

# Member Connections

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This document explains how to build connections, create file folders, and message individuals and groups within your Connections.

1. **Building Connections** – Connection requests are made when you are logged in and view another members profile page. [Login](#) or [Sign Up](#) now.

Membership is free.

- a. Members Search allows you to search for members by using the search criteria and then selecting a chosen individual from the summary screen of supplied results.
- b. You may also come across a person while viewing other content on the site and clicking on the persons name or photo to take you to their profile page.
- c. While viewing a desired profile page you may click on **Connect** to start the connection process.
  - i. You then have the option of sending a message with you request by filling out the message block.
  - ii. Then hit **Send Request**, which notifies the other party of the request.
  - iii. The Connection Requested person is immediately placed into your Connection File as “Pending Sent Requests”.
  - iv. When a person accepts a request, both parties will find that the other member appears within their connection files.
  - v. Resending and notifications as to actions taken are included in the processing.

2. Create File Folders for Connections

- a. Log in to establish current user. Your Icon/Photo will display along the top of page.
- b. Click on the Drop Down to the right of Members drop Down section.
- c. Select **“My Connections”**
- d. Click on the Blue Box **“Manage Categories”**

- e. Type inside the box a desired folder name and hit “**ADD**”. Repeat as needed.
  - f. Hit the “X” Close window at the top right of this module.
3. Adding your connections to folders
- a. Left Click on the connection name or photo then click “**MANAGE**”
  - b. Check mark every category you wish to place that connection and hit “**SAVE**”.
  - c. “X” out of the window to do same to other connections as desired.
4. Create Conversation
- a. Make a selection of all, any individual, any category. Once any selection is made a “Create Conversation” button appears.
    - i. Click on “Create Conversation”
    - ii. Complete form and “SEND”

Messages are sent to all members selected and members that have their Preferences turned on will receive an e-mail notification of the message.

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GT All Sports is the web site for promoting sports, health, and family activities where you can be involved. Please check out our other help guide videos to optimize your GT All Sports experience.