ASA Connect: Quick Start Guide

Logging In
To get started, log on to ASA Connect at https://connect.asanet.org. Click the SIGN IN button and log in with your ASA username and password.

Updating Your Profile
While logged into ASA Connect, click on profile picture or initials (located at the top right corner). A drop-down menu will appear, click on PROFILE to load your profile dashboard.

On your profile page you can enter/update your bio, education, job history, privacy settings, email preferences, and more.

Click here to add a profile photo; when no photo is uploaded, your initials will appear.

Contact info is pulled from the membership database. Click the pencil icon to update. Changes will appear on your profile after about 30 minutes.

Click to read messages and to review and approve contact requests

Click to change privacy settings, email preferences, group notifications, and more (Details below)

Click the Add button to enter biographical information you wish to share with others.
Changing Your Privacy Settings
Your profile may be accessed through the member directory and group rosters. You control the information others can see about you.

Access privacy settings by clicking on My Account > Privacy Settings.

You can choose to not be included in the member directory or group rosters.

For each element, you can select what is visible to whom. Your choices include:
- My Contacts – only members you approved to connect with.
- Members Only – all active ASA members
- Only Me – information is not shared or visible to anyone other than yourself.

Do not forget to click Save Changes at the bottom of the page.
Changing Group Notifications
You control the frequency of email notifications from the groups of which you are a member (like your Sections and Communities).

Access group notification settings by clicking on My Account > Group Notifications.

All notifications will go to your primary email address that is pulled from the Membership Database. Update your email address by clicking on the pencil icon next to Contact Details.

For each of your groups, you can specify the frequency of email notifications. Choices include:
- **Real Time** – receive an email of all activities within minutes after they are posted.
- **Daily Digest** – receive a consolidated message of all activity from the previous day.
- **No Email** – You will not receive any notifications and need to login to the ASA Connect website to view all content.

NOTE: If you elect to receive emails but they are not arriving in your inbox, please check your spam folder and make sure the domain @ConnectedCommunity.org is added to your permitted senders list on your spam filter to ensure timely delivery of messages.

If you are a member of multiple groups, instead of getting a digest from each group, you can consolidate all the messages from the previous day (or the previous week) for the groups you specify into a single email, including announcements, discussions, and library entries.
Group Pages
Group pages are only accessible to current members of that group. Group Administrators, members with added permissions to manage content, can access many additional features from this page.

- Manage notifications for this specific Group. Group Administrators can access additional tools here.
- Quickly navigate through the various Group pages via these tabs.
- Group Administrators can add Announcements that will appear here and will also be sent via email notifications.
- View and search the list of members of this group.
- Group Administrators can add Events that will appear here. Click on the event for more details.
- The discussion feature is an opportunity for open-ended conversations. Here members can post messages to share their thoughts and ideas on a particular topic, ask detailed questions, and respond to messages and questions.
- See the latest discussion posts here. Click Add to start a new discussion thread. See previous posts by clicking More.
- The library feature is an opportunity for members to share a variety of files that other members can view and download.
- See the latest library item here. Click Add to upload a new item. See additional library items by clicking More.
Following Conversations
If you post a discussion item or library entry, ASA Connect will automatically define you as "following" that item, which turns on real-time emails for that thread (regardless of the frequency of email notifications you set for this group; see page 3 for details). To stop these real-time notifications, go to that thread's page and toggle the "follow" option off. You can also choose to turn on the "follow" option to get real-time emails for specific threads that you did not post yourself but are interested in following.

Click on the Discussion tab to see the list of all the discussion posts within this Group.

A star indicates that you are following this thread and will receive real-time email notifications any time someone engages with this thread.

To turn on or off the Follow option, simply visit the thread page and toggle the option on or off.
Moderation
To ensure the best possible experience for all, members must agree to the ASA Connect Terms and Conditions before using the site. If you see content that you think may be in violation of that agreement, please use the Mark As Inappropriate option on the ASA Connect website or Flag As Inappropriate link from an email. Together we can assure that ASA Connect is a forum that reflects professional collegiality and generosity of spirit, and one that is used for its intended purposes: asking for and offering professional advice, sharing professional success and challenges, sharing information about professional development opportunity and events, and learning from and with each other.

Moderating a Post from ASA Connect

Moderating a Post from an Email