

Create an account on the Chesapeake Network

1. Go to <https://www.chesapeakenetwork.org/>.
2. In the bar on the left side of the screen under the username and password, select “register”.
3. Provide the relevant account and profile details. To complete account set up, select “Complete Sign Up”.

Join the Upper and Middle James Riparian Consortium Group

1. In the header of the homepage, select “Groups”.
2. Search for the Group by the title, “Upper and Middle James Riparian Consortium”.
3. Select “Join Group”.

Submit a post

1. If you would like to submit a post to the group, select “Submit a Post” in the header of the homepage. Posts may include listings, programs (e.g., internship program), announcements, events, or resources.
2. Select from the drop down list the type of post you would like to submit.
3. Enter the required information about your post. Under “Post to Group,” please select where you want your post to show up. If you would only like it sent out to the consortium group members, only select “Upper and Middle James Riparian Consortium.” If you would like it to go out to the consortium group and everyone on the Chesapeake Network, select both.
4. Under “What state is this about?” you may select “Virginia.” Please note, selecting a state is not required. The state selection is relevant only when using the sort function to look through existing posts.
5. Click “Submit”.
6. Your post will show up on the group page on the Chesapeake Network and in the daily digest email shortly after approval by the web administrator.

Modify your subscription settings

The subscription settings determine whether you receive digest emails of the posts from the Chesapeake Network or the Consortium group, and how frequently you receive them.

1. In the header of the homepage, select “Subscribe”.
2. Under “Subscribe by Email,” select or deselect the daily digest emails you would like to receive. By creating an account on the Chesapeake Network, you are signed up automatically to receive daily digest emails from the Chesapeake Network. You may remove yourself from that mailing list at any time.
3. Click “Submit”.