



AED Online Community User Guide

Brought to you By
AED Staff



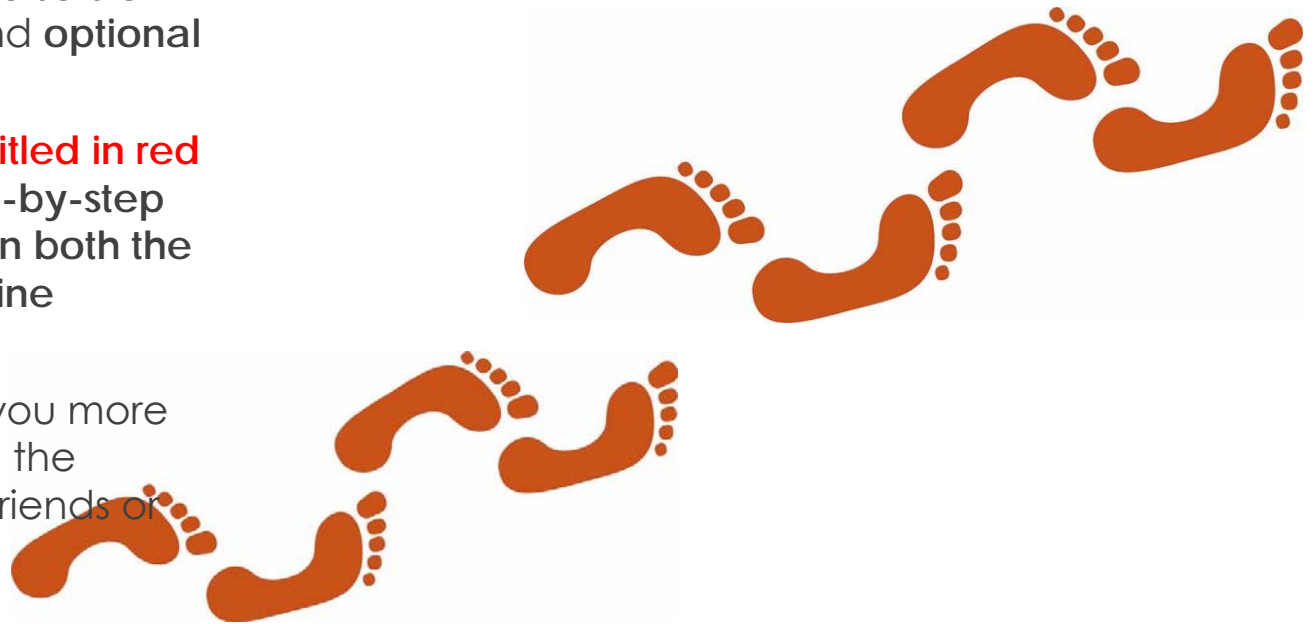
Table of Contents

Welcome to the AED Online Community! The former AED listserv has been replaced with an online community that provides a robust sharing and networking platform where AED members can collaborate.

- ▶ Important things to remember
- ▶ Membership Profiles: General and Community
- ▶ Access the Home Page & Log into your Account
- ▶ Tips for Navigating the Community
- ▶ All About You: Your Account and Profile Settings
- ▶ Make Connections
- ▶ Get Involved

Important Things to Remember!

- ▶ The user guide is divided into two sets of steps: **mandatory instructions** and **optional instructions**.
- ▶ The **mandatory instructions are titled in red** and need to be completed step-by-step to ensure your Member Profiles in both the AED Member Portal and the Online Community are properly built.
- ▶ The **optional instructions** teach you more about additional features within the Online Community, like having friends or joining Community discussions!



Important Things to Remember! (con.)

- ▶ The user guide helps you navigate the Community, beginning with steps at the **main website**.
- ▶ The purple tab in the upper right hand corner of each slide says either “MAIN” or “CMTY” to indicate which area the step is used in, the main (MAIN) website or inside of the Community (CMTY).
- ▶ Complete the slides titled in red to activate account features like AED emails, notifications for messages from other members, receive *any emails or updates* and





Membership Profiles

YOUR GENERAL MEMBERSHIP PROFILE AND YOUR ONLINE COMMUNITY PROFILE



Membership Profiles at AED

- ▶ When you purchase a membership, AED provides you with two types of profiles: a general membership profile and an Online Community profile. This manual is intended solely for the Online Community and your Community profile.
- ▶ The general membership profile is edited within the main AED website.
- ▶ The Online Community profile allows users to interact with each other and the Community through messages, discussion boards, event postings, virtual friendships and more.

Visualizing the Difference

BOTH

portal.aedweb.org/Portal/AED_Members/Edit_Your_Profile/Portal/AboutMe.aspx?hkey=5843a6ab-6a47-49af-8c64-63590d0e2cc5

Academy for Eating Disorders
prevention • treatment • research • education

Sign Out Cart

Home About AED Conference & Events Get Involved Education Research AED Members

Home » AED Members » Edit Your Profile

Member's Home
Account Login
Renew Membership
Edit Your Profile
Edit Your Password
AED Online Community
Join A Special Interest Group
Retrieve Password
Join AED
Cart
Int. Journal of Eating Disorders

Lindsay Burke
DMG
Member Type Regular Member
Paid through 12/31/2017

My Profile

About
Past Experience
Education
BA English & Minor in Business, George Mason University
Advanced Diploma, West Springfield High School
Website www.aedweb.org

My Addresses

Directory Address +

TWITTER
Academy for E.D. @aedweb
Myths people with #EatingDisorders want to see busted
themighty.com/2017/01/video-...
10 Myths People With E...
The Mighty asked people...
themighty.com
15m

View of the general membership Profile

eb.org/profile/2351

AED ACADEMY FOR EATING DISORDERS COMMUNITY

Lindsay Burke

Dashboard AED Discussions Member Directory Committees Special Interest Groups Referral Network

Lindsay Burke
Welcome to the AED Community! My name is Lindsay.
VIEW PHOTOS

FRIENDS FRIENDS: 1

FirstName: Lindsay
LastName: Burke
InstituteName: DMG
Address - 1: United States
EmailAddress: lburke@aedweb.org
WebsiteAddress: www.aedweb.org
Gender: Unspecified

View of the online community Profile



ENTRE VOUS,
WE WELCOME YOU!

[ACCESS THE MEMBER'S HOME PAGE, LOG IN](#)

MAIN

Access the Member's Home Page

www.aedweb.org



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Search

Select Language



Home About AED Conference & Events Get Involved Education Research-Practice **Members**

Guide to Recognition/Management



Critical Points for Early Recognition & Medical Risk Management in the Care of Individuals with Eating Disorders

News Advocacy & Publications Resources AED Bookstore

International Conference on Eating Disorders Will Embrace Diverse Perspectives in Treatment, Prevention and Research

December 16, 2016

Online resource to guide you on your job search.

Career Center

Help make a difference. Make a donation today!

Donate

▶ You can get to the Member's Home page by going first to www.aedweb.org, and then:

▶ clicking on the GREEN Members tab at the far top right-hand side of your screen.

▶ You can also reach the member port by:

▶ clicking the "AED Members" tab at the top of the AED Home page,

▶ hovering the mouse over the "AED Members" tab and selecting Member's Home from the dropdown menu

AED Member's Home Page

portal.aedweb.org/Portal/AED_Members/Portal/Default.aspx

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Sign In Create Account Cart

Home About AED Conference & Events Get Involved Education Research AED Members

Member's Home
Account Login
Renew Membership
AED Online Community
Join A Special Interest Group
Join AED
Cart
Int. Journal of Eating Disorders

AED Member's Home

Use the navigation menu to the left to:

- Make changes to your membership account
- Upload a photo and add details to your member directory profile
- Retrieve your password
- Access the AED Community (separate log in required for Community)

If you are an existing AED Member and want to renew your membership, or if you are a non-member with a record in our databases, click here to login.

To renew your membership click here.

Membership is for the calendar year January 1 through December 31. Dues are not prorated. Dues received after September 30 will be applied to the following calendar year.

Reminder: It can take up to 2 months to receive your initial journal order!

This site uses Secure Sockets Layer (SSL) to protect your personal information, and PayPal to process your credit card. We accept Visa, MasterCard, Discover, and American Express.

TWITTER
Follow
Academy for E.D. @aedweb
Use of yoga in outpatient eating disorder treatment: a pilot study #openaccess bit.ly/2hGsnUn
@aedweb View More

▶ The Member's Home page has links, instructions, and tips for using AED members-only features.

▶ To begin, you need to log in. There are three ways to access the Account Login page from the Member's Home page.

1. Select the "Sign In" at the top of the page
2. Select "Account Login" on the menu to the left of text
3. Select "click here to login" in the text.

AED Member Account Login

org/Portal/Sign_In.aspx?LoginRedirect=true&returnurl=%2fPortal%2fAED_Members%2fPortal%2fDefault.aspx

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Sign In Create AccountCart [f](#) [in](#) [yt](#) [tw](#) [g+](#)

Home About AED Conference & Events Get Involved Education Research AED Members

Member's Home
Account Login
Renew Membership
AED Online Community
Join A Special Interest Group
Join AED
Cart
Int. Journal of Eating Disorders

Sign In

Username
Required

Password
Required

Remember me

Sign In

Forgot my password or my username

TWITTER
Academy for E.D. @aedweb
Use of yoga in outpatient eating disorder treatment: a pilot study #openaccess bit.ly/2hGsnUn
41m
@aedweb View More

- ▶ The Member sign in box displays. Enter your Member username and password and then select Sign In.
- ▶ If you forget your Member username or password, select the applicable button and follow directions to retrieve your credentials.
- ▶ Please note that if you are already logged in when you arrive at the Member's Home page, "Sign Out" will display in the top right corner of the page.

AED Member Portal Navigation

ortal.aedweb.org/Portal/AED_Members/Portal/Default.aspx?hkey=1e254dd5-d2c9-420a-a804-7d5067539302

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Sign Out Cart

Home About AED Conference & Events Get Involved Education Research **AED Members**

Member's Home
Account Login
Renew Membership
Edit Your Profile
AED Online Community
Join A special interest Group
Retrieve Password
Join AED
Cart
Int. Journal of Eating Disorders

Member's Home
Account Login
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- Retrieve your password
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Academy for E.D.
@aedweb
Use of yoga in outpatient eating disorder treatment: a pilot study #openaccess bit.ly/2hGsnUn
@aedweb View More

/AED_Members/Portal/Default.aspx?hkey=1e254dd5-d2c9-420a-a804-7d5067539302

- ▶ Once you are logged on to the AED website and click on the AED Members tab, you will see several choices.
- ▶ You can use either the AED Members tab or the column on the left hand side of the page to access the AED Online Community, information on Special Interest Groups (SIGs), Membership options and more.
- ▶ To enter the **online community that replaced the listserv**, select AED Online Community. This is where you can join SIG and Committees discussions, and create and participate in Discussion Boards, locate the Membership Directory and reach the Referral Network .

Additional Profile Edits

portal.aedweb.org/Portal/AED_Members/Edit_Your_Profile/Portal/AboutMe.aspx

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Sign Out Cart [f](#) [in](#) [v](#) [t](#) [g+](#)

Home About AED Conference & Events Get Involved Education Research AED Members

Home » AED Members » Edit Your Profile

Member's Home
Account Login
Renew Membership
Edit Your Profile
Edit Your Password
AED Online Community
Join A Special Interest Group
Retrieve Password
Join AED
Cart
Int. Journal of Eating Disorders

Successfully updated

Lindsay Burke

DMG
Member Type Regular Member
Paid through 12/31/2017

My Profile

About
Past Experience
Education
BA English & Minor in Business, George Mason University
Advanced Diploma, West Springfield High School
Website www.aedweb.org

My Addresses

Directory Address +

UNITED STATES

[lburke@aedweb.org](#)

My Details Account Settings

- ▶ For modifications to your general membership user profile, go to www.aedweb.org and click on AED Members, then Edit your Profile in the left hand panel.
- ▶ This will display additional details you can customize, including whether or not you want to be listed in the Member Director or be excluded from mailings.
- ▶ This is also where you choose your participation in SIGs. If you want to have access to the SIGs segment of the Online Community, you must choose your SIGs here first.

CMTY

Navigating the Community

MEET THE HOME PAGE, READ THE COMMUNITY GUIDELINES AND FIND QUICK LINKS

AED Community Home Page

community.aedweb.org/home

The screenshot shows the AED Community Home Page with the following elements:

- 1. Navigation bar:** A dark blue bar with white text links: Dashboard, AED Discussions, Member Directory, Committees, Special Interest Groups, Referral Network.
- 2. Social media share links:** A row of icons for Facebook, Twitter, LinkedIn, and Google+.
- 3. Tweet bar:** A vertical sidebar on the right displaying tweets from the Academy for E.D. (@aedweb).
- 4. Search box and status icons:** A search bar at the top right with a magnifying glass icon, and a row of status icons (notifications, messages, etc.) above it.
- 5. Recent Discussion Board posts:** A section titled "Recent Discussions Posts" showing two forum posts with user avatars, titles, and reply counts.

- ▶ Take a second to familiarize yourself with our Community home page.
- ▶ 1) The Navigation bar;
- ▶ 2) Social media share links;
- ▶ 3) Our Tweet bar;
- ▶ 4) Search box, above which are status icons showing how many friend requests and messages you have, to a quick link to My Account, and to a lock indicative of whether or not you're signed in.
- ▶ 5) Recent Discussion Board postings are displayed

Community Guidelines

munity.aedweb.org/home

AED ACADEMY FOR EATING DISORDERS **COMMUNITY**

Lin Burke

Dashboard AED Discussions Member Directory Committees Special Interest Groups Referral Network

ICED 2017 Diverse Perspectives, Shared Goals **June 8-10**
June 7: Clinical Teaching & Research Training Day
Prague Congress Centre | Prague, Czech Republic

You are connected. Proceed to the discussions area »

Community Guidelines
CLICK HERE FOR THE COMMUNITY GUIDELINES

Recent Discussions Posts

Leslie Richmond posted **Therapist near Kensington, MD** 0 Replies
in Main Discussion Forum on Dec 26 at 9:01 pm CST
Looking for a therapist for a NON ED female, age 17 (almost 18) high school senior. Hx of self harm, depression, anxiety, ADHD and very poor family relations (mother only). Can give detailed backatory to therapist interested in working...

View Topic

REPLY

Tweets by @aedweb

Academy for E.D. @aedweb
How to Stay #BodyPositive During the Holidays
bit.ly/r1QHeLm2

Academy for E.D. @aedweb
Developing shared understandings of #recovery & #care in #EDs - a qualitative study
bit.ly/2hgCtUJ #openaccess

Academy for E.D. @aedweb
The true cost of the NHS's inability to deal with #EatingDisorders
bit.ly/2gdsC9h

The True Cost Of The NHS's...
Writing from one of London's ...
thedebrief.co.uk

- ▶ For a list of Online Community rules and regulations, please refer to our Community Guidelines using the link on the middle of the page.
- ▶ All other questions regarding rules or regulations should be directed to info@aedweb.org

Community Guidelines (con.)

eb.org/communityguide


AED ACADEMY FOR EATING DISORDERS **COMMUNITY**

Lin Burke
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2

[Dashboard](#)
[AED Discussions](#)
[Member Directory](#)
[Committees](#)
[Special Interest Groups](#)
[Referral Network](#)

Community Guidelines

Purpose:

To provide protected means of communication for AED members

Overview:

The AED Online Community has two principal outlets:

1. The online community is open to all current members of the AED. All members of AED are automatically added to the online community upon activation of membership. If a member does not wish to utilize the Online Community, he or she may unsubscribe at any time.

2. Special Interest Group (SIG) discussion boards are focused on topics relevant to the SIG. SIG members are encouraged to use the discussion boards to conduct business and further the mission of the SIG.

The Online Community Serves Different Audiences and Functions:

The general AED discussion board serves as a forum to: request information regarding referrals around the world, share important news regarding eating disorders, and in general, exchange information relevant to eating disorder treatment, research, prevention, and advocacy among members. In order to facilitate efficient and effective communication among members, lengthy discussions that are not relevant to the larger community are not encouraged on this discussion boards, and members interested in in-depth discussions are encouraged to continue such discussions in a private forum (e.g., via personal email communication).

The SIG discussion board provides a forum for the discussion of topics relevant to the particular SIG, and discussions are usually shared by all SIG members.

Universal Rules for Discussion Board Content:

Discussion board posts should be concise in nature (e.g., 250 words or less) in order for interested readers to be able to read and respond to posts. All posts to the discussion boards are the sole responsibility of the sender and do not reflect the opinion of AED. Posts to the discussion boards are not prescreened. However, the AED discussion board is monitored to ensure adherence to AED policy (see below).

It is up to AED members to use best practice and professionalism when posting to the discussion board.

Responses to requests for referrals or recommendations for treatment centers should be sent back-channel.

- ▶ Please read through the Community Guidelines before participating inside the Community.
- ▶ Eating disorders can be a sensitive topic. We have guidelines in place help ensure that our members interact in a respectful and proactive environment.

“Go Back!” with Quick Links and Icons

community.edweb.org/home

AED ACADEMY FOR EATING DISORDERS **COMMUNITY**

Lin Burke

Dashboard AED Discussions Member Directory Committees Special Interest Groups Referral Network

ICED 2017 Diverse Perspectives, Shared Goals **June 8-10**
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You are connected. Proceed to the discussions area »

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View Topic
REPLY

SHARE f t in t g+ r

Tweets by @aedweb

Academy for E.D. @aedweb
How to Stay #BodyPositive During the Holidays
bit.ly/1QHeLm2

Academy for E.D. @aedweb
Developing shared understandings of #recovery & #care in #EDs - a qualitative study
bit.ly/2hgCtuJ #openaccess

Academy for E.D. @aedweb
The true cost of the NHS's inability to deal with #EatingDisorders
bit.ly/2gdsC9t

The True Cost Of The NHS's...
Writing from one of London's ...
thedebrief.co.uk

- ▶ The AED Online Community is large! If you find yourself feeling lost within the Community, simply click anywhere on the large Community banner across the top of the web page to return to the AED Online Community Home Page.

Quick Links and Icons (con.)

QUICK LINKS

- AED Home
- About AED
- Conference
- Get Involved
- Education
- Research
- AED Members
- Media Information

CONTACT US

11130 Sunrise Valley Drive
Suite 350
Reston, VA 20190 USA

p. 703-234-4079
f. 703-435-4390
e. info@aedweb.org



► To return to any of the pages on the AED website (www.aedweb.org), use the Quick Links at the bottom of every page in the Online Community.

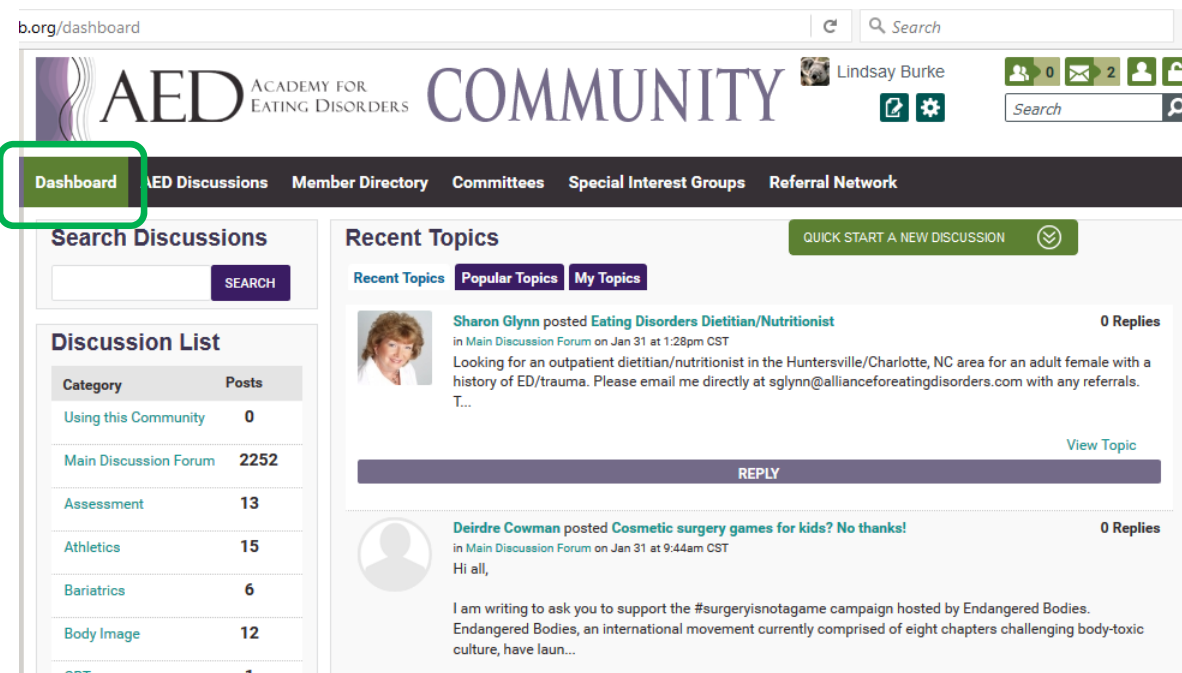
All About You

YOUR DASHBOARD, YOUR ACCOUNT, EDIT YOUR PROFILE, CUSTOMIZE YOUR NOTIFICATIONS AND SUBSCRIPTIONS

Your Dashboard

CMTY

- ▶ The Dashboard tab on the home page will display the most recent topics first, but allows you to also sort by popularity and threads you are active in.
- ▶ Remember that before you engage in the AED Online Community, you should update your My Account settings for notifications and subscriptions. If you skip this step, you will not receive any notifications, and you may wonder why no one responded to your post when they may have done so.
- ▶ It is important to remember that unlike a listserve, the Online Community will NOT send you an email when you post or reply to someone else's post.



The screenshot shows the AED Community website dashboard. The top navigation bar includes 'Dashboard', 'AED Discussions', 'Member Directory', 'Committees', 'Special Interest Groups', and 'Referral Network'. The 'Dashboard' tab is highlighted with a green box. Below the navigation bar, there is a 'Search Discussions' section with a search input and a 'SEARCH' button. To the right, there is a 'Recent Topics' section with a 'QUICK START A NEW DISCUSSION' button. The 'Recent Topics' section displays two posts: one by Sharon Glynn about finding a dietitian/nutritionist, and another by Deirdre Cowman about cosmetic surgery games. A 'Discussion List' table is also visible on the left side of the dashboard.

| Category | Posts |
|-----------------------|-------|
| Using this Community | 0 |
| Main Discussion Forum | 2252 |
| Assessment | 13 |
| Athletics | 15 |
| Bariatrics | 6 |
| Body Image | 12 |
| CPT | 1 |

The Dashboard Dropdown: Edit Profile & My Account

CMTY

o.org/dashboard

Search

AED ACADEMY FOR EATING DISORDERS **COMMUNITY**

Lindsay Burke

1 3

Search

Dashboard AED Discussions Member Directory Committees Special Interest Groups Referral Network

My Account
Edit Profile

Recent Topics

QUICK START A NEW DISCUSSION

Recent Topics Popular Topics My Topics



Mark Norris posted **Request to participate in a brief survey :)**

1 Reply

in [Main Discussion Forum](#) on Jan 16 at 8:51am CST

Dear Colleagues,

I am writing today to invite you to participate in a brief survey. As we all know, allocating eating disorder patients to appropriate level of care is challenging. We are conducting a research project dedicated to prom...



Re: by **Umberto Nizzoli** on Jan 17 at 4:16am CST

DoneGreetingsUmberto

Inviato dasmartphone Samsung G...

Discussion List

| Category | Posts |
|---------------------------------------|-------|
| Using this Community | 0 |
| Main Discussion Forum | 2211 |
| Assessment | 13 |
| Athletics | 15 |

To reach your Account or Edit Profile pages, use the dropdown menu from the Dashboard tab.

Edit Your Profile

web.org/myhome/edit/profile

Edit Profile

BASIC INFORMATION

WORK & EDUCATION INFORMATION

Social Media Information

ResearchGate Link
http://

Twitter
http://

Facebook
http://


LinkedIn
http://

Personal Website
http://

SAVE

Complete Your Profile

A complete profile allows you to interact more fully with your colleagues, find similar interests and collaborate. If you would like your profile included in our Referral Network, please select Yes. The Referral Network offers a way for non-members to search for practitioners in their area. Any profile information that is not displayed here must be edited on the AED Web Profile page.

To edit fields, click the arrow  to open each section and click "save" after making your changes.

- ▶ Your profile allows for your work and education experience, serves as a tool for other members to get to know you, and provides options to link various social media sites to your page!
- ▶ Use the dropdown arrows on the right hand side to display the input fields for the three different sections: Basic Information, Work & Education Information, and Social Media Information
- ▶ Once you've filled out the portions of your liking, hit Save at the bottom of the page.

Adding a Profile Picture & a Blurb

community.aedweb.org/profile/2351

The screenshot shows the AED Community profile page for Lin Burke. The profile picture is a koala, and the blurb reads "Welcome to the AED Community! My name is Lindsay." A green arrow points to the profile picture area. An "Add Photos" dialog box is overlaid on the right, showing the "Upload Photos" section with a "Choose File" button and a "No file chosen" message. The dialog also has "POST" and "CLOSE" buttons at the bottom.

- ▶ To add a profile picture, go to View Profile from the Dashboard and click the camera icon.
- ▶ Once you click the icon, the picture on the right will display. You may either upload one saved from your computer or type in a URL if the picture is web-based by selecting Choose File, then Upload Photos, then Post.
- ▶ You can also add a customized "blurb" or quotation beneath your name on their profile Page. Just select the grey text box, type in your phrase, and select enter to Post!

View Your Profile

web.org/myhome/edit/profile

AED ACADEMY FOR EATING DISORDERS **COMMUNITY**

Lin Burke

0 1

Search

Dashboard AED Discussions Member Directory Committees Special Interest Groups Referral Network

My Account Friends Edit Profile Inbox Invite **View Profile**

Edit Profile

BASIC INFORMATION

WORK & EDUCATION INFORMATION

Social Media Information

ResearchGate Link

http://

Twitter

http://

Facebook

http://

LinkedIn

http://

Personal Website

http://

SAVE

Complete Your Profile

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To edit fields, click the arrow to open each section and click "save" after making your changes.

- ▶ Links above the Edit Profile workspace include View Profile, which allows you to see what your profile looks like to other members.

Public View of Profile

CMTY

The screenshot shows a web browser window displaying the profile of Lin Burke on the AED Community website. The browser address bar shows the URL community.aedweb.org/profile/2351. The website header includes the AED logo (Academy for Eating Disorders) and the word "COMMUNITY". A navigation menu contains links for Dashboard, AED Discussions, Member Directory, Committees, Special Interest Groups, and Referral Network. The profile header features a cityscape background with a koala image on the left. The name "Lin Burke" is displayed, along with a bio: "Welcome to the AED Community! My name is Lindsay." and a "VIEW PHOTOS" button. Below the header is a "FRIENDS" section showing 0 friends. To the right is a profile information form with the following fields: **FirstName:** Lin; **LaetName:** Burke; **InstituteName:** DMG; **Address - 1:** United States; **EmailAddress:** lburke@aedweb.org; **Gender:** Unspecified. The footer contains copyright information for 2015 Academy for Eating Disorders, contact information for Small World Labs, and a "QUICK LINKS" section with links to AED Home, About AED, Conference, Education, Research, and AED Members. Social media icons for Facebook, Twitter, YouTube, and LinkedIn are also present.

- ▶ This is a sample profile public view accessed from the Edit Profile page.

Customizing Your Account, Notifications and Subscriptions

CMTY

community.aedweb.org/dashboard/myaccount

AED ACADEMY FOR EATING DISORDERS **COMMUNITY**

Dashboard AED Discussions Member Directory Committees Special Interest Groups Referral Network

My Account Friends Edit Profile Inbox Invite View Profile

My Account

ACCOUNT NOTIFICATION SUBSCRIPTIONS

Contact Information

Username:
(used to log in to the community)

First Name:

Last Name:

Email Address

Current: lburke@aedweb.org

New Email Address:

Verify Email Address:

Change Password

Old Password:

New Password:

Verify new password:

Site Signature

Signature:

SAVE CHANGES

Customize Settings

Notifications
Under the 'Notifications' tab, determine what communications you receive. We suggest starting with All Communication. You can modify this at any time.

Subscriptions
Under the 'Subscriptions' tab determine how often you receive notifications on new site content.

It is VITAL that you set your account preferences, notifications and subscriptions as soon as possible so that you receive notifications and information about groups, SIGS or committees with which you engage. If you do not change these settings, you will NOT receive any notifications.

To manage these settings, go to My Account:

- ▶ You can reach your account by either clicking on "My Account" in the Dashboard or selecting the icon with the person's silhouette.
- ▶ Here, there are three sections:
 - ▶ **Account**, where you can change your user name, email, password and site signature.
 - ▶ **Notifications** sets notifications for action within the Community
 - ▶ **Subscriptions** modifies other settings for action in the general Community and SIGs.

Notifications

CMTY

veb.org/dashboard/myaccount

veb.org/dashboard/myaccount

AED ACADEMY FOR EATING DISORDERS **COMMUNITY**

Lin Burke

0 1

Search

Dashboard AED Discussions Member Directory Committees Special Interest Groups Referral Network

My Account Friends Edit Profile Inbox Invite View Profile

My Account ACCOUNT **NOTIFICATION** SUBSCRIPTIONS

Send me an email for the following actions when there is new content

| Action on the Community | Send me an email when this happens |
|---|-------------------------------------|
| Send me an email for all activities on the site: | <input checked="" type="checkbox"/> |
| Email me when I received an internal message: | <input checked="" type="checkbox"/> |
| Email me when someone posts a comment to my profile: | <input checked="" type="checkbox"/> |
| Email me when I'm invited or activity happens in a Group that I'm a member of: | <input checked="" type="checkbox"/> |
| Email me when someone posts a comment to my Discussions: | <input checked="" type="checkbox"/> |
| Email me when someone likes my content: | <input checked="" type="checkbox"/> |
| Unsubscribe from all site notifications: (Note, you will not receive any more email from the site) | <input type="checkbox"/> |

SAVE CHANGES

Customize Settings

Notifications
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Copyright © 2015 Academy for Eating Disorders Online Community Software by Small World Labs

- ▶ This page customizes notifications on general Online Community action. If you want to receive notifications about activity on a post or group in which you participate, you must check the box under “Send me an email with this happens.”
- ▶ Please note that the very last box provides the option to unsubscribe from all, but **keep in mind** that this selection will remove you from **any news you are a part of on the site**, including Group invitations and responses on your active Discussions.

Subscriptions

web.org/dashboard/myaccount

AED ACADEMY FOR EATING DISORDERS **COMMUNITY** Lin Burke

Dashboard AED Discussions Member Directory Committees Special Interest Groups Referral Network

My Account Friends Edit Profile Inbox Invite View Profile

My Account ACCOUNT NOTIFICATION **SUBSCRIPTIONS** Customize Settings

| Discussions | Instant | Daily | None |
|-------------------------|----------------------------------|-----------------------|----------------------------------|
| Main Discussion Forum | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Assessment | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Athletics | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Bariatrics | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Body Image | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| CBT | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Childadol | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| DBT | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Eating Sleeping | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Epidemiology | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Family-based Therapy | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Genes Environment | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Grad Student | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| HAES | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| HLA | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Inpatient / Residential | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| LBGT | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Males | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Medical | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Neuroimaging | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Neuropsych | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| New Investigators | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Nursing | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Nutrition | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Patient Carer | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Prevention | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |

Notifications
Under the 'Notifications' tab, determine what communications you receive. We suggest starting with All Communication. You can modify this at any time.

Subscriptions
Under the 'Subscriptions' tab determine how often you receive notifications on new site content.

- ▶ On the Subscriptions tab, you can choose how often you'd like to receive emails from the Online Community on your chosen topics: either instantly when news hits or as a daily recap.
- ▶ We strongly suggest you do not leave them all as None, or you will not receive email about activity for the items noted on the far left of your screen.
- ▶ Once you have updated your account, notifications and subscriptions, you can participate in the Discussions.

Make Connections

INVITE FRIENDS TO JOIN, SEARCH FOR A MEMBER, AND YOUR MESSAGE BOX

Member Directory

eb.org/members

AED ACADEMY FOR EATING DISORDERS COMMUNITY

Lin Burke

Search

Dashboard AED Discussions **Member Directory** Committees Special Interest Groups Referral Network

Browse Members Search Members Members Map View

Latest Members

Brian Pollack Danesa Daniel Sapna Doshi Rachel Cord Jessica Harper Priya Prabhakar Melina Vogel

Abigail Matthews

Members Online

Lin Burke

Browse Members

Sort by: Last login Descending Members with Photos Only

Brian Pollack Elissa Myers Laura Mazzotta Kimberly Sutter Joan Riederer Wayne Bowers Andrew Walen

- ▶ With the Member Directory, you can:
 - ▶ Browse existing members by user name, last login or date they joined
 - ▶ Search for friends using their name, city of residence or keywords that may be in their profile
 - ▶ See who is else is online in the Community!

Find a Member

.org/members/search

AED ACADEMY FOR EATING DISORDERS COMMUNITY

Lindsay Burke

Dashboard AED Discussions Member Directory Committees Special Interest Groups Referral Network

Members Search Members Members Map View

SEARCH MEMBERS

SEARCH

SEARCH BY NAME, CITY, OR KEYWORD. OR USE THE OPTIONS ON THE RIGHT TO NARROW YOUR RESULTS

Members (539)

SORT BY: Relevance

Filter By

- Search All
- Current Job Position
- Employer

SWL ADMIN
Employer: Small World Labs
Current Job Position: Sr. Director of Community Solutions
DATE JOINED: MAR 3, 2009 | 1 FRIENDS | 10 COMMENTS

- ▶ To find an AED member, go to the Member Directory and select Search members.
- ▶ Type in their name, city, email address, or other keyword into the search box and select the Search button.

Invite Friends to Join!

ity.aedweb.org/dashboard/invite

AED ACADEMY FOR EATING DISORDERS **COMMUNITY** Lin Burke

Dashboard AED Discussions Member Directory Committees Special Interest Groups Referral Network

My Account Friends **Invite** View Profile

Invite Friends

Send this invitation to your friends and contacts to join AED Online Community. Fields marked by * are required.

From: Lin Burke
Subject: Lin Burke invites you to join the AED Online Community

To (separate email addresses by a comma): *

SEND INVITATION

Copyright © 2015 Academy for Eating Disorders Online Community Software by Small World Labs

| QUICK LINKS | CONTACT US |
|-----------------------------------|--|
| AED Home | 12100 Sunset Hills Road Suite 130 Reston, VA 20190 USA |
| About AED | p. 703-234-4079 f. 703-435-4390 e. info@aedweb.org |
| Conference | |
| Get Involved | |
| Education | |
| Research | |
| AED Members | |
| Media Information | |

[f](#) [t](#) [v](#) [in](#)

- ▶ Also under the Dashboard is a link, Invite Friends, which is similar to other platforms such as Facebook and LinkedIn.
- ▶ This invitation to connect is limited to AED Members only and is an offer to join the Online Community, not to invite friends to join AED.

Message Box

aedweb.org/dashboard/messages/inbox



Lin B



Search





Dashboard AED Discussions Member Directory Committees Special Interest Groups Referral Network

My Account Friends Edit Profile **Inbox** Invite View Profile

Messages

Inbox (2) **Compose** **Trash** **Archive** **Sent**

Select/Deselect all

| From | Subject | Date |
|---|--|-----------------------|
| <input type="checkbox"/>  Lin Burke |  You have received an alert from the AED Online Community | Dec 21, 2016 - 3:23PM |
| <input type="checkbox"/>  Etta Carter |  Welcome to Child and Adolescent Eating Disorders | Dec 21, 2016 - 3:23PM |

DELETE SELECTED

ARCHIVE SELECTED

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Online Community Software by Small World Labs

QUICK LINKS

AED Home
About AED
Conference
Get Involved

Education
Research
AED Members
Media Information

CONTACT US

12100 Sunset Hills Road
Suite 130
Reston, VA 20190 USA

p. 703-234-4079
f. 703-435-4390
e. info@aedweb.org



- ▶ You have access to a message inbox where you can send and receive private messages to other users.
- ▶ However, if your friend or colleague has set their preferences to “Does Not Accept Email,” you will not be able to contact them through the Online Community.
- ▶ To access your Inbox, select the envelope icon in the top right corner of the Community home page.

The Main Forum

The screenshot shows the AED Community website dashboard. The 'AED Discussions' tab is selected in the navigation bar. A 'Discussion List' table is highlighted with a green box, showing the following data:

| Category | Posts |
|-----------------------|-------|
| Main Discussion Forum | 2162 |
| Assessment | 13 |
| Athletics | 15 |
| Bariatrics | 6 |
| Body Image | 12 |
| CBT | 1 |
| Childadol | 15 |
| DBT | 6 |
| Eating Sleeping | 3 |
| Epidemiology | 5 |
| Family-based Therapy | 23 |
| Genes Environment | 8 |
| Grad Student | 11 |
| IAES | 33 |
| HLA | 0 |

Below the table, a 'Recent Topics' section shows several discussion threads with user avatars and titles. A 'QUICK START A NEW DISCUSSION' dropdown menu is also visible, listing various topics such as Main Discussion Forum, Assessment, Athletics, Bariatrics, Board, Body Image, CBT, Childadol, Eating Sleeping, Epidemiology, Family-based Therapy, Genes Environment, Grad Student, IAES, HLA, Inpatient/Residential, LDOT, Males, Medical, Neuroimaging, Neuropsych, New Investigators, Nursing, Nutrition, Patient Carer, Personality, Practice Research, Prevention, Psychodynamic, Recovery, Sig Chairs, Somatic, Substance Use, and Suicide.

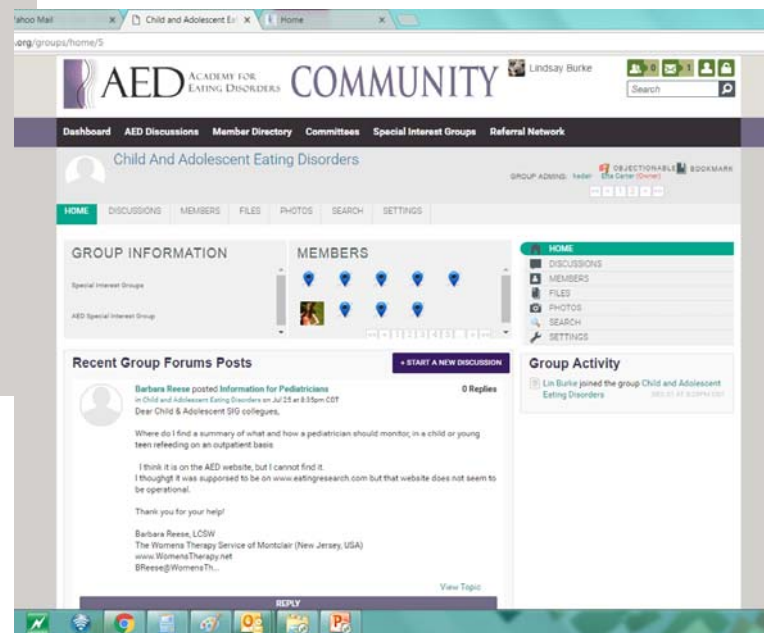
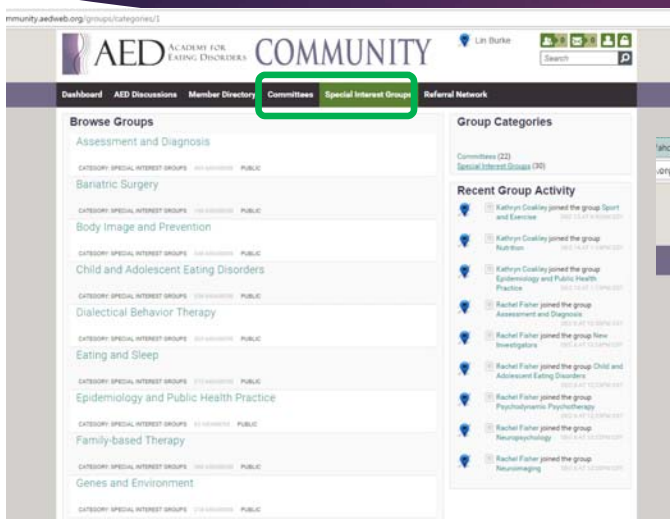
- ▶ Now that you have your Notifications and Subscriptions settings chosen, you will be notified of activity within the groups at the your request.
- ▶ To join a discussion, click the Dashboard or the AED Discussions tab.
- ▶ Select a Discussion by topic, or use the main forum for generalized questions.
- ▶ If you want to start a new discussion, simply choose Start a New Discussion.

Get Involved

TAKE ACTION IN SPECIAL INTEREST GROUPS, COMMITTEES, AND DISCUSSION
BOARDS

Special Interest Groups (SIGs) and Committees within the Community

CMTY



Select the Committees or SIGs tab from the menu to open the master group list.

- ▶ Within the Online Community, the SIGs and Committees pages are private virtual meeting spaces, and look like the picture on the far left. When you select a group that you're a member of, your screen will look like the picture on the right.
- ▶ If you are **NOT a member of a committee or have not indicated an interest in a particular SIG as outlined on Slide 13**, you will not have access to any of these areas. If you are a member of a committee and don't have access, please send an email to admin@aedweb.org.

Special Interest Groups (SIGs) and Committees within the Community (con.)

CMTY

- ▶ As mentioned in the last slide, if you are **NOT** a member of a **SIG**, you will get a screenshot like this, and you will need to join the group from the AED website link before being able to participate in the SIG discussions in the Online Community. See slide 13.

s/home/12

AED ACADEMY FOR EATING DISORDERS COMMUNITY Lindsay Burke

Dashboard AED Discussions Member Directory Committees Special Interest Groups Referral Network

Assessment And Diagnosis JOIN

HOME SEARCH

GROUP INFORMATION

Special Interest Groups

AED Special Interest Group

HOME SEARCH

Group Activity

Copyright © 2015 Academy for Eating Disorders + START A NEW DISCUSSION Online Community Software by Small World Labs

QUICK LINKS

| | |
|--------------|-------------------|
| AED Home | Education |
| About AED | Research |
| Conference | AED Members |
| Get Involved | Media Information |

CONTACT US

12100 Sunset Hills Road
Suite 130
Reston, VA 20190 USA

p. 703-234-4079
f. 703-435-4390
e. info@aedweb.org

f t y in

Committee & SIG Virtual Meeting Space

CMTY



COMMUNITY

Etta Carter



0 16

Search

Dashboard AED Discussions Member Directory **Committees** Special Interest Groups Referral Network

Browse Groups

2016 Scientific Program Committee

GROUP ADMIN

CATEGORY: COMMITTEES 2 MEMBERS PRIVATE

2017 Scientific Program Committee

GROUP ADMIN

CATEGORY: COMMITTEES 16 MEMBERS PRIVATE

2018 Scientific Program Committee

GROUP ADMIN

CATEGORY: COMMITTEES 15 MEMBERS PRIVATE

Advisory Board

GROUP ADMIN

CATEGORY: COMMITTEES 12 MEMBERS PRIVATE

Advocacy and Communications Committee

GROUP ADMIN

CATEGORY: COMMITTEES 21 MEMBERS PRIVATE

Awards and Scientific Review Committee

GROUP ADMIN

Group Categories

[Committees \(22\)](#)

[Special Interest Groups \(30\)](#)

Recent Group Activity

Etta Carter assigned Dawn Gannon as a group owner 5 HOURS AGO

Etta Carter assigned Dawn Gannon as a group owner 5 HOURS AGO

Jennifer Fetterman joined the group Body Image and Prevention SEP 9 AT 12:47PM CDT

Jennifer Fetterman joined the group Student SEP 9 AT 12:07PM CDT

Rachel Cord joined the group Professionals and Recovery SEP 6 AT 4:24PM CDT

Rachel Cord joined the group Body

- ▶ Committees and SIG meeting spaces are organized groups that require permission to join. If you are part of a Committee or a member of a SIG, you can see the Discussion board, files, events and other actions by selecting the Committees or Special Interest Groups tab from the home navigation bar.

Committee & SIG Discussion Management

CMTY

The screenshot displays the AED Community website interface. At the top, there is a search bar and navigation links for Dashboard, AED Discussions, Member Directory, Committees, Special Interest Groups, and Referral Network. The main content area is titled "Child & Adolescent Eating Disorders" and includes a "GROUP ADMIN" button. Below this, there are sections for "GROUP INFORMATION", "MEMBERS", and "Recent Group Forums Posts". A prominent blue button labeled "+ START A NEW DISCUSSION" is highlighted with a red box. The forum post section shows a post by Barbara Reese titled "Information for Pediatricians" with 0 replies. The right sidebar contains a "Group Activity" section showing a recent join by Lin Burke.

- ▶ The Committee & SIG virtual meeting space provides an area for private discussions.
- ▶ You can simply read discussions, reply to a discussion or start a new discussion.
- ▶ To participate, simply select the Start a New Discussion button or respond to an existing post.

Adding Files & File Folders to Committee & SIG Virtual Meeting Spaces

CMTY

The screenshot shows a web browser window at the URL `dweb.org/groups/files/50`. The main content area is titled "Group File Gallery" and displays a grid of document thumbnails. Each thumbnail includes a file icon, a title, the uploader's name, and a star rating. The thumbnails are:

- ICED Plenary and Keynote Speaker History Updated May 2016 (Word document, Dawn Gannon)
- ICED Past Themes Updated May 2016 (Word document, Dawn Gannon)
- 2018 ICED Committee Call Schedule (Word document, Dawn Gannon)
- ICED 2018 September 2016 Agenda (Word document, Dawn Gannon)
- 2018 ICED September 2016 Meeting Minutes (Word document, Dawn Gannon)
- 2018 ICED Committee Meeting Agenda - October 2016 (Word document, Dawn Gannon)
- 10-18-2016 ICED 2018 Meeting Recording (Audio file, Dawn Gannon)
- SMC Schedule June 2016 (Word document, Etta Carter)
- notes form (PDF document, SWL Admin)

The right sidebar contains a navigation menu with the following items: HOME, DISCUSSIONS, MEMBERS, FILES (highlighted with a red box), PHOTOS, EVENTS, INVITE, SEARCH, and GROUP ADMIN. Below the menu are two buttons: "Add File" with a sub-button "Add Files" (both highlighted with a red box), and "Group Folders" with a sub-button "Add a folder" (both highlighted with a red box).

- ▶ Within both SIG and Committee groups, you can upload files for sharing using the “Add files” and “My Folders” features. We recommend using Add File when uploading a quick article or document, and My Folder when you have multiple documents to upload pertaining to one topic.
- ▶ If you work in folders, create the folder first, and then click on the folder that appears at the bottom right to begin adding files.

Creating File Folders

Add a folder

* Name

ADD

CANCEL

HOME DISCUSSIONS MEMBERS **FILES** PHOTOS EVENTS INVITE SEARCH SETTINGS GROUP ADMIN

Most Recent Most Rated Top Rated Most Commented

Group File Gallery

No files found.

- HOME
- DISCUSSIONS
- MEMBERS
- FILES**
- PHOTOS
- EVENTS
- INVITE
- SEARCH
- SETTINGS
- GROUP ADMIN

Add File

- Add Files

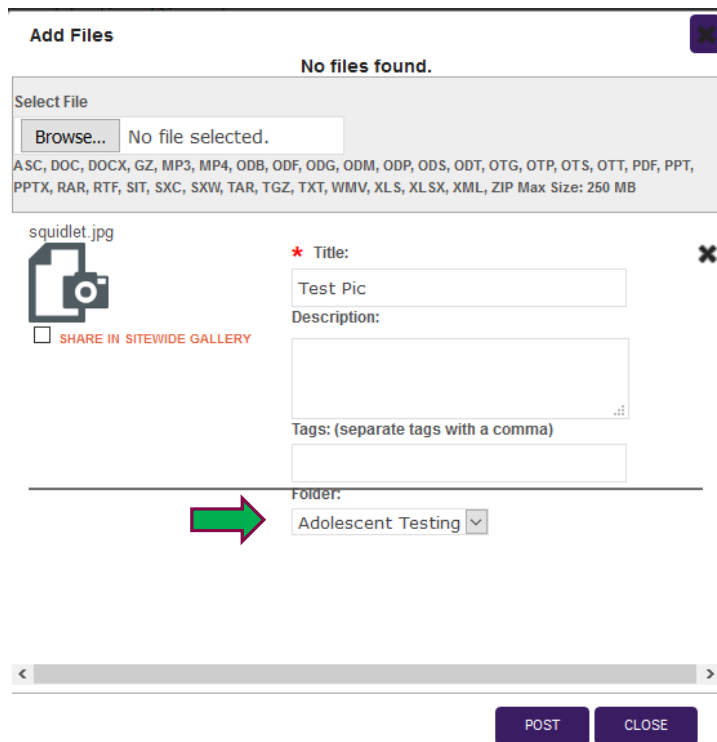
Group Folders

- Add a folder
- Adolescent Testing (0)

Copyright © 2015 Academy for Eating Disorders Online Community Software by Small World Labs

- ▶ When you select Add Folder, name your document and select the Add button. **If you do NOT select the ADD button, your folder will NOT be created.**
- ▶ Once the folder is created, a file folder icon will appear in the bottom right corner of the page. Select this icon to start adding files to your folder.

Adding Files



Add Files ✕

No files found.

Select File

No file selected.

ASC, DOC, DOCX, GZ, MP3, MP4, ODB, ODF, ODG, ODM, ODP, ODS, ODT, OTG, OTP, OTS, OTT, PDF, PPT, PPTX, RAR, RTF, SIT, SXC, SXW, TAR, TGZ, TXT, WMV, XLS, XLSX, XML, ZIP Max Size: 250 MB

squidlet.jpg ✕

SHARE IN SITEWIDE GALLERY

* Title:

Description:

Tags: (separate tags with a comma)

Folder: ▾

A green arrow points to the 'Folder' dropdown menu.

- ▶ When you select “Add File” you will be prompted to select a file from your computer. Once you make your selection, you can select which folder you want it to save in with the dropdown arrow. Select the post button to add.
- ▶ If you want to **add several files**, hold down the CTRL button while selecting multiple files. Release the mouse and CTRL key and select the post button. If you want the files in a particular order, upload the last file first, and the first file you want to see last (File 5, File 4, File 3, File 2, File 1).

File Interaction

CMTY

The screenshot shows a web browser window displaying a file page in an online community. The page title is "2016 Scientific Program Committee". The main content area features a file titled "ICED Plenary And Keynote Speaker History Updated May 2016" with a "DOWNLOAD FILE" button. Below the file is a "File Comments" section with a "POST COMMENT" button and a star rating system. On the right side, a "File Interaction" menu is highlighted with a green rounded rectangle, containing options: LIKE, Send as link, Objectionable, Delete this file, Edit, Bookmark, and Remove File. A green arrow points from the "File Comments" section towards the "File Interaction" menu. The footer includes copyright information for the Academy for Eating Disorders and Small World Labs, along with "QUICK LINKS" and "CONTACT US" buttons.

- ▶ Our Online Community gives you the option to do several things with any file that you share. After you have uploaded your file, notice the interaction and sharing options in the bottom right corner.
- ▶ Make sure you have selected the one file you want to use before taking action.


Editing Files

dweb.org/groups/files/50


Search

Most Recent Most Rated Top Rated Most Commented


Group File Gallery




ICED Plenary and Keynote Speaker History Updated May 2016
uploaded by Dawn Gannon
0 Ratings / 0 Comments
☆☆☆☆☆




ICED Past Themes Updated May 2016
uploaded by Dawn Gannon
0 Ratings / 0 Comments
☆☆☆☆☆




2018 ICED Committee Call Schedule
uploaded by Dawn Gannon
0 Ratings / 0 Comments
☆☆☆☆☆




ICED 2018 September 2016 Agenda
uploaded by Dawn Gannon
0 Ratings / 0 Comments
☆☆☆☆☆




2018 ICED September 2016 Meeting Minutes
uploaded by Dawn Gannon
0 Ratings / 0 Comments
☆☆☆☆☆




2018 ICED Committee Meeting Agenda - October 2016
uploaded by Dawn Gannon
0 Ratings / 0 Comments
☆☆☆☆☆



10-18-2016 ICED 2018 Meeting Recording
uploaded by Dawn Gannon
0 Ratings / 0 Comments
☆☆☆☆☆



SMC Schedule June 2016
uploaded by Etta Carter
0 Ratings / 0 Comments
☆☆☆☆☆



notes form
uploaded by SWL Admin
0 Ratings / 0 Comments
☆☆☆☆☆

- HOME
- DISCUSSIONS
- MEMBERS
- FILES**
- PHOTOS
- EVENTS
- INVITE
- SEARCH
- GROUP ADMIN

Add File

+ Add Files

Group Folders

+ Add a folder

- ▶ To edit a file, first select the files folder from the right panel inside the Committee or SIG.
- ▶ Select the file that you wish to download.

Editing Files (con.)

rg/groups/files/50/383

Search

AED ACADEMY FOR EATING DISORDERS COMMUNITY

Lindsay Burke

0 2

Search

Dashboard AED Discussions Member Directory Committees Special Interest Groups Referral Network

2016 Scientific Program Committee

JOIN

OBJECTIONABLE BOOKMARK

ICED 2018 September 2016 Agenda

DESCRIPTION:

ADDED BY: DAWN GANNON FILE SIZE: 20.44 KB TOTAL DOWNLOADS: 0 FILENAME: 2018-ICED-PROGRAM-COMMITTEE-AGENDA-SEPTEMBER-2016.DOCX

DOWNLOAD FILE

HOME

DISCUSSIONS

MEMBERS

FILES

PHOTOS

EVENTS

INVITE

SEARCH

GROUP ADMIN

File Interaction

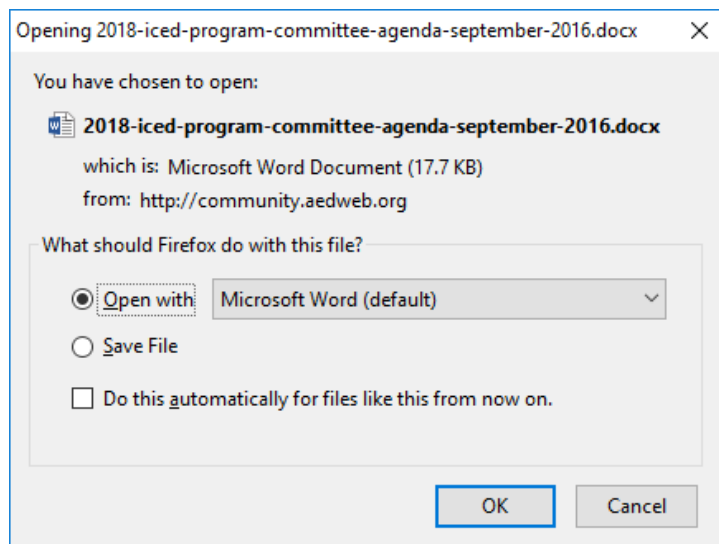
LIKE

Send as link

Objectionable

► Select the Download File button

Editing Files (con.)



- ▶ Your computer will prompt you to either open or save the file. Select save and the file will automatically download to your Downloads folder on your computer.
- ▶ You can now open the file from your Downloads folder and make the desired edits.

Delete the Original

groups/files/50/387

2016 Scientific Program Committee

JOIN

OBJECTIONABLE BOOKMARK

ICED Plenary And Keynote Speaker History Updated May 2016

DESCRIPTION:

ADDED BY: DAWN GANNON FILE SIZE: 60.5 KB TOTAL DOWNLOADS: 0 FILENAME: ICED-PLENARY-AND-KEYNOTE-SPEAKER-HISTORY-UPDATED-MAY-2016.XLS

DOWNLOAD FILE

File Comments

Add Your Comment

POST COMMENT

☆☆☆☆☆
Click stars to rate

File Interaction

- LIKE
- Send as link
- Objectionable
- Delete this file
- Edit
- Bookmark
- Remove File

HOME
DISCUSSIONS
MEMBERS
FILES
PHOTOS
EVENTS
INVITE
SEARCH
GROUP ADMIN

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Online Community Software by Small World Labs

QUICK LINKS

CONTACT US

- ▶ We recommend that you take down the original file from the Community while you edit it. This will prevent a user from downloading it before the updates are complete.
- ▶ When you select a file, the panel on the right has an icon that will allow you to delete the file.
- ▶ Once the edits are complete, upload the new file to the Community using the steps from Adding Files.

Adding Events

CMTY

Dashboard AED Discussions Member Directory Committees Special Interest Groups Referral Network

Child & Adolescent Eating Disorders

GROUP ADMINS: Jocelyn Lebow Mindy Solomon

HOME DISCUSSIONS MEMBERS FILES PHOTOS EVENTS INVITE SEARCH SETTINGS GROUP ADMIN

GROUP INFORMATION

MEMBERS

Recent Group Forums Posts

Barbara Reese posted Information for Pediatricians in Child and Adolescent Eating Disorders on Jul 25 at 8:35pm CDT

Dear Child & Adolescent SIG colleagues,

Where do I find a summary of what and how a pediatrician should monitor, in a child or young teen refeeding on an outpatient basis

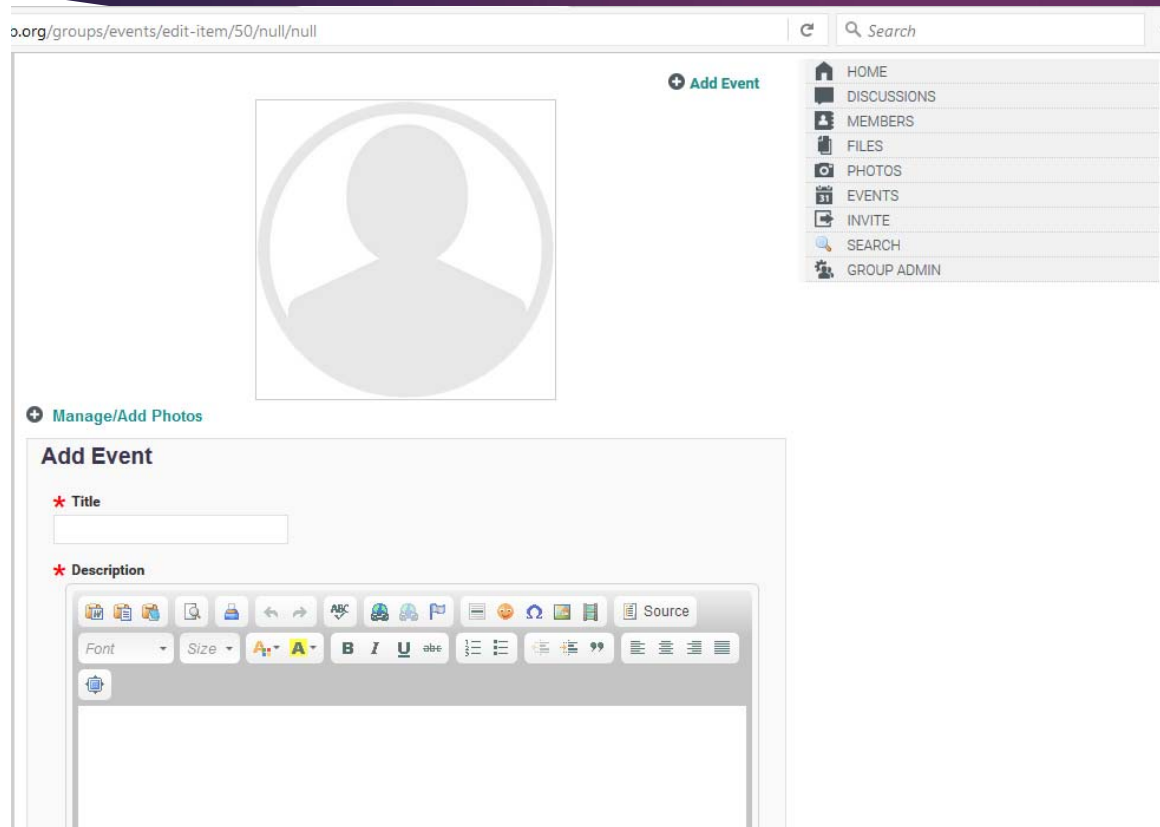
I think it is on the AED website, but I cannot find it. I thought it was supposed to be on www.eatingresearch.com but that website does not seem to be operational.

Thank you for your help!

Barbara Reese, LCSW
The Womens Therapy Service of Montclair (New Jersey, USA)
www.WomensTherapy.net
BReese@WomensTh...

- ▶ Committees and SIGs also have the option to share events within their Committee and/or SIG. Adding an event is just like creating a post, you must provide a description and all important details. For example, you could create your monthly meeting in this space.
- ▶ Select the SIG or Committee you want to add an event to using [these steps](#), then select Events from the panel on the right hand side.

Adding Events (con.)



The screenshot shows a web browser window with the address bar containing the URL `o.org/groups/events/edit-item/50/null/null`. The page features a navigation menu on the right with options: HOME, DISCUSSIONS, MEMBERS, FILES, PHOTOS, EVENTS, INVITE, SEARCH, and GROUP ADMIN. A large circular profile picture placeholder is visible. Below it, there is a section titled "Add Event" with a "Title" field and a "Description" field. The "Description" field includes a rich text editor toolbar with various icons for text formatting, alignment, and linking.

- ▶ A window like this will display where you can add a name, description, date and time for your event.

Adding Events (con.)

community.aedweb.org/groups/events/edit-item/50/null/null

Search

Manage/Add Photos

Add Event

* Title

* Description

Font Size A B I U abc

0 / 4000 characters

* Who can see this?

Group Members Only

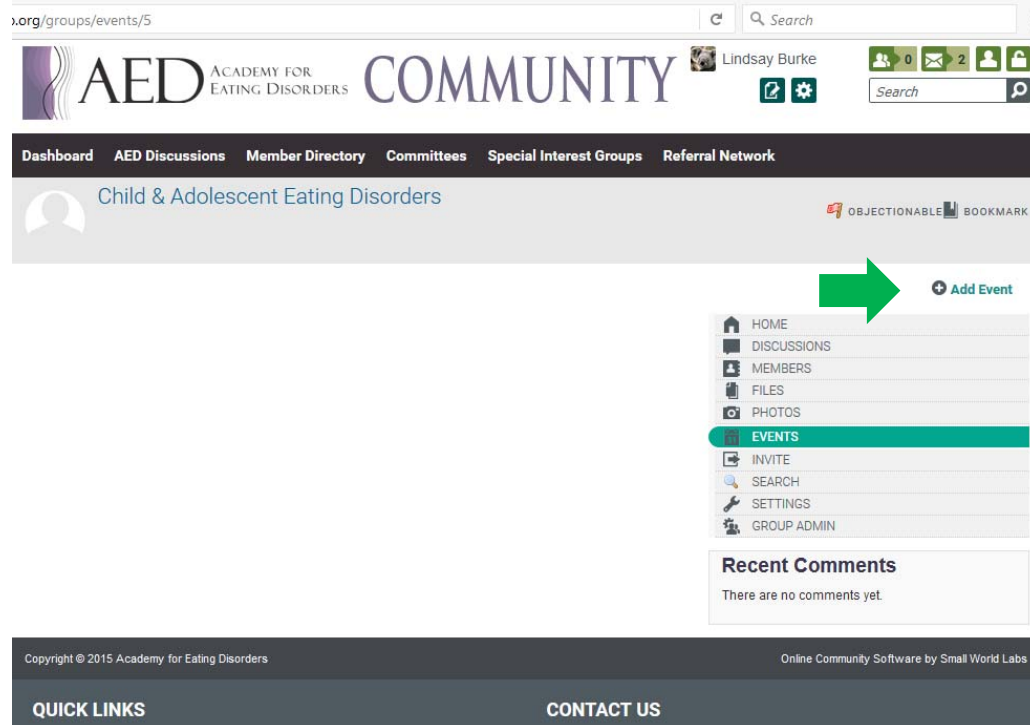
Anyone, make it public

* Date & Time

01/21/2017 8:10am - Chicago - CST (GMT-06:00)

- ▶ When adding an event, you will also have the option to control who can see your events, group members or everyone in the community.

Adding Events (con.)



The screenshot shows the AED Community website interface. The top navigation bar includes 'Dashboard', 'AED Discussions', 'Member Directory', 'Committees', 'Special Interest Groups', and 'Referral Network'. The main content area is for the 'Child & Adolescent Eating Disorders' group. On the right side of the page, there is an 'Add Event' button with a plus icon, which is highlighted by a green arrow. Below this is a sidebar menu with options: HOME, DISCUSSIONS, MEMBERS, FILES, PHOTOS, EVENTS (highlighted in green), INVITE, SEARCH, SETTINGS, and GROUP ADMIN. At the bottom of the sidebar, there is a 'Recent Comments' section stating 'There are no comments yet.' The footer contains 'QUICK LINKS' and 'CONTACT US'.

- ▶ All events for the Committee or SIG will display on the right-hand side; however if **no events have been scheduled** then the page will look like this.
- ▶ Select the Add Event button on the right hand side of the page.



In Closing

- ▶ If you have any questions about navigating the Online Community, please feel free to contact Lindsay Burke, AED Marketing & Communication Manager, at lburke@aedweb.org or 703.234-4120.

Thank you for walking through this presentation!