

How to Use Your ACHA Task Force Community or Committee Community

ACHA Connect Communities can be used as a primary, private, and convenient way of communication and file sharing for ACHA task force and committee members. Everyone on your task force or committee will be able to interact on this platform, but only community admins can use the announcements feature. *Note: Committee and task force members are appointed and therefore only those appointed can be part of the community.*

It's important to keep the conversation going with your task force or committee and to avoid anyone being left out of an email! **The forum should be used in replacement of email, so that all your communications are in one space that can easily be revisited.**

1. Posting and responding to messages through email

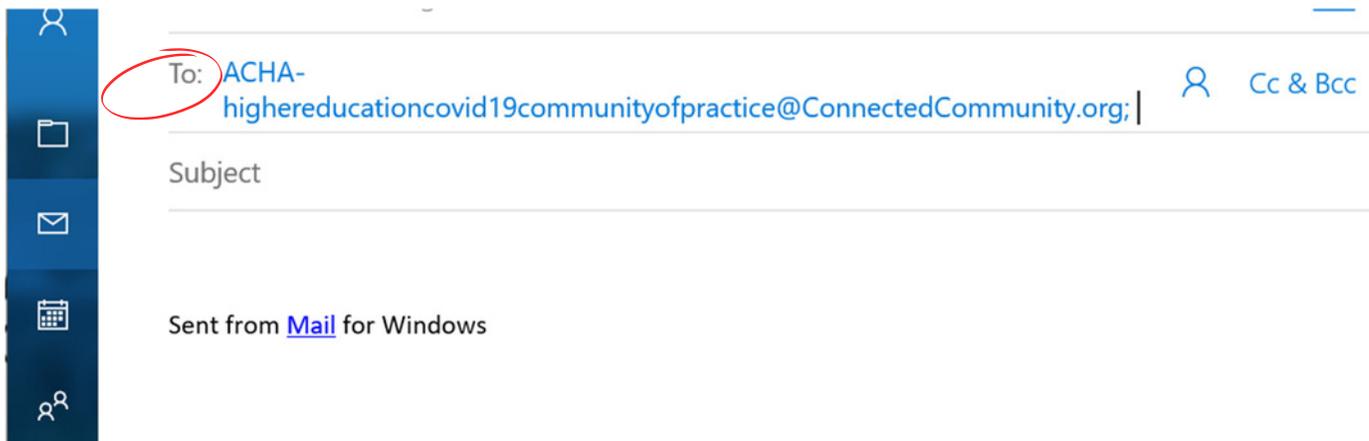
You can easily send a post to your community through your email. Each community has a unique email address, you can find it in your email header from the "Post New Message" link.



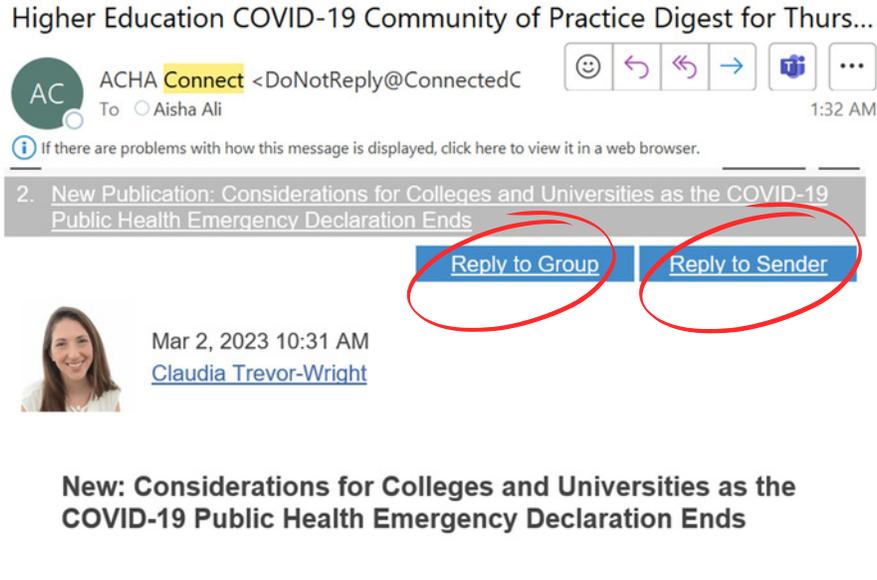
[Higher Education COVID-19 Community of Practice](#)

[Post New Message](#)

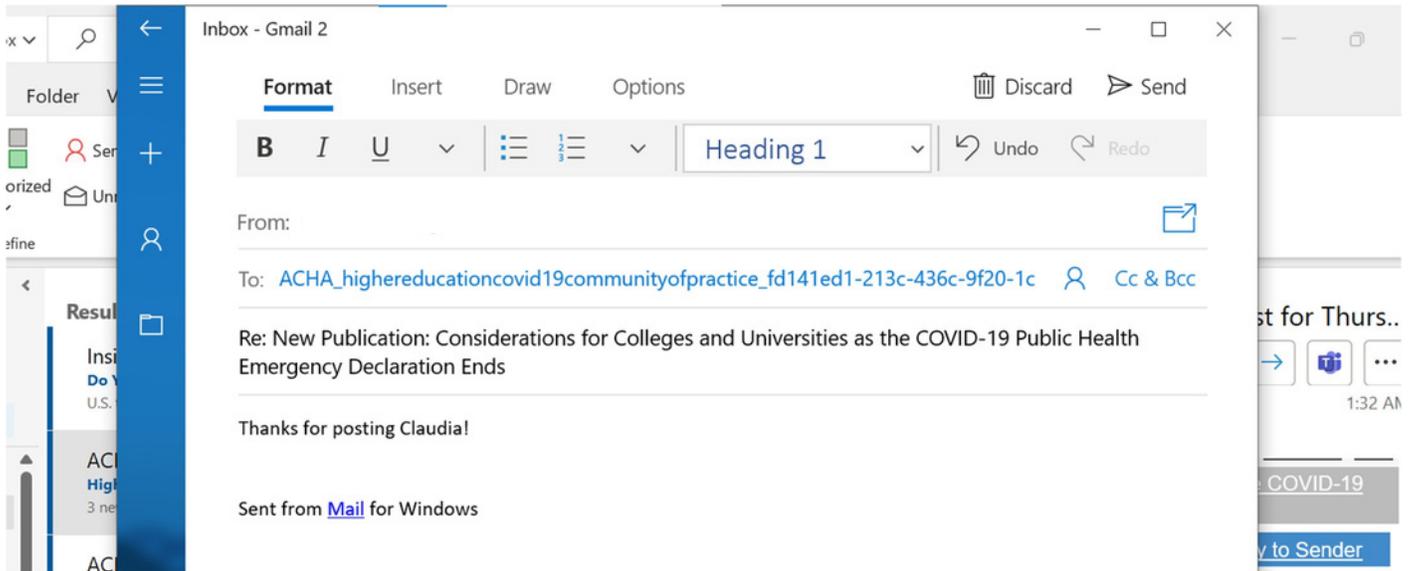
Here's a sample email address from this community that pops up upon clicking the Post New Message button. Once you have the email address, you can send the message directly to the group from your email, **but it must be sent from the email address you use for your ACHA Connect login.** Otherwise, the email will not be sent.



When messages come to your inbox from your community, you can respond directly from your email using the “Reply to Group” button or “Reply to Sender” buttons.



Using those buttons will open an email window for you to send your response through as shown below.

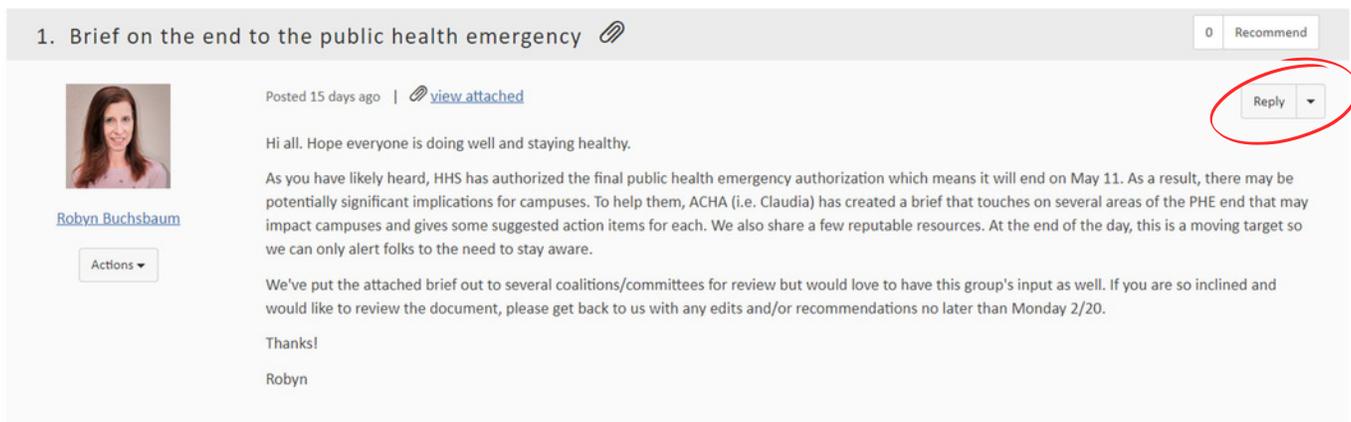


2. Posting and responding to messages from the ACHA Connect platform

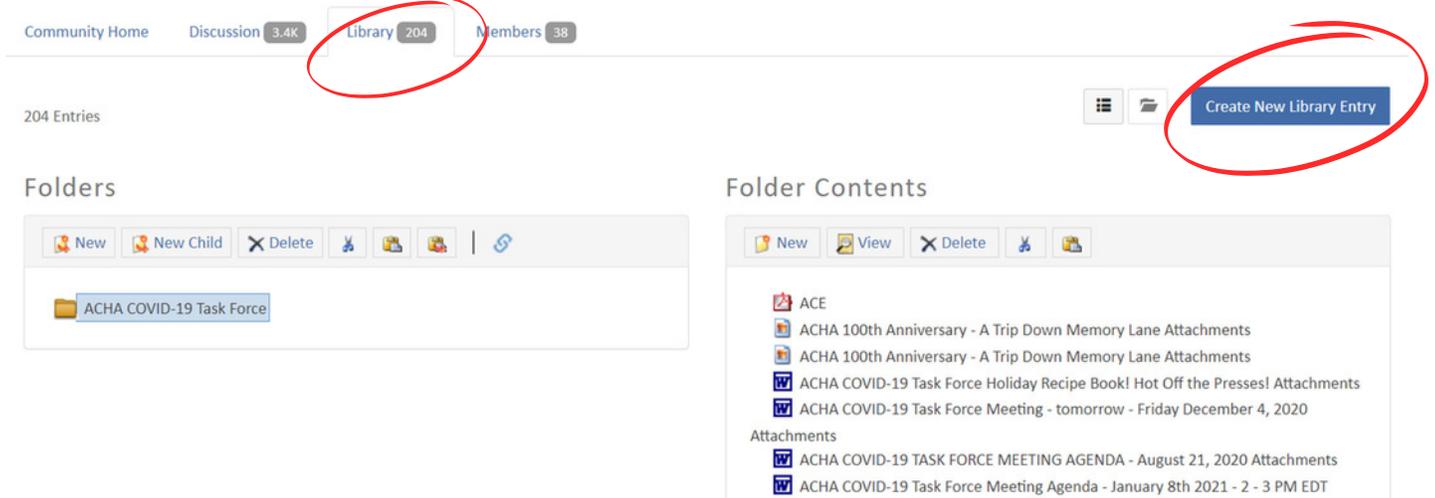
If you prefer to use the ACHA Connect website directly, you can post messages from the discussion tab and then click the “Post New Message” button.



You can respond to your fellow task force or committee members’ posts by using the reply button.



3. Curate a library of resources



Your ACHA Connect library can store files that can be organized in folders to keep your task force and committee resources or meeting minutes in an organized space. Select the “Create New Library Entry” button to start uploading files. Use the Folders section on the left to add/delete folders and use the space on the right to view your folder contents. Attachments used in posts or announcements are also automatically stored in the library.

4. Publish an announcement

This feature is available to community admins only. Typically, the committee/task force chairs are the community admins.

The screenshot shows the top navigation bar of the 'ACHA COVID-19 Task Force' community. The 'Community Home' link is circled in red. Below the navigation bar, there are two main sections: 'Latest Discussion Posts' and 'Announcements'. In the 'Announcements' section, the 'Add Announcement' button is circled in red. The 'Add Announcement' button is a blue button with white text, located in a grey box that also contains the text 'Add Announcement Create a new announcement for display here.'

As a community admin, using the “Add Announcement” button allows you to post a highlighted announcement on the community homepage to inform your task force about important news, events, or upcoming changes. Announcements include a title, message, URLs and attachments. Click here for a [step-by-step guide](#).

Community Settings

Because task force and committee forums are private communities meant for facilitating conversations related to your projects and charges, we recommend setting your community notifications to real time. However, if you prefer, you can subscribe to a daily digest and receive one email each morning with all posts made the previous day. Please see “How to Manage Your Privacy and Email Settings” in the [Getting Started](#) section for further instructions.

Additional resources can be found here:

[Getting Started](#)

[Community Admins](#)

[FAQs](#)