AHP HUDDLE: QUICK START and USERS GUIDE

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The AHP Huddle is our online networking platform where members can access documents and samples, talk to peers, and share ideas. It's a valuable part of your membership in the organization! This guide will assist you in logging in to the Huddle, filling out your Huddle Profile, and answering any basic questions about getting started on the platform.

First, log in. Your username and password was provided to you in your Welcome email, and will be the same as the log-in information as the AHP website.

LOG IN

If you are not already logged into the AHP website, this will bring you to the main website, where you will need to enter your AHP username and password. If you do not know your login credentials, click "Forgot Login" under the Username/Password text boxes to retrieve your information, or email us at membership@ahp.org
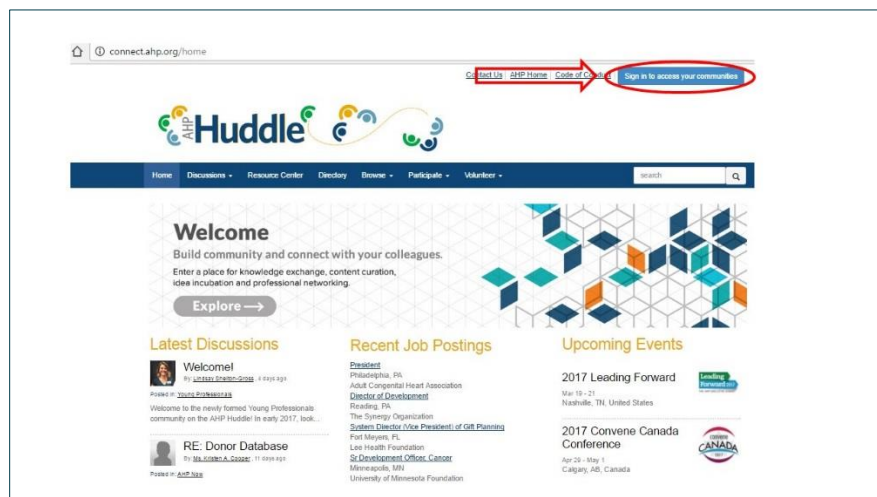
When logging in to the Huddle for the first time, you will be asked to review and agree to AHP's "Code of Conduct"

COMPLETE YOUR PROFILE

Tell us more about yourself by clicking on the down arrow to the right of the person icon:
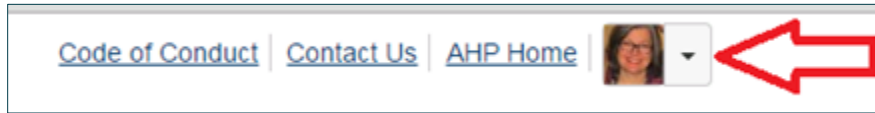
And then selecting "Profile"

Your basic contact information (name, place of employment, etc.) are all standard and imported from your AHP web account. Edit your Bio by clicking on the "pencil" icon, much the same way you would for LinkedIn. You can also add additional information to the various sections (Education, Job History, etc.) by clicking the green "+ Add" buttons.
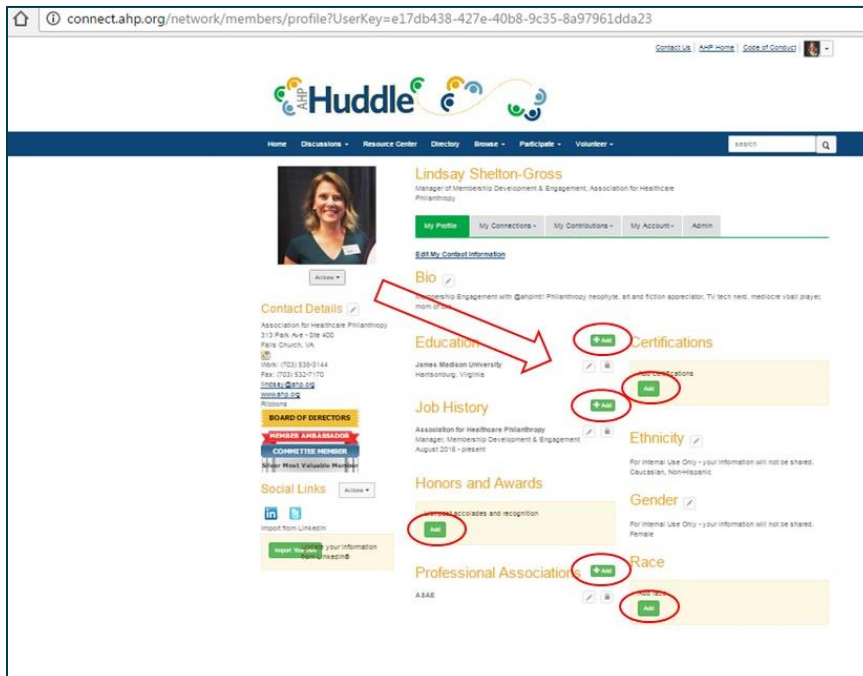
You can add your photo by clicking the "Actions" button on the left, directly under the person/photo icon.

A few Profile tips:

- Sharing a short bio gives the community an idea of who you are

- Adding a photo is an important way to connect with your peers (and recognize one another at in-person events and conferences!)

- Adding your Volunteer Interests lets AHP staff and committees now when to best reach out to you when a specific opportunity arises, and tailor your experience

The more information you provide (i.e. your willingness to volunteer, social networks you utilize, your years of experience in health care fundraising), then the better we will be able to serve your needs. upload a profile picture. The goal and purpose of the AHP Huddle is to connect professionally, and the best way to make lasting professional relationships is to share who you are and the professional challenges and goals you face.

START PARTICIPATING!

Terms that may be helpful to know as you start out in the Huddle:
- **Community/Peer Group:** Allows you to participate in discussions and share resources with other members.
- **Discussion Thread:** A group of linked messages posted in a Huddle community/peer group that share a common subject or theme.
- **Post:** Message from a user within a thread.
- **Library:** where documents, samples, and other resources can be posted (when you post a document in a message as an attachment, it automatically is added to that Community's library.)
- **Committees:**

The Huddle has many different communities or Peer Groups that may be of interest to you. Our main two groups are:
- **AHP Member Forum:** AHP Member Forum is the members-only area of the Huddle. The Member Forum is the most popular and active of our groups, and is where an AHP member can

network with peers and access conversations, resources, libraries, and other exciting content.

- **AHP Now:** AHP Now is your source for the latest news on health care philanthropy, industry news and advocacy efforts on behalf of all health care development professionals. Typically, this forum is populated by AHP staff and is accessible by members and non-members alike.

Other communities are specific to interests by health care sector, events, alumni from AHP Educational Opportunities such as the Madison Institute, young professionals, specific roles in health care development, and more! The best way to find a community you are interested in joining is by browsing all. Once you join a community, it will be linked under the main header under **Discussions → My Communities.**
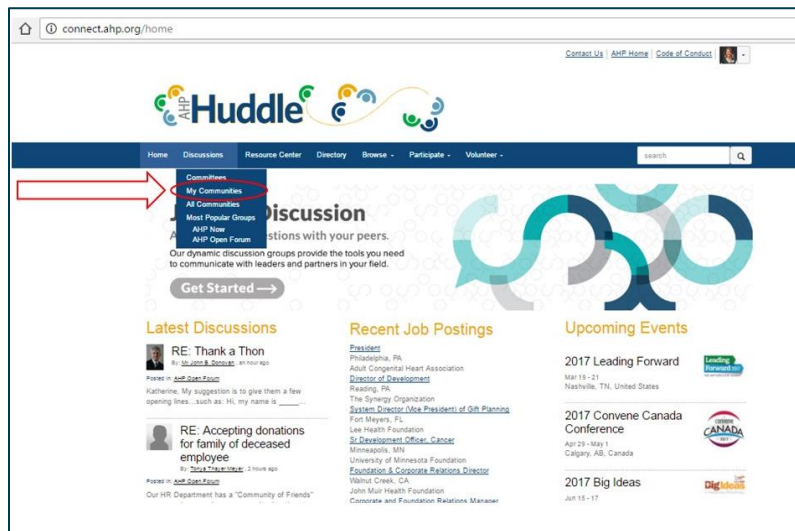
Huddle participants can also get activity (like new posts, notices for newly formed communities, etc) "pushed" to their email. In the question and answer below, you will note how to customize the frequency of these notifications.

Q: How do I respond to a discussion post?
A: Navigate to the discussion post and click **Reply to Discussion** to send your message to the entire community. To send a message to the author of the post only, select **Reply to Sender**(located in the **Reply to Discussion** drop-down). We recommend replying to the sender only for simple comments like "me, too" that add little value to the overall discussion; and replying to the entire community when you are sharing knowledge, experience or resources that could benefit others.

Q: How do I start a new discussion thread?
A: Go to **Communities→ All Communities** and select the appropriate community title. Click on the **Discussion** tab and the green **Post New Message** button.

Q: How do I join a community?
A: Go to **Communities→ All Communities** and select the **blue button** to the right of the community you would like to join.

Q: How can I search for posts?

A: Enter a keyword in the search bar located in the main navigation. To refine your search results, select **Show Advanced Search**.

Q: How can I control the frequency and format of emails I receive?
A: Navigate to your profile and click on the **My Account** tab. Choose **Community Notifications** from the drop-down menu. On that page, there are subscription options: Real Time, Daily Digest, No Email. For each discussion, you have the following delivery options:
- **Real Time**: Sends an email every time a new message is posted.
- **Daily Digest**: Sends one email to you each day, consolidating all of the posts from the previous day.
- **No Email**: Allows you to be part of the group without having emails sent to you. You can still post and read

If you are not receiving the Daily Digest emails, please check with your organization's IT department to ensure the ConnectedCommunity address is whitelisted in your system, and not getting trapped by spam filters. Still having trouble after that? Let us know!

CONTACTS AND CONNECTIONS

Q: How do I find other AHP members on the Huddle?

A: Click the **Directory** link found in the main navigation bar. The **Directory** lets you search for other users based on:
- First and/or Last name
- Company/institution name
- Email address

Switch to Advanced Search tab to refine your search results further.

Q: How do I add contacts to my contact list?

A: There are several ways to add contacts. When you perform a search in the Directory, you will see an **Add as Contact** button to the right of each person in your search results. Just click this button to send a contact request. If you click through and view an individual's profile, you can click the contact request link to the right of his or her profile picture.

LIBRARIES AND RESOURCES

Q: How do I find resources that may have been uploaded by other users?
A: Click on **Browse** and then **Library Entries** from the dropdown menu.

Q: How can I search for specific file types?
A: Enter your desired keyword in the main search box. From the search results page, click **Show Advanced Search**. Then click on **Search for Specific File Types**. This gives you the option to specify file type: Document, Image, Spreadsheet, etc.

Q: How do the libraries get populated?

A: The libraries are populated in two ways:
1. When you include an attachment in a discussion post, the system automatically places it in the affiliated library.
2. You can also upload documents directly to a library by using the **Share a File** link found under **Participate** in the main navigation or **Create New Library Entry** button on the library page. Library resources are not required to be associated with a discussion thread.

Q: How do I upload a file?
A: Select the **Share a File** link found under **Participate** in the main navigation or **Create New Library Entry** on any discussion page. Please note that uploading a document is accomplished by completing a few steps, and each step must be completed before you can move on to the next:
- Choose a title for your document, and include a description (optional). Select the library to which you'd like to upload it, and select a folder to which you'd like to upload it (optional). Then, choose an Entry Type (most will be Standard Files, but be cognizant of any copyright licensed material). Once you have completed these steps, click **Next**.
- Upload your file.
- Select **Next** if you want to further describe your files and/or add tags to your file. Otherwise, click **Finish** to post your library entry.

Q: What kind of files can I upload?
A: The system supports dozens of file types including hyperlinks, standard files (Word, Excel, PowerPoint, and PDF), webinars, images and YouTube videos. If copyright protection for the content is necessary, choose that file type upon upload.

VOLUNTEERING
Opt In to the AHP Volunteer Pool

Being part of the AHP Volunteer Pool means that you are interested in learning about future volunteer opportunities available through AHP. When you're opted into the pool, you will receive email alerts as soon as a new opportunity arises that matches your qualifications and interests. Completing your volunteer profile will help us know what kind of volunteer opportunities you are interested in.
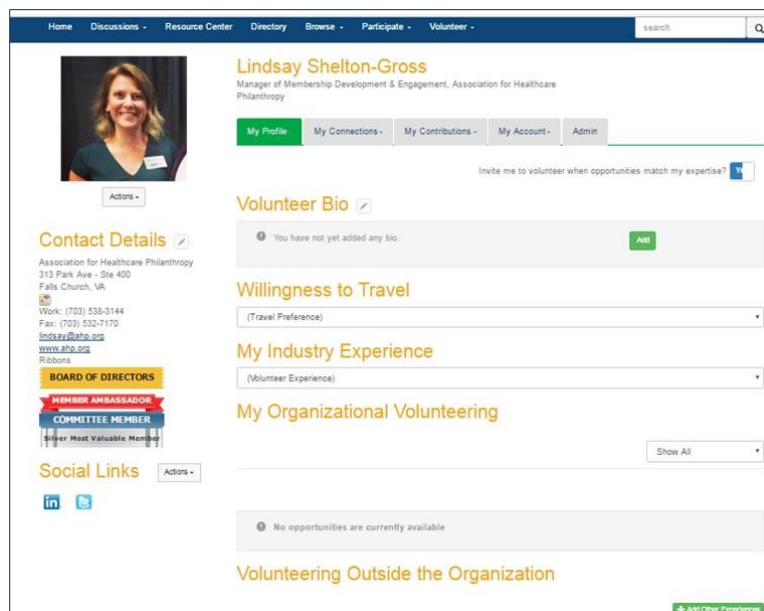
Your Volunteer Profile is separate from your regular Huddle Profile, and can be accessed on the main header under **"Volunteer"**

Opting In is easy- with one click, you are added to **AHP's Pool of Volunteers.** This means that when new opportunities come up, you'll be the first to learn about them. Once opted in, you can of course suspend your opt-in request at any time. Just set the *Invite me to volunteer when opportunities match my expertise?* toggle from 'Yes to 'No' on your volunteer profile to no longer receive invitations.

HOW DO I GET HELP?

We're here to assist you, and want you to make the most of this platform!
- Contact Corinne Ogu, Coordinator, Membership Administration, at **corinne@ahp.org**.
- On the Huddle site, click on **Participate→ Help/FAQs**