

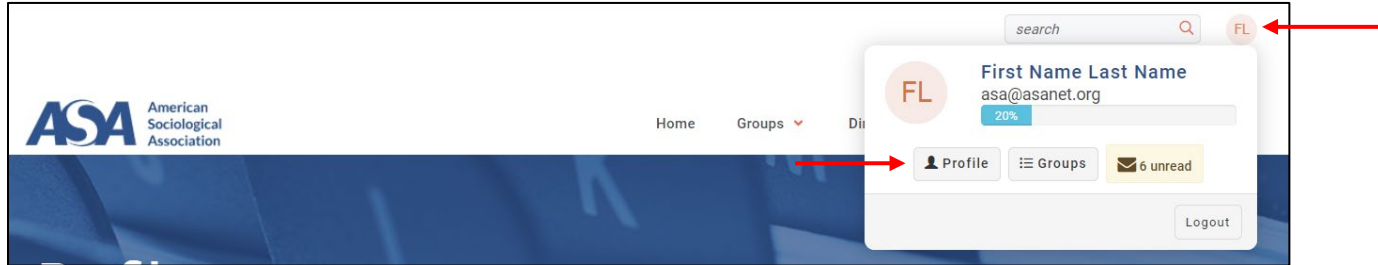
# ASA Connect: Quick Start Guide

## Logging In

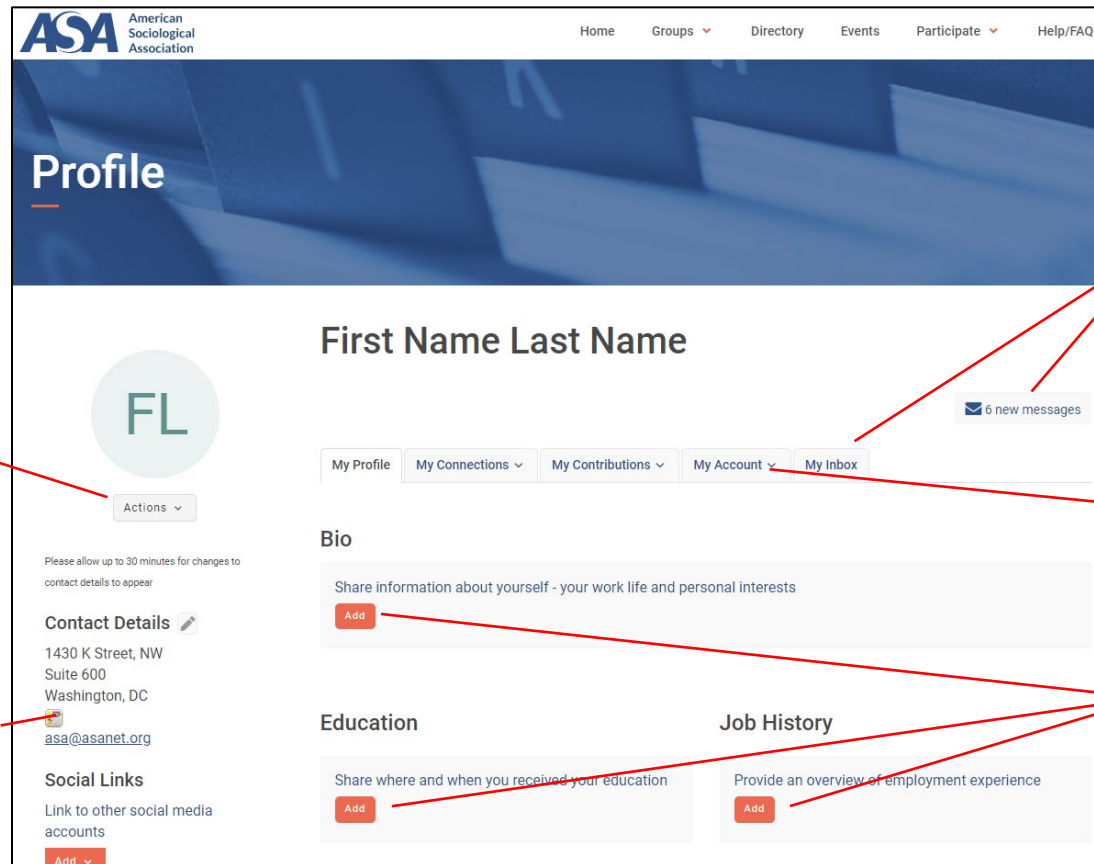
To get started, log on to ASA Connect at <https://connect.asanet.org>. Click the SIGN IN button and log in with your ASA username and password.

## 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.

# ASA Connect: Quick Start Guide

## 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.

**First Name Last Name**

My Profile My Connections My Contributions My Account My Inbox

Privacy Settings  
Email Preferences  
RSS Feeds  
Group Notifications  
Discussion Signature

**Privacy Settings**

Your profile may be accessed through the member directory and group rosters. You have control over the information others see on your profile.

I would like to be included in the member directory and group rosters:  Yes

Picture: Members Only

My Networks: My Contacts

Company Information: Members Only

Job Title and Department: Members Only

Address Lines: Only Me

Save Changes

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.

**ASA**

f t in y

**Contact Us**

American Sociological Association  
1430 K St NW, Suite 600  
Washington, DC 20005

Email  
asa@asanet.org

Phone  
(202) 383-9005

**Membership**

Join or Renew  
Benefits  
About ASA

**Privacy & Terms**

Privacy Policy  
Terms of Use  
ASA Organization

# ASA Connect: Quick Start Guide

## 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.

The screenshot shows a user profile page for 'First Name Last Name'. The user's profile picture is a circle with the initials 'FL'. The page has several tabs: 'My Profile', 'My Connections', 'My Contributions', 'My Account', and 'My Inbox'. The 'My Account' tab is selected, showing a dropdown menu with options: 'Privacy Settings', 'Email Preferences', 'RSS Feeds', 'Group Notifications', and 'Discussion Signature'. The 'Group Notifications' section is active, showing the user's primary email address as 'asa@asanet.org'. Below this, there are options for 'Daily Consolidated Group Digest' and 'Weekly Consolidated Group Digest', both set to 'Deliver to your primary address'. The 'Weekly Consolidated Group Digest' is set to 'Deliver on Sunday'. The 'Notification Settings' section has a 'Yes' checkbox selected, with the text 'Automatically set group discussion emails to "No Email" when a group is added to a consolidated digest.' Below this is a table with columns for 'Group', 'Discussion Email', 'Consolidated Daily Digest', and 'Consolidated Weekly Digest'. The table shows one group with a 'Daily Digest' frequency, and the 'Consolidated Daily Digest' checkbox is checked.

Group	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
<a href="#">Insert Your Section/Community/Group Name Here</a>	Daily Digest	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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.

# ASA Connect: Quick Start Guide

## 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.

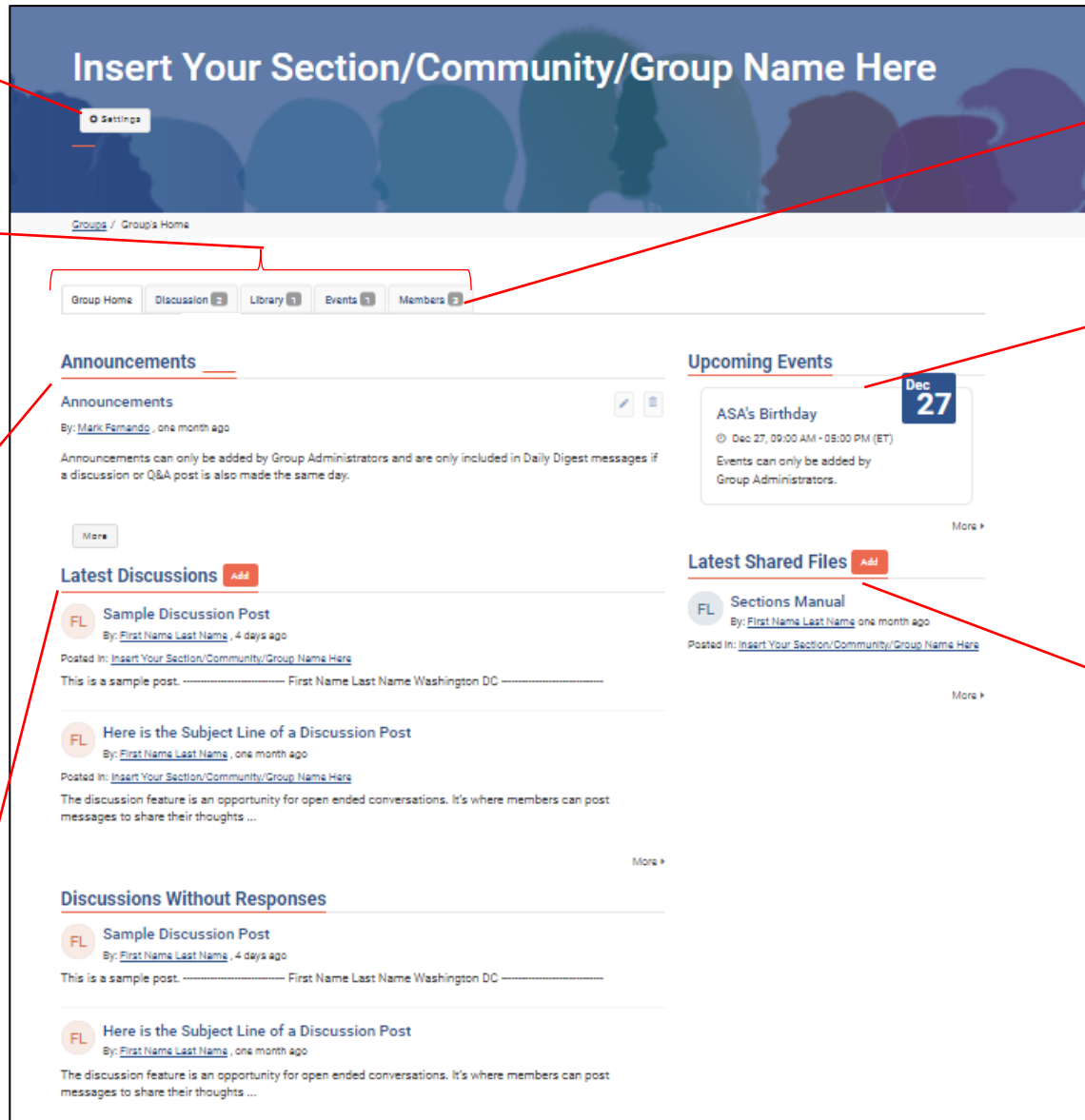
Manage notifications for this specific Group. Group Administrators can access additional tools here.

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.

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.



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 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.

# ASA Connect: Quick Start Guide

## 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.

Thread Subject	Replies	Last Post	Status
Sample Discussion Post	0	3 days ago by First Name Last Name	
★ Here is the Subject Line of a Discussion Post	0	one month ago by First Name Last Name	

Following

1. Here is the Subject Line of a Discussion Post 0 Recommend

FL  
First Name Last Name  
Posted 04-26-2022 12:53 PM  
Edited by First Name Last Name 04-26-2022 12:58 PM

The discussion feature is an opportunity for open ended conversations. It's where members can post messages to share their thoughts and ideas on a particular topic, ask detailed questions, and respond to messages and questions posed by others to offer support, help, and guidance.

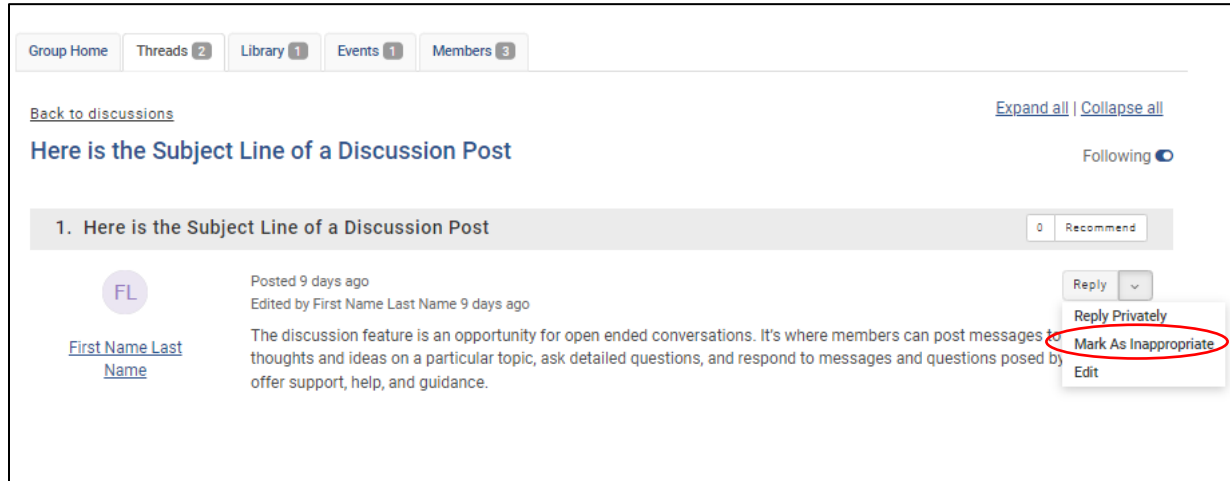
To turn on or off the Follow option, simply visit the thread page and toggle the option on or off.

# ASA Connect: Quick Start Guide

## 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

