



IPWEA's new Website & Communities of Practice

Get Started Guide

IPWEA currently offers 5 Communities of Practice:

- Asset Management
- Fleet Management
- Climate Change
- Parks & Landscape Management
- Road Safety

What can you do on the IPWEA new Communities of Practice?

- Find your colleagues and start a conversation
- Leverage the experiences of your colleagues
- Share what's working for you - the ideas and resources you use

Get started today! Here's how:

1. **Login** at www.ipwea.org.au, using your IPWEA username and password. Don't know it? Contact admin@ipwea.org.au for assistance. **If you don't have an IPWEA web account**, Create an Account at www.ipwea.org.au/CreateWebAccount.
2. **Complete your profile** at www.ipwea.org.au/MyProfile. Community members will want to know about you. A picture is particularly important as it provides a visual cue that there is someone "real" behind the name.
 - a. Edit/update your contact information as needed.
 - b. Complete additional fields and upload a photo as desired. (The more you share, the better the Community can work for you!)
3. **Join a Community of Practice.** You need to join a Community before you can subscribe to that Community's Discussion Forum.

- a. To join to a Community of Practice, log in and go to your Profile (top right corner of website or <http://www.ipwea.org.au/MyProfile>)
 - b. Then "Edit your Areas of Interest to Join a Community of Practice" (under the My Setting's heading in your Profile). This will automatically also subscribe you to the daily email digest for the discussion forum.
4. **Build your contact list.** For IPWEA Members, go to www.ipwea.org.au/FindaMember. Creating a contact list helps you identify relationships and build searchable networks. Find three colleagues and request to add them to your contact list!
5. **Edit your Email Discussion Subscriptions.** Go to <http://www.ipwea.org.au/MySubscriptions> to edit how you receive your email notifications. Your choices are:
 - a. Real-Time: Receive discussion updates as they happen, one email for each posting
 - b. Digest: Receive a daily update including all of the posts from that day (where there are posts)
 - c. Legacy: Plain text format
 - d. No Emails: No email updates of discussion received but remain part of Community
 - e. **UnSubscribe:** Unsubscribe completely from Discussion & Community. No login access to Community.
6. **Post a Message.** Go to www.ipwea.org.au/PostaMessage.
7. **Search the libraries.** Share a resource!
 - a. Under Library > Libraries > Search Library, enter a search term and/or choose from various libraries, file types and tags to develop your search.
 - b. Find something you like? Add it to your favorites and rate it to give feedback to the author.
 - c. Add a document of your own; go to Library > Libraries > Add a New Entry.

Further questions? Contact Anna at admin@ipwea.org.au