

how to create and account on cnvc.org |

One of our goals with this latest re-creation of the web site is to create and foster NVC community, both globally and locally. Around the world, people have found that having a local community provides support and connection for the members of that community and acts as a magnet to attract those who want to learn NVC. We also want to connect you to people all over the world who share your NVC interests.

When you create an account and sign into the site you will find a new set of menus with resources and information about NVC and the Center for Nonviolent Communication (CNVC). You will also have the option to tell the public about yourself and your interest in NVC, provide contact information and identify the topics of NVC most interesting to you. You can also choose to present yourself as a supporter of NVC and select information you want to share with the world about yourself.

This document will show you what we have inside the web site available when you create an account, and how to get the most out of your user account.

What you get when you sign in.



Governance and Global Community Circle

Learn how CNVC is governed, and keep up to date with the efforts of the teams that do the day to day work sharing NVC.



My Account

Quick access to your account information. Pay particular attention to EDIT and PROFILE INFORMATION in order to be seen and provide

Learning Resources

Additional guides, sound files and interviews.

Articles

22 Articles and an extensive bibliography of books recommended by Marshall Rosenberg and other teachers of Nonviolent Communication.

Volunteer Positions

From time to time CNVC provides opportunities to contribute to the mission of sharing NVC in the world. Would you like to help?

Your Personal Menu

Training Schedule

Quick access to the list of trainings around the world. You can quickly narrow your search to your area, level, or to specific topics, specific trainer, language, or format, including in-person trainings, tele trainings and online video training. Discover details and in many cases you can register online.

Contact

A quick directory to contact key members of the community.

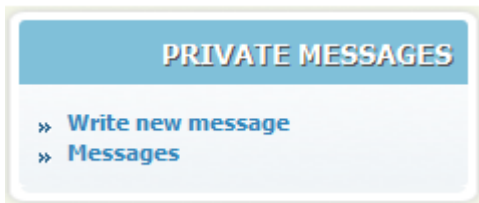
Create Content

Here you will find a link to list your practice group on the public part of the web site. A great way to find

ways for CNVC and the public to connect with you.

Recent Posts

A very easy way to stay tuned to what is new or has changed on the site, including who has recently joined our community.



Think of this as the office water cooler, a way to talk with people while on the web site. You can message one person or multiple people at the same time. These messages can be read online, and are sent to the recipients as an email as well. Remember that to reply, you will need to sign into the web site and click on the Messages link to find the message.

This is a great way to have a conversation with a group of people, much easier to manage than using e-mail.

How to get the most from your account.

Here is what most people will see if you fill in your EDIT and PROFILE INFORMATION form and give permission to be seen as a supporter on our web site. It includes your public information.

new members and grow your local community.

Log out

CNVC BLOGSPHERE

Blog Index

An index of your blog entries

Create Blog Entry

Anyone with an account can publish a blog about any NVC topic and make comments on others blogs—a great community building tool.

PRIVATE MESSAGES

Write new message

Enter the username of the people you want to message. Using your actual name as your username will make this process a lot easier for those wanting to communicate with you

Messages

You will find a list of all your messages here. Click on a subject to read a message, or on the participants name to see their public account information. You can also delete messages you no longer want.

Test Supporter

Profile Information

First Name: Test

Last Name: Supporter

Public Information About Me

Public Message:

NVC has had a profound impact on my life. If you are in the area, and would like to connect with a fellow NVC speaker, give me a call.

Public Location: White River Junction, VT

Public Website: www.compassionatecommunications.us

Public Primary Phone: +1.802.659.0144 (+1 802-659-0144)

Public Primary Phone Type: office

Public Secondary Phone: panvera

Public Secondary Phone Type: Skype ID

Location

VT

United States

43° 38' 54.384" N, 72° 19' 7.9464" W

See map: [Google Maps](#)

Posted Tue, 2009-05-05 09:18 by [Test Supporter](#)

Language: English

Areas of Interest: Social Change, Leadership, Business


Training Countries: US

4 reads

And this is how you will be seen when people are looking for supporters in your area.

Home »

find someone | [\[Edit\]](#) [\[Export\]](#)



To find NVC groups, trainers and supporters near you, first select a country, then select your State or Province. You can also search by Name or by Team, such as Certified Trainers and Groups. Narrow your search by selecting one or more teams. If you are logged in you will see members teams in the list below. To select more than one or any choice use the Ctrl Key.

First Name **Last Name** **Team**

Interest **Language(s)** **Country**

City **State/Province**

Name	City	Province/State	Country	Team	Interests	Language(s)
Wendy Webber	Brattleboro	Vermont	United States			English
Web Master	White River Junction	Vermont	United States	Administrator		English
Test Supporter	White River Junction	Vermont	United States		Business, Leadership, Social Change	English

And finally, this is how your account will be seen by CNVC personnel. It includes your public information and your private information. It is also how you will see your own record.

Test Supporter

Profile Information

First Name: Test
Last Name: Supporter

Public Information About Me

Public Message:

NVC has had a profound impact on my life. If you are in the area, and would like to connect with a fellow NVC speaker, give me a call.

Public Location: White River Junction, VT
Public Job Title: Web Site Developer
Public Website: www.compassionatecommunications.us
Public Primary Phone: +1.802.659.0144 (+1 802-659-0144)
Public Primary Phone Type: office
Public Secondary Phone: panvera
Public Secondary Phone Type: Skype ID

Private - Seen only by CNVC Personnel

Private Postal Code: 05055
Private Primary Phone: + 1 802-659-0144
Private Primary Phone Type: mobile
Private Secondary Phone: 802-356-5358

Location

VT
United States
43° 38' 54.384" N, 72° 19' 7.9464" W
See map: [Google Maps](#)

Posted Tue, 2009-05-05 09:18 by [Test Supporter](#)

Language: [English](#)

Areas of Interest: [Social Change](#), [Leadership](#), [Business](#)

Here is some information to help your profile to be seen in these ways.

The entire process will take about 20 minutes and will be well worth the time. However you can fill it out in pieces if you prefer. You can change the information in your profile at any time.

This is what you see when you create an account.

About User Choices

Private Messaging is a way people on the site can connect with you. Check

Account information

Username: *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

E-mail address: *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

User Choices

Block Private Message

Group

Training Registrar

Select one or more User Choices.

[CREATE NEW ACCOUNT](#)

if you do not want to be contacted this way. This is NOT recommended.

If this account is for an NVC Group, check this box.

If you are going to help a CNVC Certified Trainer manage online Registrations, place a checkmark on this choice.

We highly recommend that you make your user name your first and last names with a space in between because your user name is how people will see you on the site when you are online, create blog entries or make comments.

Once you create an account, you will get an email with your username and password to use when logging in to the site.

When you log in, clicking on the "Remember me" option prevents your having to enter them every time you log in.

Only do this when you are not using a shared computer.



Test Registration

Orders

[Click here to view your order history.](#)

[Create your Profile Information.](#)

History

Blog [View recent blog entries](#)

[Send this user a message](#)

Account information

Username: *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

E-mail address: *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password:

Confirm password:

To change the current user password, enter the new password in both fields.

When you log in to the web site, you will be taken to your account view.

You will want to update information in the Edit and Profile Information sections by clicking on the tabs, starting with the Edit tab.

You can change your username anytime you like.

Please remember to keep your e-mail address up to date.

You can change your password anytime you like.

Language settings

Language:

English

French

German

Spanish

This account's default language for e-mails, and preferred language for site presentation.

You can select the language you are most comfortable using. As the web site pages are translated, this choice will help you connect to the pages using your preferred language.

Signature settings

Signature:

Your signature will be publicly displayed at the end of your comments.

You might want to create a phrase that is added automatically to blog entries, messages and comments you create.

Picture

Upload picture:

Your virtual face or picture. Maximum dimensions are 80x80 and the maximum size is 20 KB. Your picture will display at 85 x 85 pixels, which is a little over 1 inch by 1 inch, or 3 cm by 3 cm.

Adding a close up picture of your face will help create a connection when people see your profile.

Contact settings

Personal contact form

Allow other users to contact you via a [personal contact form](#) which keeps your e-mail address hidden. Note that some privileged users such as site administrators are still able to contact you even if you choose to disable this feature.

With this checked, people will be able to send you e-mail without ever seeing your e-mail address.

Messaging and Notifications settings

Default send method:

Private message

Default sending method for getting messages from this system.

Default send interval:

Immediately

Default send interval for subscriptions.

Autosubscribe

Checking this box allows you to automatically subscribe to any thread you create or post a comment to.

Automatically enable notifications for any groups that I join.

Group notifications can also be [customized](#) in greater detail if required.

We recommend you leave these settings as they are to start. This way you will receive notices when you are on the site, and unless you change a setting lower in the form, also get notices by e-mail.

Locale settings

Default time zone:

America/Denver

Select your current local time. If in doubt, choose the timezone that is closest to your location which has the same rules for daylight saving time. Dates and times throughout this site will be displayed using this time zone.

We recommend you set your time zone so dates and times are adjusted to your location.

Privatemsg e-mail notification

Receive email notification for incoming private messages

Unless you visit the site often, you will want to leave this checked.

Be sure to click save before you leave this page so you do not lose your information!

Now click the "PROFILE INFORMATION" tab to personalize your experience on the site.

Test Supporter

First Name: *

Given name/prenom/vor name/nombre

Last Name: *

Family name/nom de famille/nome/apellido (surname). This is the name the system will use to "find" you. If you use only one name, please put a period in the first name and put your one name in the last name box.

Your Name (for public view): *

Enter your first name, last name and name for public view, we recommend it be the same as your username

Next comes information about yourself you can choose to make available to the public.

Permission to be seen as an NVC Supporter: *

no
 yes

If you select "No", any information you enter in the fields below will be deleted.

Are you willing to be listed on the CNVC public web site (www.cnvc.org)?

If you would like the public to be able to view your profile, select "yes" button and then enter the information you want the public to see in this section.

▼ Public Information About Me

Information in this section will be seen by the public. This is optional.

Public Message:

Enter anything you would like to share with the public. Consider changing it often if you would like.

You can enter a short statement about your interest in NVC.

Please do not post commercial information not related to NVC. .

We reserve the right to remove material not related to NVC.

Public Location:

Describe for the public where you are located. You could include your mailing address if you want that public, or just your city and State/Province and Country. This field is optional.

Public Website Title: Public Website URL:
If you have an NVC-related website you want to list, please enter the name and URL here.

Describe your location to the public.

Some people use a full address, others describe a general region.

If you have an NVC related web site you can create a link here, be sure to include the <http://>. Please link back to www.cnvc.org.

Public Primary and Secondary Phone Numbers:

Then let the public know if

If you want to get calls from the **public** enter a Public Primary Phone or Skype ID.

Please put the number someone inside your country would dial to call you (national number) first, followed by the number someone would dial from outside your country, in parentheses, beginning with "+" followed by your country code. For example: "01865.555555 (+44.1865.555555)" (USA/Canada: "areaCode.prefix.4numbers (+1.areaCode.prefix.4numbers)")

this is for your office, home, cell, Skype and so on.

There is also room for a second number.

If this profile is for an NVC Group, let us know if it is a geographic, interest or language group.

If this profile for a group, which type?:
- None -

If this profile is not for a group, leave the choice as none. If it is for a group, please select the type of group you would like to be from the drop down list. You will be contacted by the CNVC staff and if accepted, you will have access to additional fields to give visitors information about your organization.

Then comes the part of the profile that will be shown only to CNVC staff and Certified Trainers and will never be shared with the public.

This information will help us serve you better.

Private - Seen only by CNVC Personnel

Enter information that will only be seen by CVNC staff and Certified Trainers

Private Postal Code:
05055

Private Primary Phone: *
+ 1 802-659-0144

Your primary contact telephone number or Skype ID. This will not show on the public website. Please put the number someone inside your country would dial to call you first--national number-- followed by the number someone would dial from outside your country, in parentheses, beginning with "+" followed by your country code. For example: "01865.555555 (+44.1865.555555)" (USA/Canada: "areaCode.prefix.4numbers (+1.areaCode.prefix.4numbers)")

Private Primary Phone Type: *
mobile

Phone type/location #1

Private Secondary Phone:
802-356-5358

Your secondary contact telephone number or Skype ID. This will not show on the public website. Please use the same formatting as for the primary phone: national number (international number)

Private Secondary Phone Type:
- None -

Secondary phone type/location

We ask for at least your postal code and a phone number. There is a place in the form asking for your address that is no longer being used. You can leave it blank.

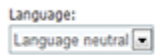
We are currently collecting mailing information in the Location section later in the form. Only State/Province and Country information will be shown to the public. **Street, City and Postal Code information will remain private.**

In the **Vocabulary** section you can share languages you speak, your areas of interest and in which countries you might attend trainings.

To select more than one of any of these, hold the Control (for PCs) or Apple Key (for Macs) while you click on your choices.

Areas of Interest that you can select include:

- | | |
|-------------------------------|---------------------|
| Anger | Parenting |
| Business | Prisons |
| Counseling | Relationships |
| Distance Learning | Restorative Justice |
| Emotional Intelligence | Schools/Education |
| Healing | Social Change |
| Healthcare | Spiritual Growth |
| Leadership | Violence Prevention |
| Mediation/Conflict Resolution | Youth Programs |



Choices include English, French, German and Spanish. If these are not your language, chose Language Neutral

Use this menu to select the language that best supports your language.

▼ Location

Country:

State/Province:

Postal code:

Location name: e.g. a place of business, venue, meeting point

Street:

Additional:

City:

This area is used by applications that handle locations.

It is the address CNVC would use to send you postal mail.

It determines what country, state/province and city is shown when people search for supporters, trainers, or groups.

If your mailing address is not recognized, you can use the hand tool and the + label to find your location in the map. Then click on the map and the program place and icon and will use the coordinates of that location.

To clear your selection and start over, click on the icon.

The City and Street sections will not be seen by the public, Enter your city as if addressing an envelope. Avoid phrases like "Near London" or "Munich - München" to avoid confusing the application. Include those kinds of details in the Public Location field.

SAVE

Be sure to click on Save before you leave this page to preserve your information!