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Member Guide to the Commons Communities interface

The Commons Communities online platform is designed to help folks in small towns self-organize, to save \$\$\$ and CO₂ while strengthening their broader community.

This Guide can help you use the tools to help the Commons help you, your neighbors, and your community.

If you have specific questions, ask your Commons Manager, who you can reach easily, once you're logged in.

Sections:

1. Navigation Header
2. Your Dashboard
3. Community Calendar
4. Commons Community Events
5. Communications: Internal, by Email, and SMS/Text
6. Carpool Trip Types and Trip Icons
7. Commons Groups & Topics & Discussions
8. Commons Chat: the heart of self-organizing a Carpool
9. Personalizing your Commons Communities experience
10. Businesses
11. Members



Navigation Header

This Header appears at the top of nearly every page, giving you consistent access to the Commons resource. Submenus help you get what you want, find your way back, drill down, or get context.

Dropdown Menu, and Full Listing of info pages.

Links to your Commons home page.

Logout (for example, if you're on a public computer). Otherwise you'll stay logged in for two weeks, to keep things simple for you.

MENU

Tatamagouche Commons
TataCommons.com

Helping our community self-organize, save \$\$\$ and CO2, and become stronger.

Chloe LOGOUT

Our Commons My Dashboard My Calendar My Info Create Items Edit Items

OUR CARPOOLS OUR WANT ADS OUR EVENTS OUR TOPICS OUR GROUPS

OUR PEOPLE OUR BUSINESSES OUR TIMELINE SEARCH COMMONS

Displays personalized Commons Calendar:

October 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

Displays your personalized Dashboard:

Commons Dashboard

COMMUNICATIONS: 5 New Messages, 1 Notification History

CLASSIFIED/WANT ADS: 5 Recent Ads, 3 in Maps, 1 in Services, 1 in Local Music...

COMMUNITY: Our 133 Members, Our 173 Local Businesses, Our Commons Community

CARPPOOLING: My 0 Scheduled Trips, All Upcoming Trips, 2 Trips by Host/Invited, 15

OUR TOPICS: 2 Commons Groups

OUR GROUPS: 2 Commons Groups

OUR TOPICS: 2 Commons Topics

Commons Places: OUR CARPOOLS, OUR WANT ADS, OUR EVENTS, OUR TOPICS, OUR GROUPS, OUR PEOPLE, OUR BUSINESSES, OUR TIMELINE, SEARCH COMMONS

Commons Actions: CREATE CARPOOL, MODIFY A CARPOOL, CREATE WANT AD, CREATE EVENT, FEEDBACK, HELP

Simple Search: GO

Show Trips Only Show Events Only

Month Week September 2024 Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

New Carpool Trip

New Classified/Want Ad

New Event Listing

New Message to another Member

Edit My Profile

View My Savings Statistics

Help: The Commons Member Guide

Help: Frequently Asked Questions

Edit My Carpool Trips

Edit My Classified/Want Ads

Edit My Events

Edit My Member Favorites

Your Dashboard

This **Dashboard** serves as your personal “home page” for the Commons, proving a snapshot of what’s happening, and linking to what you need.

Displays communications waiting for your attention, with links.












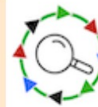
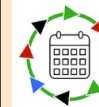



Displays Classified Ads information – and links to the wider Classifieds

Community numbers, and links to interesting lists

Your Carpools, upcoming available Trips, and Groups and Discussion Topics.

COMMUNICATIONS: 0 Notifications 0 New Messages 0 Notification History	Commons Dashboard		CARPPOOLING: My 0 Scheduled Trips All Upcoming Trips 1 trips to Halifax, NS OUR GROUPS: 2 Commons Groups OUR TOPICS: 3 Commons Topics
	CLASSIFIED/WANT ADS: 5 Recent Ads : 3 in Jokes , 1 in Local Music , 1 in Services ...	COMMUNITY: Our 135 Members Our 169 Local Businesses Our Commons Community Statistics	

★ Your last shared Trip was on **Jun 14**, from **Tatamagouche** to **Truro, NS**, with **Susan Stephen**. [Skip](#)
 You can [Favorite or Not](#) any Traveler, for future reference.

Commons Places:					Commons Actions:			
 OUR CARPOOLS	 OUR WANT ADS	 OUR EVENTS	 OUR TOPICS	 OUR GROUPS	 CREATE A CARPOOL	 REQUEST A CARPOOL	 CREATE WANT AD	 CREATE EVENT
 OUR PEOPLE	 OUR BUSINESSES	 SEARCH COMMONS	 OUR CALENDAR	 OUR TIMELINE	 SEND FEEDBACK	 HELP	Simple Search: <input type="text"/> GO	

Displays:
 Carpools
 Want Ads
 Event Listings
 Topic Listings
 Group Listings
 Member Listings
 Business Listings
 Search
 Calendar
 Timeline

Actions:
 Offer New Carpool
 Request a Carpool
 Create a Want Ad
 Create a New Event

Search:
 Commons Search is simple, its result segmented, and is surprisingly powerful. Try it!



Community Calendar

The Community Calendar is both specific and general. Specific, in that it highlights any Carpoled Trips that belong to you. General, in that it displays Commons community Events (entered by our Members), and Commons-wide Available Trips. All listed items are entered by our Members.

Month Week
September 2024

Today
<
>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Your Trip to Generic Big City	5	6 Your Trip to Generic Big City	7
8	9	10	11 Your Trip to Generic Big City	12	13	14 Your Trip to Generic Big City
15	16 Your Trip to Nearishtown	17	18	19	20	21
22	23	24	25	26 +	27 +	28 +
				Trip to Nearishtown See today's 1 Events	See today's 3 Available Trips	See today's 1 Events See today's 2 Available Trips
29 +	30 +	1 +	2 +	3 +	4 +	5 +
Trip to Nearishtown See today's 1 Event		See today's 1 Available Trips	See today's 1 Available Trips	See today's 1 Events See today's 3 Available Trips	Trip to Generic Big City See today's 1 Events	See today's 2 Events See today's 3 Available Trips

Your upcoming Carpool!

Available Trips to nearby towns.

Member-entered Events can be big (Octoberfest!) or small (Weekly Knitting Group meeting at the Library).



Commons Community Events

Event Listings:


Upcoming Events in the next 14 days:

Thursday, Sep 26 2024	
Local Event	Commonstown "Open House" meeting at the Library , Thu, Sep 26, 06 pm 6:00pm to 7:00 in the Commonstown Library corner room; if there's several people, I'll start with a brief presentation, and then open for conversation: What's the Commons? What can it do for your Group/Topic/community? How can it let us "self-organize"? Why not just use Facebook? And more!
Saturday, Sep 28 2024	
Local Event	Commonstown Farmers Market , Sat, Sep 28, 09 am Every Saturday, 9am to 1pm! So many wonderful local vendors -- come see us! 
Sunday, Sep 29 2024	
Local Event	Church Picnic this Saturday! , Sun, Sep 29, 01 pm Join us at Commons Town Cathedral for our annual church picnic and festivities! 
Thursday, Oct 03 2024	

Event Information: ✕



Church Picnic this Saturday!, Sun, Sep 29, 01 pm
 Join us at Commons Town Cathedral for our annual church picnic and festivities!

[Contact Kiley for more information](#)



[Close](#)

Also in the Calendar:

	+	+	+
	 Trip to Nearishtown See today's 1 Events	See today's 3 Available Trips	See today's 1 Events See today's 2 Available Trips
2	3	4	
+	+	+	+
See today's Available Trips	See today's 1 Events See today's 3 Available Trips	 Trip to Generic Big City See today's 1 Events	See today's 2 Events See today's 3 Available Trips

Member-entered Events can be big (Octoberfest!) or small (Weekly Knitting Group meeting at the Library). Any member can post any Community Event.

Please report any misuse of the open Commons Calendar to the Commons Manager.

	COMMUNICATIONS:
	1 Notifications
	0 New Messages
	1 Notification History

Communications

Commons Internal Messages, Notifications, & Announcements

- Member to Member **Messaging** (like Q&As from other Members about Carpool Trips, or Classified Ads, services, upcoming plans, and the like) are kept internal to the site. **This is not email** – but rather private messaging between a Member and another Member of the Commons community.
- **Notifications** are generated by the system to alert you to a change on a Trip you’re planning, or a reminder that you requested, or an option (like “Favorite or not”), etc.; they are automated messages from the Commons to you, about your own events.
- **Announcements** are generally about the Commons itself, or about the community behind it.

Commons External Notifications: Emails & SMS Text Messages

Currently, the Commons sends personalized messages to each member via email, and uses SMS only by the request of the Member.

The Weekly Commons Email

Once a week, we send you a personalized overview of your upcoming Carpool Trips, available Trips, recent new Classified Ads, and upcoming Events. It’s a lot like having your Member Dashboard arriving in your email, but more text-y. Receiving these emails is a requirement for Membership. The only way to “opt out” of these emails is to deactivate your account (in “My Profile” in the Header).

Carpool Trip-associated Emails

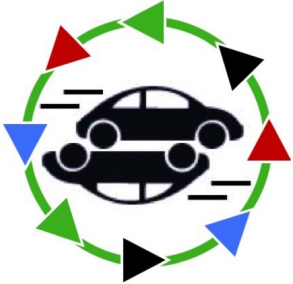
- a) We send an email when someone Joins any Trip you have planned and posted, or if there is a drastic change of some kind (a passenger drops out, a Driver cancels, or something else). Soon, if you choose, we can SMS/Text your phone for any of these.
- b) On the day before any Trip’s departure, we email each Traveler, specifying the Driver and any other Passengers, and a copy of the Trip Chat discussion the Travelers had, self-organizing that Trip. If you included your cell phone number in the Chat, it is included in that email to the other Travelers; same with your email address.
- c) Once again, only by deactivating your account can you “opt out” of these messages.

Other Emails

We we will, on occasion, send out informational emails (improvements, interface changes, milestones, regional events, new supporters and sponsors, etc.) – these are infrequent, and these are easy to “opt out” of, via your Profile.



Commons Carpool Trip Types



Standard Shared Trip

Errands, appointments, shopping, and return. Two to six hours in town, depending – but mostly not lingering. Meeting place, Leave time, and Return time to be arranged in the Trip Chat by all participants, led by the Driver.



Commuter Trips

The same Trip, at the same time, repeated routinely. Generally one shift long, with travel time on either side. Sometimes you stop at the store on the way home. We make it easy for the Driver to list these repeated Trips. Each day becomes an individual Trip that other commuters (and other travelers who might want to spend the day in town) can Join. Commuter carpoolers can save the most \$\$\$ and CO2!



Request a Carpool

Nobody going your way yet? Put in a request! The farther ahead you can post your request, the more likely that someone will see it, and adjust an adjustable trip in order to split the costs and have some company.



Commons Groups & Topics & Discussions



Commons Groups

Local groups are created by any Member, and then populated by the organizer by inviting other Commons Members. Groups can be private or open to other Members; each Group gets its own discussion and participation area, with images, documents, and links.

- Create **New Post** to this Group
- Add **New Link** to this Group
- Upload **Your Document/Photo** to this Group



Commons Topics

Topics are designed to be Commons-wide, for Members to share files, images, documents, and discussion regarding community-wide issues.

- Create a **New Post** for this Topic
- Add a **New Link** to this Topic
- Upload **an Image or Document** for this Topic

Add your two cents to the Bulk Purchase Coordination discussion:

Send

Discussion so far:

Michael Jensen : This sounds very sensible, for some things. I wonder if, for example, Dexter's could do something around a whole cow... (16 Jul, 15:32 PM)

[Manager](#) : Sorry that Jamieson's is gone -- she could have organized something for Speerville... (16 Jul, 16:57 PM) [Reply](#)

[Manager](#) : Great idea! (17 Jul, 19:39 PM) [Reply](#)

Discussion areas, in Groups & Topics

“Threaded” discussions, where you can reply to a comment, are the norm, in both Groups and Topics. As the Commons grows, we will see how best to make this feature elegant and useful.



The Heart of Self-Organizing

Members can use the Commons to share plans, share perspective, or share advice, by using its communications tools, notably Chat.

In the Commons Carpool, the “Trip Chat” can only be seen by its Trip’s Travelers, who can share contact details, meeting plans, and trip logistics, as appropriate. Remember, the Driver is not a taxi – and in-destination transit is up to each Traveler to arrange.

In the Commons Classifieds, Chat can be seen by everyone, and allows Members to respond to a posted Ad, or to announcements public conversation about the posted Ad (or announcement, or notices, or other activities).


Use Chat when others are involved in a shared item; use Commons Messaging when directly communicating with another Member.

Note: This information is never intentionally made available on the general public Internet, nor should you share without permission from everyone involved.


One-click information pasting makes it easy to provide info.

The Trip Chat record is sent one day ahead of the Trip departure, to every Traveler. This can let everyone easily have shared cell numbers, available in an email.

Trip Chat







Monday, September 11
Tatamagouche to New Glasgow
 Leaving around 12:00 pm.
 Errand-running of many kinds. Pretty flexible timewise.
 Only want one or two passengers.



You are the Driver

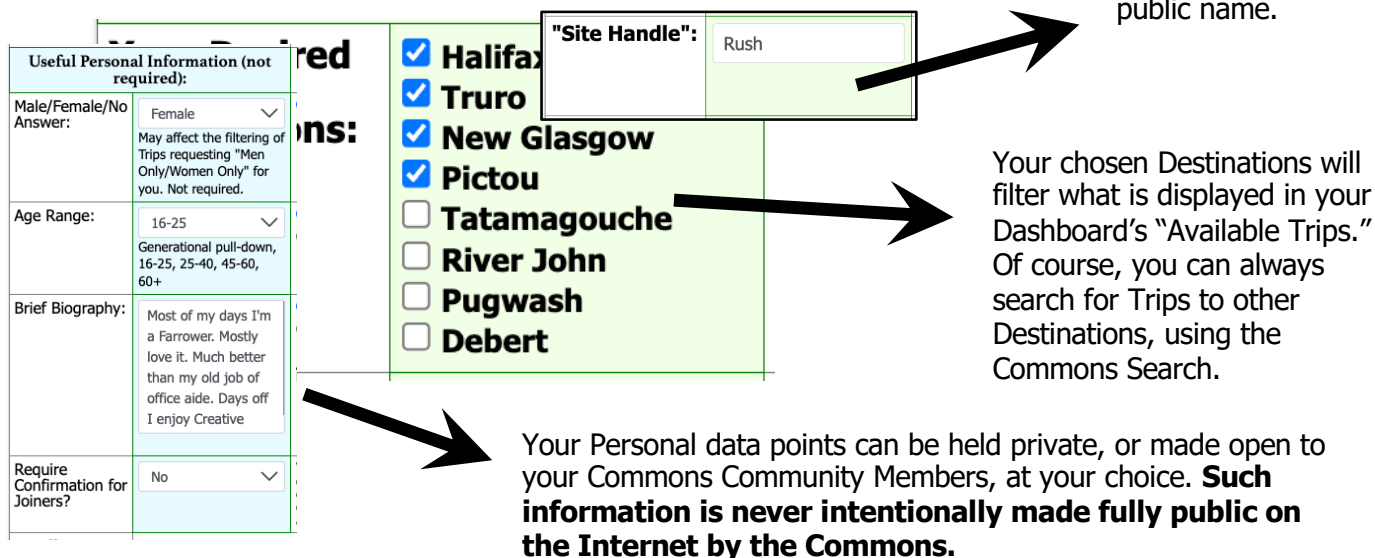
[Edit Trip](#)

Reminder: Only the Travelers on this Trip can see its Chats (currently: Rush, Dilly, Kiley).

 Kiley Ford	Hi this sounds good. I'm Kiley Ford, 902-111-1234. See you then -- and glad to know nobody but us (and the admins) can see our chatter!	🕒 Today 14:17 PM
 Adelyn Griffin	oh cool, thanks. That sounds fine. I'm at 902-111-1234 and adelyn.griffin@demo.demo.	🕒 Today 14:13 PM
 Nora Rush	Hi Adelyn -- this is Rush. That's fine. Let's meet at Foodland's side-back parking lot, noonish? I'm at 902-111-1234 and nora.rush@ruralcarpool.com.	🕒 Today 14:09 PM
 Adelyn Griffin	I'm only going halfway -- I'll meet someone there -- but I'll pay for the seat both ways. Thanks!, This is Adelyn Griffin.	🕒 Sat, June 10 14:44 PM

Personalizing

Your Commons Identity



Useful Personal Information (not required):

Male/Female/No Answer: Female
May affect the filtering of Trips requesting "Men Only/Women Only" for you. Not required.

Age Range: 16-25
Generational pull-down, 16-25, 25-40, 45-60, 60+

Brief Biography: Most of my days I'm a Farrower. Mostly love it. Much better than my old job of office aide. Days off I enjoy Creative

Require Confirmation for Joiners? No

Destinations:

- Halifax
- Truro
- New Glasgow
- Pictou
- Tatamagouche
- River John
- Pugwash
- Debert

"Site Handle": Rush

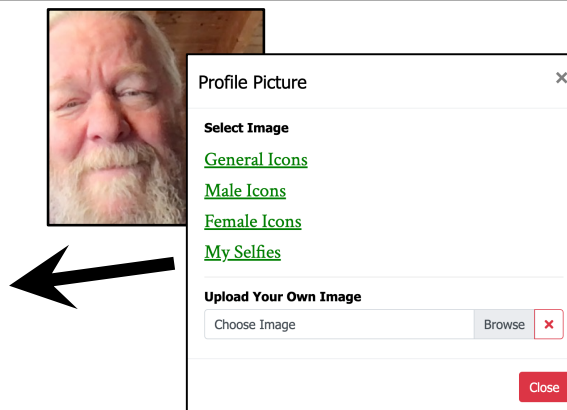
Your Commons public name.

Your chosen Destinations will filter what is displayed in your Dashboard's "Available Trips." Of course, you can always search for Trips to other Destinations, using the Commons Search.

Your Personal data points can be held private, or made open to your Commons Community Members, at your choice. **Such information is never intentionally made fully public on the Internet by the Commons.**

Your Commons Avatar

You have to use some image to represent yourself in the Commons, but it doesn't have to be a selfie. Choose from our collections of male, female, and general avatars. Or, use the "Choose Image" option, to upload and appropriately size any image you have on your computer -- a Selfie, or a picture of you as a kid, or a picture of any animal, vegetable, mineral, or alien.



Profile Picture

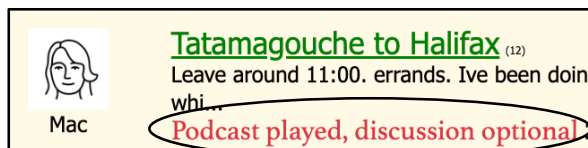
Select Image

- [General Icons](#)
- [Male Icons](#)
- [Female Icons](#)
- [My Selfies](#)

Upload Your Own Image

Choose Image

Special Trip Requests:



Mac

[Tatamagouche to Halifax](#) ⁽¹²⁾

Leave around 11:00. errands. Ive been doin whi...

Podcast played, discussion optional

As the Driver, you can request that your Trip be a Women-Only Trip, a Men-Only Trip, a Mostly-Quiet Trip, a CBC-1 Trip, an only-Gaelic-speaking Trip, a Pig-Latin-Only Trip, an Only Smokers Trip, or any other restriction you would like.

Personal Choices:

Nobody is required to be a passenger in anyone's vehicle, nor to be a Driver for anyone if they are unpleasant. Anyone is allowed to cancel a Trip – but recognize that you may be causing trouble that way, in a small community.

Also: **"Masks On Inside the Car" is the expectation.** Only if everyone agrees ahead of time, in the Trip Chat, should any individual take off their mask.

Local Businesses



Local Businesses have basic information provided by the Commons, to be edited by the local business owner. Their information is searchable by Members, and each business can have control of its own information.

Inside the Commons:

Our Local Commons Businesses
(listed randomly; use sort or search)

Business Name	Address	Phone	Categories/Key Terms	Favorite or Not
Train Station Inn & Railway Dining Car				<input type="checkbox"/> Favorite <input checked="" type="checkbox"/> Neutral
Cripps & Sons Woodworking				<input type="checkbox"/> Favorite <input checked="" type="checkbox"/> Neutral
Dale Semple Carpentry				<input type="checkbox"/> Favorite <input checked="" type="checkbox"/> Neutral
The Cardamom Pod Cafe	10222 Durham St Pugwash NS BOK1V0	Phone: -- Emma Nelson	baking, baked goods, cafe, restaurant, coffee, catering, custom order, cakes	<input checked="" type="checkbox"/> Favorite <input type="checkbox"/> Neutral
T & R Yard Care	Landsca			<input type="checkbox"/> Favorite <input checked="" type="checkbox"/> Neutral

The Cardamom Pod Cafe
10222 Durham St Pugwash NS BOK1V0
Phone: -- Emma Nelson
Categories/Key Terms: baking, baked goods, cafe, restaurant, coffee, catering, custom order, cakes

A micro cafe serving out of the former library building in Pugwash (at the Farmers' Market grounds). We currently offer lunch service, espresso drinks (and regular ol' coffee), a wide variety of teas, and specialty baked goods including gluten free options.

Our hours will change mid-late fall to include mornings (will update as soon as they are finalized). We post our menu regularly to our Instagram, Facebook, and website.

We are also available for custom baking and catering. Please keep us in mind for any event as we are working hard to develop this side of our business!

We currently reside in Tatamagouche and offer delivery to the surrounding area plus the surrounding area of Pugwash.

But not only is their information available inside the Commons, like an enhanced telephone book, but a basic version is made public on the Commons site.

This means that local microbusinesses – like a hairdresser, or handyman, or a roofer, or a plumber – can easily produce a Google-ready Web page, while the larger businesses with existing Websites just boost their searchability.

For the Public :

You provide images, a description of your services, products, crafts, or expertise...

We'll invite Google to index this Public webpage of yours!

Tatamagouche Commons
TataCommons.com


This **Public Business Page** is a community service from [TataCommons.com](#), our small community's local social site. Membership is free and is exclusively for locals, and offers its members a platform for Want Ads, Announcements, Events, Carpools, Group tools, and more. A Member has editorial control of their Business page. Contact the Manager [at] TataCommons.com for more info.

The Cardamom Pod Cafe
a business in or near
Tatamagouche

10222 Durham St Pugwash NS BOK1V0
cardapod@gmail.com
[View on Map](#)
[View their Website \(https://cardamompodcafe.square.site\)](https://cardamompodcafe.square.site)
[External Site \(https://www.facebook.com/profile.php?id=61561073564561\)](https://www.facebook.com/profile.php?id=61561073564561)
[External Site \(https://www.instagram.com/cardamompodcafe/\)](https://www.instagram.com/cardamompodcafe/)

A micro cafe serving out of the former library building in Pugwash (at the Farmers' Market grounds). We currently offer lunch service, espresso drinks (and regular ol' coffee), a wide variety of teas, and specialty baked goods including gluten free options.

Our hours will change mid-late fall to



Categories: baking, baked goods, cafe, restaurant, coffee, catering, custom order, cakes
Search terms: baking, catering, lunch, coffee, tea, baked goods, gluten free, custom order, birthday, wedding, anniversary, cafe, espresso, cake, middle eastern, middle eastern food, indian, indian food, vegan, vegetarian




Members

Members are what this project is all about, and we try to enable maximum individual control of one's own membership.



We also want to be sure that it's easy to connect with other Members, to send a message, or answer a Want Ad, or connect for a Carpool. We want to be sure it's easy for Members to benefit from belonging to community Groups. We want to be sure it's easy to post an upcoming Event, or meeting, or pancake breakfast.

If you've read this far: Thanks! And if you have any suggestions for improving the above, let the Manager of your Commons know!



Commons Members
Our Members, randomly listed (with Favorites at the top).
To find individuals, use the Search box.


[See yourself.](#)

SEE MORE

Click on a			
		Bread, from Br Age range: 60+	
		Rush, from Co Age range: 25-4	
		Jane, from We Age range: 60+	
		Gigi, from Brul Age range: 40-6	
		Pravin, from C Age range: 60+; Current vehicle is: BMW.	✓
		Bob White, from Tiny Hamlet Age range: 60+; Current vehicle is: 1984 Saab.	✓
		5 173.209.61.182 ✕	
		Mattie, from Balfro	

Member-Provided Information: ✕



Bob White

✓

Bob White (Bob White), from Tiny Hamlet

Age somewhere around: 60+; Current vehicle is: 1984 Saab.

Brief Bio: "I am a stand-in for a working Member, just acting as if I'm going on Trips, and the like."


Personal Page:

Preferred Destinations: Generic Big City, Nearishtown

Member email: bob.white@ruralcarpool.com

Member phone: +1:1231234

MESSAGE THIS MEMBER:



FAVORITE OR NOT:

Favorite

Neutral

Unfavorite

These votes will not be seen by others.

Close