

Join our conversation at [www.ShapingPlace.ning.com](http://www.ShapingPlace.ning.com)

## What is Shaping Place?

Shaping Place is an online space for writers, urban designers, architects and planners interested in creativity and place, hosted by UrbanWords using the social networking tool Ning.com. Its aims are:

1. To provide a contained online space for interested people to discuss issues, share best practice, and test out ideas about how writers and urban design professionals can work together.
2. To create a space for writers and urban design professionals to profile their work and interests.
3. To enable people to get in touch with each other to take forward individual projects and conversations.

## Sign Up in 5 easy steps

1. Go to [www.shapingplace.ning.com](http://www.shapingplace.ning.com)
2. Click 'Sign Up' on the right hand side of the page.
3. Enter your email address, password, date of birth (you can choose whether to display this publicly), and the security code shown.
4. Enter your profile name and basic details. Upload a profile picture if you like.
5. You now have access to the entire Shaping Place network and can add blog posts, events, forum discussions and comments. Use the tabs at the top of the page to explore the site. We encourage you to add text, images, weblinks, etc. to your profile page to enable other Shaping Place members to find out more about you and your work.

## FAQs

### Q. How private is ShapingPlace.ning.com?

A. Non-members can only see the main page. However, anyone can sign up to be a member, so you may wish to avoid giving out personal contact details – see below for information about how to contact other members through the site. We want the site to be as open and easy to use as possible, so currently we are allowing people to sign up without moderation. We will monitor this, and change it if necessary. You can choose your own privacy settings by clicking 'Settings' underneath your profile box, displayed on the right hand side of the main page.

### Q. Will I receive email notifications from Shaping Place.ning.com?

A. Only if you choose to. You can choose what kind of notifications to receive by clicking 'settings' (as above) and then 'email'.

### Q. How do I send someone a message?

A. To send another member a private message, you need to add them as your friend. This is why creating a profile is useful as it allows members to contact each other directly. Of course it's up to you if you want to add your personal contact details or just be contacted through Ning.com. Alternatively you can leave a public comment on any member's wall.

If you have any questions, please contact [Miriam.nash@googlemail.com](mailto:Miriam.nash@googlemail.com)