

ASN Communities

User Guide

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How do I log in to the ASN Communities?

Navigate to <http://community.asn-online.org> and click the “Sign In” button on the upper right-hand corner of your screen. You will be redirected to the ASN website, and a login box will appear. Enter your ASN account email and password. You will be redirected to the Community after logging in, where you will be asked to read and accept the terms and conditions.

What’s the difference between a post, a thread and a discussion?

A post is when you add to the conversation. A thread is composed of the initial post plus all responses to the post. A discussion is equivalent to a thread.

How can I update my contact information?

Editing primary contact information must be done via the ASN website. (Visit www.asn-online.org > My ASN > Your Profile > Edit Profile).

How do I edit my profile on the Communities?

Once you are logged in, you will see a silhouette with a downward facing arrow next to it in place of the Sign In button in the upper right corner. Clicking the arrow provides quick access to your Profile, Communities and Inbox. The “Profile” button opens a page where you can add a bio, education, and job history. There is also an option to transfer information from LinkedIn.

How do I connect with other ASN members?

Select “Directory” in the main menu and select “Member Directory” from the dropdown. From this page you can search for Community members via Name, Email, Organization, or Location.

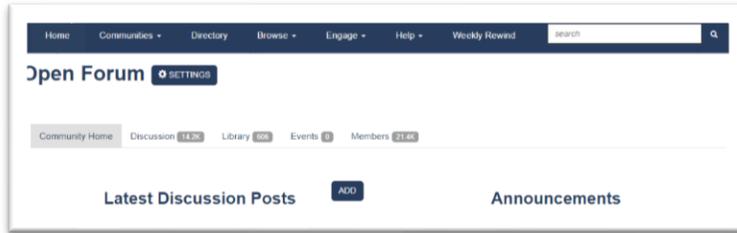
How do I join a Community?

Click “Communities” in the main menu and select “All Communities” from the dropdown. Click “Join” for each Community you would like to be a part of.

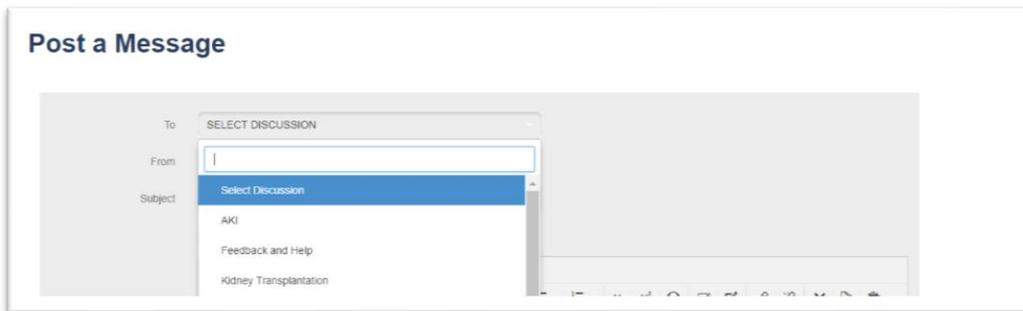
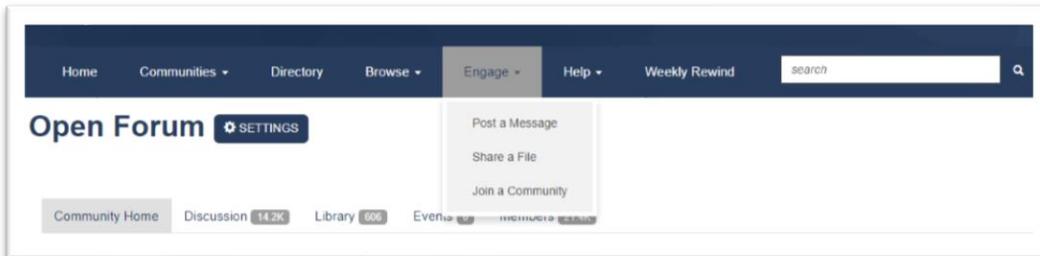
How do I start a new discussion?

There are two ways you can start a new discussion.

- 1) Navigate to the Community to which you like to post your message. Click the “Add” button in the center of the page and follow the onscreen instructions.



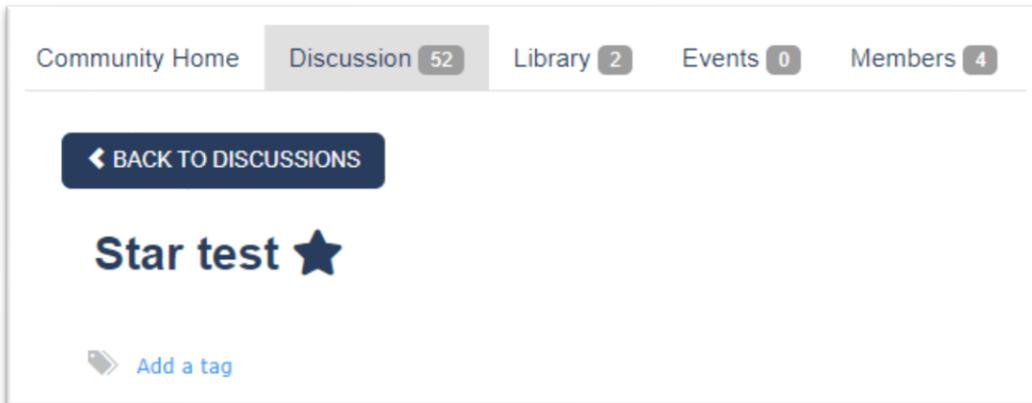
2) Select “Engage” from the header navigation and then select “Post a Message” from the dropdown. On the resulting screen, select the desired Community under “Select Discussion”



How do I receive notifications for posts that I have made?

Whenever you originate a thread with a new post, you will automatically be “subscribed” to that thread. Therefore, whenever anyone responds in the thread, you will receive a real-time email notification of such. If you do not wish to receive these notifications, you can unsubscribe from the thread. The Subscribe/Unsubscribe functionality is noted with a Star Adjacent to the thread title. To Unsubscribe, click the star:

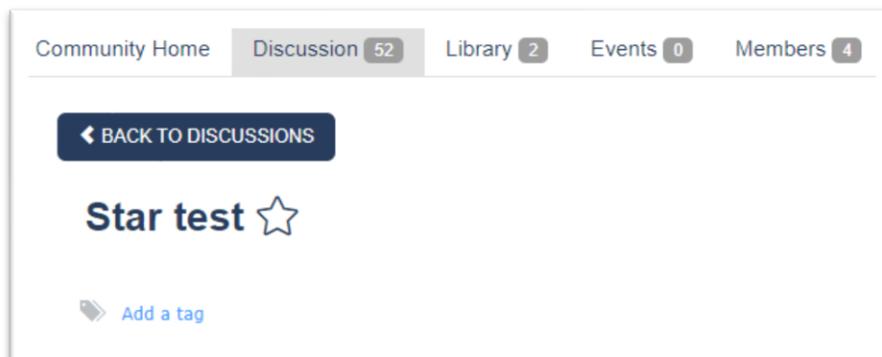
Subscribed State:



To Unsubscribe, simply click the star – notice in the example below that the star is now outlined and not solid.

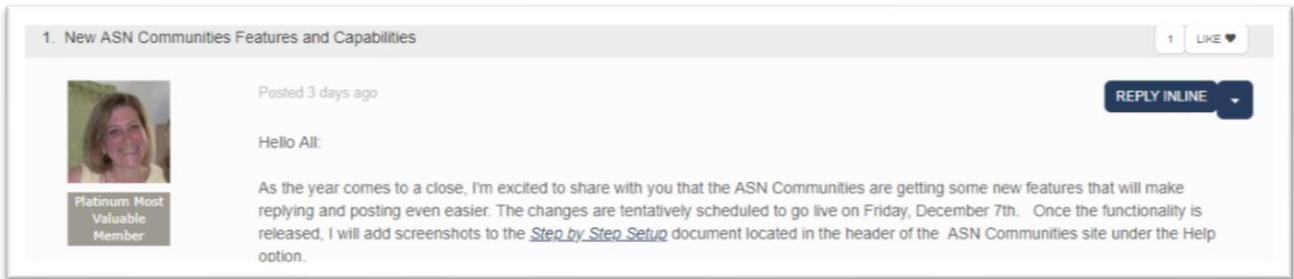
The rules around Subscribing to a post or a thread are:

- If you *start a discussion*, you immediately get an email any time someone replies letting you know there has been a reply to your post.
- If you *reply to a discussion*, you immediately get an email any time anyone else replies.
- If you don't post anything, but are interested in the discussion, you can "star it" to *subscribe* to the thread and get notifications any time anyone posts a response in the specified thread. If you have not subscribed to a thread, you will see the outline of a star adjacent to the post title:

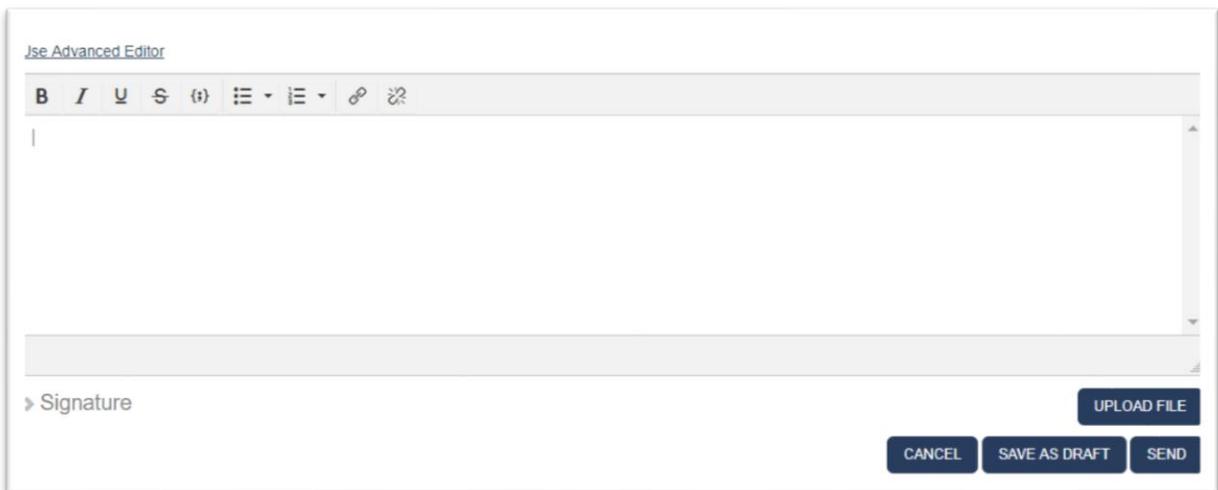


How do I reply online to a post?

Select the discussion post you would like to respond to from the Community page. The post will display. Click on the blue “Reply Inline” button to immediately enter a reply. Alternatively, you can select the drop-down arrow on the “Reply Inline” button and select “Reply to Sender” to respond privately to the post. If you reply privately, your response will be emailed directly to the original poster.



If you reply inline, a streamlined text editor will display immediately below the message. With the streamlined option you can quickly add and format text, add links to other web pages, and add bulleted lists. If you need to add an attachment and you've already started your reply, simply select the *Use Advanced Editor* link. When you select the Advanced Editor, the system will open a new window with your draft post and display the full editor including the attachments capability.

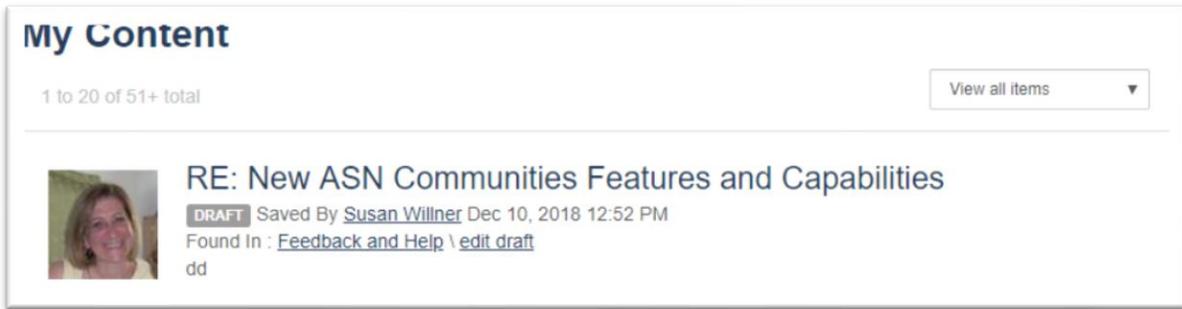


Can I save a draft of my post and come back to it later?

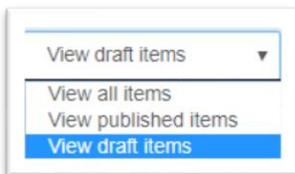
Yes, you can save drafts of your posts and replies. Approximately every thirty (30) seconds, the system will automatically save a copy of your post. You can also select the "Save as Draft" button located in the bottom right corner of the text editor.

How do I find my draft messages?

Your draft messages are stored in your profile under the "My Contributions" option. Drafts will be noted as such.

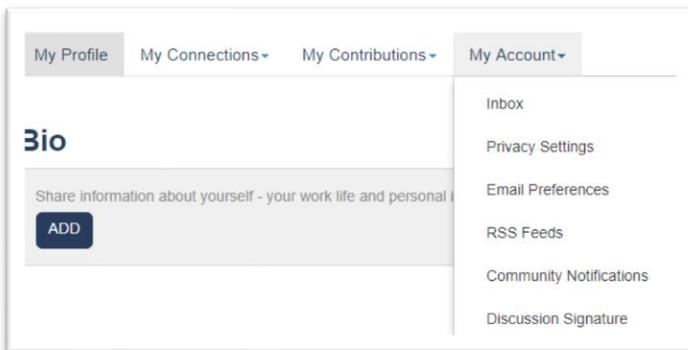


You can also select “View my Drafts” from the drop down on the right side of the page and then select “View draft items.” To complete your post, select, edit and submit the message.

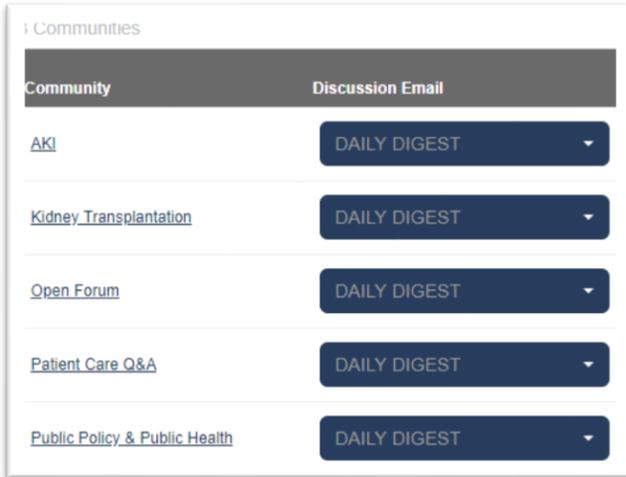


What are my options for email subscriptions to Communities?

In your profile page select “Community Notifications” from the My Account drop-down.

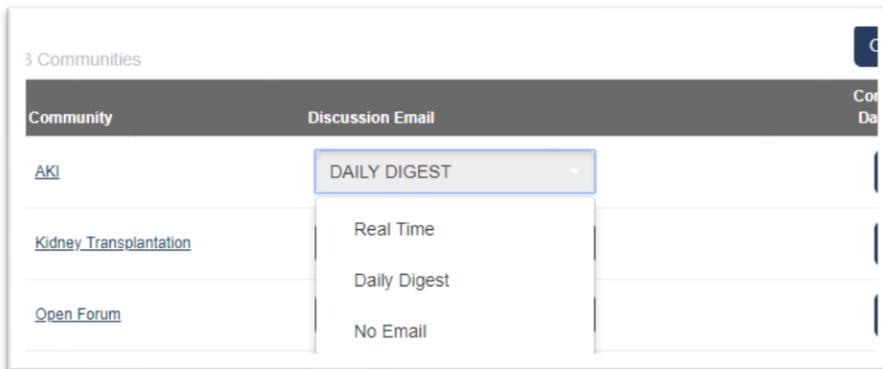


Scroll down the page and you will see a table that displays the options for each Community to which you belong.



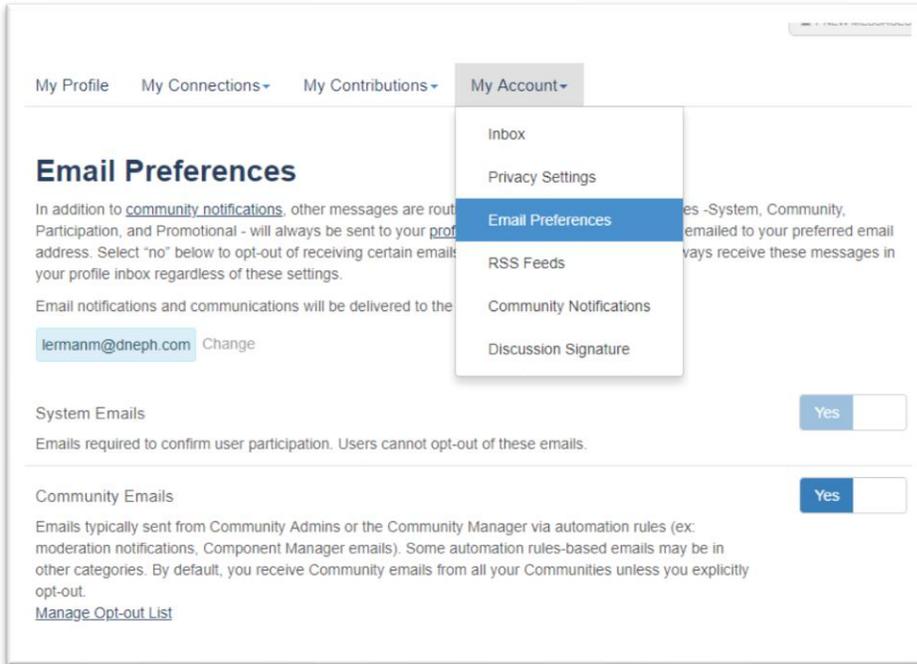
Select the blue “Daily Digest” bar to change your settings:

- Daily Digest – a once-a-day email sent that contains a summary of the conversations from the Community
- Real-Time – emails will be sent whenever someone posts to the Community
- No Email – if you wish to stop receiving email.



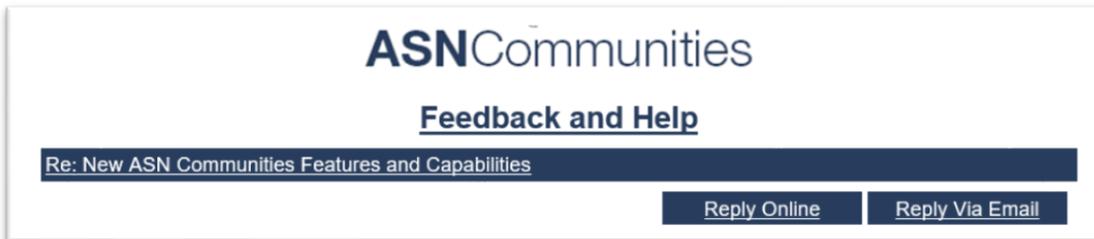
How do I manage other emails coming from the Communities?

In addition to individual Community notifications, you may also receive other emails from ASN Communities. You can change these settings by selecting “Email Preferences” from the “My Account” drop-down on your profile page.



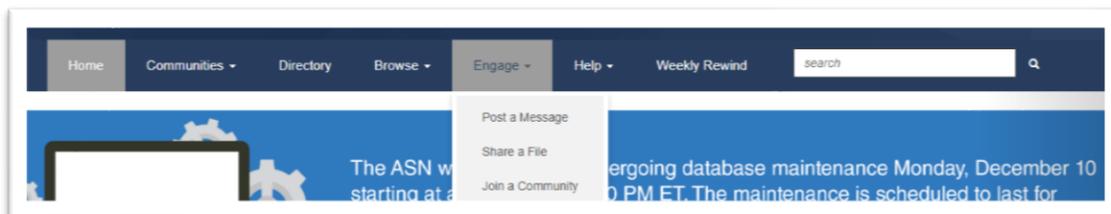
How do I interact via email?

When you receive real-time emails, you can reply directly to the post from within the email. Select the “Reply Online” button to be connected to the thread so that you can reply. Alternatively, you can “Reply Via Email.” If you select “Reply via Email” your response will go directly to the individual and not to the greater Community.



How do I upload resources to the library?

Click “Engage” in the main menu and select “Share a File” from the dropdown. You will be directed to a page where you can upload resources to specific libraries in a variety of formats.



Can I view all discussion posts or resources on one page?

Click “Browse” in the main menu and select “Discussion Posts” to view all discussions, organized by thread, or “Library Entries” to access all the resources uploaded to the Communities.

Where can I change the privacy settings on my account?

Under the “My Account” tab in your profile, select “Privacy Settings”. On this page you can change who can see various information in your profile.