

GOTHAMNETORKING.COM

A Gotham Member Resource Guide for the Website

GOTHAMCITYNETWORKING

HOME



ACTIONS

EDIT

DELETE

SHARE

BROADCAST

FEATURE

SUBSCRIBE



Maximizing Gotham

FEATURED E

MAXIMIZING GOTHAM

It's back by popular demand!

We thought this would be a great time to re-popularize the Gotham Workshop as we build connections

If you are a New Member, an Experienced Member, or Someone Interested in Joining - this Workshop is for you!

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Using gothamnetworking.com

SIGNING INTO THE SITE AND PASSWORD RECOVERY

- Enter your username and password (as a new member you have received this info in the Welcome email).

Username

Password

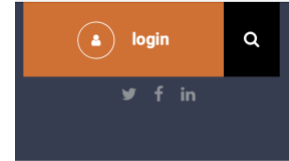
LOGIN

[Forgot password?](#)

Not a member yet? [Learn more.](#)

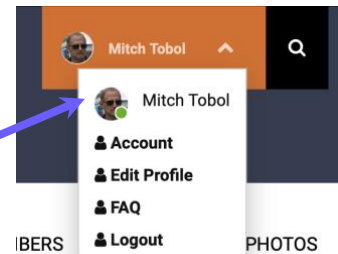
Gotham City Networking, Inc. has been successfully networking since 1997. Our motto: "It's Better to Give Than Receive, But What Goes Around, Comes Around."

- If you don't remember your password or forgot... please use the Forgot Password link. It will send you an email with a new password. Please copy and paste it to enter the member areas of the site.
- If you don't remember your username, try your name like this: Firstname_Lastname all one word with initial caps



UPLOADING YOUR AVATAR

Your Avatar is the small thumbnail image that follows you around the site. For instance, when you leave a comment on the blog or post on the Wall, your Avatar will be next to it. Uploading your "Avatar" is different than uploading your "Photos." Click on the "Edit Profile" on the drop-down menu (Orange Box).



Then select the button that says

Public

SAVE

AVATAR

UPLOAD AVATAR

QUICK LINKS

"Upload Avatar."

- Find the photo you want to upload by selecting "Choose File." The image must be in PNG, JPG, or GIF format otherwise it won't upload.

ADD NEW AVATAR

Current Avatar

Upload new avatar:

Avatar is the image displayed with your username. (File formats accepted: GIF, JPG or PNG)

no file selected

☒ Copy to profile photos album

- Once uploaded you will see the photo on the left. You can crop this image by clicking and dragging your mouse. You can view what other people will see in the "Preview and activate" window.

Avatar Cropping Tool

Crop a square image and it will be added to your list of active avatars.



Preview and activate:

If you are happy with the preview, click the button below to add the new avatar.

ADD AVATAR **REMOVE**

- When ready click the "Add Avatar" button and you're done!

Avatar Cropping Tool

Please upload the image to crop it

CREATING AND EDITING YOUR PROFILE

Your profile is where Gotham members (and the public) can find you so make sure it is well-crafted and complete. To create your profile, click on the “Edit Profile” Click on the “Edit Profile” on the drop-down menu (Orange Box).

From there, you will see the items for you to complete to fill in your profile. Here are a few tips:

- The email address that’s entered here is the address that all Gotham email will be sent to and from. This is important to remember when you are using “fredslist” and our other listservs.
- When you sign on for the first time, change your “Password” to something you will remember. As a security measure, this section always appears blank.
- Fill out your “Bio” and “Company Description” completely. It is very important to for the search engine that drives the site.
- Select the “Business Category” that best defines your industry

Select “Save” at the bottom of the page to save your entries.

EMAIL OPTIONS

As a Gotham member, you participate in our famous Fredslist listserv. There are three options for how you receive Fredslist and Promo list emails:

- **Individually** as they are moderated and released during the day. Fredslist and Promo list are moderated, and emails are released, in batches periodically throughout the business day. This is the fastest delivery available.
- **“Digest”** format which means a group of emails that come together in one email. The digest is distributed when it reaches a certain size and so less frequently than the individual method (on average, two to three times a day).
- **Website Only** which means that instead of the emails coming to you, you can view them on the site through the archives located here <https://www.gothamnetworking.com/fredslist.php>. Remember you’ll need to be signed into the site. (For instructions on how to access the website see *Using Fredslist/Promo list*).

Recognizing that sometimes there are lots of emails and while our members have their own opinions, Gotham recommends the individual email method to take advantage of an opportunity you may find interesting while it is the freshest.

Signing up for other Gotham lists

To further foster our community, we offer other listservs for you to enjoy. These lists are topical, and our members are encouraged to exchange on the relevant topic of interest with each other. These supplemental lists are completely voluntary, and you will not receive these emails unless you affirmatively ask to be added to the list. To do so, email our webmaster at webmaster@gothamnetworking.com and let him know which list you want to receive.

Currently, our supplemental lists include:

- Politics@gothamnetworking.com
- SportsTalk@gothamnetworking.com
- RockRap@gothamnetworking.com
- flicks@gothamentworking.com

Please note that unlike Fredslist and Promo list, these lists are NOT moderated. If you would like to be removed from any of these lists, contact Gotham's webmaster and he will remove your email address.

Using Fredslist and Promolist

Here are some tips for enhancing your experience with Fredslist and Promo list:

Sending An Email to Fredslist

- To send an email to share with all of Gotham, please address your email to fredslist@gothamnetworking.com
 - o Remember to send from the email address you are registered with on the website (the reply to address must also be the email address you are registered with on the website).
 - o Fredslist moderators do not "**reject**" emails. To protect our members from SPAM and unsolicited emails, the computer automatically rejects any emails from unregistered email addresses.

- Remember when sending an email to Fredslist:
 - o If you are asking for help, check the website first to see if we have members who offer this service. If you still need to post and unsure if we have members who sell these services, send your email to Fredslist and include a statement that you believe we have members who offer this service and you hope to hear from them.
 - o Use a specific subject line – this will ensure members open and read your email. (using the word “help” is very effective)
 - o Emails post exactly as you send them, so there’s no need to include a line asking us to post.
- Not sure if your email was posted?
 - o All emails received are posted or we email you and let you know why it cannot post as is.
 - o If your email is received you will receive an auto-response that it is being held for moderator approval.
 - o If in doubt, please check the archives here <https://www.gothamnetworking.com/fredslist.php> on the website - a great tool for checking to see if your email posted and for finding past emails that posted

Sending An Email to Promolist

Promotional emails (ones that promote your business or services) post on this separate list.

- To send a Promotional email to share with all of Gotham, please address your email to promo@gothamnetworking.com
 - o Remember to send from the email address you are registered with on the website (the reply to address must also be the email address you are registered with on the website).
 - o Promo list moderators do not "reject" emails. To protect our members from SPAM and unsolicited emails, the computer automatically rejects any emails from unregistered email addresses.
- Promos only post on either Tuesday or Friday; please send your emails for posting to Promo list on either Tuesday or Friday.
 - o Emails post exactly as you send them, so no need to include a line asking us to post.

Finding An Email That You Sent to Fredslist

- If you are looking for an old email (or wondering if the ones you sent were posted), you can use Fredslist and Promo list Archives which are located on the Members Only section of our website.

Fredslist Archives are here:

<https://www.gothamnetworking.com/fredslist.php>

Replying to an Email on Fredslist or Promo list

- To streamline the number of emails everyone receives, we ask that when responding to an email, you do not hit "Reply All"; instead just hit reply, it sends it directly to the sender.
- When sending an email congratulating a member, include their contact information in the email so members can respond directly and not to Fredslist.

As a reminder, current guidelines:

- do not allow the posting of emails of a political or religious nature, emails of an offensive nature, emails that are forwards of emails currently circulating on social media and the Internet
- current guidelines limit the number of emails on one subject/thread

FIND AN EVENT

Members and non-members can access all of the wonderful happenings at Gotham City Networking by going to our website, www.gothamnetworking.com, and accessing our calendar.

Steps:

1. Go to [the Events Calendar](#)
2. Our events for the current month will be displayed
3. To see the calendar of events for different months use the "Previous" back arrow button or "Next" forward arrow button

REGISTER FOR AN EVENT AS A MEMBER

If there are events you would like to attend, you need to register for the event.

If you are registering for your Group meeting, you will want to navigate to the event you will be attending and click "I'll be there" to let your GC and other group members know you will be attending.

REGISTER FOR AN EVENT AS A CIRCUIT RIDER

If you would like to **"Ride the Circuit"** to another group meeting, you will need to (1) confirm with the GC of that group that you are cleared to attend; (2) sign up and pay to attend; and (3) click "I'll be there" to let the group members and others know you are attending!

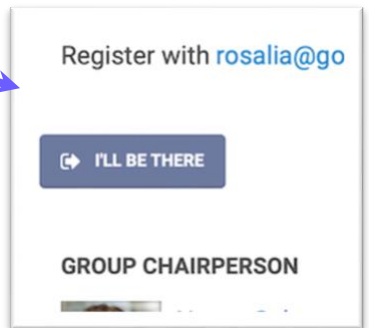
Sign up and pay to attend

1. Once the GC lets you know that you can Ride the Circuit, click on the date of the upcoming meeting you would like to attend.
2. On the left-hand side, below the "Pay Event" bar, click on "Pay Now" to pay for the meeting. Follow the directions on the "Shopping Cart" pages to pay for a meeting.
3. Once you have paid, navigate back to the events page and click "I'll be there" to let the group members and others know you are attending!



PAY EVENT

PAY NOW



Register with [rosalia@go](#)

➔ I'LL BE THERE

GROUP CHAIRPERSON

FINDING PEOPLE AND SERVICES

On every page in the top right-hand corner, a magnifying glass opens a search window. Here you can search the member profiles by:

- First Name
- Last Name
- Company
- Keyword
- User Category (industry)

MAXIMIZING YOUR EXPERIENCE WITH THE GOTHAM WEBSITE

Gotham's website was constructed to help our members maximize their experience. A few ways you can do that while increasing your visibility are:

- *Comment on the Blogs:* Gotham blogs are posted every day of the week, and our bloggers appreciate your comments. When you comment, Gotham members and even the public get to know you. The current blog is posted right in the middle of the home page. Click on the title to read the whole blog and then add your comment. Remember that if you are not logged into the site, your comment will be anonymous. We would much rather know who you are!

In case of emergency

1. Do not break glass (or your computer)
2. Do not pass Go
3. Contact your handy dandy webmaster – I'm here to help.
 - Office: 631-842-4600
 - Email: webmaster@gothamnetworking.com