

Cobblestone Quick Sheet

Adding a person

You must be a group administrator to add or invite any person to your group.

1. When on dashboard click **My Groups** on the side column under My Activities.
2. Click on your group you wish to add or invite someone.
3. You are now in your group dashboard. In the right column click **Members**.
4. To add someone within Cobblestone, click add then type their name. To add someone outside of Cobblestone, click **Invites**.
5. insert their name in the E-mail Addresses field. If more than one email address. Separate by commas. And add a message from you and click invite.

Changing Your Password

If you do not know your password. Go to the cobblestone log in page and click "Forgot your username/password?" at the bottom of the page. It will send you a reminder.

1. In the right column at the top right under your name click **Profile**.
2. Next, click **Account** in the menu under your full name
3. Then, click **Edit** to the right of the Account Title Bar
4. At the bottom of your account info, there are two fields, **Password**, and **Again**. Fill both of these out with your chosen password then click **Save** at the bottom.

Changing Your Profile Picture

1. In the right column at the top right under your name click **Profile**.
2. Next, click **Edit Photo** in the top left under the menu Dashboard
3. Then, click **Browse** to select a photo from off of your computer and click **save**.