

North Somerset People

www.mynorthsomersetpeople.co.uk

Or the Junior North Somerset site

www.myjuniornorthsomersetpeople.co.uk

User Manual

Registering on the website, either go to www.mynorthsomersetpeople.co.uk or www.myjuniornorthsomersetpeople.co.uk and click on the 'Register Here' button.

Please note you need an email address to use this site, if you don't have one already you can set one up for free on any of these sites - gmail, hotmail or yahoo.

Please fill in all the fields, don't forget to make a note of your Username and Password.

First name

Joe

Surname

Bloggs

Username: What is this?

Joe.Bloggs

Password: What is this?

••••••••••

Confirm password

••••••••••

E-mail address

joe.bloggs@cdsm.co.uk

Female Male

Date of birth

24 March 1983

Post code Why do you need this?

SA1 5ED

Once you have completed the form, click on the 'Register' button.

You are then taken to a new page that will tell you an email has been sent to your email account, you need to then login in to your email account and look for an email from the website. Once you have found the email click on the link to verify your account. On clicking on the link you will be taken back to the website, you will see a message that you are the newest member. Once you have completed this registration process you can now login.

Staying Safe Online

Below are some things we would you like to think about when you are using the site:-

- Username and Password
 - Please don't share your username and password with anybody else, your friends, family and support are able to create their own account, this information is private and should be kept private.
 - If you forget either your username or password you can reset this on the homepage underneath the login box - 'forgot password'.
- Keeping Safe
 - We want to make sure you enjoy your experience online, if you are asked to give out your address or telephone number, please notify your support, this information is private and should not be shared to anybody.
- Reporting any problems
 - When you first register on the North Somerset Group, the administrator, Nadia will send you a request to be her friend. As long as we are friends you can send me a message via the site to let me know if there is anything you want to report.
 - We expect everyone to be treated equally and respectfully, however if you feel that you are being treated unfairly in anyway, we need you to let us know. Please send me a message via the portal, informing me of who you feel is treating you disrespectfully.
- Sharing images of yourself and friends
 - When you share items in 'My Stuff' to either your scrapbooks or your groups, please make sure that the item is suitable to be shared with others on this site. You also need to make sure that if other people are in the pictures with you, that they are happy for the images to be shared on the site.
 - The group administrators will remove unsuitable content from the groups 'Our Stuff' pages, by removing the items does not mean they have deleted it from the site, they are just putting it back to private in your 'My Stuff'.

Login

To login into the site, follow these steps:-

1. Open your internet browser window and type in the either of the urls, now press enter.
2. You should now see the below screen.
3. Enter your username and password and click on the 'Sign In' button.



The screenshot shows the homepage of the 'North Somerset People' website. The main heading is 'North Somerset People' in large blue and red letters. To the left, there is a logo for 'People and Places' featuring the NHS and North Somerset logos. On the right, there is a 'Sign In' section with input fields for 'Username:' and 'Password:', a 'Sign In' button, and a link for 'Forgot password?'. Below the main heading, there is a banner with the text 'Bringing people together online' and a 'Register Here' button with a right-pointing arrow. Underneath the banner, there is a section titled 'What is People & Places?' with a navigation menu containing links for 'Community Portal', 'PCP', 'Service Providers', 'Building Communities', 'Circle of Support', and 'Education'. The 'Community Portal' link is highlighted. Below the navigation menu, there is a featured section for the 'Community Portal' with a photograph of a woman and a man. The text below the photo reads: 'What is People & Places and who is it for? People & Places is a secure, moderated, social-networking website for people from vulnerable community groups. It is also for people who work and support people from these groups.'

Please note - on first signing into the group, a request is sent to the administrator of the group, to let them know that you would like to join the North Somerset Group, once you have been accepted into the group you will be able to see others members and groups on the site.

If you are not an administrator and are registering people who you support, please call or email Lynn Parkin - Lynn.Parkin@nsomersetcp-cic.nhs.uk and let her know who you have registered so that they can be accepted into the North Somerset Group.

Exploring the Menu

Below is a brief description of the tabs at the top of the page you see once you have logged in. As we go through the manual each section will be explained in more detail:-

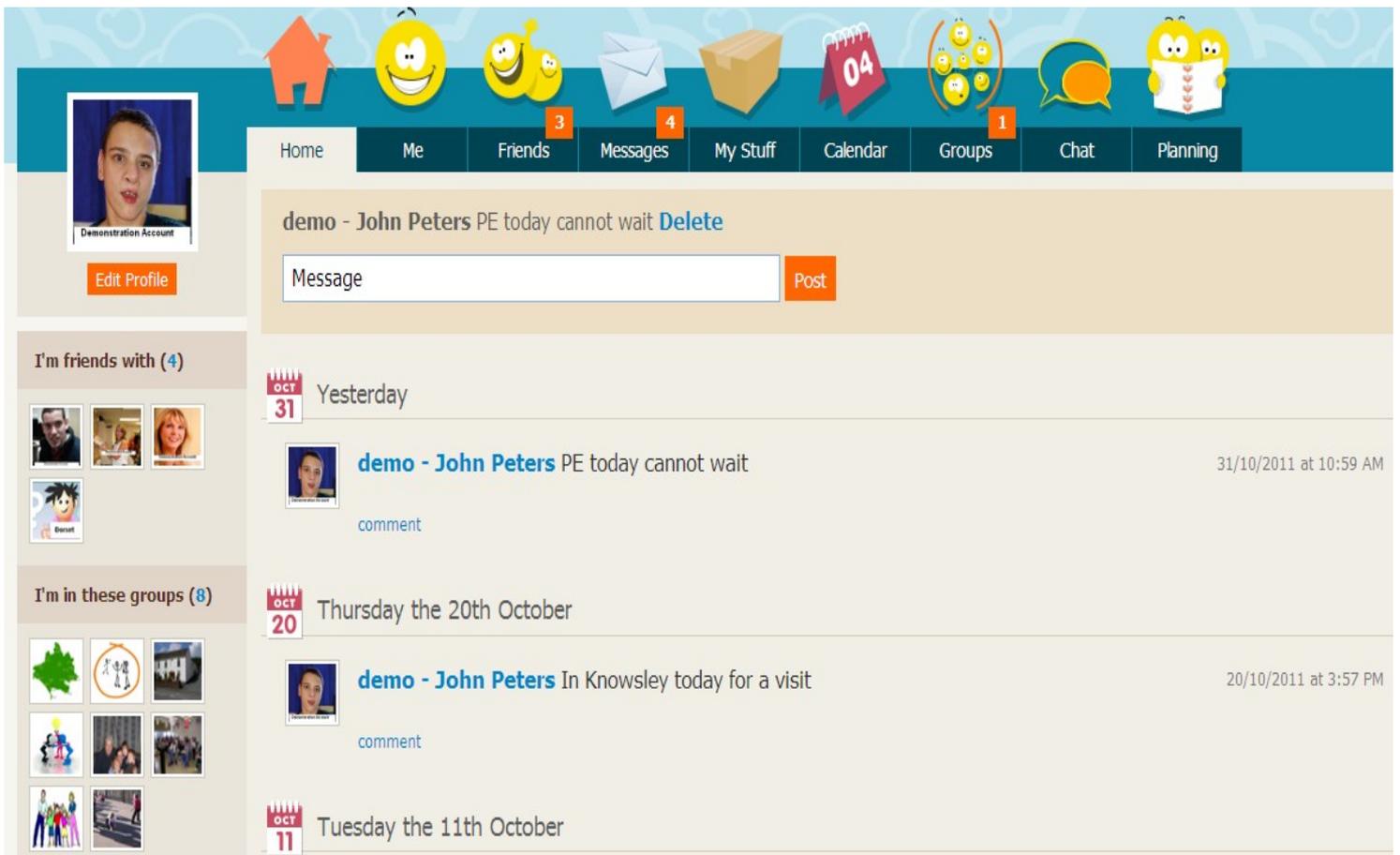


- **Home** - this is where you see yours and your friends updates, who is friends with who, diary entries and items that have been shared in scrapbooks.
- **Me** - this is where you build your own profile page, you can put a bit about yourself. Until you are friends with somebody the information that is shown to others is limited.
- **Friends** - this is where you can see your friends and also search for new friends.
- **Messages**- this is where you can see all your messages and announcements from friends and groups.
- **My Stuff** - this is where you store all your pictures, videos, audio and documents, everything is kept private until you decide to share with your group or scrapbooks.
- **Calendar** - you can view your daily planner, as you book and create events you add these to your personal calendar. You are also able to add your group events from this section. You can create a diary entry and choose to share with your friends or keep private.
- **Groups** - this is where you can join existing groups and create new groups for others to join.
- **Chat** - this is where you can chat to your contacts, you can type a message, send an audio messages and use emoticons to talk to other people.
- **Planning** - you can start to create your own Person Centered Plan online, as you add content to the site you can tag it to appear in this section.

Home



- On this page you can see your own and your friends updates, this includes:-
 - Status updates
 - Your friends new friendships
 - When your friends joins a new group
 - Friends sharing their scrapbooks
 - Friends sharing their diary entries
- You can see a snapshot of who you are friends with.
- You can also see what groups you are a member of.



The screenshot shows a social media home page. At the top, there is a navigation bar with icons for Home (house), Me (smiley face), Friends (two smiley faces), Messages (envelope), My Stuff (box), Calendar (calendar), Groups (group of smiley faces), Chat (speech bubble), and Planning (notepad). Below the navigation bar is a profile section for a 'Demonstration Account' with a profile picture and an 'Edit Profile' button. The main content area displays a message from 'demo - John Peters' with the text 'PE today cannot wait' and a 'Delete' link. Below this is a 'Message' input field and a 'Post' button. The page is divided into sections: 'I'm friends with (4)' showing four profile pictures, 'I'm in these groups (8)' showing eight group icons, and a feed of updates. The feed shows updates from 'demo - John Peters' on 'Yesterday' (31/10/2011 at 10:59 AM) and 'Thursday the 20th October' (20/10/2011 at 3:57 PM), both with 'comment' links. The feed also shows a date separator for 'Tuesday the 11th October'.

'Me' Section



On the 'Me' section you can edit your information that others see, everybody can see your profile page, including your hobbies and interests and your history. But only when you become friends with other people are they able to see 'Things I Share' and your 'Diary' entries if they have been shared.

Editing Profile

To edit your profile click on the ' Edit Profile' button, this can be found at the top of the web page on the left hand side.



You are able to edit your information, below are a list of changes you can make:-

- You can change your first name
- You can change your last name
- You can edit or delete your Nick Name
- In the Biography section we want to know a little bit about you, tell us about yourself, what you like doing and if you want tell us about your likes or dislikes and also your pets please do so.
- You can choose from Male or Female
- You can change your Date for Birth - this information is private and will never be shared.
- You can also add your Postcode - this information is private and will never be shared with others on the site, it just allows us to let you know who lives nearby to you, this can be seen the friends section.
- You can change your Picture
- You can change your Password
- You can change your email address - **Please note if you change your email address the site will log you out, you will need to check your email account for a link and then verify the new email address.**

On clicking on the 'save' button your details are updated.

My Profile



 About Me
  Things I Share
  Interests
  History
  Diary



Demonstration Account

Nickname:
John Boy

Name:
demo - John Peters

Biography:
My name is John, I live with my mum and dad. I go to School, my teacher is Miss Smith.

I love Friday nights, dad and I go to watch the Rugby at the stadium, I support England.

I have one sister, she lives nearby us, so I get to see her loads. She is married to Steve and they have 2 children, Harry and Charlotte.

Things I Share



Things I Share

This is where you can view your scrapbook items you have shared with your friends, you have to upload these items to your scrapbook in the 'My Stuff' section of the site and then choose to 'Share'.

 About Me
  Things I Share
  Interests
  History
  Diary

Unshare 2

My holiday snaps

Unshare 1



My favorite places

Unshare 5



Friends

Unshare 7



Being Independant

Unshare 4



Favourite things

Unshare 3



My Support

Unshare 3



my stories

Unshare 6



Family

Unshare 6



Hobbies and keeping healthy

Because you are the owner of these scrapbooks you can 'unshare' them at anytime in this section, this can also be done in the 'My Stuff' section within your scrapbooks.

Interests



You can view your interest in this section, by clicking on the 'Add interests' button you can add more interests to your page. As you start typing your hobby the site will recommend existing hobbies on the site to you. If you cannot find yours, just add it, you are also able to add a picture to represent the new hobby.

[+ Add Interest](#)

Remove 	Remove 	Remove 	Remove 	Remove 	Remove 	Remove 	Remove 
Animals	archery	bands	Basketball	Bowling	Chess	Cinema	disney

History



In this section you can add details of any Schools, Colleges, Day Services, Workplaces etc you have attended. It is very easy to add a place, click on the 'Add place' button, you can then enter the name, choose the type of service and the start and end date, don't forget to click on 'Save History'.

[+ Add place](#)

Name	Type	Dates	Option
Tesco's	Schools	2005 to Present	✕ Edit ✕ Remove
Glandwr	Schools	2003 to Present	✕ Edit ✕ Remove
Ysgol Gynradd Gymraeg	Schools	1997 to 2003	✕ Edit ✕ Remove
Rhydyfro Primary School	Schools	1992 to 1997	✕ Edit ✕ Remove

Diary



This is a view only page, if you have shared your diary entries with your friends you can see them here, because you are the owner of the diary entry you can choose to 'Unshare' from this section.


About Me


Things I Share


Interests


History


Diary

MON
31
OCT

Home Economics - Cooking 11:00AM

November 2011

Today we made Rock cakes, I cannot wait to try them, we are not allowed to eat them in school, I have to wait until I get home.

For my homework this week, I need to make these at home and swap the raisans for another item like Chocolate chips or cherries.

Attachment: 



Unshare

Recent Diary Entries

Home Economics - Cooking

Friends



In this section you are able to see 'My Friends' and 'Find a Friend'.



In the 'My Friends' section you can see all the friends that you have already added or accepted. If you want to know more about your friends click on their picture or their name to see their full 'Me' section. If you have friend requests waiting this will appear in the top right hand side of the screen under 'Friend Request'. If you have friend requests waiting you will see a number notification in the top 'Friends' tab, this lets you know you have friend requests waiting for you.

The screenshot shows the 'My Friends' section on the left and the 'Friend Request' section on the right. The 'My Friends' section has a header with a 'My Friends' button and a 'Find a Friend' button. Below the header is a search bar with a 'Search' button, a dropdown menu set to '10', and a 'Search' button. There are also buttons for 'Date', 'Name A b', and 'Distance'. Below the search bar are four friend cards, each with a 'Remove' button, a profile picture, and a name with location and distance. The 'Friend Request' section has three request cards, each with a profile picture, a name, and 'Accept' and 'Deny' buttons.

My Friends

My Friends Find a Friend

Search 10 Search Date Name A b Distance

Remove Remove Remove Remove

Demostration Account Demostration Account Demostration Account Dorset

demo - Jane Jones Unknown Location demo - Joshua Edwards 1 Mile demo - Miss Smith 7 Miles Nadia Admin 65 Miles

Friend Request

Philip Davies Accept Deny

daniel bray Accept Deny

Sian. Williams Accept Deny

1



In this section you can click on the 'Add' button to send a friend request, if you want to find out more about the person, click on their picture or name, you can then see their 'profile page', their 'interests' and their 'history', 'Things I share' and 'diary' is locked down until you have become friends.

If you have sent a request to a friend, it will sit on the right hand side under 'Pending Requests'.

In the search box, you can search for friends by hobby, place or name. You can also see how far somebody is away from you, this is represented by the distance, please see the example below, you can see that Aimee Tompkins is 90 miles away from me.

My Friends

The screenshot shows the 'My Friends' interface. At the top left is a smiley face icon and the text 'My Friends'. At the top right is a yellow 'Find a Friend' button with a magnifying glass icon. Below this is a search bar with the text 'Search'. To the right of the search bar is a dropdown menu showing '10' and a search button with a magnifying glass icon. Further right are three filter buttons: 'Date', 'Name Ab', and 'Distance'. Below the search bar is a grid of ten friend profiles. Each profile consists of a square profile picture, an orange 'Add' button above it, and the friend's name and distance below it. The profiles are: 1. Profile picture of a white silhouette, 'Add' button, name 'able2achieve Admin', distance '70 Miles'. 2. Profile picture of a white silhouette, 'Add' button, name 'Adelle SURNAME', distance '88 Miles'. 3. Profile picture of a woman in a blue jacket, 'Add' button, name 'Aimee Tompkins', distance '90 Miles'. 4. Profile picture of a woman's face, 'Add' button, name 'Alan Grove', distance 'Unknown Location'. 5. Profile picture of a white silhouette, 'Add' button, name 'Alex Wadham', distance '88 Miles'. 6. Profile picture of a white silhouette, 'Add' button, name 'Alex Morgan', distance '72 Miles'. 7. Profile picture of a woman with glasses, 'Add' button, name 'Alexandra Dobson', distance '75 Miles'. 8. Profile picture of a white silhouette, 'Add' button, name 'Ali Rumble', distance '90 Miles'. 9. Profile picture of a white silhouette, 'Add' button, name 'Amber Clements', distance '80 Miles'. 10. Profile picture of a woman in a green jacket, 'Add' button, name 'Amberlea Green', distance '90 Miles'.

Messages



In this section you are able to see all your messages, you can write a message to your friends. In the 'Sent' messages you can see all the messages you have previously sent. If you have messages waiting for you, you can see a number notification in the 'Message' tab.

You can also delete a message and mark it as read.

A screenshot of a web-based messaging interface. At the top left is the word 'Messages'. At the top right is an orange button with a pencil icon and the text 'Write Message'. Below this is a navigation bar with 'Inbox' (highlighted in yellow) and 'Sent' (with an arrow icon). A search bar with the placeholder 'Search' and an orange 'Search' button is below the navigation. The main area is a table of messages with columns: From, Subject, Attachment, Date, and Option. Three messages are listed, each with a profile picture, sender name, subject, date, and 'Delete' and 'UnRead' buttons.

From	Subject	Attachment	Date	Option
 demo - Miss Smith	Cooking Friday the 8th of October		Oct 06	Delete UnRead
 demo - Miss Smith	Announcement from John Peters Family Group		Oct 06	Delete Read
 demo - Joshua Edwards	Announcement from My Family Group		Sep 13	Delete UnRead

On clicking on 'Write Message' you can choose who you want to send the message to, by clicking on the below icon, you can then either select all, or choose individuals from your contacts to attach to the message.



You can attach an item from your desktop to send with your message.

Once you have finished writing the message, click on the 'Send' button.

My Stuff



Please note in this section when you are uploading items, if you choose to share with your groups or scrapbooks, please make sure the item is suitable to be shared with others. You may also need permission from others to share an item that they are a part of.

In this section you can upload any of the below items:-

- Pictures this includes jpgs and gifs
- Videos, this includes these types of files - flv, mov, avi, wmv and mpeg
- Audio, wma is the preferred format of file to be uploaded
- Text files includes all word types of documents including ZIP files
- PDF's can be uploaded



You can sort your items by clicking on any of the above sections, when you first go to 'My Stuff' it will show you all your items, but you can choose to see just your photos or videos instead.

To upload click on the 'Upload' button

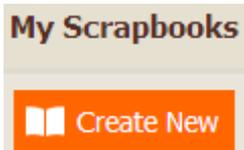


File Required, max size 10mb	<input type="text"/>	<input type="button" value="Browse..."/>
Name	<input type="text"/>	
Tags Comma separated list, e.g. "cooking, food"	<input type="text"/>	
		

Search for a file on your computer, rename the file, so it means something to you, it will automatically put in the file name, just rename this to something that makes sense to you.

You can apply a tag to the item you are uploading, this is linked to the planning section of the site, so if the item is of you gardening, tag with it with 'gardening'.

Creating Scrapbooks



Click on the 'Create New' button, this will then let you create a scrapbook, you need to add a name and description. Once you start to add items to your scrapbook you can choose an image for the front cover of it. You can also choose to keep the scrapbook private or share with your friends, when you share with your friends it will be displayed in your 'Me' section and a notification is posted on yours and your friends home page letting people know you have shared a scrapbook.

Once you have uploaded items to 'My Stuff' you can share the items in your Scrapbooks or with your Groups, to do this select the item, by clicking in the tick box and then click on either of the below buttons-



If you want to delete an item, select as before and then press the 'delete' button -



Calendar



In this section you can see your 'Daily Planner', in 'My Events' you can view all your planned activities, you can also create and edit your activities. In 'Find Events' you can search for things going on in your Groups, you are also able to book these from here as well. In the 'My Diary' section you can make diary entries and choose to share these with your friends or just keep private.

Daily Planner



In this section you will see your daily planner, this is view only:-

01 November 2011 (Today)	
All-day	
 12AM	 Tom - Sleep In 12:00 AM - 7:30 AM ▶
 1AM	◀  Tom - Sleep In 12:00 AM - 7:30 AM ▶

My Events



In 'My Events' you can see a more visual display of your booked activities, the site will also recommend other activities going on in your groups, you can also book these from this section.

My Events

 New Event



Lunch



TUE
1
NOV



12:30PM



1:30PM

Location: Dining Hall

Attachment: 



Edit

November 2011						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Suggested Events



HALLOWEEN



You can create a new activity but clicking on the 'New Event' button.

Please see example of filled out activity on the next page, you are able to upload a suitable item from your desktop or choose an item from your 'My Stuff' that has already been uploaded.

On creating the activity you can choose to create a recurring event, by clicking on the recurring button you can choose for the activity to be daily, weekly, monthly or yearly.

Title Halloween

Image



Change Picture

Location Home

Description Dressing up for Halloween

Start time

06:30 PM

31/10/2011



End time

11:30 PM

31/10/2011



 Set as milestone

 Set as all day event

 Set to recur

Add File From Desktop

Add File Required, max size 10mb

Attachment Name

Add File From My Stuff

Add File

Select File

File Preview



Finding Events



This sections shows you all your groups activities that you have not previously booked, it displays the next few weeks worth of activities.

From this section you can book these into your own diary by clicking on the 'Add to Calendar' button.

9  



Zumba





TUE
1
NOV



9:30AM



10:30AM

Location: WEYMOUTH Redlands Community Sports Hub DT3 5AW

Add To Calendar



College





TUE
1
NOV



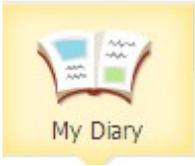
10:00AM



12:00PM

Location: Swansea

My Diary



In this section you can create, view and edit diary entries, you can create as many diary entries as you want for one day, each one can be shared or kept private.

You can also attach items from your 'My Stuff' or upload directly from your desktop, this is a great way of sharing things with your friends and family members.

My Diary

New Entry

MON
31
OCT

Home Economics - Cooking 11:00AM

Today we made Rock cakes, I cannot wait to try them, we are not allowed to eat them in school, I have to wait until I get home.

For my homework this week, I need to make these at home and swap the raisans for another item like Chocolate chips or cherries.

Attachment: 



Edit

Unshare

Delete

MON
31
OCT

P.E. 3:00PM

Today was fun we split into 4 groups and had a basketball competition, my team came second.

Take a look at the pictures Miss took.

November 2011						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Recent Diary Entries

Home Economics - Cooking

P.E.

Arts and Crafts

Visit to Madame Tussauds

Shopping

Found this today - funny

Can't Cook Won't Cook

Groups



In this section you can create Groups and also request to join other groups on the site.

My Groups

[+ Create Group](#)

Groups I have sent Request To



Transition Team

[Cancel](#)

Groups I Made

[Edit](#) [Delete](#)



Glandwr

[Edit](#) [Delete](#)



John Peters Family Group

Groups I'm In

[Leave](#)



Dorset People

[Leave](#)



Get2getherclub Pan Dorset

[Leave](#)



How to.. Club

[Leave](#)



Miss Smiths Class

[Leave](#)



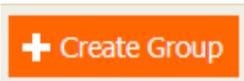
My Family Group

[Leave](#)

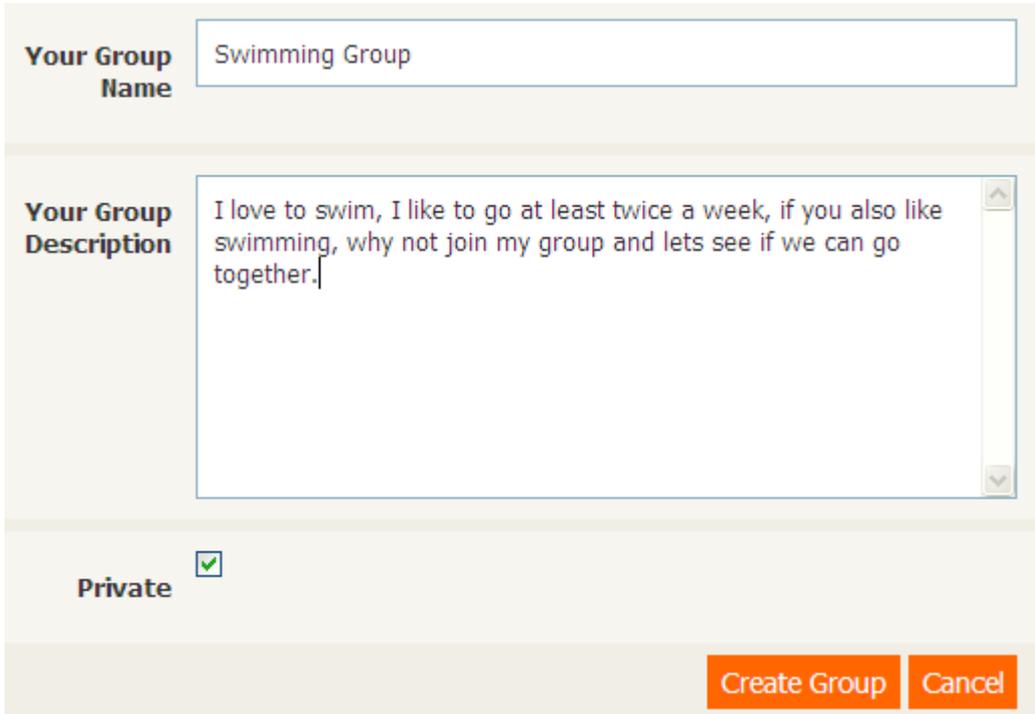


Term Project - Our Portrait's and Shad..

Creating a New Group



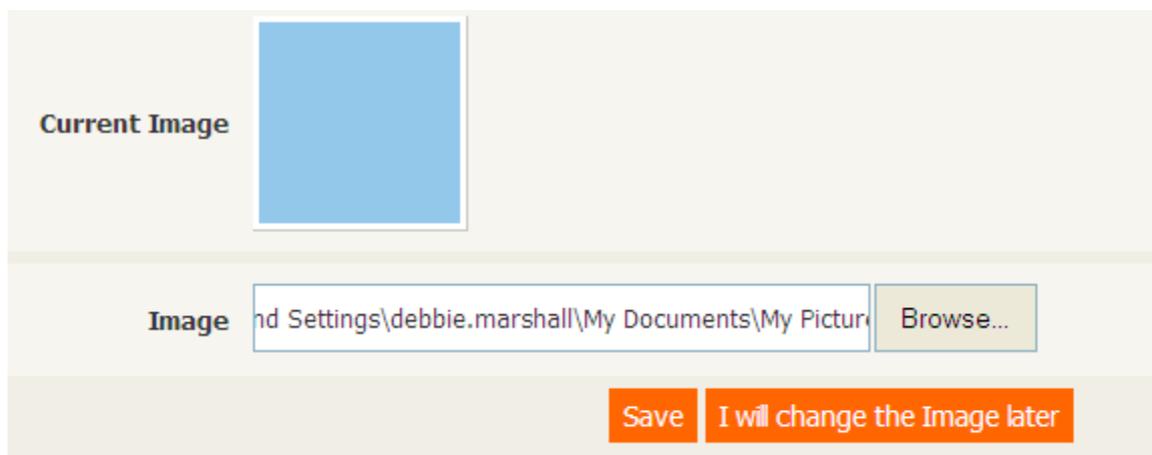
Click on the 'Create Group' button.

A form for creating a new group. It has a light beige background. The first section is labeled "Your Group Name" and contains a text input field with "Swimming Group" entered. The second section is labeled "Your Group Description" and contains a text area with the text "I love to swim, I like to go at least twice a week, if you also like swimming, why not join my group and lets see if we can go together." The third section is labeled "Private" and has a checked checkbox. At the bottom right, there are two orange buttons: "Create Group" and "Cancel".

Add your content, whether this be a hobby group, information or a provider.

As a default the group is set to private, to make this an open group click in the private box and it will remove the tick, to make it private again click back in the box again.

You can add an image for the group, this image needs to be upload from your computer, if you don't have one ready, you can do this later by clicking on the 'Edit' button.

A form for uploading a group image. It has a light beige background. The first section is labeled "Current Image" and contains a blue square placeholder. The second section is labeled "Image" and contains a text input field with a file path and a "Browse..." button. At the bottom right, there are two orange buttons: "Save" and "I will change the Image later".

Now 'Save' or select 'I will change the Image later'.

When you have people waiting to join your group you will see a count in the bottom right hand corner of your group, there is also a count in the 'Groups' tab at the top of the page.



Managing your Group

Group:
Glandwr

Description:
Glandwr Day Service Group

Date Created:
01 September 2010

Owner:
demo - John Peters

If you want to 'Edit' the description of your group, please go back to the main 'Group' page and click on 'Edit' button this can be found above the picture of your group.

In the above example you can see there are members waiting to join your group, to see who the request is from, click on the tab 'People' and now click on the tab 'Invite Alerts'.

Name	Join Date	Option
 demo - Joshua Edwards	Nov 01	<input type="button" value="Accept"/> <input type="button" value="Deny"/> <input type="button" value="Start Talking"/>

By clicking on the 'Invite Alerts' tab, this will bring up a list of people who want to join your group, you can either let them in or deny them access, if you want to start talking to them before you let them into your group you can this by clicking on the 'Start Talking' button, you are then able to chat with the member who has requested to join the group.

Once you have accepted people into your group, they can be seen in the 'People' tab, you can also upgrade others people to administrators of the group, to make somebody admin click on 'Make Admin'. By making somebody an administrator they can help you upload and add content to the Group.



'Our Events' works in a similar way to 'My Events' but you need to remember that you are creating activities for your group not yourself.

In 'Our Stuff' if a person has shared an items from their own 'My Stuff' it can be seen here, if the item is unsuitable to be shared the administrator of the Group can unshare the item, it will go back to being private in the owners 'My Stuff' section.

In 'Announcements' the administrators can make an announcements, this can be about anything from a new event being created, to letting people know new items have been added to groups 'Our Stuff'. When you make an announcement it sends a message to all the groups members.

In 'Our Diary' the administrators can add a diary entry for the group to view.

Joining other Groups

Groups I Can Join



You can request to join other groups on the site, only once you have been accepted in by the Group owner will you see all full information about the group, including the Groups events, their our stuff, announcements and diary entries.

Chat



Once you have become friends with others on the site, you can chat to them online.

Contacts

Who's Online

Who's Offline

	Nadia Admin	▼
	demo - Jane Jones	▼
	demo - Joshua Edwards	▼
	demo - Miss Smith	▼

Once somebody is online, you can type in some text, record an audio file or send an emoticon.

Planning



In this section you can create plans and also tag information that you have uploaded into the 'My Stuff' Section.

Click on 'Create Page' add a title, don't forget to click on 'Save'.



Create Page

Name

Save

Cancel

Each plan should be something that individual is working to, some examples are shown below but these could be anything:-

Being Independent
Staying healthy
Work experiences
Skills
Traveling alone



For each top level plan you can create categories within it, to do this click on the 'Create category' button.



You can create as many categories as you want for each plan, each category needs a name, a description and tags, the tags are really important as they gather information from other areas across the site, I have put some example in below:-

Work Skills / CV / Edit category

Name Restaurant Experience

Description Working in a restaurant

Tags cooking, restaurant, washing up, serving food, washing my hands, taking orders

Image



Upload

Save

Cancel

You can attach an image for each category, however this image must have been uploaded to 'My Stuff' section of the site, before you create.

Don't forget to click on 'Save'.

Once you have created all your categories they can be seen within each of the 'Plans'.

My Plan Actions People Places

 **Restaurant Experience** Edit Delete

 **Gardening Experience** Edit Delete

 Edit Delete

Work Skills / CV

+ Create category

Once you have created all the categories and associated the tags in the 'My Stuff' section, you will start to see this information filtering through to the 'Planning' section of the site.