

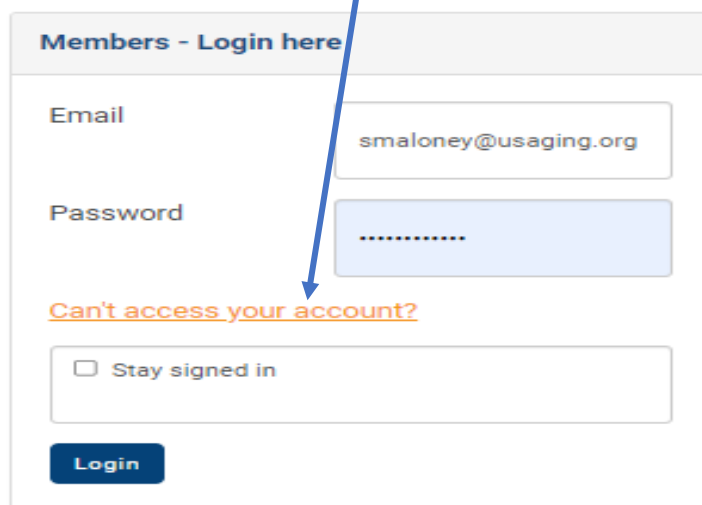
Commit to Connect

COMBATting SOCIAL ISOLATION AND LONELINESS IN ALL COMMUNITIES

QuickStart Guide: Simple Steps to Get Started

1

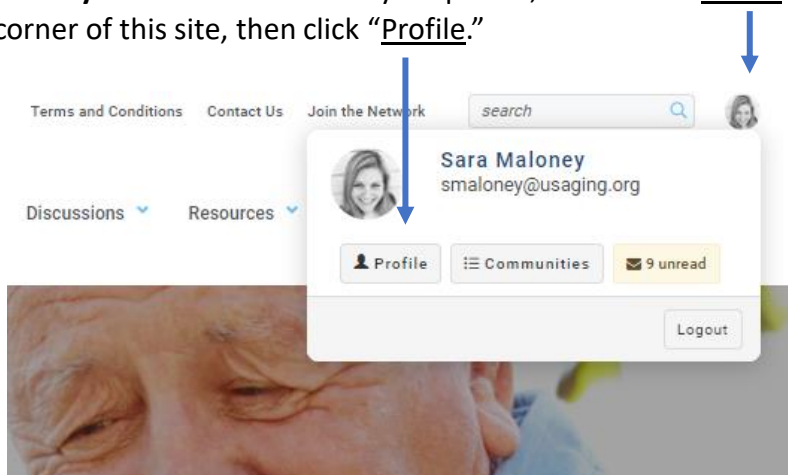
Login: sign in at networkhub.committoconnect.org using your username and password. If it's your first time signing in or you forgot your username or password, select the "[Can't access your account?](#)" link to setup or retrieve account details.



The screenshot shows a login form titled "Members - Login here". It contains two input fields: "Email" with the value "smaloney@usaging.org" and "Password" with a masked password ".....". Below the password field is a link "[Can't access your account?](#)". There is a checkbox labeled "Stay signed in" and a "Login" button. A blue arrow points from the "Can't access your account?" link in the text above to the same link in the form.

2

Navigate to your Profile: To access your profile, click on the avatar in the top right-hand corner of this site, then click "[Profile](#)."



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3

Complete your profile. Your peers in the Network want to learn a little bit about you! Fill out your Job History, Education, and other areas – these will help other Champions find and get to know you. Uploading a profile picture and a bio is a great way to start.



Actions

Sara Maloney

Program

Click the action drop down menu to upload photo

My Profile My Connections My Contributions My Account My Inbox Admin

Bio

Click the pencil icon to edit

Aging Network professional that loves advocating for older adults and their caregivers.

Education

University of North Carolina
Chapel Hill, North Carolina, United States
Masters in Public Administration, 2022
Public Administration
2019 To 2022

University of North Carolina at Charlotte
Charlotte, North Carolina, United States
Master of Arts, 2012
Gerontology
2010 To 2012

Professional Associations

Relate your professional memberships here

Add

Job History

USAgings
Program Manager
Washington, DC, NC, United States
May 2022 - present

Charlotte, NC, United States
October 2015 - April 2022

Honors and Awards

List past accolades and recognition

Add



New Member

Contact Details

USAgings
Salisbury, NC
smaloney@usaging.org

Social Links

Link to other social media accounts

Add

→ **Pro tip:** add social links by clicking the action dropdown, selecting the social platform you want to link and add the url to your social channel. Start with LinkedIn

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Join a Community! Click on “Communities” Tab and select “My communities.” Then click “All Communities” in the “Communities to which I belong” menu. Click the “Join” button for any open communities that interest you.

Click “All Communities” in the dropdown

You can click to join a community you’d like to be part of

Communities / My Communities

Home Communities Discussions Resources Events Directory About FAQs

COMMIT TO Connect

My Communities

Create a New Community

All Community Types All Communities Alphabetical 20 per page

Communities to which I belong or can join
Communities to which I belong
Communities I can join
Communities I can only view
All Communities

Archived Beta Testing
Archived Content from Pre-Launch Beta Testing
last person joined 10 months ago
Threads 34 Members 3

Intergenerational Community of Practice
last person joined 4 days ago
member
Discussions 0 Members 3

Network of Champions Subcommittee
A community for the subcommittee to share ideas/feedback, and collaborate more instantly.
last person joined 9 months ago
Discussions 0 Members 6

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Connect with Others! You can find and connect with others in the network in different ways!

- Once you're a member of community, click on the "members" tab to see the full list of members at the bottom of the page and easily add a member by clicking "add as contact."
- Or if you know someone in the community already, search them by name in the "Directory."

Community Home Threads 100 Library 29 Blogs 1 Events 0 Members 144

First Name

Last Name


Company Name

Email Address

Find Members Clear All


Export

Name A-Z 20 per page

 **Emily Allen**
EAllen@aarp.org

AARP Foundation
Senior Vice President, Programs
<https://www.linkedin.com/in/emilysallen/>
Washington, DC
United States

Send Message Add as Contact

 **Cheryl Archibald**
CArchibald@nicoa.org

National Indian Council On Aging (NICOA)
Tijeras, NM
United States

Send Message Add as Contact

Click "members" in your community to see all the members of this community

Click "Add Contact" to send a request to this contact

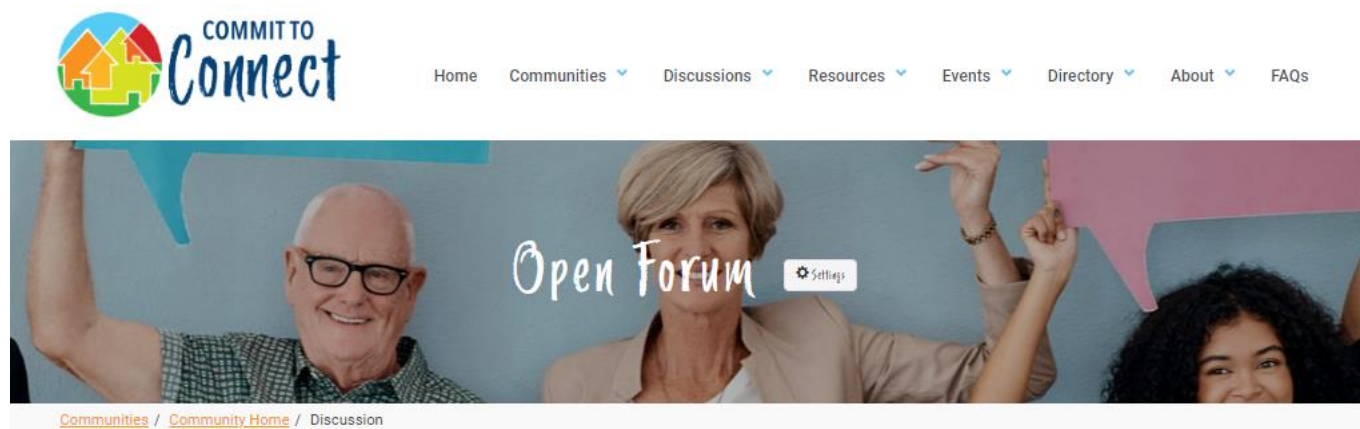
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6

Start a Discussion! To start a discussion, go to any community in the network that you are a member of. (You should automatically be a member of the Open Forum). First click the “Threads” tab. Then click the “Start New Thread” button.



The screenshot shows the 'Threads' tab selected in the community navigation. The 'Threads' tab is highlighted with a blue arrow pointing to it. Below the navigation are filters for 'All Thread Types', 'Most Recently Updated', and '10 per page'. A 'Start New Thread' button is visible in the top right. Below the filters is a table of threads with columns for 'Thread Subject', 'Replies', and 'Last Post'. A blue arrow points to the 'Start New Thread' button.

Thread Subject	Replies	Last Post
Local Leaders for Socially Connected Communities	3	13 days ago by Meredith Hanley Original post by Gabi Peterson
Volunteerism & Socialization	0	17 days ago by Sara Maloney
Newly Adopted or Developed Programs/Technologies	1	23 days ago by Megan Haas Original post by Sara Maloney
Greetings from USAging!	3	26 days ago by Meredith Hanley

First click the “Threads” tab.

Second, click the “Start New Thread” button.

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6...

Start a Discussion: Third, decide if you want it to be an open-ended discussion or if you want answers to a specific question. Last, create a discussion subject title and type in your discussion post.

Start New Thread

Participate / Post a Message

Post to community

Open Forum

Focus your thread

Open-ended Discussion

Question to be answered

Cross post to (optional)

No Additional Threads

Discussion subject

How are your programs funded?

Automatically insert content preview for links

12pt

Paragraph

B

I

U

We have a pilot program to test how on-demand specialized transportation access can support social connections for people with limited mobility. For others who have similar programs, how are you sustaining your programs through multi-year funding?

Make sure you have the community you want to post to selected and any other community you may want to cross post to.

Third, decide if you want it to be an open-ended discussion or if you want answers to a specific question.

Finally, create a discussion subject title and type in your discussion post.

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Reply to a Discussion!

All Champions will have access to the Open Forum, which allows you to start a discussion, reply to a discussion or share a resource with everyone in the network.

Start by replying to the “Introduce Yourself” discussion thread in the Open Forum. First, click the title of the discussion.



Communities / Community Home

Community Home Threads 1 Library 1 Blogs 0 Events 0 Members 29

Latest Discussions

 **Introduce Yourself!**
By: [Jessica Winn](#), one month ago

We're so glad you joined the Commit to Connect Nationwide Network of Champions. Why you joined the network ...

Start by replying to the “Introduce Yourself” discussion thread. First, click the title of the discussion.

More ▶

Latest Shared Files

 **Connect+Conversations Overview**

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QuickStart Guide: Simple Steps to Get Started

7...

Reply to a Discussion: Then click the reply button on the right-hand side of the post. You can pull down the dropdown with the arrow to reply to only the sender.



Community Home Threads 1 Library 1 Blogs 0 Events 0 Members 29

[Back to discussions](#)

[Expand all](#) | [Collapse all](#)

Introduce Yourself!

Follow

1. Introduce Yourself!

1 Recommend



[Jessica Winn](#)

Actions

Posted 05-25-2021 22:19

We're so glad you joined the Commit to Connect Nationwide Network of Champions. Tell us about yourself, why you joined the network and anything else you'd like to share with your fellow champions.

Jessica Winn
Community Manager

Reply



Then click reply. You can pull down the dropdown with the arrow to reply to only the sender.

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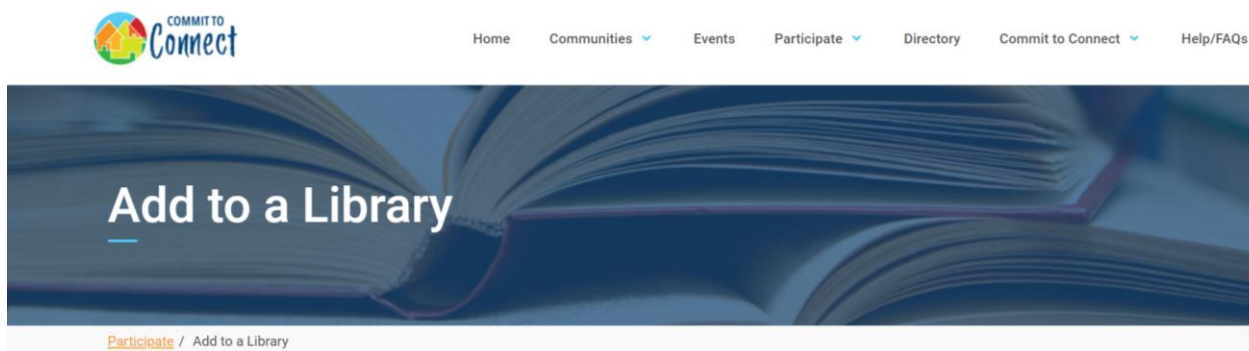
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8

Share a Resource: We encourage champions and members to share resources across the platform to promote a community of learning.

To share a resource, navigate to the homepage and click on “Library.” Then click “Create Entry” and fill out the form



Title*

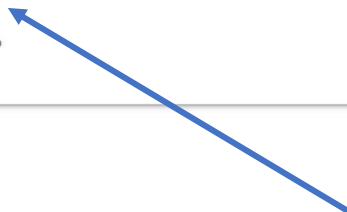
Library*

[Select Library]

Description

[Select Library]

- Hidden Beta Community
- New Champion Discussion Group
- Open Forum



Make sure you select the community you want to share the resource to. If you post on Open Forum, everyone in the Hub will see the resource

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QuickStart Guide: Simple Steps to Get Started

Hot Tips!

Manage community notification settings under the “My Account” tab within your profile.

Sara Maloney
Program Manager, USAging

9 new messages

My Profile My Connections My Contributions My Account My Inbox Admin

Privacy Settings
Email Preferences
RSS Feeds
Community Notifications
Discussion Signature

Bio
Aging Network professional that loves advocating for older adults.

Education
University of North Carolina
Chapel Hill, North Carolina, United States

Job History
USAging
Program Manager

EARLY ADOPTER

To manage your community notifications and discussion emails, go to the “My Account” tab on your profile and click “Community Notifications”

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QuickStart Guide: Simple Steps to Get Started

Hot Tips!

Manage community notification settings continued.

Community Notifications

Community notification will be delivered to your primary address:

smaloney@usaging.org

To receive specific community notifications at an address other than your primary, set override(s) where desired.

Daily Consolidated Community Digest: ?

Deliver to your primary address.

Weekly Consolidated Community Digest: ?

Deliver on to your primary address. [change](#)

Discussion Email: ?

You have no override email addresses for discussion emails. [add override addresses](#)

If you want to receive fewer community discussion updates, select “no email” or “daily digest” under discussion email.

Topic Notifications

You are not currently a member of a topic community.

Notification Settings

Yes

Automatically set community discussion emails to “No Email” when a community is added to a consolidated digest.

2 Communities

Community Name A-Z

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
Intergenerational Community of Practice	<input type="text" value="Daily Digest"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open Forum	<input type="text" value="Daily Digest"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

→ Pro tip: a daily digest under the “Discussion Email” setting will give you a separate digest just for the community selected. A **Consolidated Daily/Weekly Digest** will collect updates from multiple communities into one email digest.

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Hot Tips!

Update your privacy settings to control who can see your profile details.

The screenshot shows a user profile for Sara Maloney, Program Manager at USAging. The profile includes a profile picture, a bio, education details, and job history. A blue arrow points from a callout box to the 'My Account' dropdown menu, which is open and shows options like 'Privacy Settings', 'Email Preferences', 'RSS Feeds', 'Community Notifications', and 'Discussion Signature'. The callout box contains the following text:

Change your privacy settings. First go to your profile, click the “My Account” tab and select “Privacy Settings” in the drop down list.

If you have additional questions, visit the network hub help section [here](#). Not finding the information you need? [Contact Us](#) with any additional questions or for suggestions to improve the network hub.