

## 2. Frontdesk

Welcome back to the tour. I'm Toni.

In the front center of the Lobby picture, you will see the Frontdesk. Notice that by placing your cursor on the large signs at the Frontdesk, you will find two significant menus: One for **Information** and one for **Membership**.

The **Information menu** presents everything you need to know about BEingThere.net.

In a minute, you will leave this tour window open, and click on the page titled, "**In A Nutshell**". It will give you a short overview. You'll find a number of links on this page. You do not need to follow them now. This tour will take you to the same places.

When you are finished, close the Nutshell page either by clicking "Return to Lobby", or by clicking on the BEing There pyramid logo in the header of each page.

If this window ever disappears, you can open it again by clicking on the Tour button in the active windows bar, at the bottom of your screen.

Go ahead now, click on "In a Nutshell" on the Information Menu, and come back after reading it.

*(pause)*

There you go! Good job! You will use this same process anytime you want to move around the forum. To go from one place to another, you will first go to the Lobby, then click on the place you want to go. The pyramid logo in any header will always take you back to the Lobby.

Go to the Information menu whenever you need general information. When you want an in-depth understanding, you should read "**Why Join BTN?**" in the Information menu.

There are "**Frequently Asked Questions (or FAQ's)**" to further your understanding, and you'll find a "**Sample Topic**", to give you an indication of the quality of discussion you will find here.

If you like to know what other people have had to say about how BEingThere.net has impacted them, read the "**Testimonials**" section, or if you want to know more about BEing There, then go to the "**About Us**" page.

If you ever need to "**Contact Us**", then this is where you will find that button.

The **Membership menu** is where you go when you want to know about subscribing to BEingThere.net. To become a member of BEingThere.net, just click on "**Sign-Up Here**" in this menu. The other pages explain what BTN is, the values we promote, and how we

protect your information here. Eventually, you will want to read each page listed here, too.

After you become a member, you can view or change any of your membership information by clicking on items in this menu. This is where you check for private mail, see a list of all of the members, or leave a suggestion for ways BTN can serve you better.

As a member of BEingThere.net, you can choose how much information you want to include in your member identity. You can even include your picture. This personalizes your interactions with others in the discussion forums we will talk about later.

Each area of the Lobby has its own menu, which you can read by placing your cursor on it. Not all of the menus will be as lengthy as these two, at the Frontdesk. Now, let's continue the tour with Section 3, the Free Reading Lounge.

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