Welcome to the Community!

The APBP Community is an online community that brings together members of the Association of Pedestrian and Bicycle Professionals to share ideas and resources! Have a question about a project you're working on? Want to find other ACH members with similar interests? Looking for resources and solutions to address a current challenge? The Community is the place to find all of this and more!

The Community provides enhanced discussion capabilities, searchable content, advanced member directory search, granular privacy controls, personalized notifications, and resource sharing.

As the professional home for all those who are working to create more walkable, bikeable places, APBP is proud to provide this online community as a benefit to our members. No matter your address or time zone, the Community provides easy access to the knowledge and expertise of your APBP colleagues.

We look forward to your engagement with the Community!
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Go to: http://community.apbp.org/home

Click Sign In.

Enter your APBP member username and password and click Sign in.

Once signed in, you will be redirected back to the Community site. The first time you log in, you will be asked to accept the Community Rules and Guidelines. You can begin using the Community once you have accepted the guidelines.

Can’t remember your password? Click the reset your password link.
Once logged in to the Community, we encourage you to update your profile. A complete profile makes it easier for other members to find you and learn about you. You can share information about yourself including:

- **A current photo**
- **Contact information** (this information is synched to your account on the APBP website. If you have edits, click the pencil icon to update your information and save it).
- **Social links** (i.e. LinkedIn, Facebook, Twitter, etc.)

### UPLOAD YOUR PHOTO:

1. Click the arrow in the upper right corner of the home screen.

2. Click the **PROFILE** button.

3. Click the **ACTION** button, then **Change Picture**.

4. You’ll be redirected to the **EDIT MY MEMBER PROFILE** page. In the first “Account Information” section, you’ll see a link to **Manage Headshot Image**.

5. Hover over the profile image where a change icon will appear. Click change to browse your device and upload a new photo.

6. When you’re done, click the **APBP Member Community** button at the top right to return to the Community.

### REVIEW YOUR CONTACT INFORMATION:

This information was automatically carried over from your APBP account profile information. If you wish to make any edits, click on the pencil icon.

A new tab will open so you can edit your information in your APBP member profile.

Once you have made your edits, scroll to the very bottom and click the **Save Changes** button. You can now close this tab and return to the Community.
ADD YOUR SOCIAL LINKS

Next, you can choose to **ADD** links to your social media accounts. Upon the selection of each social media account, you will need to enter the link.

![Social Link Add]

ADD MORE DETAILS ABOUT YOU

Lastly, you can add a bio and details about your education and job history.

![Profile Add]

Try to fill out your profile to receive 100% completion. Again, this makes it easier for other members who may have similar interests or backgrounds to more easily find you and connect!
CONFIGURE YOUR NOTIFICATION SETTINGS:

Go to your profile and navigate to **MY ACCOUNT** menu options > select **COMMUNITY NOTIFICATIONS**.

Under **NOTIFICATION SETTINGS**, setup your email preferences should you wish to override the default settings (Daily Digest).

You will only see the communities in which you belong.

You will have the option to select from the following notification settings:

- **Real Time**- One email for every message as it is posted to the community.
- **Daily Digest**- One email containing all posted messages in the community from the previous day, which will arrive in your inbox at the beginning of each day.
- **No email**- Opt-out of receiving email messages from this community.

Under **COMMUNITY NOTIFICATIONS**, you have the option to add “override email addresses.” This is used if you have a separate email address from your primary email address to which you’d like to receive your Community notification emails to.

For example, let’s say your primary email address (the one used to log into the APBP website and APBP Community) is your work email: jane@someplace.org, but you want to receive your APBP Community email notifications for all the communities you are part of to your personal email: jane@gmail.com. To do this, you’d add jane@gmail.com as your override address and select the community(ies) for which you’d like to receive emails to that email address:
Community Notifications
Community notification will be delivered to your primary address:

lsantangelo@amrms.com

To receive specific community notifications at an address other than your primary, set override(s) where desired.

**Daily Consolidated Community Digest:**
Deliver to your primary address.

**Weekly Consolidated Community Digest:**
Deliver on **Sunday** to your primary address.

**Discussion Email:**
You have no override email addresses for discussion emails.  

Discussion Override Email Address

Enter the email address at which you wish to receive the discussion email for the selected communities. Remove the address to receive the email at your primary address.

Override email address

jane@gmail.com

Select community discussions for override address

Select one or more

**Note:** Only communities enabled to allow override addresses appear in the list.
Now that your profile is complete, you are ready to send your first message. If you prefer to use the Community simply as a listserv, you can post a new message directly from your email client (Outlook, Gmail, Yahoo, etc.).

1. Draft a new email and enter this email address in the To: field

   apbp_members@ConnectedCommunity.org

2. Type an appropriate and concise subject line.
3. Add your message in the body and attach any files you may want to include.
4. Click send from your email client.

The next page will look at how to reply to a discussion from your email.
Anatomy of an APBP Community email notification:

- **Title/subject of the message**: "Test"
- **Sender name and photo**: Byron Rushing
  - Aug 28, 2018 5:09 PM
  - Bicycle & Pedestrian Program Manager, Atlanta Regional Commission

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**APBP Ambassadors**

*Post New Message*

**Reply to Group**

**Reply to Sender**

**Reply to Group Online**

**View Thread**

**Recommend**

**Forward**

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**Takes you online to start a brand-new discussion thread within this community.**

**Takes you online to view all replies/messages from this thread.**

**Takes you online and pre-populates a forward message you can send to anyone.**

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You are subscribed to “APBP Ambassadors” and can manage your subscriptions, go to [My Subscriptions](https://community.apbp.org/MySubscriptions). To unsubscribe from this list, go to [unsubscribe](https://community.apbp.org/unsubscribe).
Once your profile is complete, you are ready to start your first discussion post!
You can do this two different ways within the online platform:

1. On the main menu bar, click PARTICIPATE and select POST A MESSAGE.

2. Or, navigate to the groups where you’d like to start a discussion post by clicking on GROUPS, then MY GROUPS from the main menu bar. If you’re part of more than one group, click on the name of the one you want to post a message to. You will see the LATEST DISCUSSION POSTS area. Click ADD to begin a new discussion.
POSTING YOUR MESSAGE:

You will have the option to attach files to your post if you have a document or resource you would like to share. These files are then automatically added to the group LIBRARY for community members to search for and access moving forward.

**Maximum File size of individual uploads is 1 GB.**
When replying to a discussion post from the online platform, you have two options:

- Hit the **REPLY TO DISCUSSION** button (all members of that community will receive your response)
- Click the drop-down arrow, **REPLY TO SENDER** (only the sender will receive your response)

Choosing either **REPLY TO DISCUSSION** or **REPLY TO SENDER** will give you a **POST REPLY** page which works just the same as the **POST A MESSAGE** page except the To, From, and Subject fields are pre-filled and cannot be modified. The Subject field however can be edited ONLY when you choose the **REPLY TO SENDER** option. If you choose to include a link with your response, select the **YES** button under the Subject line to include a preview of the link.

At this time, you also have the option to **ATTACH** files (images, documents, etc.) with your response. After you have composed your response, select **SEND**.
There are two options to connect with other members:

**OPTION 1:**

You can search for APBP members in the **DIRECTORY**. You can do a **BASIC SEARCH** to look for members using one or more items including First Name, Last Name, Company Name, and/or Email Address.

![Member Directory](image)

**ADVANCED SEARCH**

If you wish to search with more detail, you have the option to do an **ADVANCED SEARCH**, which includes **LOCATION** items such as City, State/Province, and Country. You can also search **MEMBER OF GROUP** and using the dropdown menu to select a Community Name.

![Member of Group](image)

Once you are ready to connect with another member, select **ADD AS CONTACT** or you can send that person a direct message by clicking **SEND MESSAGE**.
OPTION 2:
Select **GROUPS** on the main menu bar, then **MY GROUPS** and then the group you would like to browse.

You can access a complete member list once you have clicked on **MEMBERS** to the right of the group name (see above). Scroll down on the page to browse all members within this group. You will also have the option to search by name and company name at the top of the page.

You may want to connect with other members to learn from one another. This is a valuable aspect of using this resource. Select **ADD AS CONTACT** next to the member you would like to connect with.

Once you select **ADD AS CONTACT**, the member will receive a message in their APBP Community inbox, as well as in an email, and will have the opportunity to approve the connection request.

**Subject:** Association of Pedestrian and Bicycle Professionals "Add Contact" request from Jane Doe.

Jane Doe has requested to add you as a Contact using the community.apbp.org community network.

Accept Request and View Their Profile:
http://community.apbp.org/network/members/profile/myaccount/inbox?TabBack=Request&FriendKey=

Decline Request:
http://community.apbp.org/network/members/profile/myaccount/inbox?TabBack=Request&FriendKey=

Send Jane a Message or Request More Info:
http://community.apbp.org/network/members/profile/connections/contacts?ToContactKey=

Update your email preferences to choose the types of email you receive

You can view all your connections by going to your profile, then the tab **MY CONNECTIONS**, then **CONTACTS**. To view pending contact requests, visit your profile, then under the **MY ACCOUNT** tab select **INBOX**. On the left you will see a tab for **CONTACT REQUESTS**.

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Each Group has its own Library - a place for group members to share important documents, templates and resources with other members. The Library Entries files can be accessed by selecting BROWSE on the main menu bar, then selecting LIBRARY ENTRIES.

Libraries can also be accessed through specific groups. Navigate to the selected group and then click on the LIBRARY tab. Once you have navigated to the LIBRARY, you can browse through the files, download files and create new library entries to upload files. You can also create new folder or sub-folders to help organize files.

To view or download a file, click on the file name under FOLDER CONTENTS and click the VIEW icon. Alternatively, you can double-click on the file name and it will open. Then you can click on the DOWNLOAD button, and your file will download to your computer’s downloads folder.
1. Select the **CREATE NEW LIBRARY ENTRY** button.

2. Type a **Title** and **Description** for your Library Item.

3. From the **Library** dropdown, select the appropriate **Group** to post your Library item to.

4. If there are folders already created within this file library, a new **FOLDER** drop-down menu item should appear, allowing you to select a folder for this file to save to. If no folder is selected, the file will be saved to the main area of the File Library.

5. From the **Entry Type** dropdown, select the type of entry you are making from the drop-down menu. In most cases, if you are uploading a document (PDF, Word, Image, etc.) you will select **STANDARD FILE UPLOAD**.

5. Then click **NEXT**.
6. Now you’ll be able to choose your file from your computer or other sources by clicking CHOOSE AND UPLOAD. Once you’ve selected your file(s), click NEXT.

7. On this page, you may enter a title and additional description (see below). If more than one file was selected, you will be given the choice to arrange the order in which your uploads will be loaded and displayed. Then click FINISH.

8. After selecting FINISH to upload your file(s), you will see several options to manage your file uploads:
   a. Add Tags and Keywords to improve the search functionality
   b. Add any Related Entries and Links
Q: HOW DO I CONTROL WHAT INFORMATION IS VISIBLE IN MY PROFILE?
A: Navigate to your profile page, then select the MY ACCOUNT tab and choose PRIVACY SETTNGS from the drop-down menu. This will let you control what information is visible to whom. After you’ve made changes, click the SAVE CHANGES button at the bottom of the page.

Q: WHAT GROUP(S) DO I BELONG TO?
A: All current APBP members belong to the All Members group automatically, as long as your APBP dues are current. Chapter members are also part of their Chapter group. If you are on a Committee you will also be in a group for that Committee.

Q: CAN WE ADD NEW GROUPS?
A: Not at this time, but APBP will be creating some additional groups based on specific topics in the near future!

Q: WHY SHOULD I ADD CONTACTS TO MY CONTACT LIST?
A: Creating this virtual address book makes it easy to send your contacts messages through the community site to stay in touch, ask questions or even build a referral network. Additionally, when you view another member’s profile, you’ll be able to see any contacts you have in common. You can also choose to let your contacts view certain demographics in your profile that others can’t.

Q: HOW DO I CHANGE MY NOTIFICATION SETTINGS OR FREQUENCY?
A: Go to your profile and click MY ACCOUNT. Choose COMMUNITY NOTIFICATIONS from the drop-down menu. Scroll down to the bottom of the page to the Notification Settings section. Here, you will see a list of communities that you are a member of. You can change your Discussion Email from Real Time to Daily Digest or to No Mail using the drop-down menu next to the community name. You can also check the boxes to the right if you’d like to receive a Consolidated Daily or Weekly Digest. The Consolidated Digests are especially nice if you are a member of multiple groups.

Q: CAN I SEARCH FOR FILES OR SPECIFIC FILE TYPES?
A: Yes. Enter your desired keyword in the main search box and hit search. From the search results page you’ll see additional options on the left side under “Refine by”. There should be a heading called Content Type and under it you can check the box for “Library Entry – File”. There is also a heading for File Types that you can narrow down your search by as well.

Q: WHAT ARE THE “TAGS” FOR?
A: Tags are great way to organize and categorize content on your site. Tags can be applied to library entries, events, and glossary terms. Tagged items are prioritized in the search results.

Q: WHAT IS THE MAXIMUM FILE SIZE TO UPLOAD OR ATTACH?
A: 1 GB

Q: I USED TO BE SUBSCRIBED TO THE APBP MEMBER LISTSERV. IS IT STILL AVAILABLE?
A: The APBP listserv has been discontinued and you should now post and share ideas or questions to the APBP Community. Previous listserv content was not imported into the Community.

Q: WHO DO I CONTACT IF I HAVE MORE QUESTIONS?
A: You can visit the Help/FAQs page for more answers to common questions and to view the video tutorials. Or contact us at info@apbp.org.