

# American Public Health Association's Affiliate Online Community User's Guide

October 2015 edition



## TABLE OF CONTENTS

❖ Getting Started- Creating Your Account.....	3
❖ Getting Started- Tips and Suggestions.....	4
❖ Getting Started- Update Your Profile.....	4
❖ Getting Started- Subscribe to Communities.....	6
❖ Getting Started-Post a Message.....	7
❖ Getting Started-Browsing the Forums and Resources within the Forums.....	8
❖ Getting Started- Viewing and Commenting on Documents.....	9
❖ Getting Started- Add a New Entry to Forum Libraries.....	11
❖ Getting Started- Searching for Affiliate Leaders.....	11
❖ Getting Started- Participate.....	13
❖ Getting Started- Mobile Access.....	13
❖ Getting Started- Bill Tracking.....	13

## ❖ 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 "Sign in" button at the top right corner of the webpage. This will bring you to the "Login or Register" page. To register complete the information on the right side of the page which includes: your email address, First Name, Last Name, Organization ("Affiliate" ), Job title (Affiliate leadership role) and a self-selected password.

Enter your personal email address when creating an account, instead of business emails such as [president@apha.org](mailto:president@apha.org). This is discouraged because the system does not allow users to create multiple accounts with the same email address. Additionally, you should not create more than one account.

Enter the verification code shown on the screen in the text box. Once you have filled out all of the fields, click on the "Create Account" button.

You will receive an email to verify that you created this account. Please click the link to activate your account.

After selecting the "Create Account" button, you will be redirected to your profile page so that you can begin inputting your data and start using the community tools.

Be sure that your password is 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.

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.

The image shows two side-by-side web forms. The left form is titled "Members - Login here" and contains fields for "E-mail Address", "Enter Your Password Here", a "Remember Me" checkbox, and a "Login" button. The right form is titled "Not registered yet? Create an account" and contains fields for "Email Address", "First Name", "Last Name", "Job Title", "Company Name", "Address 1", "Address 2", "Address 3", "City", "State/Province" (with a dropdown menu), "Country" (with a dropdown menu), "Zip/Postal Code", "Work Phone", "Home Phone", "Mobile Phone", "Please Choose a Password", "Confirm Password", a "Remember Password?" checkbox, and a "Please Enter the Verification Characters" field with a corresponding image of a verification code.

## ❖ 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.

Please take a few moments to complete the following steps in order to get started:

- Login with your email address and password
- View your professional profile
- Add your photo to your profile
- Click on the icon with the pencil to add or update your email address, Affiliate's name, address, phone number, and job title (leadership role).
- In the main profile screen, add your bio, social links, import your LinkedIn information, current and past leadership roles, job history, education, honors and awards and professional associations. You can link your profile to your LinkedIn, Facebook, and/or other social media accounts
- It is **required** that you update your email address and current and past leadership roles since the database pulls from these fields when we export email rosters used to communicate with Affiliate leaders.
- You will automatically be subscribed to the "Affiliate Source" discussion with a daily digest reminder. If you are not automatically subscribed to the "Affiliate Source" or want to change the frequency of your notifications go to Your Profile, My Account navigation tab and select Community Notifications to update your preferences.
- Browse through existing Libraries to see the topics and material available for discussion and review

## ❖ Getting Started- Update Your Profile

To build your professional profile, click on the downward arrow next to your profile picture in the top right and then click on "Profile." If you are not logged in, you will be prompted to log in first. After logging in, you will be taken to the home page.

To get to your profile, go to the top right and click on the downward arrow next to your picture or next to the greyed out picture icon. Your profile allows you to enter your contact information and also allows you to write your own personal bio, add certifications, professional interests, areas of expertise, education and job history. To enter this information, simply click on the green "Add" button within the section you wish to update. The "Current" and "Past Leadership" sections are required. Once you click on the green "Add" button a small box will pop up and you can check off the appropriate leadership role. Please update your current and past leadership

roles section as needed. This data field is very important because it notifies APHA of the leadership changes at your Affiliate.

You can also upload a picture to your profile. By selecting the “Upload picture” under the greyed out box you can browse and upload a picture from your desktop or social media sites. Note the accepted file types and file dimensions noted on the screen. Under the picture, you will see a section called “Contact Details.” Click on the pencil icon and a box will appear. Update your Affiliate’s name, address and phone number. Also include your leadership role where it asks for “Job title.”

To explore the additional features and functionality available to you, once inside your profile, you can click on the following tabs: my profile, my connections, my contributions, and my account.

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 discussions.

The screenshot shows a user profile for Melissa McNeily, Deputy Director of Affiliate Affairs at the American Public Health Association. The page layout includes a navigation bar at the top with links for Home, Communities, Directory, Events, Affiliate Source, Participate, and Bill Tracking, along with a search bar. The profile header features a profile picture, the name 'Melissa McNeily', and her title. Below this are tabs for 'My Profile', 'My Connections', 'My Contributions', 'My Account', and 'Admin'. The main content area is divided into several sections, each with an 'Add' button: 'Bio', 'Import From LinkedIn', 'Current Leadership Roles', 'Job History', 'Past Leadership Roles', 'Honors and Awards', 'Education', and 'Professional Associations'. On the left side, there are sections for 'Contact Details' (listing the American Public Health Association address and email) and 'Social Links'.

## ❖ Getting Started- Subscribe to Communities

Communities are divided into twenty forums that are focused on Affiliates, Regions or Topics. By default, new members are subscribed to the “Affiliate Source” discussion as it includes 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.

Subscribing to a specific forum within a community allows you to receive email communication when something has been posted in the community. 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 a number of communities at any time and update your subscription settings when needed. Reply to messages from your email inbox with the option to reply to the group, or just to the sender, or forward the message to another contact.

The screenshot shows the 'All Communities' page. At the top, there is a navigation bar with links: Home, Communities (selected), Directory, Events, Affiliate Source, Participate, and Bill Tracking. A search bar is on the right. Below the navigation, the page title is 'All Communities' with a 'Create a New Forum' button. There are filters for '20 total', 'All Forum Types', 'All Forums', 'Alphabetical', and '20 per page'. The main content is a list of communities, each with a 'member' badge, a 'last person joined' timestamp, and statistics for 'Forums', 'Libraries', and 'Members'. Each community has an 'Enter' button.

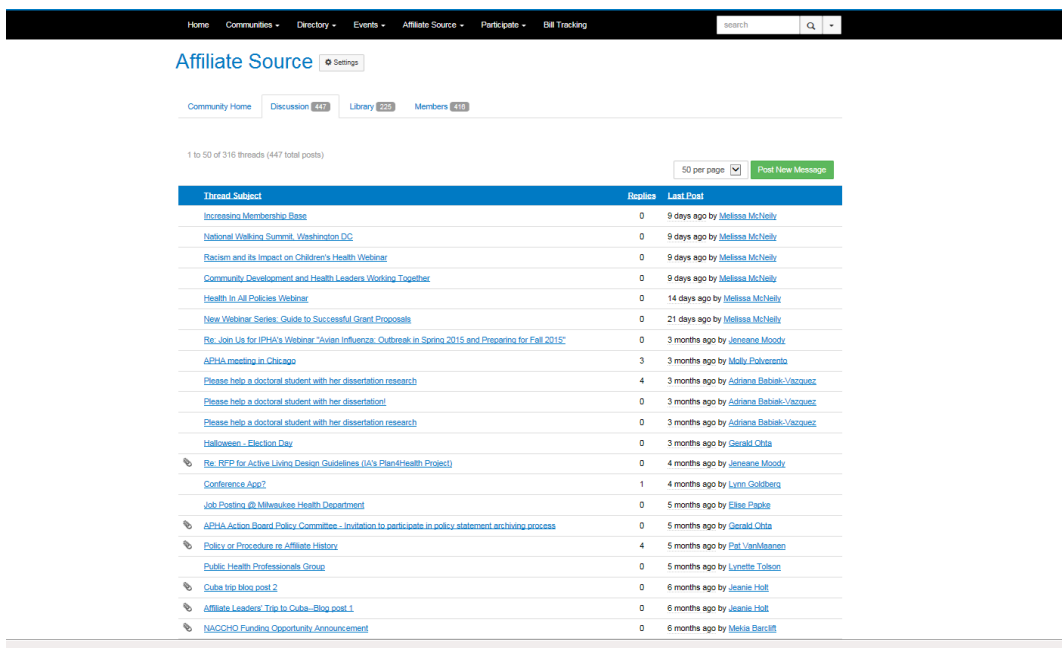
Community Name	Member	Last Person Joined	Forums	Libraries	Members
Affiliate Source	member	last person joined 14 days ago	247	225	418
Affiliate Staff	member	last person joined 15 days ago	171	63	23
Affiliate Student Liaisons	member	last person joined 21 days ago	8	3	22
Board Development and Engagement	member	last person joined 21 days ago	3	4	23
Business Plan Development & Technical Assistance	member	last person joined 10 days ago	2	11	23
Council of Affiliates	member	last person joined 18 days ago	24	17	23
Financial Management	member	last person joined 15 days ago	11	3	22

## ❖ Getting Started- Post a Message

Once you've subscribed to one or more discussions you can click on the "Communities" navigation tab. There are two options, "All Communities" or "My Communities." Click on "My Communities" and identify which community you want to post a message in and click the "Enter" button. This will bring you to the Community home page. Click on the "Discussion" tab if you want to post a message. Post messages by clicking on the "Post a Message" button under the "Discussions" navigation tab, or reply 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 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.

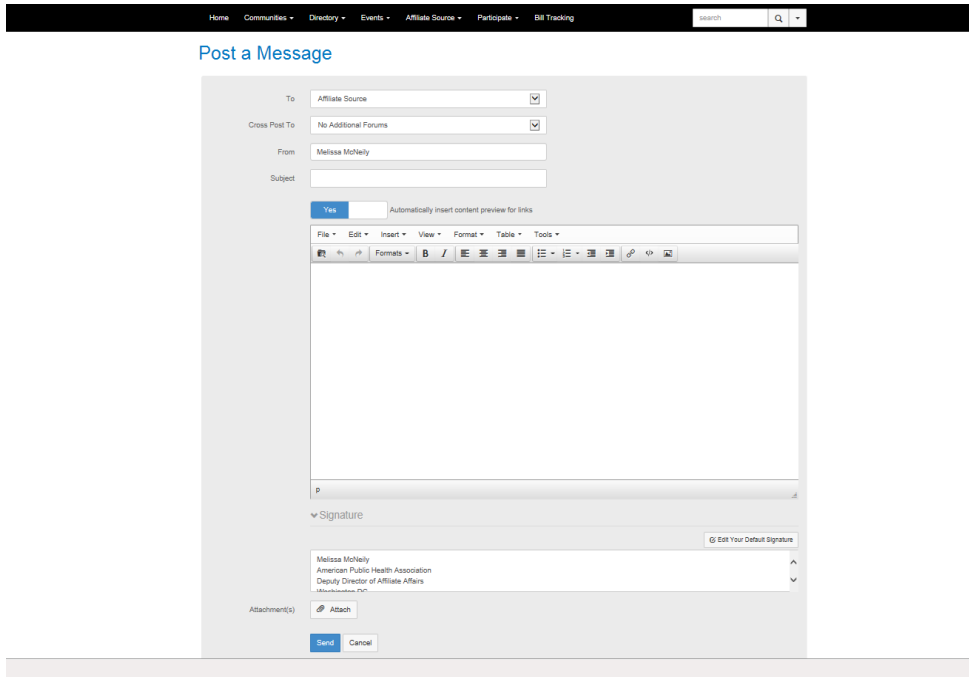
Posting a message requires you to: 1) select which forum you want to post to 2) add a subject to your message and 3) include the message text. If your message applies to more than one forum, you may also choose to "Cross post to" an additional forum. You can also upload attachments by clicking on the "Attach" button at the bottom of the page and follow the instructions and click "Send."

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



The screenshot shows the "Affiliates Source" website interface. At the top, there is a navigation bar with links for Home, Communities, Directory, Events, Affiliate Source, Participate, and Bill Tracking. Below the navigation bar, the "Affiliates Source" header is visible, along with a "Settings" button. The main content area displays a list of discussion threads under the "Discussion" tab. The threads are listed in a table with columns for "Thread Subject", "Replies", and "Last Post".

Thread Subject	Replies	Last Post
<a href="#">Increasing Membership Base</a>	0	9 days ago by <a href="#">Melissa McNeely</a>
<a href="#">National Working Summit, Washington DC</a>	0	9 days ago by <a href="#">Melissa McNeely</a>
<a href="#">Racism and its Impact on Children's Health Webinar</a>	0	9 days ago by <a href="#">Melissa McNeely</a>
<a href="#">Community Development and Health Leaders Working Together</a>	0	9 days ago by <a href="#">Melissa McNeely</a>
<a href="#">Health in All Policies Webinar</a>	0	14 days ago by <a href="#">Melissa McNeely</a>
<a href="#">New Webinar Series: Guide to Successful Grant Proposals</a>	0	21 days ago by <a href="#">Melissa McNeely</a>
<a href="#">Re: Join Us for IPHA's Webinar "Avian Influenza: Outbreak in Spring 2015 and Preparing for Fall 2015"</a>	0	3 months ago by <a href="#">Jenene Moody</a>
<a href="#">APHA meeting in Chicago</a>	3	3 months ago by <a href="#">Molly Polverento</a>
<a href="#">Please help a doctoral student with her dissertation research</a>	4	3 months ago by <a href="#">Aidiana Babak-Vazquez</a>
<a href="#">Please help a doctoral student with her dissertation</a>	0	3 months ago by <a href="#">Aidiana Babak-Vazquez</a>
<a href="#">Please help a doctoral student with her dissertation research</a>	0	3 months ago by <a href="#">Aidiana Babak-Vazquez</a>
<a href="#">Halloween - Election Day</a>	0	3 months ago by <a href="#">Geraki Ohta</a>
<a href="#">Re: RFP for Active Living Design Guidelines (U's Plant/Health Project)</a>	0	4 months ago by <a href="#">Jenene Moody</a>
<a href="#">Conference App?</a>	1	4 months ago by <a href="#">Lynn Goldberg</a>
<a href="#">Job Posting @ Milwaukee Health Department</a>	0	5 months ago by <a href="#">Elise Papke</a>
<a href="#">APHA Action Board Policy Committee - Invitation to participate in policy statement archiving process</a>	0	5 months ago by <a href="#">Geraki Ohta</a>
<a href="#">Policy or Procedure re Affiliate History</a>	4	5 months ago by <a href="#">Pat VanMeenan</a>
<a href="#">Public Health Professionals Group</a>	0	5 months ago by <a href="#">Lynette Tolson</a>
<a href="#">Cuba trip blog post 2</a>	0	6 months ago by <a href="#">Jeanie Hill</a>
<a href="#">Affiliate Leaders' Trip to Cuba--Blog post 1</a>	0	6 months ago by <a href="#">Jeanie Hill</a>
<a href="#">NACCHO Funding Opportunity Announcement</a>	0	6 months ago by <a href="#">Melissa Barcliff</a>



## ❖ Getting Started- Browsing the Forums and Their Resources

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

Browse through existing forums by going to the navigation tab called “Communities” and clicking “All Communities.” All of the forums appear below. Click on the “Enter” button next to the community to get to the homepage. On the homepage you will see the most recent discussion posts, announcements, latest shared files and the community blog. Use the navigation tabs in that forum to search the discussions, library and members.



The screenshot displays the 'Affiliate Source' website interface. At the top, there is a navigation bar with links for Home, Communities, Directory, Events, Affiliate Source, Participate, and Bill Tracking, along with a search bar. Below the navigation, the main content area is divided into several sections:

- Latest Discussion Posts:** This section features four posts with titles such as 'Increasing Membership Base', 'National Walking Summit, Washington DC', 'Racism and its Impact on Children's Health Webinar', and 'Community Development and Health Leaders Working'. Each post includes a brief description and a 'More' link.
- Announcements:** This section contains two announcements. The first is 'Bringing Public Health and Primary Care Together: The Practical Playbook National Meeting', and the second is 'APHA co-hosts Health in All Policies Webinar'. Both announcements list speakers and provide details about the events.
- Latest Shared Files:** This section lists three files: 'Executive Board Candidate Responses 2015', 'President Elect Responses to CoA/ISC questions', and '2015 Affiliate Meetings at the Annual Meeting'. Each file entry includes a 'More' link.
- Community Blogs:** This section features three blog posts with titles like 'APHA announces its 2014 accreditation grant recipients', 'Partner Spotlight: American Public Health Association [PHAB E-NEWSLETTER]', and 'APHA president, Maryland Public Health Association promote health workforce in visit to Annapolis'. Each post includes a 'More' link.
- Current Members:** At the bottom of the page, there is a section titled 'Current Members' showing a list of member profiles with their names and photos.

## ❖ 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 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 on the icon above the "Folder Contents" section which looks like a list. This will allow you to see the expanded files within the folder.

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 add it to your favorites view, or share it with a colleague. You can also recommend the library entry to others.

**Affiliate Source** [Settings](#)

Community Home Discussion **447** Library **225** Members **416**

232 Entries

Most Recent

**Folders**

- Affiliate Source**
  - Affiliate Staff Calls
  - Council of Affiliates
  - CoA Reports
  - Affiliate Affairs E-Newsletters
  - APHA Annual Meeting & Affiliate Day
  - APHA Newsletters
  - Presidents-Elect Meeting 2014
  - Presidents-Elect Meeting 2015
  - Affiliate Online Community resources
  - Candidate Information
  - AOC Users Guide
  - 2015 APHA Annual Meeting & Affiliate Day

**Folder Contents**

In Moderation

- "Approach to Diversity and Inclusion: Applications for APHA-Affiliate Leadership and Membership"
- 2010 Kansas Fall Conference
- 2011 PHACT - Telling the Iowa Story of Public Health Investment
- 2011 PHACT - Ten Greatest Public Health Achievements: 2000-2010 - A Focus on Iowa
- 2012 APHA travel policy
- 2012 ARGC Reference Sheet
- 2012 CoA Awards Nomination Announcement and Form
- 2012 Utah Public Health Conference Brochure
- 2013 Affiliate Annual Report
- 2013 APHA Public Health Fellowship in Government
- 2013 Policy and Advocacy Priorities Webinar Recording
- 2014 Affiliate Annual Report
- 2015 APHA Advocacy Priorities Webinar
- 2015 CoA Awards Nominations In Moderation
- 2015 RWJF Culture of Health Prize
- ACBI Evaluation Update- Year 4
- Accreditation readiness and promising practices from APHA Affiliates

**Affiliate Source** [Settings](#)

Community Home Discussion **447** Library **225** Members **416**

**2015 Affiliate Meetings at the Annual Meeting**



[Melissa Michalek](#)

4 days ago

**Statistics**

0 Favored  
3 Views  
1 Files  
0 Shares  
0 Downloads

**Related Entries and Links**

No Related Resource entered.

**Attachment(s)**

[Affiliate Meetings at the 2015 APHA Meeting\\_9.22.15.docx](#)

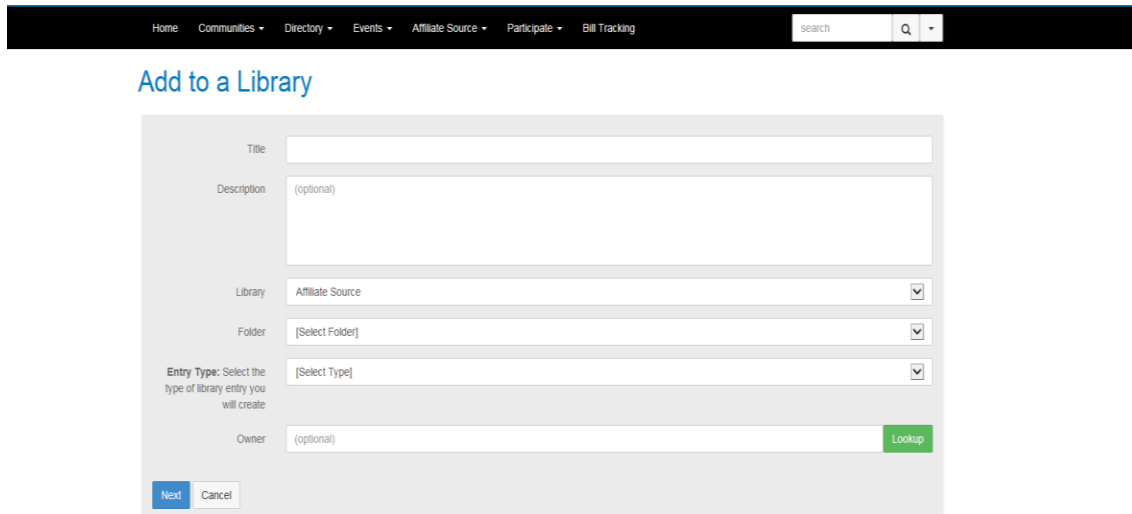
**Tags and Keywords**

User Tags: [2015 annual meeting](#) [Affiliate meetings](#)

**Comments**

## ❖ Getting Started- Add a New Entry to Forum Libraries

If you have information to share with others that is relevant to a specific topic or library, click on the green “Create New Library Entry” button above the “Folder Contents” section. Selecting this button 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 library selected and on the home page under the “Shared Files” section.



The screenshot shows a web application interface with a dark navigation bar at the top containing links for Home, Communities, Directory, Events, Affiliate Source, Participate, and Bill Tracking. A search bar is located on the right side of the navigation bar. Below the navigation bar, the page title is "Add to a Library". The main content area is a light gray form with the following fields:

- Title: A text input field.
- Description: A text input field with "(optional)" in small text above it.
- Library: A dropdown menu with "Affiliate Source" selected.
- Folder: A dropdown menu with "[Select Folder]" selected.
- Entry Type: A dropdown menu with "[Select Type]" selected. Below this dropdown is the text "Entry Type: Select the type of library entry you will create".
- Owner: A text input field with "(optional)" in small text above it. To the right of this field is a green "Lookup" button.

At the bottom left of the form are two buttons: "Next" (in blue) and "Cancel" (in gray).

## ❖ 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 and select “Member directory.” A new page will open and you can enter the member’s first name, last name, affiliate name, or email address and click the “Find Members” button to retrieve the member records.

To conduct a more advanced search, click on the “Advanced Search” tab on the Member Directory page. Selecting these options will allow you to also search for members by community membership type and current or past leadership roles.

You can also conduct a Company Directory search, which searches the Affiliates within the Affiliate Online Community.

# Member Directory

Basic Search **Advanced Search** Find Anyone (Admin only)

First Name

Last Name

Company Name

Email Address

# Member Directory

Basic Search **Advanced Search** Find Anyone (Admin only)

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

Company Name

Email Address

## Location

City

State/Province

Country

## Member of Group

Forum Type

Forum Name

## Current Leadership Roles

Search for ANY of the selected values  Search for ALL of the selected values

- ACBI Advisory Committee
- ARGC
- Executive Director
- President
- Treasurer
- Affiliate Staff
- Board Member
- Membership Chair
- President-Elect
- Vice President
- Affiliate Student Liaison
- Council of Affiliates
- Policy Chair
- Secretary

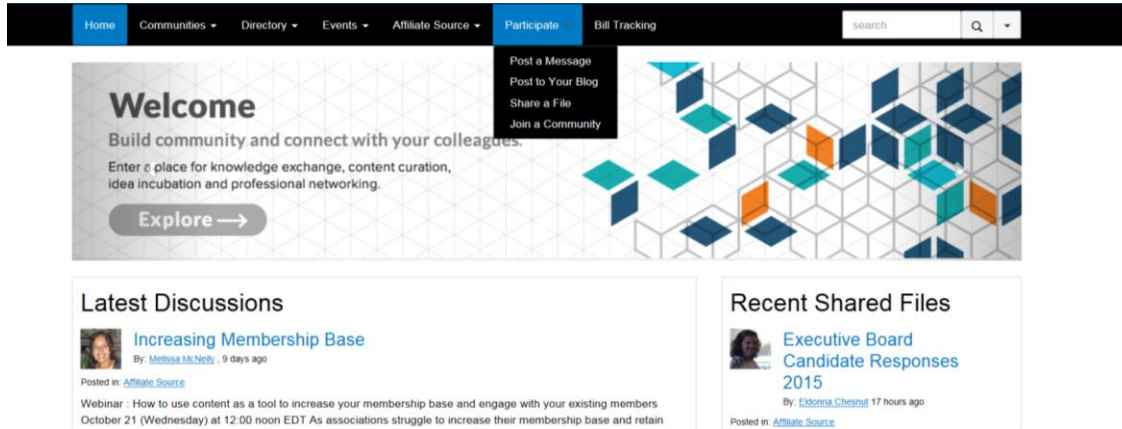
## Past Leadership Roles

Search for ANY of the selected values  Search for ALL of the selected values

- Affiliate Staff
- Board Member
- Membership Chair
- President-Elect
- Vice President
- Affiliate Student Liaison
- Council of Affiliates
- Policy Chair
- Secretary
- ARGC
- Executive Director
- President
- Treasurer

## ❖ Getting Started- Participate

Clicking on the “Participate” navigation tab at the top of the screen will allow you to post a message, post to your blog, share a file or join a community immediately.



## ❖ Getting Started- Mobile Access

The Affiliate Online Community can now be accessed on any mobile device and you will have the same functionality as the desktop version.

## ❖ Getting Started- Bill tracking

Bill tracking is no longer a functional tool on the Affiliate Online Community.