Volunteer HUB Training

WELCOME TO THE HUB!
CONNECT AND EXPLORE...
HUB Training Learning Objectives

• Build Confidence with HUB Navigation

• Feel Confident to Teach Others
HUB Training – Pre Work

• What is something new you learned doing the pre-work exercises?

• What is one challenge you encountered?

• Did you discover any “HUB Hacks”? 
What is the Purpose of the HUB?

1. A Resource Center
2. A Training / educational center
3. A social / communication center
4. A dedicated space to conduct chapter business (Chapter Communities)
Who Can Access the HUB?

• ACTIVE, elected board members
• Delegates
• Appointed chairs

Be sure to keep those rosters updated!

• Login is same as your credentials to access your online AMTA account
How Do You Login to the HUB?

Once you are logged in you will see your profile thumbnail. If you have not added a photo to your profile, a silhouette will appear.

You can access the HUB directly by visiting hub.amtamassage.org. This will direct you to log into your AMTA account, and will then redirect you back to the HUB homepage.

https://hub.amtamassage.org/
How Do You Login to the HUB?

https://hub.amtamassage.org/

You can also login from the AMTA homepage. Your login: Same as your AMTA credentials. Once you are logged into your AMTA account, a link to the HUB will appear in “Your Account”.
HUB Homepage

[Image of the HUB Homepage]

Call for Submissions

2022 Chapter Innovation Award
Submit your chapter’s innovative ideas and programs in the Recognition Zone!
The **LATEST DISCUSSIONS** widget shows recent posts from the discussion forums of communities you belong to.

The **ANNOUNCEMENTS** widget will have any important news or updates from Chapter Relations Staff.

The **RECENT SHARED FILES** widget shows recent documents that have been uploaded to libraries of communities you belong to.
Community Types

- **Topic Based**
- **Position Based**
- **Chapter Based**

[Dropdown menu with community options: AMTA National, Chapter Communications, Chapter Contracts & Workflows, Chapter Financials, Chapter Governance, Chapter Programs, Government Relations, Recognition Zone, Volunteer Training, Elected Volunteer Communities, My Chapter, My Communities, All Communities]
Communities

“My Communities”: only the communities to which you have joined.

“All communities”: communities you are able to join or already belong.
How to Join a Community

1. Click on your profile in the upper right hand corner and click “Communities”

2. Click “Explore all Communities” which is a green button underneath your profile name

3. Another way to see what Communities you can join is to navigate from the main menu bar: Communities/All Communities.
How to Join a Community

If you are not a member, a green “Join Community” button will be to right of the community description.
How to Set Community Notifications

• When you join the community, it will ask you what kind of notifications you would like to receive when there is activity within that community.

• The notifications will only notify you of discussions, not file additions.

• You cannot participate in community discussions (reply or post new) unless you join that community.
Community Navigation

The community landing page hash tags feature common topics the community will discuss and share resources for.

All Community landing pages will have the “Latest Discussion Posts”, “Latest Shared Files” and Announcement widgets.
Elected Volunteer Communities

- Presidents
- Board Members
- Financial Administrators
- Secretaries
- Delegates
My Chapter Community

Every Chapter has their own dedicated community.

Use your chapter community to share files (board minutes, etc), discuss chapter business in the forums, or even post upcoming events and announcements.
All chapter communities will have the “Latest Discussion Posts” and “Latest Shared Files” widgets.

There is also an announcements and events widget available to use as needed.
Chapter Community Navigation Features

Chapter Discussion Forum
Chapter Files
Chapter Events
Chapter Volunteers who have access to the community
Discussion Topic Quick Links

Quick access to topic based discussion forums

- AMTA NATIONAL
- CHAPTER COMMUNICATIONS
- CHAPTER CONTRACTS AND WORKFLOWS
- CHAPTER GOVERNANCE
- CHAPTER PROGRAMS
- GOVERNMENT RELATIONS
- RECOGNITION ZONE
- VOLUNTEER TRAINING
Quick access to topic based file libraries
As mentioned before, each community also has its own discussion forum. These forums are a place for you to gather info and ideas from colleagues, share resources, or just share camaraderie. To access a discussion forum, navigate to the appropriate community/topic, and click the discussion tab. You can either reply to existing threads or create a new post.
How to Post a Thread in a Community

• To start a new thread discussion, navigate to the “Discussion” tab in the community you are accessing

• Click the green “Post New Message” button
Discussion Forum – Posting a Thread

From there, you can compose your message, and can even cross post to another community if you choose to.

It is a best practice to have you signature as part of a message. Signature settings are under profile/my account/discussion signature.
Discussion Forum – Replying to a thread

You can reply by selecting the thread from the discussion forum, then you can reply to the original poster or anyone who has commented. You may also reply privately if you choose to do so.
Libraries are managed and organized by Chapter Relations staff. If a file is shared via the discussion forum, it will automatically be added to the main (top) library folder.

Each Community also has its own file library. To view the community file library, navigate to the Library tab while in a community, or – navigate via the file library quick links.
Selecting Files

To view contents of a folder, click the folder and the available documents in that folder will appear on the right hand side under “folder contents”. Once you have located the file you would like to download, you can either double click on the file, or select the “view” button under Folder Contents.
Viewing Files

If you would like to share the file via email link, you can hover over the green "actions" button to get the permalink.
The search bar will pull up all references to the words you search on.
You can filter by “Library Entry or Discussion Threads” to pare down results.
You can also filter by community.
Put the whole term in “quotes”, i.e. “policy manual”
Profile, Preferences & Notifications
HUB Profile Overview

• Tell colleagues who you are and what your volunteer role is

• Upload photo and signatures so HUB participants know who you are when posting in discussion threads

• Set-up account settings (alerts and communication settings)
Updating Profile

One of the first things you will want to do is to update your profile so your colleagues know who you are. It is up to you how much biographical info you would like to share, but we do encourage you to upload a photo so there is a face with your name.

To update any biographical info, you can click the green “ADD” button next to the category you want to add to.

To update your photo, click on the profile head silhouette.

From there, click “action”, and change picture.
Profile Features

My connections shows any contacts you have connected with, networks you are a part of, communities you have joined, or any content/posts you have chosen to follow.

My contributions shows any recent activity from you via discussion forums.

This alert will take you to your inbox.

My Account will be addressed on the next page.
Your inbox is where you will get connection requests and any private messages sent from staff or colleagues.

Privacy and email preferences can always be updated here.

RSS feeds are not something we need to use.

Community Notifications are set when you join a community, but you can always change them here.

Discussion signatures can be set here. It is a best practice to set this up so when you post or reply to a discussion people know who you are.
Other Menu Features

Directory
A tool for searching for colleagues
Other Menu Features

Help/FAQ’s

• HUB tutorial – specific to our AMTA platform

• Common questions for platform (Higher Logic)
Train the Trainer Tasks

Choose a training buddy and teach them the following:

• Find and download the Delegate Position Description document

• Post or reply in the June Meeting “Introduce Yourself” thread in the Volunteer Training Discussion Forum

• Teach your buddy a concept of your choice (i.e. updating your profile, setting your notifications, adding your signature)
Photo Request

Send us a photo of you teaching a colleague how to use the HUB.
Feedback and Questions