



Affiliate Online Community

User's Guide

January 2022

Welcome to the Affiliate Online Community! The AOC is your resource to connect with other Affiliate leaders, collaborate and share resources. This guide walks you through the basics of using the platform and utilizing its capabilities. Any questions? Contact affiliateaffairs@apha.org.

Accessing your account

If you're a new leader within your state public health association, APHA staff has already created an account for you! You should have received an onboarding email from the Affiliate Affairs staff, providing you with your login information to access your account in the [Affiliate Online Community \(https://affiliates.apha.org/home\)](https://affiliates.apha.org/home). On the main page of the AOC you will see the log-in box. Use the login and password provided in your onboarding email from Affiliate Affairs to access your account.

Changing your password

The Affiliate Affairs team will set a password for you. The first time you log in, make sure to change your password to something unique and one that you will remember for future logins. To change your password, go to your profile and under the "Account" navigation tab go to "My Account" and select "Change Password" at the bottom. If log-in issues persist, contact the APHA Affiliate Affairs team at affiliateaffairs@apha.org.

Updating your profile

To update your professional profile, click on the downward arrow next to your profile picture in the top right and click on "Profile." If you are not logged in, you will be prompted to log in first.

When you're on your profile page, click on the icon with the pencil to add or update your email address and contact information. You can also update your photo, credentials, bio and areas of interest. Feel free to change these as often as you like!

****IMPORTANT**** Please keep your company listed as your Affiliate (e.g., the District of Columbia Public Health Association), even if you're not employed by your Affiliate. Please keep your job title listed as the leadership role you serve in your Affiliate – not your day job, unless you're employed by your Affiliate! Affiliate Affairs staff uses this information to pull the most current Affiliate leader rosters for our mailing lists, and we don't want you to miss out!

Yes: Jane Doe, president, Connecticut Public Health Association (*An Affiliate leader! We know her!*)

No: Jane Doe, program manager, Jump Rope for America (*Who is she? We don't know!*)

Participating in the AOC

Communities

There are multiple communities within the AOC. When you're first added, the Affiliate Affairs team will add you to Affiliate Source (the main channel for general APHA and state public health association information) and your region's community (Region I-X). There are over a dozen other communities focused on different topics – feel free to join any that interest you! To find them, click on Communities in the black bar at the top of your screen. "My Communities" are the groups you're already subscribed to. "All Communities" will show you everything that's available in the AOC. In that list, if you're not a member of a community but would like to be, you can click the blue "Join" button on the righthand side of your screen. You can also select your notification preference when someone posts to a community you belong to. After joining a community, a box will appear asking you how you'd like to be notified of new posts. "Daily digest" means you will receive one email containing all posted messages from the previous day (this is the one we recommend to not clog up your inbox!). Or, "Real Time" mean you will receive one email for each message. Of course, you can opt-out from notifications but we don't recommend it.

The AOC is essentially a message board, and conversations are threaded. If you want to start a new conversation, you can do that two ways:

- From the Community Home tab: Click the green "Add" button next to the Latest Discussion Posts heading in the community's home tab.
- From the community's Discussion tab: Click the green "Post New Message" button on the right side of the screen.

To respond to something someone else has written, you can respond publicly or privately.

- Publicly: Just click the "Reply" button at the top right of their post.
- Privately: Click the small arrow next to the "Reply" button and select "Reply Privately." That will send your message as an email to the original author.

Each community has a tab called "Library" where all attachments, minutes and other files are kept. We will be honest with you here: They are not super easy to navigate! But they are searchable, and we'll have an updated version of these in summer 2022.

Directory

You can search for Affiliate leaders by name, email or company (Affiliate) in the Directory tab. You can also click "Advanced Search" to find folks by leadership roles. This is helpful if you want to find all of the other treasurers of Affiliates, for example!

Events

Affiliate Affairs staff will post relevant Affiliate-related events here, including upcoming meetings, webinars, trainings and office hours. Members may also post events that are relevant to other Affiliate leaders and members, such as their annual meetings, conferences, webinars, etc. To add an event of your own, click the Events tab, then select "Upcoming Events." Then click the green "Add Event" button on the righthand side of the screen and follow the prompts onscreen. When adding events to the

calendar, do not post the direct event Zoom link. Rather, post the website where individuals can register for the event. This is an added security measure to make sure you can vet who is joining your event.

Requesting AOC access for new board members

Has your Affiliate leadership transitioned? Would you like to grant new board members access to the Affiliate Online Community? Share your new Affiliate leaders' names and emails with the Affiliate Affairs team (affiliateaffairs@apha.org) and we will onboard your board, provide log-ins and share helpful materials like the APHA Leader's Guide and Council of Affiliates roster. Please do NOT try to add someone yourself, or have them add themselves – they will miss crucial security tagging, and will not be able to participate fully in the AOC! Let the Affiliate Affairs team know, and we'll get you squared away. See you online!