

APHA Affiliate Online Community User's Guide



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❖ Getting Started – Creating Your Account

Welcome to the Affiliate Online Community!

To get started, you need to create an account in order to access the community tools. To create an account, type <http://affiliates.apha.org/Home/> into your computer's internet browser and click on the "Login to see members only content" link at the top right of the webpage. In the middle of the page, under the "Create an Account" section, enter your email address, First Name, Last Name, Organization and a self selected password.

Be sure to enter your personal email address when creating an account. The use of business email addresses (such as president@apha.org) is discouraged as the system cannot create multiple accounts with the same email address.

Enter the verification code shown on the screen in the text box provided.

Once you've filled out all of the fields, click on the "Create Account" button.

After selecting the "Create Account" button, you will be redirected to the Affiliate Online Community Homepage and will be automatically logged in so that you can start using the community tools.

Be that your password is unique and one that you will remember for future logins. To change your password, click on the "Profile" link at the top right of the screen, and then click the "Change password" link to the right of your profile picture. Use the new password created when logging into the system on subsequent visits.

Note: Creating your account is a one-time process or step –once you've created your account, you won't have to repeat this step. When prompted to login, simply enter your email address and password you selected.



- Login**
- Home
- My Profile
- Profile
- My Contacts
- My Contact Requests
- My Communities
- My Networks
- My Inbox
- My RSS Feeds
- My Documents
- My Postings
- My Privacy Settings
- Directory**
- Find a Member
- Advanced Search
- All Communities
- Search Communities
- Affiliate Forums
- Committees
- Regions
- Topic Forums
- Resources**
- All Libraries

Home > Members - Login here

E-mail Address

Password

[Forgot Password?](#)

Remember Me

Not registered yet? Create an account

*Email Address

*First Name

*Last Name


Company Name

*Please Choose a Password

*Confirm Password

Remember Password?

*Please Enter the Verification Characters



* Indicates that the field is required

❖ [Getting Started – Tips and Suggestions](#)

The community tools are simple and easy to use. We suggest you take a few moments to create your account and browse the site to see the type of information and functionality available.

To familiarize yourself with the tools and the functionality, take a few moments to complete the following steps in order to get started:

1. Login with your email address and password
2. View your professional profile
3. Add your photo to your profile
4. Add your Affiliate and Leadership Positions
5. Add your bio, interests, and education
6. Link your profile to your Linked In, Facebook, and/or social media accounts
7. Subscribe to the “Everything Affiliate” discussion and decide how often you want to be notified of new discussion threads by setting your preferences

8. Browse through the existing Resource Libraries to see the topics and material available for discussion and review

****More detailed instructions follow on the remaining pages****

❖ [Getting Started – Update Your Profile](#)

The screenshot shows the APHA Affiliate Online Community user profile page for Mekia Barclift. The page has a blue header with the APHA logo and navigation links. A user welcome box in the top right corner says "Welcome, Mekia" and includes links for "Profile", "Communities", and "Logout", along with a "Complete your profile" progress bar. A main navigation bar contains links for "HOME", "MY PROFILE", "DIRECTORY", "RESOURCES", "DISCUSSIONS", "BLOGS", "BILL TRACKING", and "ADMIN", with a search box on the right. The "My Profile" section is active, showing a sidebar with navigation options like "Profile", "My Contacts", "My Contact Requests", "My Communities", "My Networks", "My Inbox", "My RSS Feeds", "My Documents", "My Postings", and "My Privacy Settings". The main content area displays the user's name "Mekia Barclift" and tabs for "Profile", "Demographics", "APHA Notes", and "Admin". A placeholder for a profile picture is shown with an "Add Picture" link. To the right, there is a bio section for the "American Public Health Association (APHA)" with a link to "mekia.barclift@apha.org" and options to "Edit Contact Information" and "Change Password". Below the bio is a "Bio" section with a message: "You have not yet added information about yourself. [Add Your Info](#)". There is also a "Twitter Tweets" section with a link to "Share your tweets from Twitter@". A "Social Media Sites" section includes links to connect to LinkedIn, Facebook, and other social networks. Other sections include "Contacts" (1 contact), "Communities" (Affiliate Forums, Staff, Committees, ACBI Advisory Committee, and Regions I-VII), "Grab Profile Info from LinkedIn", "Other Licenses and Certifications", "Honors and Awards" (No Data Found), "Professional Associations" (No Data Found), and "Education" (No data added).

To build your professional profile, select the navigation item called “My Profile” or one of the “Profile” links. If you’re not logged in, you will be prompted to do so. After logging in, you’ll see your professional profile that you can update with your specific information.

Your profile allows you to enter your contact information and also allows you to write your own professional bio, add certifications, professional interests or areas of expertise, education details as well as your job

history. To enter this information, simply click on the within the section you wish to update. Enter your information in the text fields, then hit the save button and your profile will update.

Be sure to add your Affiliate's full name along with your current and past leadership roles in your Affiliate towards the bottom of the page so that others will be able to search for you through the directory.

You can also upload a picture to your profile. By selecting the "Add picture" link, you can browse and upload a picture from your desktop. Note the accepted file types and file dimensions noted on the screen.

You can always return to your profile page and update the information at any time. Don't forget that your profile is referenced in the community site when you upload and share documents with others and post messages to the discussion forums.

❖ [Getting Started – Subscribe to Discussions](#)

Subscribing to a specific discussion allows you to receive email communication. You can set your subscription preferences to receive emails in real time, as a daily digest, in HTML or plain text versions.

You can subscribe to any number of discussions at any time and update your subscription settings when needed. You can reply to messages from your email inbox and you have the option to reply to the group, or just to the sender, or forward the message to another contact.

By default, new members are subscribed to the "Everything Affiliates" discussion as it involves communication pertinent to all Affiliates. Please subscribe to this discussion, if it has not already been done for you. You may also subscribe to discussions based upon your region, interest, or role within your Affiliate.

To explore the additional features and functionality available to you, select the "Discussions" navigation tab.

The screenshot displays the 'My Subscriptions' page in the APHA Affiliate Online Community. The page features a navigation bar with tabs for 'HOME', 'MY PROFILE', 'DIRECTORY', 'RESOURCES', 'DISCUSSIONS', 'BLOGS', 'BILL TRACKING', and 'ADMIN'. The 'DISCUSSIONS' tab is active. The main content area is titled 'My Subscriptions' and includes a 'MAIL FORMAT' section with radio buttons for 'Text' and 'HTML (recommended)'. Below this is a table of subscriptions with columns for 'Eligible Forum', 'Real Time', 'Daily Digest', 'Legacy', 'No Emails', and 'Un Subscribe'. The table lists various forums such as 'ACBI Advisory Committee', 'Affiliate Staff', 'Board Development and Engagement', etc. Each row has a 'Reset' button and a RSS icon.

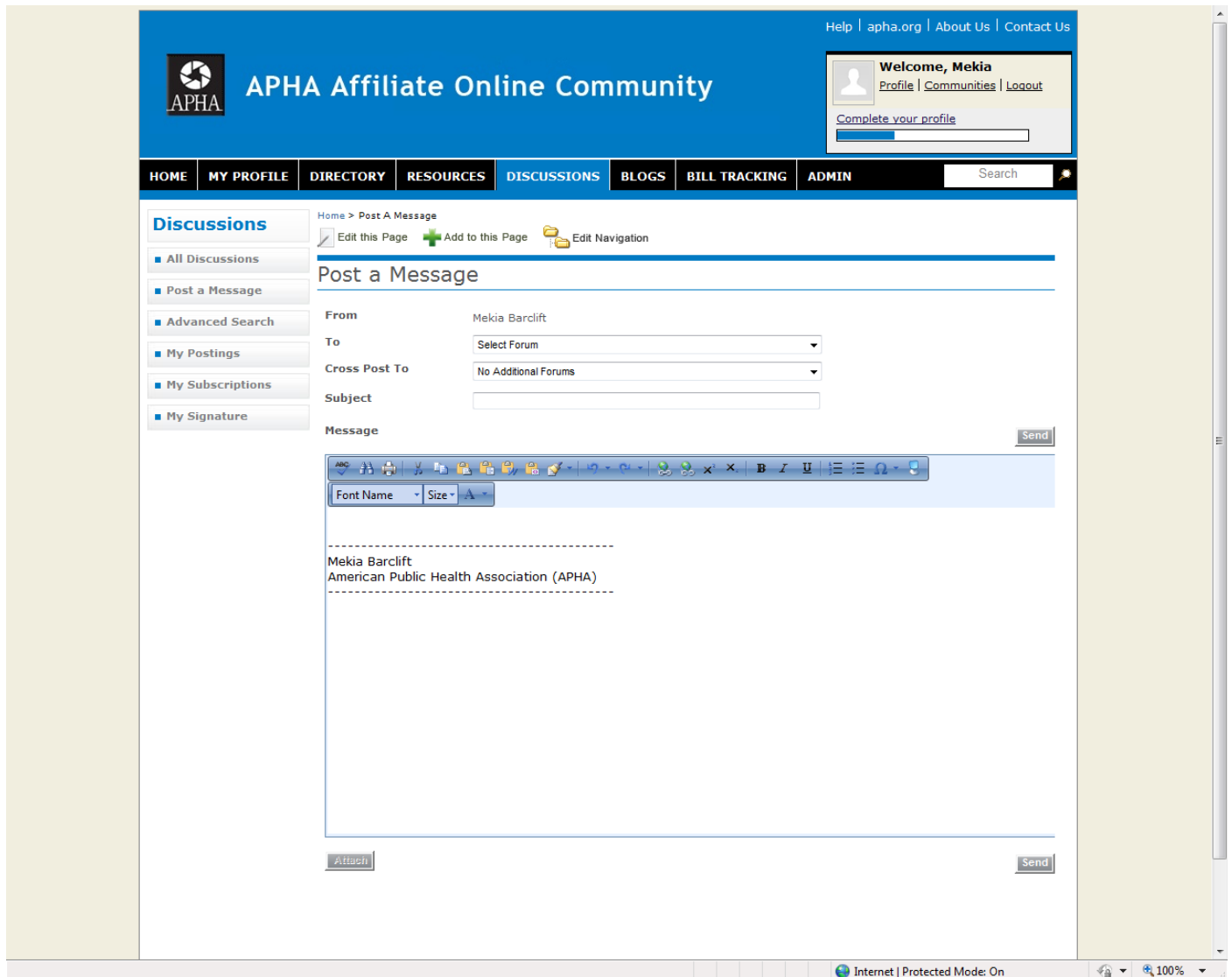
Eligible Forum	Real Time	Daily Digest	Legacy	No Emails	Un Subscribe
ACBI Advisory Committee subscribed as mekia.barclift@apha.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Affiliate Staff subscribed as mekia.barclift@apha.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Board Development and Engagement subscribed as mekia.barclift@apha.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Business Plan Development & Technical Assistance subscribed as mekia.barclift@apha.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Committee on Affiliates subscribed as mekia.barclift@apha.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Everything Affiliate subscribed as mekia.barclift@apha.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Financial Management subscribed as mekia.barclift@apha.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Membership Recruitment and Retention subscribed as mekia.barclift@apha.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Policy and Advocacy subscribed as mekia.barclift@apha.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Region I subscribed as mekia.barclift@apha.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Region II subscribed as mekia.barclift@apha.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Region III subscribed as mekia.barclift@apha.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Region IV subscribed as mekia.barclift@apha.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Region IX subscribed as mekia.barclift@apha.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Region V subscribed as mekia.barclift@apha.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset
Region VI subscribed as mekia.barclift@apha.org change	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Reset

❖ [Getting Started – Post a Message](#)

Once you've subscribed to one or more discussions, you can post messages by using the "Post a Message" link under the "Discussions" navigation tab, or replying to an existing thread. If you reply to an existing message, selecting the reply link from your email inbox will bring you back to the community site and you can post your message using the same interface. You may choose to reply directly to the sender or to the group as a whole.

Posting a message requires you to select which discussion you want to post to, the subject of your message and your message text. If your message applies to more than one discussion, you may also choose to "Cross Post to" an additional discussion. You can also upload attachments by clicking on the "Attach" button at the bottom of the page and following the instructions.

Messages will be sent in real time to the members of the discussion group and will also appear on the home page under the "Recent discussions" section.



❖ [Getting Started – Browsing the Resource Libraries](#)

The community tools provide you with the ability to upload and share information with your peers. You can add to knowledge management efforts by uploading material relevant to specific topics or you can collaborate with your colleagues by adding comments and rating library entries.

You can browse through the existing libraries by going to the navigation item called “Resources” at the top, and then clicking “All libraries”. The libraries will appear below the search field. By default, you’ll see the libraries that have documents already in them, but if you want to see what libraries exist but are empty, select the “Show empty libraries” checkbox.

The screenshot displays the APHA Affiliate Online Community interface. At the top, there is a blue header with the APHA logo and the text 'APHA Affiliate Online Community'. To the right of the header, there are links for 'Help | apha.org | About Us | Contact Us' and a user profile section for 'Mekia' with options for 'Profile | Communities | Logout' and a 'Complete your profile' link. Below the header is a black navigation bar with white text for 'HOME', 'MY PROFILE', 'DIRECTORY', 'RESOURCES', 'DISCUSSIONS', 'BLOGS', 'BILL TRACKING', and 'ADMIN'. A search bar is positioned on the right side of this bar. The main content area is titled 'Resources' and includes a sidebar with links for 'All Libraries', 'Add a New Entry', 'Search Library', 'My Favorites', 'My Documents', 'Useful Links', and 'Spotlight'. The main content area is titled 'All Libraries' and includes a search form with fields for 'Term / Keyword / Phrase', 'Posted Date(s)', and 'Posted By/Author(s)'. Below the search form is a list of libraries with their respective entry counts and descriptions.

Library Name	Number of Entries	Description
2011 Presidents-Elect Meeting	7	Materials from the 2011 Presidents Elect Meeting
Affiliate Staff	33	This library contains the documents attached to the eGroup messages for the eGroup named Affiliate Staff
Board Development and Engagement	19	This library contains the documents attached to the eGroup messages for the eGroup named Board Governance
Business Plan Development & Technical Assistance	11	This library contains the documents attached to the Forum messages for the Forum named Business Plan Development & Technical Assistance
Committee on Affiliates	7	This library contains the documents attached to the eGroup messages for the eGroup named Committee on Affiliates
Everything Affiliate	67	This library contains the documents attached to the eGroup messages for the eGroup named Everything Affiliate
Financial Management	7	This library contains the documents attached to the eGroup messages for the eGroup named Financial Management

❖ Getting Started – Searching the Resource Libraries

In addition to browsing through the libraries, if you're looking for a specific document, you can use the search library interface to locate a specific document or library entry. To do this, click on the "Resources" navigation at the top of the page, then click "All libraries" or "Search library".

You can search by keyword, posted date(s), posted by/authored by, specific library, or specific file type, as well as by interest category. Refer to the snapshot above.

The screenshot shows the APHA Affiliate Online Community interface. At the top, there is a blue header with the APHA logo and the text "APHA Affiliate Online Community". To the right of the header, there are links for "Help | apha.org | About Us | Contact Us" and a user profile section for "Mekia" with options for "Profile | Communities | Logout" and a "Complete your profile" link. Below the header is a navigation menu with tabs for "HOME", "MY PROFILE", "DIRECTORY", "RESOURCES", "DISCUSSIONS", "BLOGS", "BILL TRACKING", and "ADMIN". A search bar is located to the right of the navigation menu. The main content area is titled "Search Library" and includes a search form with fields for "Term / Keyword / Phrase", "Posted Date(s)" (with "Posted Since" and "Posted Before" sub-fields), and "Posted By/ Authored By" (with "First Name", "Last Name", "Company Name", and "Email Address" sub-fields). There are also links for "Search for Specific Tags/Keywords", "Search Specific Libraries", and "Search for Specific File Types". A "Search" button is at the bottom of the form. On the left side of the main content area, there is a sidebar with a "Resources" section containing links for "All Libraries", "Add a New Entry", "Search Library", "My Favorites", "My Documents", "Useful Links", and "Spotlight". At the bottom of the page, there is a footer with "Privacy Policy | Code of Conduct" and "2010 © American Public Health Association". The browser's address bar shows "Internet | Protected Mode: On" and the zoom level is set to "100%".

❖ [Getting Started – Add a New Entry to Resource Libraries](#)

If you have information to share with others and that is relevant to a specific topic or library, use the “Resources” navigation tab, then click the “Add a New Entry” link. Selecting this link will bring you to a page that will allow you to enter a title and description for your entry and allow you to select the appropriate library to upload the entry to. Be sure to identify the field type and click “Next” to move to the next page. New entries will appear within the resource library selected and on the home page under the “Shared files” section.

The screenshot shows the 'Add a New Entry' page in the APHA Affiliate Online Community. The page has a blue header with the APHA logo and navigation links. A user profile for 'Mekia' is visible in the top right. The main content area includes a sidebar with navigation options like 'All Libraries' and 'Add a New Entry'. The central form is titled 'Add a New Entry' and contains fields for 'Title', 'Description', 'Library', 'Entry Type', and 'Owner', along with a 'Next' button. The footer includes 'Privacy Policy | Code of Conduct' and '2010 © American Public Health Association'.

❖ [Getting Started – Viewing and Commenting on Documents](#)

You can view any documents in the library by browsing the library and then selecting the name of the library entry. Once a resource library is selected, all the documents within that library or folder will appear. You may choose to view the items within the library in folder view or list view. To view them in folder view (default), click the document of interest. To view the items in list view, click the “Switch to list view” link at the top of the page to see the expanded files within the folder (see snapshot below).

Once the file is open, you will be able to see the title of the document, who posted it, to which library it was posted, a description, and any associated attachments.

Beyond downloading and viewing the file, you can choose to tag the document to a list of keywords, add it to your favorites view, or share it with a colleague. You can also choose to add comments to the library entry or even add relevant urls or additional documents.

The screenshot displays the APHA Affiliate Online Community interface. At the top, there is a navigation bar with links for 'HOME', 'MY PROFILE', 'DIRECTORY', 'RESOURCES', 'DISCUSSIONS', 'BLOGS', 'BILL TRACKING', and 'ADMIN'. A search bar is located on the right. Below the navigation bar, a 'Resources' sidebar is visible on the left. The main content area is titled 'Everything Affiliate' and features a search bar with options for 'Term / Keyword / Phrase' and 'Advanced Search'. Below the search bar, there are tabs for 'Most Recent', 'A to Z', 'Top Scorer', 'Most Viewed', 'Documents', 'Presentations', 'Images', 'Audios', and 'Videos'. The main content area lists several documents, each with a profile picture of the author, the document title, the author's name, the posting date and time, and the number of comments, views, and downloads. The documents listed are: 'October Affiliate E-News letter' by Forest Plourde-Cole, 'Transportation and Public Health eNewsletter - October 2011' by Forest Plourde-Cole, 'NDPHA Business Plan' by Lois Mackey, and 'Affiliate Affairs E-News Letter - September 2011' by Forest Plourde-Cole. Each document entry includes a link to 'View Profile', 'Add Contact', and 'Contact Author' for the author. The bottom of the page shows a browser status bar with 'Internet | Protected Mode: On' and a zoom level of 100%.

❖ Getting Started – Searching for Affiliate Leaders

The directory featured on the Affiliate Online Community allows you to search for Affiliate leaders using a variety of search fields. To begin, click on the “Directory” navigation tab at the top of the screen, then click “Find a Member”. Enter the member’s first name, last name, affiliate name, or email address to retrieve member records.

To conduct a more advanced search, click on the link at the bottom of the “Find a Member” page or click on the “Advanced search” link under the “Directory” navigation tab. Selecting these options will allow you to search for members by community type, likeness, and current or past leadership roles.



Welcome, **Mekia**
[Profile](#) | [Communities](#) | [Logout](#)
[Complete your profile](#)

- HOME
- MY PROFILE
- DIRECTORY
- RESOURCES
- DISCUSSIONS
- BLOGS
- BILL TRACKING
- ADMIN
- Search

Directory

- Find a Member
- Advanced Search
- All Communities
- Search Communities
- Affiliate Forums
- Committees
- Regions
- Topic Forums

Home > Find A Member > Advanced Search
[Edit this Page](#) [Add to this Page](#) [Edit Navigation](#)

Advanced Search

Fill in any of the criteria below to limit your search. None of the fields are required although you must enter something in at least one of them. Fields like First Name, Last Name, Company Name, etc. will perform a partial match. For example, a Last Name search for "Jo" will find everyone whose name starts with "Jo".

Name

First Name
Last Name
Email Address

Location

City
State/Province
Country

Member of Group

Community Type
Community Name

Likeness

Indicate how much you and the people you are searching for have in common. The higher the number, the more "like you" the people will be.

Like Me

Education

[Show education to use in search](#)

Current Leadership Roles

- Search for ANY of the selected values Search for ALL of the selected values
- | | | |
|--|--|---|
| <input type="checkbox"/> ACBI Advisory Committee | <input type="checkbox"/> Affiliate Staff | <input type="checkbox"/> ARGC |
| <input type="checkbox"/> Board Member | <input type="checkbox"/> Committee on Affiliates | <input type="checkbox"/> Executive Director |
| <input type="checkbox"/> Membership Chair | <input type="checkbox"/> Policy Chair | <input type="checkbox"/> President |