

Creating your own PWP (Personal Web Page)

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Introduction

Before you start, are you new to the Fair Shake website? The Internet? Computers? We have tutorial help, detailed information about Fair Shake, and a handy site map to help you get started and fully utilize the entire website. Please check out [Welcome Center](#) page to learn more.

Entering the job market after prison can be difficult. At Fair Shake we think that creating a Personal Web Page (PWP) can provide an extra edge over basic job applications. We believe that many job applications and resume templates may not offer sufficient opportunity to show your skills, training or character. The box that must be checked 'yes' - Have you ever been convicted of a felony? - may keep the employer from looking further. Your PWP provides an opportunity to demonstrate work experience that is outside of traditional employment, lessons learned beyond school walls, and a chance for you and those who know you to speak on your behalf. In essence, the PWP offers the chance to show you cannot be reduced to a cultural stereotype.

Imagine submitting your application or resume with "Check out my web page to learn more about me:
<http://fairshake.net/member/YOU/>!

The awful truth is that former felons are often not hired simply because they are former felons. Your PWP can help employers get to know you and see that you are a problem-solver, a team-player, a go-getter, a parent, a volunteer, a Packer fan. Who you are can shine through your previously incarcerated status. Varied work experience, training and skills learned while incarcerated can be applied here. You can comment about your crime and your perspective on it now. Certificates, letters of recommendation and other important documents can be safely stored for your chosen viewers. Your hobbies and interests may spark conversation on interview day!

Getting your page ready for viewing can be quick and easy.

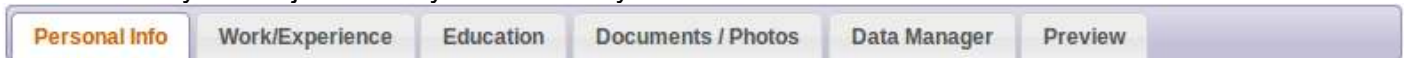
Getting Started

The first step in creating a PWP is navigating to the editing section! The Member Menu will always be available when you are logged into the website.

Clicking on the **Personal Web Page** button in the top or left member menu will bring you to the editor.



The tabs that you see just under your name let you add or delete information in the various sections.



Tab descriptions:

- **Personal Info** – Information about YOU! Your contact information, hobbies, interests and plenty of room to write anything about yourself.
- **Work / Experience** – This area is all about the work experience you've gained and skills you've learned. Your work experiences, job titles, skills, and things you have been recognized for can go here. These occupations can include work while in prison too!
- **Education** – Education and Training can increase your opportunities. Education comes in many forms: in can include schools, certifications, on-line institutes, apprentice experiences or anything that has increased your knowledge and ability to be useful at work. Training can also be many things, maybe a commercial driver's license or helping plumb a house for Habitat for Humanity.
- **Documents / Photos** – You can add as many photos and documents as you wish to post. We suggest using a photo of you smiling for your account so when someone visits your page they feel invited. Adding personal photos help your visitor get to know you, making documents public gives them download.
- **Data Manager** – A pie chart of the data use in your 100 mb account
- **Preview** – Check out your updated PWP any time you wish!

Personal Info

After entering the PWP area of the member's section you will find yourself on the Personal Info tab. This is a great place to get started because it's all about you! You may first edit your first and last name to something you prefer. Next, your Birthday is a series of drop down menus, just click on the item and your selections will appear below ready for you to choose by clicking on your choice, you can also use the up/down arrows to make your choice and hit the enter button on your keyboard. If you wish not to display this information just be sure the show public birthday box is empty.

The next item on the list is your current address and phone number, leave empty if you want but know that your web page is secure and your phone number is very valuable to anyone you let view your website.

Next item is your Public Password which protects your PWP from unwanted visitors! You can put anything you want and change it whenever you want! The link on the top "Your Public Page" is the address you can give for someone to view your page. If you want to share your page with anyone be sure to copy it EXACTLY <http://fairshake.net/member/user> (user at the end should be your username and not user). If you want to email it, use the right mouse button on the link and select Copy Link Location, then enter your email and "paste" into the message by clicking the right mouse button and selecting paste.



Be sure when you give your page to others to view that you also give the password created on this page (do not give the password you use to enter Fair Shake member's area, give the password you can edit from PWP Personal Info).

The boxes below the Public Password area; About Me, Hobbies, Interests, and Favorite Quotation, can now be filled with anything you want to write. Maybe you want to describe your favorite hobbies and interests, perhaps you want to address why you were in prison and who you have become in About Me. There is no limit. The Favorite Quotation should be something short and easy to read, it will appear right below your picture as if you were saying it to provide a feeling of who you are.

If you have a Facebook, Twitter, or LinkedIn account you can share them with visitors by adding them here.

After you complete the above fields, click the Save Changes to actually put the information you just entered permanently on your web page (you can change it whenever you want) or cancel if you decide you don't like what you entered or changed.

Note! - Now that all the basic info has been entered you may want to print out a **Member Card** which contains your phone, personal web page 'address' or url, the password for that page and email address. All the info with the professional look and size of a business card! Member Cards are available by clicking the [Member Card] at the top right of Personal Info in the Personal Web Page Area or also in the Member Menus.

Personal References is the final section of Personal Info, click on the  **Add** to add a personal reference. When you do, the Name, Relationship and Reference fields will appear and be ready to fill! Just fill these fields and click Save Changes to keep a Personal Reference on your PWP! In the Reference field it helps to have a phone number of the reference so the person viewing your page can call and ask about what kind of person you are. After you click Save Changes you are free to  **Add** another!

Fair Shake Verified References

When someone submits a reference on your behalf, we check it through thoroughly

If everything checks out you get a Fair Shake Verified Reference! You will get an email telling you about the reference and below your Personal References on your PWP editor you will see your new Verified Reference.

The Show Public box on the right side will not have a check in it automatically, you only add that if you want to display it on your page. When you do check that box your reference will appear on your page as a verified Fair Shake reference..

Once you are satisfied with everything you entered we suggest you view your page and get a feel for what you are doing. To do this, click the Preview Tab near the top. After viewing your page you may want to change some things, or maybe not! Either way, it's important to view your page before you show it to the public. When you are finished viewing your page, click the Work / Experience tab to continue.

Work / Experience

Your next tab in the PWP editor is the Work/Experience tab. Clicking it we see the three categories in our main work area. Clicking on the [+ Add](#) under any of these categories will add another of the category for you to fill out. To add your most recent work experience click the [+ Add](#) under it and type in the company in which you worked for, your job title, the time you worked there and the description of your work. In the description you can add a contact telephone number if you think it will help. Once you have added all the information in the current listing click the Save link.

Work Experience can be a job that you have had (paid or not), work you volunteered to do at the prison, or anything you consider to be an occupation worth recognizing.

Skill Sets include what you can do! If you want to work on a computer and you have the skills you can list Computer Skills under type of skill and the programs you are familiar with in the skills section.

Special Recognitions! Use this section to list anything you have been recognized for while you work, if you were employee of the month or safety certificates, anything for which you have been awarded for recognized...and which your are proud of.

After adding all of your Work / Experience, take a look at your page again and check out your progress! Once finished with that it's time for the next section:

Education

This section is purely for subjects you have been taught.

Education is for schools and other certified teaching programs.

Training is for time spent learning a trade from a superior.

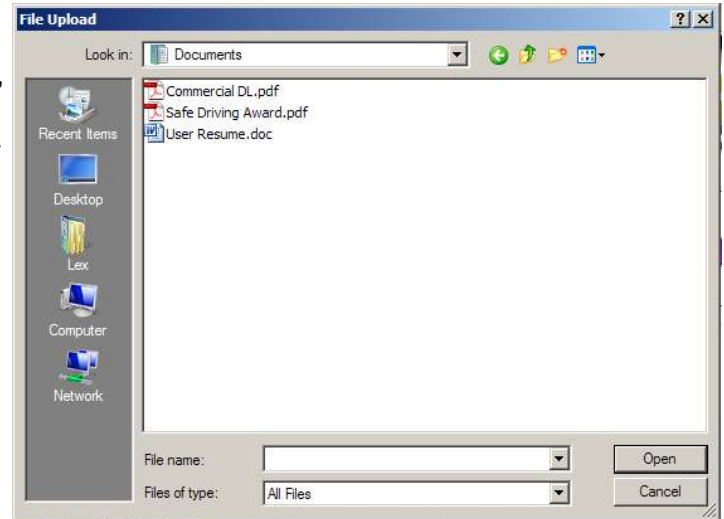
Once again just click the [+ Add](#) button to add education or training information. After you add all your information, click the Save link to save the information and display it on your web page. You can add as many Education or Training listings as you desire.

Documents / Photos

Documents

Adding documents is easy and important. You or your future employer can access these from computer or phone with Internet access.

Click the Documents / Photos tab. To locate the photo or document you are looking for click Browse, located to the right of the File box. Once you find your file, click on it, and then click 'open'. (within My Documents or user, here user is Lex and the Documents folder was in the Lex folder) but are sometimes stored on the Desktop. Double click the document or click the document and then click the Open button. This will fill the text box to the left of Browse.... Feel free to add comments to the description usually something to help the visitor know what the document is. After all that is finished press the upload button, this may take a minute or two depending on file size and the speed of your Internet.



Once uploaded you can upload another document or view the documents you have already uploaded. Later if you need your documents you can download them again. Once you're finished uploading, be sure to check to see if the description is correct.

The documents you have uploaded are now listed in your Documents area of your PWP, available for visitors to view, read and download.

Photos

Adding Photos to your PWP is perhaps the most personable aspect of this member area. You can greet visitors to your page with a smile, show a picture of you with your family or you enjoying your favorite hobby!

Uploading a photo is a lot like uploading documents. Just click the Browse button and you will get a window like this.

Most photos can be found in your My Documents file, but they may also be on the Desktop.

Locate the photo and double click it or click it and click on the open button, this fills the box to the left of the Browse... button. Once the Document Location is in place add a title. Choose image so that it appears with the other images and then enter a description and click Upload. The time it takes to upload a document is different for every picture as the size of the file is different.

Congratulations, you have successfully added a photo to your PWP!



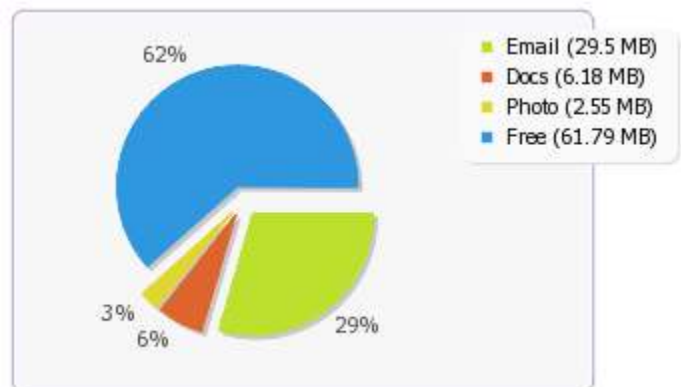
Now scroll down to look at your list of pictures. Notice that on the left of the image boxes there is an empty box called Profile Picture. Check the box for the image you choose to have visitors see when they first come to your PWP. You can change the picture at anytime by clicking on the box for a different photo.

Check out your image by clicking on the Preview tab! Under your Profile photo you can see your list of Documents and also your list of photos. If you click on any photo, the picture will open into a new window to view the image in full size, and from there you can scroll through all of your photos.

Congratulations! You are finished creating your Fair Shake PWP. Be sure to review it and if everything is correct and how you would like it displayed, share your public password and link (review of this is in Personal Info at the beginning of the tutorial) through your Member Card or by sending the link through email!

Data Manager

The pie chart you see is a display of all the space you are using out of the space remaining for use on your account. The blue is space that you haven't used yet and can be filled with documents, email or photos. The green is Email, yellow is Photo and red is Documents. If you are out of room (no blue left) look at your other colors. Maybe you have too much email (green), then take a few minutes to delete some messages from your Fair Shake Web Mail. Maybe all your space is being used by photos and you only have two photos on your web page. If so then you need to resize your photos and re-upload them after deleting them from your profile.



Member Card

This is a valuable tool that goes hand-in-hand with the PWP. Now that everything has been filled in, your page needs some visitors...also known as future employers! When the Member Card link in the Member Menu is clicked, the site navigates to a page with 8 Member Cards.

Notice the name, telephone number, email, website and password are all yours! This is your professional Member Card and it helps anyone you give it to contact you or visit your PWP!



FairShake
Supporting Successful Reentry

Fair Shake Member
Pat Doe
Phone: 123-123-1234
example@fairshake.net

Personal Web Page
<http://fairshake.net/member/example/>
Password: free

Example

Now that everything is explained, we feel you should be able to see a finished product as an example. We created a Personal Web Page for Pat Doe. <http://fairshake.net/member/example/> Password: free Pat has a little of everything; a verified reference, job history, photos, and documents.

We believe your Personal Web Page shows your personal initiative and demonstrates your dedication to differentiating yourself from the stereotype "they all come out the same". If you have any suggestions, please email us at information@fairshake.net. Enjoy your web page!