

# Getting Started Quick Guide

## Welcome to the AISAP Exchange!

### 1. Log in at <http://aisap.org>.

**IMPORTANT!** Prior to logging-in to any of the AISAP member-only resource or community webpages, we ask that you please use the link below for your initial log-in..

Here are the credentials for your initial log-in:

URL: <https://netforum.avectra.com/eweb/DynamicPage.aspx?Site=AISAP&WebCode=MyInfo>

Username: **your work email address**

Password: **Password1**

After using the username and temporary password, for your initial log-in you will be required to create your own personalized, permanent password. From there, just click on the *AISAP Home* button on the left tool bar to be redirected to our main website and member only webpages.

You can log in using your AISAP member portal login and password. Having problems signing in? Email the [Community Manager](#) for help!

The screenshot displays the AISAP website's navigation bar and the Member Login page. The navigation bar includes links for Code of Conduct, Contact Us, Join Now, Help/FAQs, and a Login button. The AISAP logo is prominently displayed, along with the text 'ASSOCIATION OF INDEPENDENT SCHOOL ADMISSION PROFESSIONALS'. Below the navigation bar, a menu contains links for HOME, ABOUT, MY INFO, COMMUNITY, PUBLICATIONS, EVENTS, RESOURCES, and a LOG-IN button. The Member Login page features a yellow background with the title 'MEMBER LOGIN' in large yellow letters. It provides instructions for first-time users and visitors. A red box highlights the login fields: 'E-mail Address' (containing 'coordinator@aisap.org') and 'Password' (masked with dots). A 'LOGIN' button is located below these fields. A red box also highlights the 'Remember Me' checkbox, which is checked, with a red arrow pointing to it and the text 'Don't forget to check this!'. To the right of the login page, there is a yellow sidebar for 'Online Admissions Experts' with a 'CLICK HERE' button and the InfoSnap logo.

Code of Conduct | Contact Us | Join Now | Help/FAQs | Login

**AISAP** | ASSOCIATION OF INDEPENDENT SCHOOL ADMISSION PROFESSIONALS

HOME ABOUT MY INFO COMMUNITY PUBLICATIONS EVENTS RESOURCES LOG-IN

**MEMBER LOGIN**

If this is your first time using our log-in portal, please use the New Visitor Registration to create an account. You do not need to be a member of AISAP to create an account.

If you are a visitor and not a registered user, please use the New Visitor Registration to register for the site.

Individuals NOT associated with a school or organization, please contact our office to receive log-in credentials  
For additional assistance please contact our office at 203.421.7051 (billing@aisap.org).

use your member portal email and password!

E-mail Address  
coordinator@aisap.org

Password  
.....

LOGIN

Forgot password? ☒ Remember Me

Don't forget to check this!

**Online Admissions Experts**

CLICK HERE

Switch your process online, track admissions, deliver data to your SIS, and more.

**infosnap.com**

**InfoSnap**  
A solution that registers

## 2. Fill out your profile.

We want to get to know you! Get out from behind the camera and upload a profile picture. Share your story, your passions, and your accolades in your profile.

The screenshot shows the AISAP website home page. The top navigation bar includes links for Contact Us - Support, School Member Benefits, Join Now, and Inbox. The main header features the AISAP logo and the text 'ASSOCIATION OF INDEPENDENT SCHOOL ADMISSION PROFESSIONALS'. Below the header is a green navigation bar with links for Connect, Professional Development, Career Center, Consultancy Service, About, and Corporate Partners. A search bar is located on the right. The left sidebar contains a 'My Info' menu with 'My Profile' highlighted by a red arrow. Other links in the sidebar include My Communities, My Contacts, My Subscriptions, Change My Password, AISAP Exchange, All Communities, Participate, Join a Community, Browse Discussion Posts, Post a Message, Share a Web Link, Share a File, AISAP Member Directory, Libraries, Institute 2013 Photos, and Support - Help. The main content area features a large banner for 'Taking Stock of Your Professional Journey' with the AISAP logo and dates 'July 10-13th Fort Worth, Texas'. Below the banner are sections for 'Upcoming Events' (Ken Hyde Spring Cohort Meeting), 'Latest Discussions' (RE: Admission and Marketing Surveys), and 'Recent Blogs' (After the Decision Letters: Leveraging your Board's Sphere of Influence).

- Once you've logged in, select the My Profile tab in the blue navigation bar.
- Upload a profile picture.

The screenshot shows the AISAP user profile page for Mrs. Cindy Taylor, Systems Coordinator at AISAP. The top navigation bar includes links for Code of Conduct, Contact Us, Join Now, and Help/FAQs. The main header features the AISAP logo and the text 'ASSOCIATION OF INDEPENDENT SCHOOL ADMISSION PROFESSIONALS'. Below the header is a blue navigation bar with links for HOME, ABOUT, MY INFO, COMMUNITY, PUBLICATIONS, EVENTS, RESOURCES, and LOG-IN. The profile section includes a profile picture, the name 'Mrs. Cindy Taylor', and the title 'Systems Coordinator, AISAP'. Below the profile picture are tabs for My Profile, My Connections, My Contributions, and My Account. The 'My Profile' tab is selected, showing a 'Bio' section with a pencil icon for editing. The bio text reads: 'I am the Systems Coordinator for AISAP - The Association of independent School Admissions Professionals. When I was a little girl, I didn't dream of growing up to be a Systems Coordinator or a community manager, but destiny stepped in and here I am! I help our members by not only providing the systems to deliver their membership benefits, but also by providing friendly help on "how to" use the systems, use the communities, and connect with each other. The combination of being the association's techno-geek and also being the friendly helper makes my job the best in the world!'. Below the bio is a 'Contact' section with a 'Change Picture' button and a 'Remove Picture' button. The 'Contact' section also includes the AISAP address, phone number, and email. Below the contact information is a 'Ribbons' section with a 'Social Links' button and a 'Import From LinkedIn' button. The 'Social Links' button has a red arrow pointing to it with the text 'Click on the arrow to add your social links'. The 'Import From LinkedIn' button has a red arrow pointing to it with the text 'Click here to import your info from LinkedIn--it's SUPER easy!'. The bottom of the page features a row of social media icons (LinkedIn, Facebook, Twitter, YouTube, Instagram) and a settings gear icon.

- Your contact info comes from the Member Portal, so it's automatic!
- Complete additional fields such as your bio, education, birthday, and social networks.

### Social Links

Look at all the social links you can add!

I used "Link to another social network" for my Goodreads

### Import From LinkedIn

Actions

- Link to your profile on LinkedIn®
- Link to your profile on Facebook®
- Link to your profile on another social network
- Connect to your account on Twitter®
- Link to your profile on Google+®
- Link to your channel on YouTube®
- Connect to your blog on WordPress®
- Connect to your blog on Blogger®
- Connect to your blog on another blog site

### Job History

1980 To 1984

+

Add

Association of Independent School Admission Professionals

Systems Coordinator

July 2014 - present

Contemporary VA

Dedicated Virtual Assistant

January 2013 - July 2014

ACD Direct

Peer Lead

March 2011 - April 2013

Intuit

Payroll Specialist

February 2009 - March 2011

Bluefly

Customer Service Specialist--Chat

February 2007 - February 2009

Oregon Republican Party

Administrator

May 2005 - April 2007

### Professional Associations

Relate your professional memberships here

+

Add

### Honors and Awards

List past accolades and recognition

+

Add

You can add your Education, Job History, Professional Associations, and Honors and Awards just by clicking these "ADD" buttons.

**PRO TIP:** Want to grab your information from LinkedIn for your AISAP Exchange profile? [Click here for a quick video](#) on how to do it!

### 3. Build your contact list.

There are two ways to look for other AISAP members. First, select Community from the top navigation bar. Then, use the AISAP Member Directory search to find friends and colleagues belonging to AISAP.

The screenshot shows the AISAP website's Member Directory search interface. At the top, the AISAP logo is on the left, and navigation links (Code of Conduct, Contact Us, Join Now, Help/FAQs) are on the right. Below the logo, a navigation bar includes HOME, ABOUT, MY INFO, COMMUNITY, PUBLICATIONS, EVENTS, RESOURCES, and LOG-IN. The COMMUNITY menu is open, showing options: AISAP Exchange, All Communities, AISAP Member Directory (highlighted with a red box), and Libraries. A red arrow points to the AISAP Member Directory option with the handwritten note: "Click on this to look for colleagues".

Below the navigation bar, the "Member Directory" section has three tabs: Basic Search, Advanced Search, and Find Anyone (Admin only). The Basic Search tab is active, showing a search form with fields for First Name, Last Name, Company Name, and Email Address. The First Name field contains "Cindy" and the Last Name field contains "Taylor". A red box surrounds these two fields. A red arrow points to this box with the handwritten note: "Type a first or last name here OR type % to get everyone!". At the bottom of the form is a red star icon, a "Find Members" button, and a "Clear All" button.

On the right side of the page, there is a yellow sidebar for "Online Admissions Experts" with a "CLICK HERE" button and a link to "infosnap.com".

A second way to search for contacts is to select Community from the top navigation bar, but now choose the AISAP Exchange community! Move to the furthest right tab, the Members tab. Scroll down, and listed below the search are all the members! To add someone as a contact, just click the Add Contact button.

This is my personal favorite, and it's super-fast and easy. No remembering names!

The screenshot shows the AISAP (Independent School Admission Professionals) website. The header includes the AISAP logo and navigation links: Connect, Professional Development, Career Center, Consultancy Service, About, and Corporate Partners. A search bar is in the top right.

The left sidebar contains a 'My Info' menu with options: My Profile, My Communities, My Contacts, My Subscriptions, Change My Password, AISAP Exchange (circled in red), All Communities, Participate, Join a Community, Browse Discussion Posts, Post a Message, Share a Web Link, Share a File, AISAP Member Directory, Libraries, Institute 2013 Photos, and Support - Help.

The main content area is titled 'Add to My Contacts' and features a 'Settings' button. Below the title are statistics: 'Members 2.5K' (circled in red), 'Blogs 0', 'Events 0', 'Library 11', and 'ion 783'. A large red arrow points from the 'AISAP Exchange' link in the sidebar to the 'Add as Contact' button on a member's profile.

The member profile shown is for Nadine Abigaña, Associate Director of Admission at Walnut Hill School. The 'Add as Contact' button is circled in red. Other buttons visible include 'Find Members', 'Clear All', 'Export', 'Send Message', and 'Add as Contact'.

Creating a contact list helps the AISAP Exchange identify relationships and build searchable networks.

**PRO TIP:** Find at least 20 colleagues and request to add them to your contact list to complete your Profile Completeness bar.

**4. Browse the Communities and join the ones that interest you.** We have plenty of Communities that you'll find relevant, useful, and engaging, and we're willing to hear your suggestions for even more focused Communities!

The screenshot shows the AISAP website's navigation bar with links: HOME, ABOUT, MY INFO, **COMMUNITY**, PUBLICATIONS, EVENTS, RESOURCES, and LOG-IN. A dropdown menu under 'COMMUNITY' lists 'AISAP Exchange', 'All Communities' (highlighted with a red box and a red arrow), 'AISAP Member Directory', and 'Libraries'. A red arrow points to 'All Communities' with the text: "Click here on All Communities to see a list."

## All Communities

6 total

All Community Types | All Communities | Alphabet | 20 per pc

**AISAP Exchange Community of Colleagues**

member last person joined 8 days ago

Discussions 2 | Libraries 0 | Members 15

*If you've already joined, it will say "Enter." If you have not joined, it will say "Join."*

Enter

### Announcements

All AISAP Members are urged to join this community for announcements from AISAP--everything from significant enhancements and member benefits to smaller tweaks and fixes here on Community Site

member last person joined 8 days ago

Discussions 0 | Libraries 0 | Members 9

Enter

**Online Admissions Experts**

CLICK HERE

Switch your process online, track admissions, deliver data to your SIS, and more.

infosnap.com

InfoSnap  
A solution that registers.

**PRO TIP:** Everyone belongs to the **AISAP Exchange** Community, making it a great place to start exploring.

## 5. Set your subscriptions to your Communities.

Start by finding My Subscriptions under the My Profile tab. Then, go through the list of your Communities and decide how you would like to keep in touch. We have automatically subscribed all AISAP members to the Daily Digest for the AISAP Exchange. For your other Communities, we recommend subscribing to the Daily Digest to receive a single email each day summarizing the hottest topics. You can also get emails in real time — perfect for the AISAP Exchange power users!

**AISAP** ASSOCIATION OF INDEPENDENT SCHOOL ADMISSION PROFESSIONALS

[Code of Conduct](#) | [Contact Us](#) | [Join Now](#) | [Help/FAQs](#)

[HOME](#) | [ABOUT](#) | **[MY INFO](#)** | [COMMUNITY](#) | [PUBLICATIONS](#) | [EVENTS](#) | [RESOURCES](#) | [LOG-IN](#)

My Profile  
My Communities  
My Contacts  
**My Subscriptions**

**Mrs. Taylor**  
Systems Coordinator

[My Profile](#) | [My Connections](#) | [My Contributions](#) | [My Account](#)

### Subscriptions

**Beta Testing Discussion Group**

subscribed as  
coordinator@aisap.org [change](#)

☐ Real Time  
☒ **Daily Digest**  
☐ Real Time - Plain Text  
☐ No Emails


**Contact Details**


AISAP  
PO Box 709  
Madison, CT

*Select how you want your subscription emailed to you.*

## 6. Join the conversation!

Use Discussions to chat with other members, ask questions, and share ideas and experiences. Use the Libraries to show off your images and videos or distribute helpful documents.

[Code of Conduct](#) | [Contact Us](#) | [Join Now](#) | [Help/FAQs](#) | 

 **ASSOCIATION OF  
INDEPENDENT  
SCHOOL ADMISSION  
PROFESSIONALS**

[HOME](#) | [ABOUT](#) | [MY INFO](#) | [COMMUNITY](#) | [PUBLICATIONS](#) | [EVENTS](#) | [RESOURCES](#) | [LOG-IN](#)

Most communities have both a Discussion and a Library

# AISAP Exchange Community of Colleagues

Discussions are for conversations with other AISAP members.

[Community Home](#) | [Discussion 2](#) | [Library 0](#) | [Blogs 0](#) | [Members 15](#)


Libraries are for sharing images, documents and other files.

## Announcements

[Add](#)

### Thank you!


By: [Cindy Taylor](#), 10 days ago




## Latest Shared Files

[Create a Library Entry](#) This Library has no recent entries. Add a file or multimedia through a new Library Entry.


[Create a Library Entry](#)





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**7. What now?** Not sure where to start? To post a new message, select Community from the top navigation bar. Click on the AISAP Exchange community, and once on the Exchange page, go to the Discussions Tab. To the far right you'll see a "Post New Message" button. Click on it! It's that easy!

The screenshot shows the AISAP website. At the top, the AISAP logo is on the left, and links for Code of Conduct, Contact Us, Join Now, and Help/FAQs are on the right. Below the logo is the text "ASSOCIATION OF INDEPENDENT SCHOOL ADMISSION PROFESSIONALS". The main navigation bar includes HOME, ABOUT, MY INFO, COMMUNITY, PUBLICATIONS, EVENTS, RESOURCES, and LOG-IN. The COMMUNITY dropdown menu is open, showing AISAP Exchange, All Communities, AISAP Member Directory, and Libraries. A red arrow points to the AISAP Exchange link. Below the navigation bar, the page title is "AISAP Exchange Community for Colleagues". There are tabs for Community Home, Discussion (2), Library (0), Blogs (0), and Members (15). The Discussion tab is selected. Below the tabs, there is a red text prompt "Click here to post a new message!" with a red arrow pointing to a green "Post New Message" button. Below the button, there is a table of threads.

Thread Subject	Replies	Last Post
<a href="#">International Student Program Coordinator</a>	0	6 seconds ago by <a href="#">Craig Tredenick</a>
<a href="#">Thanks to Janice and the AISAP Team</a>	0	6 seconds ago by <a href="#">Sarah Hogan</a>

Don't know what to post? See below for some ideas:

- **Let us know you're here.** Say hello and share what you are hoping to gain by participating. You can do this in the "Introduce Yourself" thread or start your own!
- **Ask questions.** What do you want to know more about? Have a problem with anything from applications to videos? We're here for you!
- **Share ideas.** Is there something hot that you just heard that you want to share? How about a lesson you've learned that might help your fellow members?
- **Give feedback.** Use your knowledge and experience to answer other members' questions. [Click here to learn how to reply to a post.](#)

**We're so glad to be sharing with you in the AISAP Exchange. Have fun!**