# Communicate. Participate. Collaborate.

Communicate and participate. Getting to know like-minded peers can be a great way to expand your network, learn more about your industry, and stay updated.

Network, share your knowledge, get career advice, and hone your leadership skills. Give back to your association and your peers.

Make a difference and leave your footprint.

Use the online community to connect with other members and share your passion.

Ask questions and get clarity from your peers and industry leaders.

Establish yourself as a knowledge leader and share real world experience.

Please reach out to your association if you have any questions or concerns.

# Online Community Quick Start Guide





#### Getting started is easy!

The menu on the left side of the screen has most of the tools to navigate through the community and get started contributing to your communities

#### My Account My Profile Email Preferences My Blocked Contacts My Messages My Privacy Settings

## Send a Private Message

Under My Account click My Messages.

Click *Compose Message*. First enter the subject of your message, then start typing the contact to message. As suggestions appear, click on the desired name. You can message multiple people.

Enter message details, attach files, or add inline images using the WYSIWYG. Finally click *Send Message*.

# How to Post a new Discussion

In the left menu under *My Account*, click *Post a New Discussion*. A dialog will appear. First select the group you wish to post the discussion to. Next enter the subject of your post.

Finally enter the details of your post. You can attach files or using the WYSIWYG add inline images. Click Post and you're done!

#### Be sure to read and follow the community terms and code of conduct.

## Join a Community

In the left menu expand My Community Pages, then click Find Communities to Join. If a Community looks interesting, click *Join Community*.

Now you can contribute, discuss, and receive updates from the Communities you joined. Enjoy!

#### My Community Pages

My Communities

My Community Contacts

Unread Discussions

Search Discussions

Search Resources

Find Communities to Join

Create a Community

