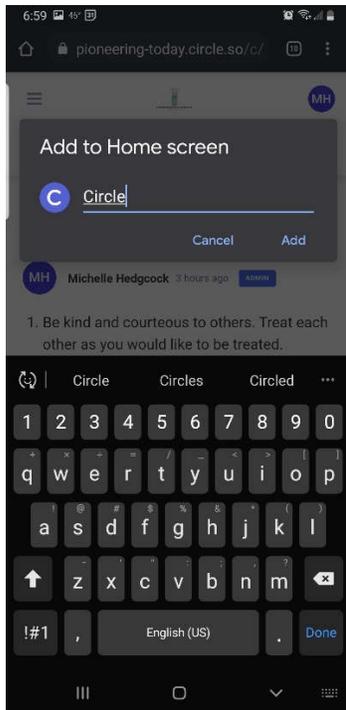
You might be prompted to Save your password. If you want to stay logged in you'll want to click SAVE. Otherwise, you'll need to enter your login information again.



Click the three dots in the upper right corner. You should then have a menu where you can choose **Add to Home screen** (or some variation of that).



Name the Home screen short-cut. I chose Circle. Then follow the prompts and it'll automatically appear.



### **Is it the same process to create a short-up on an IOS device?**

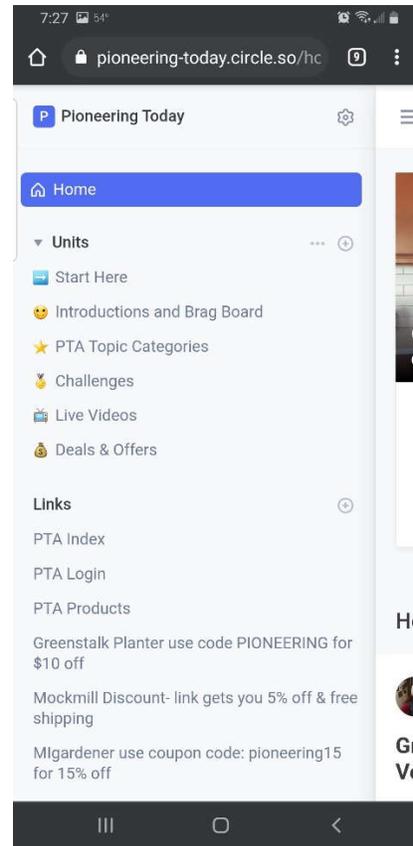
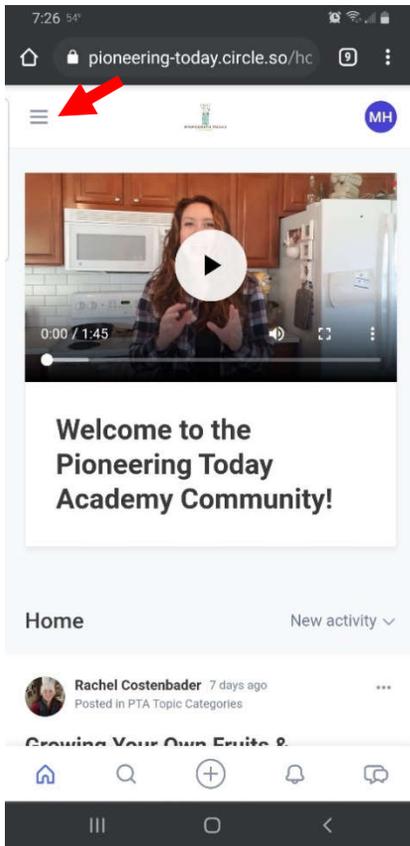
The process is very similar. Here's how:

Go to the [Circle sign-in page](#) on your web browser. Choose the "sign in with email" option. Sign in and then follow the steps in this [video](#) to put a shortcut on your home screen.

### **How do I use the short-cut on my mobile device?**

While we (your admin team) aren't able to show you images for an IOS device, it should be very similar to an Android device. Below gives you information on how to navigate on your mobile device.

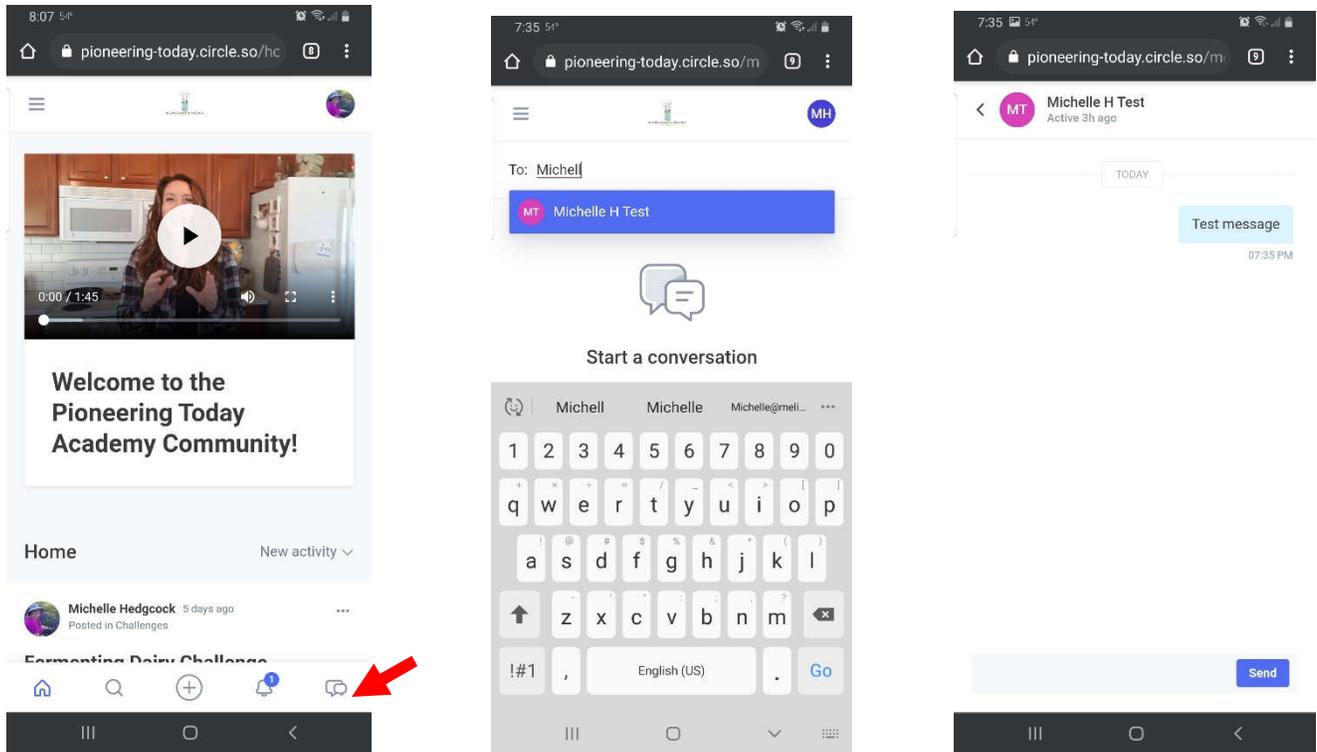
Home Screen on Android mobile. To get to the Units click the three bars on the left-hand side.



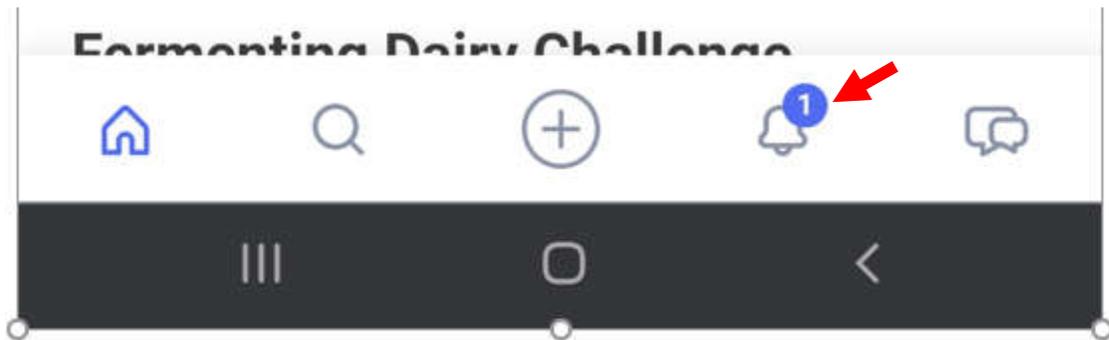
You can then click on any of the Units to bring up all the posts contained within that Unit. In the PTA Topic Categories choose a category. This Unit is the only one in which we have in List form in order to make it easier to find the category you're looking for. You may noticed that it lines up with the courses in PTA. And that it's listed in alphabetical order.



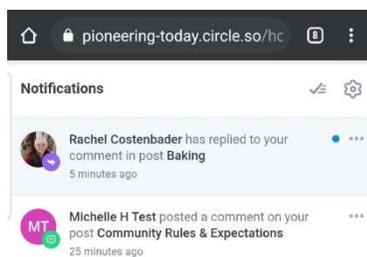
Direct messaging is an option on a mobile device too. That's at the bottom of the screen. Start typing the name. Then your message and then click Send.



If there's a response, you'll receive a notification just like you do if there's a new comment on something you're following as shown in this example.

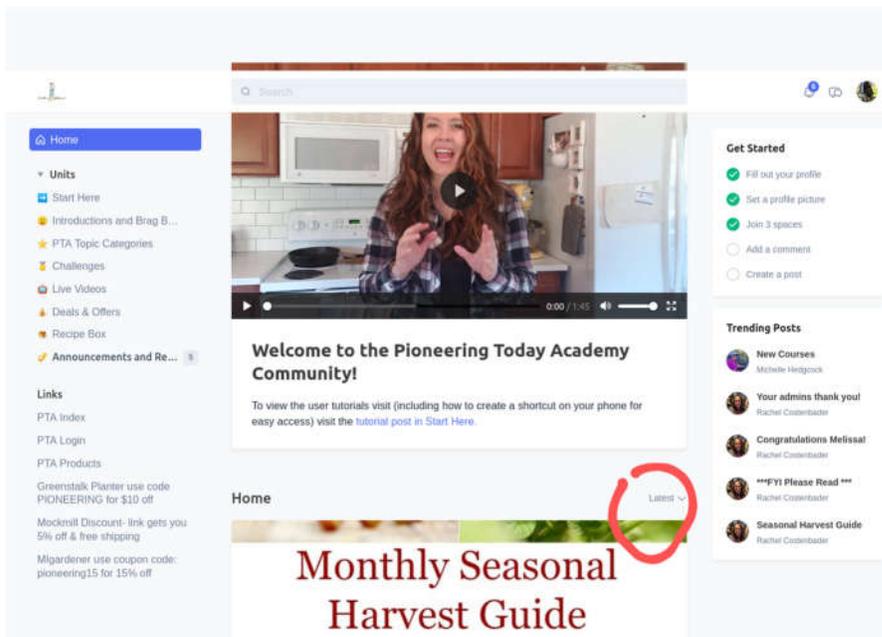


Once you click the bell. You'll see a list of notifications. All unread will show a blue circle. Read notifications will not.



## Can you tell me how I can see the "most recent" posts? I keep having to scroll down.

If you click on the "home" tab on the left it will show you all of the recent posts and comments. Some threads are longer than others; which does require some scrolling.

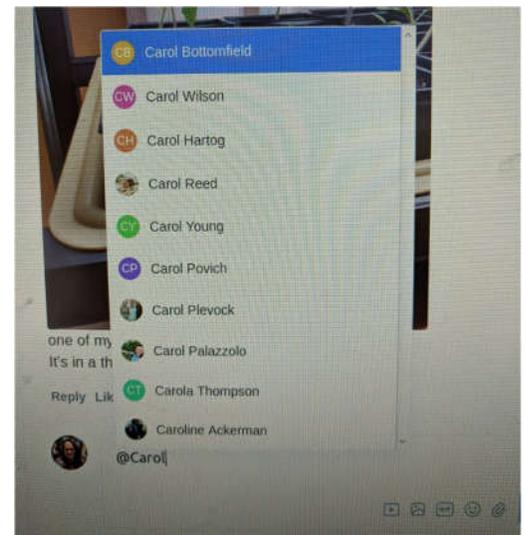


## How do I ensure an Admin sees my post or question?

If you are looking for advice or an answer to a question from an Admin (Melissa, Michelle Hedgcock or Rachel Costenbader) please tag us in your post so that we see it.

## How do I tag someone?

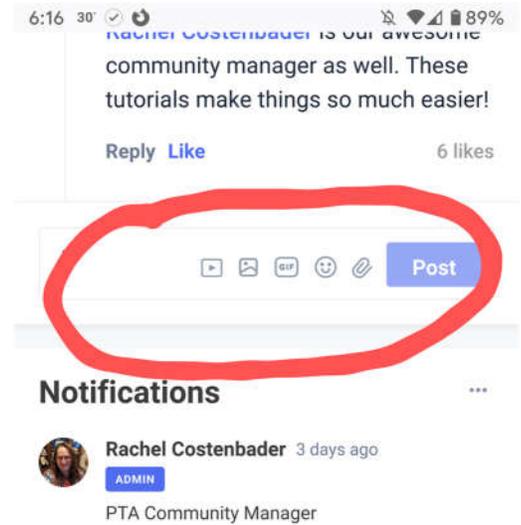
To tag someone; click on the "post" button, type your comment and then click the @ symbol and start typing the name of the person that you want to tag. If you type @Carol it will show you a listing of all the "Carol's" that are members. Click on the name that you want to add and then finish your post. (See photo)



## How do I add attachments to a post or comment?

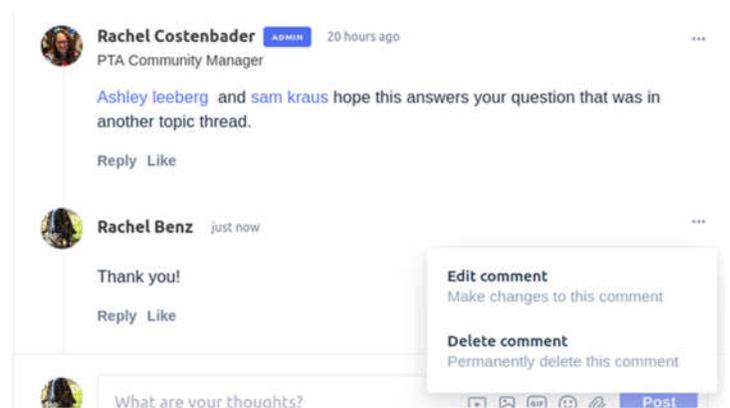
If you would like to include video, photos, GIF, emojis or an attachment to your post choose one of the icons. The small box with an arrow in the middle is to post a video, the box with the mountain and moon is to post a photo, GIF is for adding gif's, smiley face is for adding emojis and paperclip is for attaching documents. Click on the attachment type that you want to use, choose the attachment from your device. Wait until the attachment shows up in your text box prior to hitting the "post" button. **Please post attachments all in the same comment in order to keep topic threads manageable.** Load one photo, wait for it to show in the text box prior to posting the next photo.

In order to post photos on Circle from an Apple device you have to use the work around short-cut that is explained in this post. The IOS app, at the time of this document creation, does not have this capability yet.



## Can I edit my comment if I made a mistake or pressed send too soon?

To edit your comment, click on the ellipsis (three gray dots) located in the right-hand corner of the comment that you would like to edit, delete or change/add to. You have the option to "edit comment" or "delete comment." Choose "edit" make the need changes and additions and click "post."



## Can I change how I get notifications?

In addition to *getting in app and/or email notifications from Circle* you can also enable browser notifications when using Firefox or Google Chrome. Here are links for setting up both:

Instructions for [Firefox](#)

Instructions for [Chrome](#)

Instructions for [Safari](#)

To change your personal notifications within Circle; click on your profile picture located in the upper right-hand corner. Choose "notifications." You will then see this list:

The screenshot shows the 'Notifications' settings page in the Circle app. The page is titled 'Notifications' and includes a subtitle: 'Manage your personal account notification preferences for new comments, mentions, likes, and posts.' The settings are organized into several sections:

- New comments, mentions, and likes:** This section has two columns: 'Email' and 'In-app'.
  - Apply to all notifications:** Both Email and In-app toggles are turned on.
  - Notify me about comments on my posts:** Both Email and In-app toggles are turned on.
  - Notify me about replies to my comments:** Both Email and In-app toggles are turned on.
  - Notify me about mentions:** Both Email and In-app toggles are turned on.
- Weekly digest:** A toggle for 'Notify me with a weekly digest on Thursdays' is turned on.
- Likes notifications:** Two toggles for 'Notify me about likes on my posts' and 'Notify me about likes on my comments' are turned on.
- New posts:** This section is organized by 'Space' with columns for 'Email' and 'In-app'.
  - Apply to all spaces:** Both columns have a dropdown menu set to 'Select a preference'.
  - Start Here:** Email is 'Pinned posts only', In-app is 'All new posts'.
  - Introductions and Brag Board:** Email is 'Pinned posts only', In-app is 'All new posts'.
  - PTA Topic Categories:** Email is 'Pinned posts only', In-app is 'All new posts'.
  - Challenges:** Email is 'Pinned posts only', In-app is 'All new posts'.
  - Live Videos:** Email is 'Pinned posts only', In-app is 'All new posts'.
  - Recipe Box:** Email is 'Pinned posts only', In-app is 'All new posts'.
  - Announcements and Reminders:** Email is 'Pinned posts only', In-app is 'All new posts'.

At the bottom of the page, there are two buttons: 'Turn off all notifications' (in a red box) and 'Save changes' (in a blue box).

## I don't see a Unit that fits the topic of my question. Where do I put it?

If you have a question that doesn't "fit" in any of the Units (which coincide with PTA category lessons) please post it under "Other Homesteading Skills."

## Is there an easy way to find a topic? Or do a search?

The search bar is a great way to search for something specific. In the photo below you will see a search for "beans." Type what you are looking for in the search bar and it will show you a list of all the posts and comments that contain the search words.

