



WHERE YOU DRIVE THE AGENDA

QUICK START GUIDE

TO JOIN QDC

1. Click on this link:
<https://community.amaq.com.au>
2. Click on the **SIGN IN** button in the top right hand corner.
3. You will be re-directed to the AMA website to enter your user name and password (same credentials you use now to access the AMA password. If you are unsure of your password, [click here to reset](#)).
4. You will then be re-directed back to QDC and asked to read and accept the Code of Conduct.

TO UPDATE YOUR NOTIFICATION PREFERENCES

1. By default, you have been subscribed to receive a **Daily Digest** of posts to QDC.
To change your settings to:
 - **Real Time** (you'll get an email every time something new is posted)
 - **Weekly** (receive notifications via email once a week)
 - **No emails** (view the discussions online without receiving email alerts); or

Navigate to your profile (top right hand corner) > My Account > Community Notifications.

TO RESPOND TO A DISCUSSION

1. Click on the discussion you want to reply to (Discussions > View all Discussions > select discussion) and Use the 'Reply' button to send your reply to the group or 'Reply Privately' to send a private message to the author of the discussion.

TO START A DISCUSSION / POST A MESSAGE

1. Click on Discussions > Start a Discussion.
2. Enter your details in the To, From and Subject Fields.
3. Type your question in the main text field, attach any relevant attachments and hit SEND.

TO VIEW DAILY AMA QUEENSLAND MEDIA CLIPS

1. Click on Resources > Current Media.
2. Click on the article links to read the daily news

TO COMPLETE YOUR PROFILE

1. Navigate to your profile page in the top right hand corner.
2. Complete your profile information (bio, photo, work history etc.) at any time.
3. Complete other profile fields (segment interest, credentials, etc).
4. Look over your privacy settings (My Account > Privacy Settings) and notification preferences (My Account > Community Notifications)

TO FIND CONTACTS

1. Click on Networks > Member Directory.
2. Enter a colleague's details and hit FIND MEMBERS.
3. You can opt to ADD AS CONTACT or SEND MESSAGE to that colleague.
4. You will receive a notification when your colleague has accepted your contact request.

TO DOWNLOAD A RESOURCE

1. Click on Resources > Library Entries.
2. Click on a resource title and opt to DOWNLOAD, ADD A CONTACT, or RECOMMEND this resource to other users.
3. Click on resource title and the 'Actions' button > Permalink to get a permanent link to quickly and permanently access the selected resource.

TO ADD QDC ICON TO YOUR DEVICE'S HOME SCREEN:

iPhone, iPad:

Navigate to <https://community.amaq.com.au> > Tap the SHARE BUTTON on the browser's toolbar (rectangle with an arrow pointing upwards - At the bottom of the screen on iPhones; at the top of the screen on iPads) > Scroll down and tap the ADD TO HOME SCREEN icon. You'll be prompted to name the icon before tapping the ADD BUTTON.

Android:

Navigate to <https://community.amaq.com.au> > Tap the SHARE BUTTON on the browser's toolbar (rectangle with an arrow pointing upwards - At the bottom of the screen on iPhones; at the top of the screen on iPads) > Scroll down and tap the ADD TO HOME SCREEN icon. You'll be prompted to name the icon before tapping the ADD BUTTON.