American Public Health Association

Getting Started – Creating Your Account

To get started, you need to create an account in order to work with the community tools. To create your own account, please access and use the special url provided to you by APHA. Once you've entered the url into a browser window, you'll see a screen similar to the one below.

Scroll down, and fill out the information in the form listed under the login area. Fill out your email address, First Name, Last Name, Organization and type in your password. Once you've filled out all of the fields, hit the "Create Account" button.

After selecting the "Create Account" button, you will be redirected to the Affiliates Community Site Homepage and will be automatically logged in so that you can start using the community tools.

Note: Creating your account is a one time process or step – once you've created your account, you won't have to repeat this step. When prompted to login, simply enter your email address and password you selected.

Getting Started – Tips and Suggestions

The community tools are simple and easy to use. We suggest you take a few moments to create your account and browse the site to see the type of information and functionality available.

To familiarize yourself with the tools and the functionality, take a few moments to complete the following steps in order to get started:

1. Login with your email address and password
2. View your professional profile
3. Add your photo to your profile
4. Add your bio, interests, and education
5. Subscribe to the "Everything Affiliate" Forum and decide how often you want to be notified of new discussion threads through setting your preferences
6. Browse through the existing Resource Libraries to see the topics and material available for discussion

More detailed instructions follow on the remaining pages.

Getting Started – Update Your Profile

To build your professional profile, select the navigation item called "My Profile". If you're not logged in, you will be prompted to do so. After logging in, you'll see your professional profile that you can update with your specific information.

Your profile allows you to enter your contact information and also allows you to write your own professional bio, add certifications, professional interests or areas of expertise, education details as well as your job history. To enter this information, simply click on the link next to each section of your profile and a text field will appear. After entering in your information, hit the save button and your profile will update.

You can also upload a picture to your profile. By selecting the "edit picture" link, you can browse and upload a picture from your desktop. Note the accepted file types and file dimensions noted on the screen.

You can always return to your profile page and update the information at any time. Don't forget that your profile is referenced in the community site when you upload and share documents with others and post messages to the discussion forums.

Getting Started – Subscribe to a Forum

The Forums tool (also known as eGroups) is a threaded discussion forum tool that allows you to post messages and questions to the general community as a whole. If you have a question you'd like to pose to the entire community, then you should subscribe to the "Everything Affiliates" Forum.

Subscribing to a specific Forum allows you to receive email communication in real time. You can set your subscription preferences to receive emails in real time, as a daily digest, in HTML or plain text versions. If you would like to receive messages delivered to your PDA, you can select that setting as well.

You can subscribe to any number of Forums at any time and update your subscription settings when needed. You can reply to messages from your email inbox and you have the option to reply to the group, or just to the sender, or forward the message to another contact.

To explore the additional features and functionality available to you, select the navigation item called "Forums".

eGroups	SEARCH				Messages From:
In This Section					Last 24 Hours
EGroups Home	All eGroups				Last 7 Days
Post Message					Last 30 Days
Advanced Search	Go Advanced Search				
My Messages	The eGroups that you are subscribed to are **bold**				Add/Change Subscriptions
My Subscriptions	**Affiliate eGroups**				
My Signature	eGroup	Posts	Files	Subscribers	Last Posting	Actions
Code Of Conduct	Affiliate Staff	0	0	0		info digest post

eGroup	Posts	Files	Subscribers	Last Posting	Actions
Affiliate Staff	0	0	0		info digest post
Committee on Affiliates	0	0	0		info digest post
Region V	0	0	0		info digest post
Region I	0	0	0		info digest post
Region II	0	0	0		info digest post
Region III	0	0	0		info digest post
Region IV	0	0	0		info digest post
Region VI	0	0	0		info digest post
Region VII	0	0	0		info digest post
Region VIII	0	0	0		info digest post
Region IX	0	0	0		info digest post
Region X	0	0	0		info digest post
Policy and Advocacy	0	2	0		info digest post
Financial Management	0	1	0		info digest post
Membership Recruitment and ...	0	2	0		info digest post
Board Governance	0	0	0		info digest post
Everything Affiliate	1	2	1	02-17-2009 10:49	info digest post

Getting Started – Subscribe to a Forum

You can browse through any of the messages posted within each Forum. To start receiving email messages from a specific Forum, visit the My Subscriptions page to change your subscription settings.

From the navigation bar at the top, select "Forums", then select "My Subscriptions" from the navigation at the far left.

eGroups » My Subscriptions					
My Subscriptions					

eGroups

In This Section
EGroups Home
Post Message
Advanced Search
My Messages
My Subscriptions
My Signature
Code Of Conduct

Mail Format ○ Text ⦿ HTML (recommended)

Eligible eGroup	Real Time	Daily Digest	PDA	No Emails	Not Subscribed	
Affiliate Staff _not subscribed_	○	○	○	○		Reset
Beta Program _not subscribed_	○	○	○	○		Reset
Board Governance _not subscribed_	○	○	○	○		Reset
Committee on Affiliates _not subscribed_	○	○	○	○		Reset
Everything Affiliate _not subscribed_	○	○	○	○		Reset
Financial Management _not subscribed_	○	○	○	○		Reset
Membership Recruitment and Retention _not subscribed_	○	○	○	○		Reset
Policy and Advocacy _not subscribed_	○	○	○	○		Reset
Region I _not subscribed_	○	○	○	○		Reset
Region II _not subscribed_	○	○	○	○		Reset
Region III _not subscribed_	○	○	○	○		Reset
Region IV _not subscribed_	○	○	○	○		Reset
Region IX _not subscribed_	○	○	○	○		Reset
Region V _not subscribed_	○	○	○	○		Reset
Region VI _not subscribed_	○	○	○	○		Reset
Region VII _not subscribed_	○	○	○	○		Reset
Region VIII _not subscribed_	○	○	○	○		Reset
Region X _not subscribed_	○	○	○	○		Reset

Save

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Getting Started – Post a Message

Once you've subscribed to the Forum, you can post messages by using the Post Message link, or replying to an existing thread. If you reply to an existing message, selecting the reply link from your email inbox will bring you back to the community site and you can post your message using the same interface. You may choose to reply directly to the sender or to the group as a whole.

You can also post a message by selecting the link at the left called "Post Message" under the main Forums navigation item. Posting a message requires you to select which Forum you want to post to, the title of your message and your message text. If your message applies to more than one Forum, you may also choose to "Cross Post" to an additional Forum. You can also upload attachments which are stored in a corresponding Resource Library so that you don't have to worry about file size restrictions.

Getting Started – Browsing the Resource Libraries

The community tools provide you with the ability to upload and share information with your peers. You can add to knowledge management efforts by uploading material relevant to specific topics or you can collaborate with your colleagues by adding comments and rating library entries.

You can browse through the existing libraries by going to the navigation item called "Resources" at the top. By default, you'll see the libraries that have documents already in them, but if you want to see what libraries exist but are empty, you can select the check box "Show empty libraries".

Resources

Resources

☑Show eGroup attachment libraries ☐Show empty libraries

Resource Libraries contain material related to industry specific topics or industry groups. Documents (including word, notepad, powerpoint and excel), video clips, audio clips can be added to a resource library

Resources

In This Section

Resource Libraries

Add Document

Search Library

My Favorites

My Documents

eGroup: Everything Affiliate (2 entries)
This library contains the documents attached to the eGroup messages for the eGroup named Everything Affiliate

eGroup: Financial Management (1 entry)
This library contains the documents attached to the eGroup messages for the eGroup named Financial Management

View the documents that you uploaded

eGroup: Membership Recruitment and Retention (2 entries)
This library contains the documents attached to the eGroup messages for the eGroup named Membership Recruitment and Retention

eGroup: Policy and Advocacy (2 entries)
This library contains the documents attached to the eGroup messages for the eGroup named Policy and Advocacy

800 I Street, NW Washington, DC 20001-3710 (Ph) 202-777-APHA (Fax) 202-777-2534

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Getting Started – Searching the Resource Libraries

In addition to browsing through the libraries, if you're looking for a specific document, you can use the search library interface to locate a specific document or library entry.

You can search by keyword, file type, library as well as by interest category.

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Getting Started – Adding Documents to the Resource Library

If you have documents to share with others and that are relevant to a specific topic or library, you can use the add document feature to share the files with your peers and upload them to the library.

To upload documents, use the link called "Add Document" that displays at the far left. Selecting this link will bring you to a page that will allow you to enter a title and description for your document and allow you to select the appropriate library to upload the file to. After selecting the library, be sure to save your entry before continuing on with the remaining fields.

You can then upload your file by browsing first to your desktop and then you can add any associated tags or keywords that are relevant to your document. Selecting the Continue button will save the entry to the library where you can then choose to add additional documents to the same library entry, or create a brand new entry.

Resources » Add Document

Resources

Add Document

In This Section

Resource Libraries

Add Document

Search Library

My Favorites

My Documents

Step 1: Describe Your Document

Title: Enter a title for your document or group of documents

Description: Enter a brief description of your document

Add brief description so people will know what the document is when browsing through the Resource Library

Library: Enter the library in which the document should be listed

[Select Library]

Save

Step 2: Upload Your File(s)

Select File (Choose File) no file selected

File Name (Optional)   ?

Upload

Step 3: Add Tags/Keywords to Your Document

User Tags

Add your own tags - separate each tag with a space

Continue

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Getting Started – Viewing and Commenting on Documents

You can view any documents in the library by browsing the library and then selecting the name of the library entry. The view will list the title of the library entry and description, give you a link to the profile of the person who created the library entry, and a link to download the uploaded files.

Beyond downloading and viewing the file, you can choose to tag the document to a list of keywords, add it to your favorites view, or share it with a colleague. You can also choose to add comments to the library entry or even add relevant urls or additional documents.

Resources

In This Section

- Resource Libraries
- Add Document
- Search Library
- My Favorites
- My Documents

Resources » View Document

View Document

#14 - Executive Director Job Descriptions

By: Henze, Catherine
February 17, 2009 10:00 am
Posted in:
eGroup: Everything Affiliate
View Profile
Contact Author

File(s) in this Document
- OPHA Job ...   152 KB
- TPHA Job ...   22 KB
- WSPHA Job ...   64.48 KB

Download All

★★★★★
Score 0.5/5
♡ Add to Favorites

◄ Share

0 Ratings
0 Favorited
0 Comments
5 Views
3 Files
0 Shares
0 Downloads
0 Related

Examples of Affiliate Executive Director Job Descriptions

Add Tags
→ Permalink

Comments   **Add Comments**
No comments submitted

Related Documents and Links   **Add Related Links / Related Document**
No related URLs or files

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