

# Getting Started with Author Circles



There are so many steps and facets of the book creation process—you're bound to have questions at some point. Does your first chapter hook your readers? Is your book cover eye-catching? What should you talk about on social media?

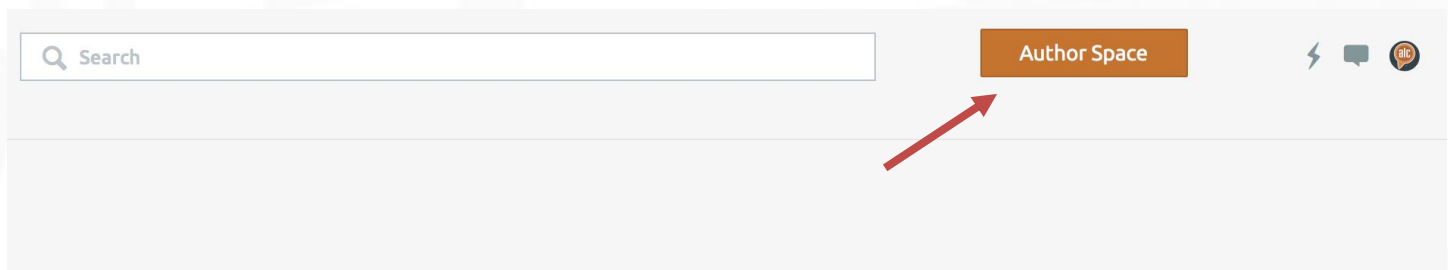
When you have questions, you can look to your fellow ALC members for the answer. That's where Author Circles come in. They're a private space for you to get help, feedback, and answers about your book from a group of people you personally invite to assist you.

## STEP ONE: Create Your Book Project

Before you can access Author Circles, you'll need to create a book project in your Author Space. You can access through the orange "Author Space" button at the top of the ALC homepage.

Once you're there, click the "Book Launch Tool" button to begin your first book project. You can have as many book projects—and thus, separate Author Circles—as you need.

Once you have a book project, you'll be able to manage your very own Author Circle for that particular book.



## Welcome To Your Author Space!

Your Author Space is your ALC command center. Here you will have a quick view of all the key features of the site and have content pushed to you based on what you told us in your profile. Every time you log in you will see the latest interviews, webinars and articles on the topics you want to see.

To start your first book project, click the Book Launch Tool Button below!



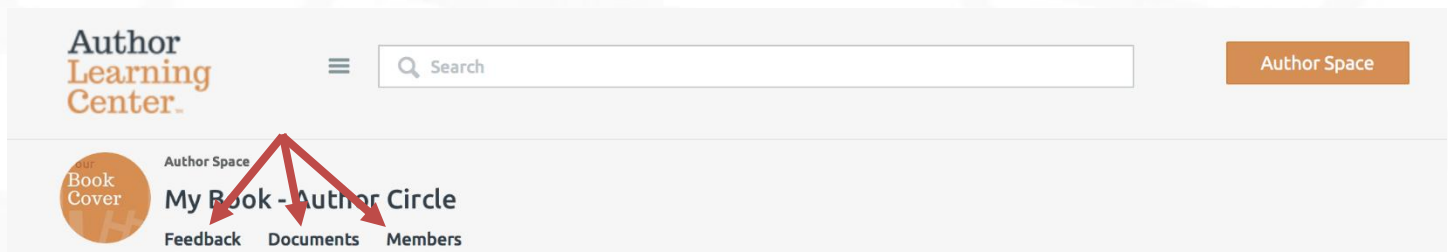
# Getting Started with Author Circles



## STEP TWO: Navigate Your Author Circle

There are three main sections of your Author Circle. Let's take a look at each.

1. **Feedback** – This section is a private message forum for you and your Circle members to communicate. You can ask questions, run polls, create conversations, and share ideas—all in one space!
2. **Documents** – This is the place to share documents and other materials with your Author Circle. One of the best uses for this is to share chapters or sections of your book, cover art, or marketing plans for members of your Author Circle to review and give you feedback.
3. **Members** – This is where you control who is and isn't included in your Author Circle. Since you are in charge of your particular Author Circle, you have the sole power to invite and remove members. This is also where we will recommend other members to you based on the genre you've selected for your book project.



## STEP THREE: Get the Most From Your Author Circle

One of the most important things to note about Author Circles is that you get out of it what you're willing to put into it. No one can help you unless you let them know what you need! Like all communities, Author Circles work most successfully when members engage and interact!

Let's look at some of the ways you can use Author Circles to get the feedback and support you need to write a better book.

1. **Choose your support** – As the owner of your Author Circle, you have complete control over who is and isn't a member. In the "Members" section of your Author Circle, click the grey "Invite" button to add people to the group. If you want to invite someone who IS NOT an ALC member, type his or her email. If you want to invite an ALC member, just type his or her name.
2. **Start a discussion** – To create a new post, press the blue "New" button in the "Feedback" section. This will take you to a new screen where you can write your post. Below the post are tags, which you can use to categorize your posts (if you wish). You can also prioritize posts if you'd like them to appear in a certain order. When you're done, hit "Post" and your Author Circle members will be notified.



# Getting Started with Author Circles



3. **Upload documents** – There are two ways you can add a document to the “Document” section of your Author Circle. You can either drag and drop the file directly into your browser window, or press the blue “New” button in the upper-right corner of the screen. Once your document uploads, you can name it and add a description. Then press “Post” when you’re finished.
4. **Keep growing your community** – The interaction doesn’t have to end when you’ve finished writing and editing your book! You’ve built a group of peers and experts who want to help you and stay updated on the entire process of your book. Let them know when you publish your book or if they can help you through the steps of building a marketing plan!

## A few extra notes on Author Circles:

- The size of your Author Circle is up to you. Invite as many or as few people as you want!
- If you don’t know anyone on the ALC yet, use the members we suggest in the “Members” section of your Author Circle, or go searching on your own. Use the search bar function at the top of the page to look for people with specific interests or expertise.
- If you’d like, you can mute your Author Circle notifications with the “Mute” button on the right of a “Feedback” post.

